



Dallas County Elections
Department
Central Counting Station
Operating Procedures

Contents

Purpose.....	3
Location	3
Security Procedures.....	3
Convening of the Central Counting Station.....	3
Roles and Responsibilities	4
Poll Watcher Rights & Responsibilities	5
Administration of Oaths by -Presiding Judge	5
Ballot Tabulation	6
Tabulation of Early Voting	6
Tabulation of Early Voting Mail Ballots	7
Tabulation of Provisional Ballots	7
Tabulation of Election Day Media.....	8
Paper Ballot Duplication/ Electronic Ballot Duplication	8
Ballot Adjudication	9
Reconciliation.....	9
Results Reporting	9
Storage of Election Materials	9

Purpose

This plan has been developed to facilitate the orderly operation of the Central Counting Station. This plan is available to the public upon request made not later than 5 p.m. on the fifth day before the date of the election.

Location

The Dallas County Central Counting Station is located at the Dallas County Elections Office, 1520 Round Table Dr., Dallas, Texas 75247, in Room 129.

Security Procedures

- A licensed Peace Officer will be posted during the times the Central Counting Station is convened.
- A live streaming video of the Central Counting Station is viewable online.
- A live streaming video of the Election Storage is viewable online.
- A Dallas County approved identification badge is required for Central Counting Station entry.

Convening of the Central Counting Station

The Central Counting Station will convene as listed below to receive and tabulate Early Voting Ballots by Mail Ballots, Early Voting In-Person Ballots, and Election Day Ballots for the 2022 Constitutional Amendment and Joint Primary Election:

- | | |
|---|---|
| Tuesday, May 3, 2022
7:00 p.m. until completion | <ul style="list-style-type: none">• Receive Early Voting Election Media and secure in Central Counting Station Election Storage Chamber• Receive Early Voting Ballots by Mail Ballots and Secure in Ballot Storage Chamber |
| Thursday, May 5, 2022
9:00 a.m. until 5: p.m.
Lunch 1:00 p.m. to 2:00 p.m. | <ul style="list-style-type: none">• Tabulate Early Voting Ballots by Mail Ballots |
| Friday, May 6, 2022
9:00 a.m. until 5: p.m.
Lunch 1:00 p.m. to 2:00 p.m. | <ul style="list-style-type: none">• Tabulate Early Voting Results• Tabulate Provisional/Limited Ballots |
| Saturday, May 7, 2022
2:00 p.m. until completion | <ul style="list-style-type: none">• Tabulate Early Voting Ballots by Mail Ballots that arrived on Election Day• Receive and Tabulate Election Day Results from all Vote Centers via Regional Sites |
| Friday, May 13, 2022
3:00 p.m. until 5:00 p.m. | <ul style="list-style-type: none">• Tabulate Provisional Ballots• Tabulate Early Voting Ballots by Mail Ballots that were postmarked by 7 p.m. on Election Day |

Roles and Responsibilities

The following are roles and responsibilities inside the Central Counting Station, as contained in Sections 127.002-127.006 of the Texas Election Code:

Central Counting Station Manager – Michael Scarpello

The Central Counting Station Manager and Elections Administrator are in charge of the overall administration of the Central Counting Station and the supervision of the personnel working in the station.

Tabulation Supervisor – Danielle Grant

The Tabulation Supervisor is responsible for overseeing the Election Management System and operating the automatic tabulating equipment, which includes the:

- Accumulation Tabulator Equipment – Tabulates and/or consolidates vote totals for multiple precincts and races.
- Central Tabulator Equipment [DS850 (2) /DS450 (2)] – High-speed scanner and vote tabulator for all vote types.

Assistant Tabulation Supervisors –

Katherine Gilstrap, Angelica Munoz, Michelle Lee, Mildred West, Garyetta Cooks

The Assistant Tabulation Supervisors will assist in the operation of the automatic tabulating equipment as directed by the Tabulation Supervisor to include:

- Operating tabulator equipment
- Processing unofficial election results

Presiding Judge – Louis A Bedford IV

The Presiding judge will have the same authority as an Election Day Presiding Judge with respect to maintaining order, administering oaths, and receiving ballots to be counted.

Alternate Presiding Judge – Mike Slaton

The alternate judge will serve in the capacity of the presiding judge, if the presiding judge is absent. Otherwise, the alternate judge will perform duties assigned by the presiding judge.

Counting Station Clerks – Sherrie Scott, Norma Smith and Part-Time Staff

The Counting Station Clerks will perform duties as assigned by the Tabulation Supervisor and/or the presiding judge. These duties include, but are not limited to, receiving election media USBs from the regional site designees, duplicating ballots, and assisting with tabulating equipment.

Poll Watcher Rights & Responsibilities

Poll watchers may be present during the time the CCS is convened for the “purpose of processing or preparing to process election results and until the election officers complete their duties at the station.”

1. To be accepted into the CCS, a poll watcher will need:
 - A printed Certificate of Poll Watcher training from the SOS
 - Complete the Oath of Office (for Poll Watcher) with the Presiding Judge
 - A certificate of Appointment for Central Count Station
2. A poll watcher must comply with Sections 33.055, 33.056, 33.060 of the Texas Elections Code and the provisions of the Poll Watchers Guide issued by the Secretary of State. Copies of this guide will be available in the CCS and on the [SOS Website](#).
3. A poll watcher may request a digital copy of an audit log produced by the central accumulator before any votes are tabulated, after early voting results are tabulated, and immediately following the completion of the vote tabulation.

Administration of Oaths by Presiding Judge

The administration of oaths will take place prior to conducting any duties at the CCS.

The Oath for Early Voting Ballot Board and Central Counting Station Personnel (AW 8-3a Sec. [87.006](#), [127.0015](#)) will be administered verbally to all members of the early voting ballot board and all personnel at the central counting station prior to the performance of any duties by the board or the central counting station.

"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 not work alone when ballots are present and will work only in the presence of a member of a political party different from my own. I will faithfully perform my duty as an officer of the election and guard the purity of the election."

Ballot Tabulation

Early Voting Tabulation

Early Voting In-Person

At the close of Early Voting, Early Voting Judges/designees deliver security sealed Return Pouches containing Early Voting In-Person Media USBs to the Dallas County Elections Office.

The Assistant Tabulation Supervisors and Central Counting Clerks will

- receive sealed pouches

The Tabulation Supervisor will

- Place sealed pouches in the safe located in the Central Counting Station Election Storage
- Ensure that the sealed pouches remain locked in safe until the Central Counting Station convenes.

The Presiding Judge will convene Central Counting Station

- At the **Media Intake Station** Assistant Tabulation Supervisors and Central Counting Clerks will
 - Break the security seal on the Return pouch and place the seal inside the pouch
 - Remove the Early Voting Media USB from the front pocket of the pouch
 - Place a check mark on the Early Voting Location Roster beside the USB Vote Center # that matches the Early Voting Media USB removed from the pouch
 - Place the Early Voting Media USB in a red “To Be Tabulated” bin
 - Place the Return pouch in a storage bin
 - Deliver the red “To Be Tabulated” bins to the **Accumulator Tabulation Station**
- At the **Accumulator Tabulation Station**, Assistant Tabulation Supervisors will
 - Receive Early Voting Media USBs in red “To Be Tabulated” bins
 - Upload the Early Voting Media USBs into the Accumulator Tabulator
 - Place the “Upload Completed” Early Voting Media USBs in a green “Tabulated” bin
 - Deliver the green “Tabulated” bin to the **Storage Inventory Station**
- At the **Storage Inventory Station**, Central Counting Clerks will
 - Receive Election Media USBs in green “Tabulated” bins
 - Place Election Media USBs in the Central Counting Station Storage Binder in the designated Vote Center slot
 - Place a check mark on the Vote Center Checklist beside the Vote Center # that match the Election Media USBs placed in the binder

Early Voting by Mail Ballot Tabulation

The Ballot Board will process mail ballots (Sec.87.041) and place them in Ballot Boxes.
The Central Counting Station (Sec.87.101) will receive Ballot Boxes at the end of Early Voting.

Early Voting by Mail Ballots

- At the **Ballot Box Receiving Station**, the Tabulation Supervisor/Assistants will
 - Receive ballot boxes
 - Verify the security seal number on the ballot box matches the seal number written on the Mail Ballot Chain of Custody Form
 - Write the ballot box number on the Central Count Ballot Box Roster
 - Complete Lines 1 and 2 of Section 3 of the Custody Form with date and Signature
 - Break the security seal on the ballot box and place the seal into the ballot box
 - Remove the ballots from the ballot box and place on ballot scales
 - Write the scale weight on Line 3 of Section 3 of the Mail Ballot Chain of Custody Form
 - Place ballots back in the ballot box
 - Deliver the ballot box to the **Central Tabulation Station**
- At the **Central Tabulation Station**, Assistant Tabulation Supervisors will
 - Tabulate the ballots on the Central Tabulator/DS850 or DS450 machine
 - Inform the Tabulation Supervisor of ballots that require adjudication or duplicated
 - Write the number of ballots adjudicated on Line 4 of Section 3 of the Custody Form
 - Write the number of ballots duplicated on Line 5 of Section 3 of the Custody Form
 - Write the number of ballots counted on Line 6 of Section 3 of the Custody Form
 - Save the central tabulator results to a USB
 - Write the following on the USB label: ballot box #, ballot type (Provisional or Mail), tabulation date, time, and # of ballots tabulated
 - Place the Central Tabulator Results USB in a red “To Be Tabulated” bin
 - Place the ballots back into the ballot box
 - Place a new security seal the ballot box
 - Write the new seal number on Line 7 of Section 3 of the Custody Form
 - Complete Lines 9 and 10 of Section 3 of the Custody Form with date and Signature
 - Deliver red “To Be Tabulated” bins to the **Accumulator Tabulation Station**
or call out “PICK UP” for assistance from Central Counting Station personnel
 - Make a copy of the Mail Ballot Chain of Custody Form
 - Place the original Mail Ballot Chain of Custody Form in the plastic sleeve on the outside lid of the ballot box
 - Place the copy of the Custody Form in the binder labeled Mail Ballot Chain of Custody Forms
 - Place the sealed ballot box in the Central Counting Station Election Storage
- At the **Accumulator Tabulation Station**, Assistant Tabulation Supervisors will
 - Receive Central Tabulator Results USBs in red “To Be Tabulated” bins
 - Upload the Central Tabulator Results USBs into the Accumulator Tabulator
 - Place the “Upload Completed” Central Tabulator Results USBs in a green “Tabulated” bin
 - Deliver green “Tabulated” bins to the **Storage Inventory Station**
 - Deliver empty red “To Be Tabulated” bins back to the **Central Tabulation Station**

Provisional Ballot Tabulation

The Ballot Board will process Provisional ballot and place them in Ballot Boxes. The Central Counting Station will receive Provisional Ballot Boxes through the end of the 6th workday after Election Day.

Provisional Ballots

- At the **Ballot Box Receiving Station**, the Tabulation Supervisor/Assistant will
 - Receive each ballot box
 - Verify the security seal number on the ballot box matches the seal number written on the Ballot Chain of Custody Form
 - Write the ballot box number on the Central Count Ballot Box Roster
 - Complete Lines 1 and 2 of Section 3 of the Custody Form with date and Signature
 - Break the security seal on the ballot box and place the seal into the ballot box
 - Remove the ballots from the ballot box and place on ballot scales
 - Write the scale weight on Line 3 of Section 3 of the Mail Ballot Chain of Custody Form
 - Place ballots back in the ballot box
 - Deliver the ballot box to the **Central Tabulation Station**
- At the **Central Tabulation Station**, Assistant Tabulation Supervisors will
 - Remove the Provisional Ballot from the Secrecy Envelope
 - Tabulate the Provisional Ballots on the Central Tabulator/DS850 or DS450 machine
 - Inform the Tabulation Supervisor of ballots that require adjudication or duplicated
 - Write the number of ballots adjudicated on Line 4 of Section 3 of the Custody Form
 - Write the number of ballots duplicated on Line 5 of Section 3 of the Custody Form
 - Write the number of ballots counted on Line 6 of Section 3 of the Custody Form
 - Save the central tabulator results to a USB
 - Place the Central Tabulator Results USB in a red “To Be Tabulated” bin
 - Place the ballots back into the ballot box
 - Place a new security seal the ballot box
 - Write the new seal number on Line 7 of Section 3 of the Custody Form
 - Complete Lines 9 and 10 of Section 3 of the Custody Form with date and Signature
 - Deliver red “To Be Tabulated” bins to the **Accumulator Tabulation Station**
 - Make one copy of the Mail Ballot Chain of Custody Form
 - Place the original Custody Form in the plastic sleeve on the outside lid of the ballot box
 - Place the of the Custody Form in the binder labeled Mail Ballot Chain of Custody Forms
 - Place the sealed ballot box in the Central Counting Station Election Storage Chamber
- At the **Accumulator Tabulation Station**, Assistant Tabulation Supervisors will
 - Receive Central Tabulator Results USBs in red “To Be Tabulated” bins
 - Upload the Central Tabulator Results USBs into the Accumulator Tabulator
 - Place the “Upload Completed” Central Tabulator Results USBs in a green “Tabulated” bin
 - Deliver green “Tabulated” bins to the **Storage Inventory Station**
 - Deliver empty red “To Be Tabulated” bins back to the **Central Tabulation Station**

Election Day Media Tabulation

At the close of Election Day, Vote Center Judges/designees deliver to their designated Regional Site Drop-Off Location a number of specified items which include

- a security sealed pouch containing the vote center Election Day Media USB
- a security sealed ballot box containing voted paper ballots

Election Day Media

- At the Regional Site Managers and Regional Site Intake Personnel will
 - Verify the vote center location information
 - Receive a security sealed pouch containing the vote center Election Day Media USB
 - Receive a security sealed ballot box containing voted paper ballots
 - Complete a Regional Site Media Chain of Custody Record
 - Designate a Regional Site personnel to deliver security sealed Election Day Media USB and voted paper ballots to the Central Counting Station
- At the Central Counting Station **Media and Voted Ballots Intake Station**, Assistant Tabulation Supervisors and Central Counting Clerks will
 - Verify the Regional Site location
 - Receive a security sealed pouch containing the vote center Election Day Media USB
 - Break the security seal on the Return pouch and place the seal inside the pouch
 - Remove the Election Day Media USB from the front pocket of the pouch
 - Place a check mark on the Regional Site Media Chain of Custody Record beside the vote center number that matches the Election Day Media USB removed from the Early Voting Media USB removed from the pouch
 - Place the Election Day Media USB in a red “To Be Tabulated” bin
 - Place the Return pouch in a storage bin
 - Receive a security sealed ballot box containing voted paper ballots
 - Place a check mark on the Central Counting Station **Intake Roster of Vote Ballots** in the section for the appropriate Regional Site beside the vote center number that matches the vote center number on the security sealed ballot box containing the voted paper ballots
 - Sign the Regional Site Media Chain of Custody Record on the “Received by” line
 - Make a copy of the Regional Site Media Chain of Custody Record for delivery personnel
 - Place the original Custody Record in the binder labeled Regional Site Chain of Custody Records
 - Deliver the red “To Be Tabulated” bins to the **Accumulator Tabulation Station**
 - Deliver the security sealed ballot box containing voted paper ballots to the **Central Tabulation Station**
- At the **Accumulator Tabulation Station**, Assistant Tabulation Supervisors will
 - Receive Central Tabulator Results USBs in red “To Be Tabulated” bins
 - Upload the Central Tabulator Results USBs into the Accumulator Tabulator
 - Place the “Upload Completed” Central Tabulator Results USBs in a green “Tabulated” bin
 - Deliver green “Tabulated” bins to the **Storage Inventory Station**
 - Deliver empty red “To Be Tabulated” bins back to the **Central Tabulation Station**

Ballot Duplication

Ballots that are unable to be tabulated on the Central Tabulation automated equipment will be processed by the method listed below. Examples of ballots typically rejected by the Central tabulator are ballots that contain irregular voter markings, are torn, or have dried spills.

Paper Ballot Duplication

The Paper Ballot Duplication process requires three people: Two people from the Duplicating Team and one person from the Ballot Printing Team.

The **Ballot Duplicating Team** will

- Write the original ballot precinct, ballot style, and serial number on a duplication log
- Give the duplication log to a member of the Ballot Printing Team

The **Ballot Printing Team** will

- Print a blank ballot for the precinct and ballot style listed on the duplication log
- Deliver the duplication log and the newly printed ballot to the Ballot Duplication Team.

The **Ballot Duplicating Team** will

- Verify the precinct and ballot style of the newly printed ballot matches the precinct and ballot style original ballot
- Place a numbered duplication label on the original ballot
- Write the new ballot serial number on the duplication log
- Write the serial number from the original ballot *and* the DUP sticker number on the newly printed blank ballot
- Write the serial number from the newly printed blank ballot on the original ballot
- Duplicate the markings from the original ballot onto the newly printed blank ballot
 - Team Member #1:
 - Read the Precinct number from the bottom of the **original** ballot.
 - Read the name beside the marked ovals on the **original** ballot.
 - Team Member #2:
 - On the new ballot, mark the ovals beside each name as called by Team Member #1.
- Check the duplication accuracy
 - Team members trade ballots to proofread.
 - The team member who marked the ovals will read the voted markings from the original ballot
 - The other team member will check for accuracy.
- Deliver the newly marked/duplicated ballot to the **Central Tabulation Station**
- Place the original ballot in a plastic bag labeled DUPs (Duplications)
- Place the plastic bag in the Ballot Box

At the **Central Tabulation Station**, Assistant Tabulation Supervisors will

- Tabulate duplicated ballots on the Central Tabulator/DS850 or DS450 machine
- Place the duplicated ballot the appropriate Ballot Box
- Place a security seal the Ballot Box
- Place the sealed ballot box in the Central Counting Station Election Storage

Electronic Ballot Duplication

The Electronic Ballot Duplication process requires three people: Two people from the Duplicating Team and one person from the Ballot Printing Team.

The Ballot Duplicating Team will

- Write the original ballot precinct and ballot style on a duplication log
- Give the duplication log to a member of the Ballot Printing Team

The Ballot Printing Team will

- Print a ballot header for the precinct and ballot style listed on the duplication log
- Deliver the duplication log and the newly printed ballot to the Ballot Duplication Team.

The Ballot Duplicating Team will

- Verify the precinct and ballot style of the newly printed ballot matches the precinct and ballot style original ballot
- Place a numbered duplication label on the original ballot
- Write the DUP sticker number on the newly printed blank ballot
- Insert the newly printed ballot in the ExpressVote automated marking equipment
- Duplicate the markings from the original ballot onto the newly printed blank ballot
 - Team Member #1:
 - Read the name beside the marked ovals on the original ballot.
 - Team Member #2:
 - On the ExpressVote, mark the ovals beside each name as called by Team Member #1.
- Check the duplication accuracy
 - Team members exchange roles to proofread.
 - The team member who marked the ovals will read the voted markings from the original ballot
 - The other team member will check for accuracy.
- Print the newly marked/duplicated electronically ballot
- Deliver the newly marked/duplicated ballot to the **Central Tabulation Station**
- Place the original ballot in a plastic bag labeled DUPs (Duplications)
- Place the plastic bag in the Ballot Box

At the **Central Tabulation Station**, Assistant Tabulation Supervisors will

- Tabulate duplicated ballots on the Central Tabulator/DS850 or DS450 machine
- Place the duplicated ballot the appropriate Ballot Box
- Place a security seal the Ballot Box
- Place the sealed ballot box in the Central Counting Station Election Storage

Ballot Adjudication

The Tabulation Supervisor, guided by the Presiding Judge, will inspect each under-voted or over-voted ballot image to ascertain the intent of the voter (Sec 127.157). If it is determined that the intent differs from the tabulated results, a team of two will mark the selection on the screen as agreed upon by the Presiding Judge, the Alternate Judge and the Tabulation Supervisor.

Reconciliation

The reconciliation process requires comparing the *number of voters listed as voters* on the e-PollBook to the *number of ballots cast*.

- 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*.
- Early Voting by Mail – Compares the *number of ballots on the Ballot Transmittal form* to the *number of ballots counted*.
- Election Day – Compares the *number of Election Day check-ins on the e-PollBook* to the *number of ballots cast minus Spoils and Provisionals*.
- Presiding Judge must print and sign the reconciliation form at the end of election night.

Results Reporting

- *Unofficial Election Results* will be released via Dallas County Election Night Results webpage, beginning no earlier than 7:00PM. Election Day results will be released beginning at 9:00 pm and every 30 minutes until the tabulation process for all vote centers is complete.
- Dallas County Elections personnel will upload and report totals to the Secretary of State using the SOS online portal (TEAM).
- Tabulation supervisor will instruct staff after the counting of ballots/accumulation of vote totals, prepare the precinct election returns
- Presiding Judge will sign the precinct returns to certify accuracy. The printed “precinct by precinct” report, adjusted (if necessary) to include any hand-counted ballots, constitutes the certified precinct returns. (*Section 127.131(e)*, Texas Election Code).

Storage of Election Materials

Records created as part of the election are retained for twenty-two months.

Electronic records and paper documents will be secured in a locked container and sealed with one or more tamper-evident seals.