WELCOME!!!

While we wait to begin this exciting journey, please take some time to review your manual.

Your Table Trainers will introduce themselves to you shortly. Please be ready to provide them with your name, the location where you will be working, and the shift.
Let’s make you official!

- All workers will fill out a Constitutional Oath in training.
- Additional Oaths are in your forms box for people who may not have attended training.
Election day is...

November 3, 2020

Polls are open from 7:00am-7:00pm
Training Agenda

- Introduction: Overview of voting system, duties, timesheets
- Hands on: Polling Site Setup & Opening Polls
- Hands on: Processing Regular Voters & Special Circumstances Voters
- Hands on: Closing Polls & Putting Away Equipment
- Review + Q/A
Training Learning Objectives

By the end of this training, you will be able to:

✓ Properly set up and break down a polling location
✓ Implement safety procedures for workers and voters
✓ Identify various voter scenarios
✓ Efficiently and accurately process voters
✓ Provide remarkable customer service
### Pay Period & Timesheets

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>PAY DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2020 to 10/15/2020</td>
<td>Last Friday of the month (10/30/2020)</td>
</tr>
<tr>
<td>10/16/2020 to 10/31/2020</td>
<td>15(^{\text{th}}) of the following month (11/15/2020)</td>
</tr>
<tr>
<td>11/1/2020 to 11/15/2020</td>
<td>Last Day of the month (11/30/2020)</td>
</tr>
</tbody>
</table>

- Time is recorded in the ePollbook
- When you clock out, a label will print with your time listed.
- Tear the label in half and place one label on the Statement of Oaths and Compensation.
- Sign the Statement of Compensation and those of your clerks.
- Place the completed Statements in the green timesheet envelope.
Who’s who in the Polling Place?

Judge-
- Serves as the Manager of the polling location
- Processes Special Circumstance Voters
- Ensure the polling location runs smoothly
- Serves as the contact person at the polling location
- Signs or stamps the back of all Ballot Cards issued

Alternate Judge-
- 2nd in Command
- Can assume all duties of the Judge if they are unavailable.
- (Cannot sign Ballot Cards)

Clerk and Curbside Clerk-
- Assists voters with checking-in and functions of the voting equipment
- Sanitizes and performs other duties as the Judge directs.
• Arrive at your polling site at 6am.
• If you are unable to enter the building, call the Call Center for assistance.
• Unlock ESC and set up the polling site.
• Log in and start processing voters at 7:00am.
• Ensure the polling location is clean and paperwork is completed.
PM

- Close polls once all voters who were in line by 7pm have been processed.
- Power down and secure all equipment in the ESC.
- Complete paperwork.
- Prepare your supplies to return to CRS.
Election Supply Carrier ("ESC")

- All equipment will be delivered to your polling site in an Election Supply Carrier

- Judges will receive the key to the ESC at supply pick-up **Sunday, November 1, 2020**.

- The ESC must be locked and sealed at the end of Election Day.
Voting System

Check-In Station

Ballot Marking Device

Ballot Box
• Voter is processed at the Check-In Station
• There will be a Check-in and a Resolution ePollbook.
• Voter receives their Ballot Card that has been signed by the Judge and is directed to an available BMD
Voter inserts their Ballot Card into BMD. Using touchscreen, voter makes selections and then verifies choices. Voter prints their Ballot Card.
• Voter inserts their marked Ballot Card into Ballot Scanner.
• Ballot Scanner Screen confirms the vote has been cast.
Let’s All Speak the Same Language!

Precinct and Ballot Style—Based on a voter’s registered address. Contains all of the races for that voter.

Ballot Card Header—Contains no voter information. Pulls up the correct precinct and ballot style on the BMD.

Ballot cards are an official part of the election. Do not write or make marks on the Ballot Cards. Do not open more than one pack at a time.
Make sure your hands are clean and dry before touching the Ballot Cards.

- Eat Away from the Ballot Cards and make sure to clean your hands before returning.
- When using hand sanitizer, make sure it is rubbed in thoroughly before touching the Ballot Cards.
Account for all Ballot Cards

- Only use Ballot Cards for their intended purpose.
- Place any spoiled or canceled Ballot Cards in the Spoiled Ballot Envelope.
- Judge’s Signature must be on the back of all Ballot Cards.
Polling Place Set-up
Lay out the Polling Place to prevent cross-traffic.

- Voters enter from one door and exit from a separate door.
- Use the blue painter’s tape to mark six foot line distance markers.
- PPE Safety Table is in the middle of the room.
Personal Protection Equipment (PPE)

Judges should appoint someone to be the safety officer

The safety officer will be in charge of setting out PPE and disinfecting the equipment

Travis County Elections is providing you with the following:

- Disposable Face Mask
- Hand Sanitizer
- Alcohol Disinfectant
- Kem Wipes for Equipment
- Face Shields
- Sticks for Voter Selections
- Kleenex
- Finger Cots
- Ear Covers
- Hazzard Vest
- Umbrella
- Blue Painters Tape
- 6ft. Rope (for measuring)
- Gloves
PPE Table
Check-In Station
Check-in Stations
One Check-in stations and One Resolution table.
Six foot line marks

6 Foot Measuring String
Nonpartisan ballot: Voters can vote for candidates of any party regardless of their primary party affiliation.
• There are Write-in candidates for this election. Post Certified Write-in candidates inside the privacy shields of each BMD.
• For voter questions regarding Presidential Ballot, contact the Call Center. See page 57 in the manual for more information on Presidential Ballots.
Notice of Voting Order Priority

Election Officials may allow voters with mobility problems to move up in the line, if the voter wishes. If requested directly by the voter, the Election Official cannot require proof of a mobility problem.
Now we will setup our equipment...

LET THE FUN BEGIN!!
ID required for Texas Voters
You must present one of the following forms of photo ID when voting in person:

★ Texas driver license issued by the Texas Department of Public Safety (DPS)
★ Texas Election Identification Certificate issued by DPS
★ Texas personal identification card issued by DPS
★ Texas license to carry a handgun issued by DPS
★ United States military identification card containing your photograph
★ United States citizenship certificate containing your photograph
★ United States passport

Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls explaining why and bring one of the following supporting documents:

★ Valid voter registration certificate
★ Certified birth certificate (must be an original)
★ Copy of or original current utility bill
★ Copy of or original bank statement
★ Copy of or original government check
★ Copy of or original paycheck
★ Copy of or original government document with your name and an address (original required if it contains a photograph)

*With the exception of the U.S. citizenship certificate, the identification must be current or have expired no more than 3 years before being presented by voter qualification at the polling place.

FAQS

Processing Voters: Voter ID Requirements
Ask for approved form of photo ID

- Yes! Here is my “List A” ID
  - Proceeds to vote

- Yes! I have an “List A” ID... but I didn’t bring it
  - Can return to the polling site to vote with their approved ID anytime before the end of the election
  - Can vote provisionally and bring to Travis County Voter Registrar’s Office within 6 days after Election Day

- No, I don’t have access to a “List A” ID
  - Can fill out a Reasonable Impediment Declaration (RID) form and provide a document from “List B”
List of Acceptable Forms of Photo ID (LIST A)

- Texas Driver License
- Texas Election Identification Certificate
- Texas Personal Identification Card
- Texas License to Carry Handgun
- United States Military Identification Card (containing a photo)
- United States Citizenship Certificate (containing a photo)
- United States Passport (book or card)

*The Approved Photo ID must be current or not expired more than 4 years (voters who are 70 or older may use expired ID’s)
List B Approved Supporting Documents

**A Copy or Original of one of the following supporting documents:**

- Government document that shows voter’s name and address, including voter registration certificate
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck; or
  - (a) A certified domestic (from a U.S. state or territory) birth certificate or
  - (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

**Other supporting documents:**

- Driver’s licenses from other states
- ID cards issued by federally recognized Native American tribes (must contain an address)
- DPS Receipts (without a photo)
- Expired voter registration certificates
- Expired Texas DPS-issued driver licenses or personal ID cards (over 4 years)
Last Day to Register to Vote

October 5, 2020
LET'S START PROCESSING VOTERS!!