

Election Day Clerk Training

Nov. 3, 2020, General Election



• *The mission of the Harris County Clerk Elections Division is to conduct free and fair elections, uniformly execute elections according to statutes, and provide accurate and timely election results.*


• *We firmly believe it is our duty to treat every voter with respect and dignity. We create polling locations that provide a "safe haven" for voters so they may exercise their right to vote in a non-intimidating, supportive environment.*

Elections Division Mission Statement

• *We believe in making all polling places fully accessible and seek community input to assure that accessibility.*

• *Most importantly, we believe that all voters have the right to cast their ballot independently and in secret. To meet this mission, we pledge our continuing efforts and resources.*


Elections Division Mission Statement



COVID-19
Protecting Election Workers and Voters


Protecting Worker & Voters

- Providing and requiring face masks for all election workers.
- Providing face shields for workers.
- Providing sneeze guards for qualifying tables.
- Conducting temperature checks for workers.



Protecting Worker & Voters

- Providing hand sanitizer for both voters and workers.
- Offering face masks to voters.
- Providing sanitizer for ePollBooks and eSlates.



Protecting Worker & Voters

- Have you tested positive (or awaiting test results) for COVID-19?
- Have you had direct exposure to anyone who has tested positive for COVID-19 in the past 14 days?
- Do you currently have a fever greater than 100.4 degrees, cough, shortness of breath, trouble breathing, or any respiratory symptoms?
- Have you had any of the above symptoms within the last 14 days?
- Have you traveled outside the U.S. within the last 14 days?



Protecting Worker & Voters

If you are experiencing symptoms prior to coming to work at the voting center, **DO NOT COME IN.**

Protecting Worker & Voters

- All election worker will be provided with face masks, which must be worn at all times in the voting center.
- One KN95 mask will last all day.
- Wash hands prior to putting on PPE



Protecting Worker & Voters

All election workers will be provided with a face shield

Gloves will not be provided

Practice social distancing

#1 Priority

Serving Voters and protecting their right to vote safely and conveniently is your #1 priority.

Election Worker Roles

Presiding Judge

Alternate Judge

Qualifying Clerks

Bilingual Clerks

Greeter

Presiding Judge
➤ Responsible for everything that happens in the voting center.

Presiding Judge

Manages the voting location.
Assigns roles to workers.
Ensures that everyone is performing their duties and rotates tasks as needed.
Maintains awareness of everything that is happening in the voting center.

Alternate Judge
➤ Serves as a back-up to the Presiding Judge

Presiding & Alternate Judges

Ensure voting center is running smoothly
Handle provisional ballots, RIDs, and Ballot
By Mail issues.
Set up table so easy to scan room and
address issues

Election Day Clerks

Qualifying Clerks

Process voters in an accurate and efficient
manner
Provide a non-intimidating, supportive
environment for all voters.
Follow the directions of Presiding Judge.

Bilingual Clerks

- English is the language spoken at the polls, but bilingual clerks are available to assist voters who may need help in Chinese, Spanish, or Vietnamese. Bilingual clerks are expected to fulfill the same duties as all other clerks assigned to the location.

Greeters

Greeters are likely the first election worker many voters will encounter.

Welcome voters.

Monitor parking lot for curbside voters.

Inform voters that electronic devices cannot be used within 100 ft mark

Electioneering

Displaying the name, photo or slogan of any candidate or proposition on the current ballot.

Voter must remove or cover the item inside the 100 ft marker.



Electioneering

Does not include slogans or organizations that are not directly connected to candidate or proposition on the current ballot



Greeters

- Offer a facemask to any voter who does not have a mask.
- Encourage each voter to sanitize their hands at the sanitizing station.
- Let voters know that they cannot utilize an electronic device inside the voting location

Greeters

- Tell the voters exactly this:
 - “Voters possessing a photo ID should have it ready, and voters not possessing a photo ID and not reasonably able to obtain one should have a supporting document ready to execute a Reasonable Impediment Declaration.”

All Election Workers

Ensure the safety of the voting equipment
Are required to attend training prior to the election
Must work as a team



**KEEP
CALM
AND
BE KIND**

Customer Service

Any interaction with a voter leaves an impression.

***MAKE IT A
POSITIVE ONE!***

Questions

Equipment

ePollBook
JBC
eSlate

DAU
MiFi

ePollBook

An iPad loaded with an application developed by the Harris County Clerk's office to streamline the voter qualification process at the voting centers.



JBC – Judge’s Booth Controller

Generates an access code which is used to pull up the voter’s ballot style (based on the voter’s registration address) on the eSlate.

The JBC scanner is used to scan the barcode displayed on the ePollBook.



eSlate



Electronic ballot system which contains all eligible ballot styles and allows a voter to cast their vote. More commonly referred to as the voting booths.

DAU

A special eSlate designed for voters with disabilities, the DAU includes headphones and tactile input switches (paddles) to assist in navigating the ballot. The DAU is the *always* the last eSlate in the line and can be disconnected from the line and carried outside for curbside voting.



DAU



For the November election, the DAU will be delivered in a cardboard box rather than a booth.

MiFi

Electronic devices that ensures WiFi capability in the voting location. Also called a "hotspot."

Your Job as a Clerk Includes

Recognizing the seven Acceptable Forms of Identification

Processing Voters

Knowing When to Send a Voter to the Judges

Providing Excellent Customer Service

Ballot Style

Ballot Style refers to what a voter can vote on based on where they are registered.

Ballot Style

It is imperative that every voter receives the correct ballot style.



Seven Acceptable Forms of Identification

Acceptable Forms of Identification

List A

- 1. Texas Driver License issued by the Department of Public Safety
- 2. Texas Election Identification Certificate issued by DPS
- 3. Texas Personal Identification Card issued by DPS
- 4. Texas Handgun License issued by DPS
- 5. U.S. Military Identification Card containing the person's photograph
- 6. U.S. Citizenship Certificate containing the person's photograph
- 7. U.S. Passport (book or card).

Note:

Do not specifically ask for a Texas driver's license or Texas ID. While these are the only two types of ID that can be scanned on the ePollBook, they are not the only IDs accepted to vote.

Acceptable Forms of Identification

List A

- 1. Texas Driver License issued by the Department of Public Safety
- 2. Texas Election Identification Certificate issued by DPS
- 3. Texas Personal Identification Card issued by DPS
- 4. Texas Handgun License issued by DPS
- 5. U.S. Military Identification Card containing the person's photograph
- 6. U.S. Citizenship Certificate containing the person's photograph
- 7. U.S. Passport (book or card).

Acceptable Forms of Identification

If a voter has one of the IDs from list A, proceed to process the voter.

Acceptable Forms of Identification

List B

- A government document that shows the voter's name and an address, including the voter's voter registration certificate
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) A certified domestic (from a US state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

Acceptable Forms of Identification

None of the items from List A or List B can be on online or digital version.

A voter cannot use their phone in the voting center, including to display any form of ID

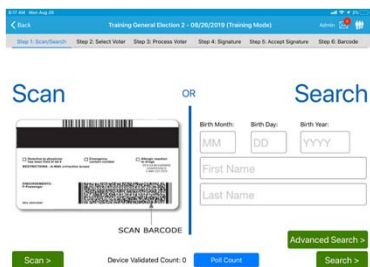
Steps for Processing Voter

Voter provides an ID from List A.

- ✓ **STEP 1: Scan** the TDL or TID card or **Search** manually
- ✓ **STEP 2: Select Voter** from the list
- ✓ **STEP 3: Process Voter** by answering the questions
- ✓ **STEP 4:** Voter provides **Signature**
- ✓ **STEP 5:** Select **Accept Signature** button
- ✓ **STEP 6:** Scan the **Barcode** using the JBC scanner

Video for ID and PPE

STEP 1: Scan/Search



STEP 1: Scan/Search

- The voter provides an ID from List A.
- If it's a TDL or Texas Identification Card, place on the ID rest.
- Photo facing AWAY from you.



STEP 1: Scan/Search

Manual Search



Transgender Voters

A transgender person's gender identity is different than the gender that was recorded on their birth certificate.

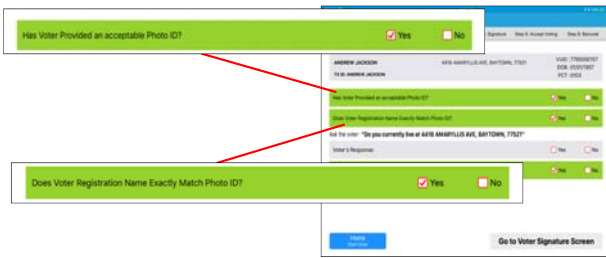
Transgender Voters

As long as name on the list of registered voters is similar to the name on one of the acceptable forms of ID, the voter has the right to vote.

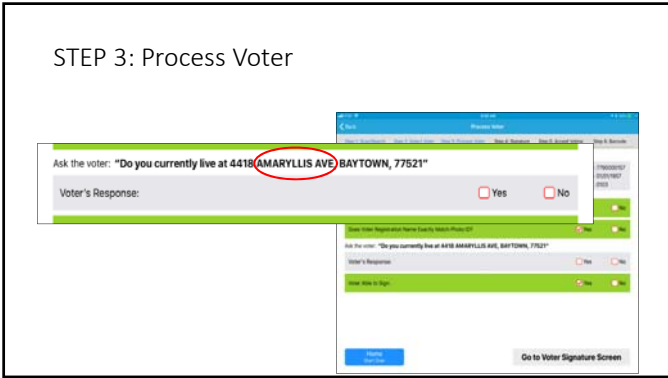
STEP 2: Select Voter



STEP 3: Process Voter



STEP 3: Process Voter



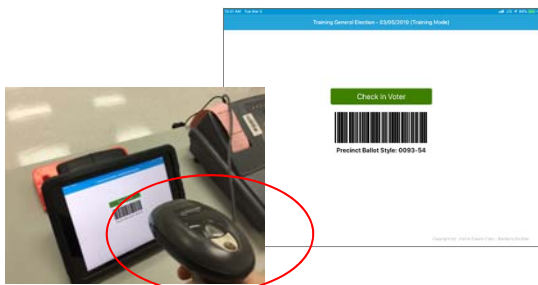
STEP 4: Signature



STEP 5: Accept Signature



STEP 6: Barcode



Scanning

- Once the barcode is scanned, the JBC will beep and produce the access code ticket.
- Tear off the access code ticket and double check that the Precinct and Ballot Style code on the ticket matches the ePollbook.

Scanning Tips

Don't choose the Home button to start the process for the next voter until you have double checked this Ballot Style.



Scanning Tips

- Hold your hand steady about 5-6" from the screen at a slight downward angle and hold the trigger.
- You don't need to use oversized movements.
- A tad bit of patience will pay off.



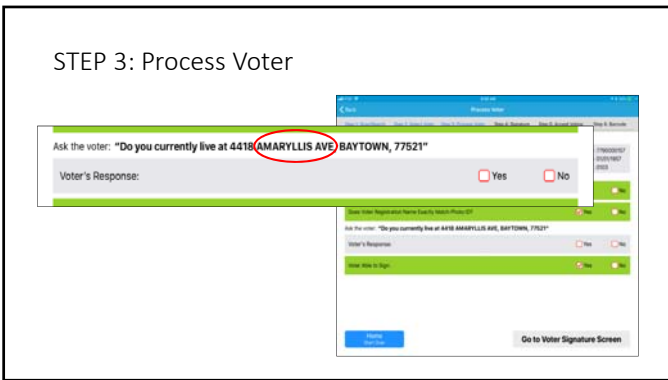
Scanning Tips

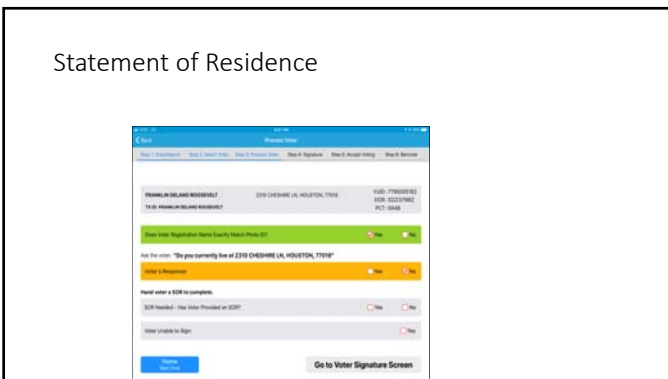
- In the rare case that the scanner doesn't seem to be working, first test it on your hand.
- Can you see the red light?
- If there is no red light, check the power.



Questions

Statement of Residence





Review: Processing a Voter

Voter provides an ID from List A.

- ✓STEP 1: Scan the TDL or TID card or Search manually
- ✓STEP 2: Select Voter from the list
- ✓STEP 3: Process Voter by answering the questions
- ✓STEP 4: Voter provides Signature
- ✓STEP 5: Select Accept Signature button
- ✓STEP 6: Scan the Barcode using the JBC scanner

When to send to a Judge

- If the voter cannot reasonably acquire an ID from List A, they can use an ID from List B and complete a RID
- If a voter needs a language interpreter and a bilingual clerk isn't available, the judge can call the judges' line




When to send to a Judge

- If the voter just doesn't have an ID from List A with them, they can vote provisionally, but must "cure" their ballot within six days.
- If the voter doesn't have an ID from either List A or List B, the voter must vote provisionally



When to send to a Judge

- If a voter is trying to cancel their mail-in ballot, drop off a ballot by mail, or if the voter's status in the ePollBook reflects that a ballot has been sent or received

 **JUDGE**

Customer Service

***All interactions with a voter
leave an impression.
Make sure it's positive!***

Questions

*Thank you for your service to
the voters of
Harris County!*
