Election Day Judges Training

Clerk to Judge

Nov. 3, 2020, General Election

Today's Training

Technical problems may arise.

We promise to address any technical issues as quickly as possible.

Thank you for your patience.

Today's Training

Webinar – Participants can see instructors but not each other
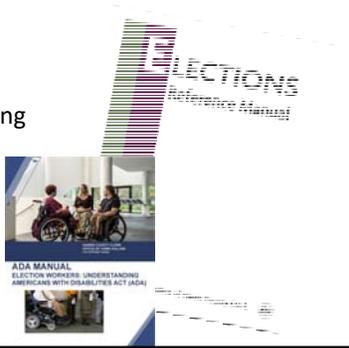
Q&A Breaks
- Q&A feature
- Raise Hands

Today's Training

HarrisVotes.com/Training

Scroll down to
Handouts/Manuals

Today's Training

Q&A Breaks
  Q&A feature
Raise Hands
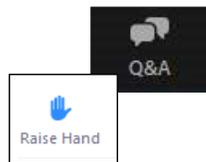
Judge Test

Must pass with 80%

Can use manuals and handouts

Paid for 30 min. once you pass

Have 24 hours to complete test

Today's Training

Today's Class: 2 hours

Pay – Normal rate ($20/hr for PJs, $17/hr for Ajs) for 2 hours

Today's Training

Equipment
Training Video

**Electronics
Support
Specialist**

Training Course

November 3, 2020

- *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

Your Role as a Judge

Presiding Judge

Responsible for everything that happens in the Early Voting location.

Presiding Judge

Manages the voting location.

Assigns roles to workers.

Ensures that everyone is performing their duties and rotates tasks as needed.

Presiding Judge

Contacts voting location to:
  Set setup time
  Acquire back-up contact information
  Ensure disruptions are rescheduled

Presiding Judge

Have ready at all times:
  Charged county-issued cell phone
  Judges' line: 713-755-1617
  Tech line: 713-368-4001
  All contact numbers for location
  Contact numbers for all election workers
  Full physical address of your voting center

Alternate Judge

➢Serves as a back-up to the Presiding Judge

Presiding & Alternate Judges

- Ensure that state and federal laws are being followed.
- Handle provisional ballots, RIDs, and Ballot By Mail issues.
- Ensure Polling Location is running smoothly
- Ensure that PPE is being used properly by election workers and voters

Presiding & Alternate Judges

Stay aware of everything happening in the voting center:

Is the line long?

Are all booths in use?

Communicate with voters in line

Presiding & Alternate Judges

HarrisVotes.com/WaitTimes

Check wait times and communicate with voters

NEVER tell voters that they must go to another location.

Provide them with the options.

Presiding & Alternate Judges

Is any improper activity taking place outside your voting center?

Electioneering

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

Electioneering

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

Presiding & Alternate Judges

Ensure that laws are being followed and that eligible voters are able to exercise their right to cast a confidential ballot

Set the standard for how voters and election workers are treated.

Presiding & Alternate Judges

May be relieved of duty for:
- Failure to secure voting equipment properly
- Failure to treat election workers and voters with respect
- Blatant overuse of PPE
- Repeated failure to comply with trained-on voting procedures
- Failure to allow updates of wait time tool

#1 Priority

Serving Voters and
protecting their
right to vote safely
and conveniently

Electronics Support Specialists

- Part of the voting center team.
- Will wear green badge that says "Election Technician"
- Record their time on both the ePollBook and paper timesheet

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Electronics Support Specialists

Primary responsibility:

Update Wait Times

Help with assembling curbside buzzer and other technical tasks.

Deputy Clerk Specialists

Harris County Staff assigned to your location for Election Day.

Trained in election law and procedures, ADA compliance, safety protocols related to the coronavirus, and voter service.

Can assist with difficult situations

Setting Up the Voting Center

Most Important:
Setting up all JBCs and establishing social distancing

Prior to Election Day

Presiding Judge:
- Contact voting center to confirm contact information and remind them to reschedule any pre-scheduled disruptions.

- Contact AJ and all clerks to:
  - Confirm they are registered with A-1 Personnel
  - Confirm that everyone has completed training.

Pre-Election Day Set-up

Presiding Judge, Alternate Judge, one clerk, and the Deputy Clerk Specialist should participate in setting up the voting center.

Judges and clerk will be paid the same hourly rate as during Early Voting.

Set-up should take no more than two hours.

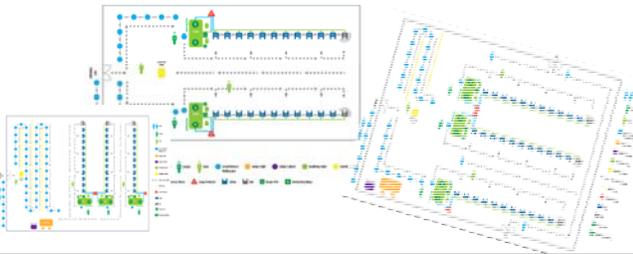## Location Arrangement & Floor Plan

Location Arrangement & Floor Plan

Set up **ALL** equipment

DO NOT UNSEAL THE BOOTHS

Each JBC connects to a "line" of eSlate booths.

As you set up, the DAUs should set up at the end of each line, furthest away from the JBC.

Location Arrangement & Floor Plan

- Each location will have sanitizing station for voters delivered with your other equipment.

- For the next to the last booth (the one before the DAU), position it as far from the previous booth as space and the cord will allow.

Location Arrangement & Floor Plan

- If possible, eSlate booths should be positioned so that the cords can run between the back of the eSlates and the wall or other eSlates, keeping people from accidentally tripping over or dislodging the cords.

- Because we anticipate an increase in curbside voting, the DAUs—or Disabled Access Units—will be set up differently for this election. We will discuss curbside voting and the setup of the DAUs later in the class.

Social Distancing Markers
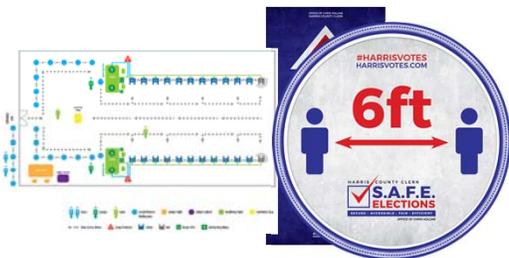
Using Checklists on ePollBook

Checklists are designed as tools to help you complete all required tasks before, during, and after the voting period.

Using Checklists on ePollBook

All Checklists:
   Mandatory
   Completed through ePollBook

No more paper checklists

Using Checklists on ePollBook

- Choose "Help Documents & Videos."
- In the window that opens, you'll see a morning or evening checklist.
  All tasks are combined into one opening and one closing checklist.
- Choose the appropriate list.
- Complete the questions, and click "Submit."

Qualifying Tables

Placed where traffic flow allows voters to easily move from check-in to an eSlate.
• Pens
• SOR forms
• I Voted Stickers
• Provisional Flow Chart, List A&B
• Enlarged Affidavits sheet
• Acceptable forms of ID
• Finger covers, Individually wrapped alcohol wipes

Judges' Table

Place out of the way, but where the judges can observe what is happening throughout the voting center.
• Judge's Packet
• Return White Envelopes 1 – 5 with colored labels
• Provisional Affidavits
• Supplies

Pop-up Totem

The totem includes the following notices:
• Voter's Rights
• Notice to Voters with Disabilities
• Voter's Complaint Information
• Notice of Prohibited Devices
• Notice of Voting Order Priority
• ID Required for Texas Voters

Post Additional Items

- Sample Ballot (may be wall sized!)
- eSlate Instruction (post 1 English/Spanish and 1 Vietnamese/Chinese)
- Write-In Candidates List
- Notice to Voters with Disabilities (8 1/2" x 14")

NOTICE TO VOTERS WITH DISABILITIES
(AVISO A LOS VOTANTES CON DISCAPACIDADES)
(THÔNG BÁO TỚI CÁC CỬ TRI KHUYẾT TẬT) (殘障選民須知)

The Americans with Disabilities Act ("ADA") requires that Harris County's voting program be accessible to individuals with disabilities. Harris County Clerk's Office has a grievance procedure providing for prompt and equitable resolution of complaints alleging actions prohibited by the ADA.

If you or a person with a disability has encountered obstacles to voting or has been discriminated against in violation of the ADA, you can file a complaint using the **Disability Complaint Form**. If you need assistance with filling out the form, Harris County personnel (including election judges, poll workers, employees) or the ADA Coordinator will assist you.

Post Additional Items

If the main entrance or any other entrances are inaccessible to voters with disabilities, signs must be posted at each inaccessible entrance directing voters to the accessible entrance.

Post distance markers 100 feet from entrance. Electioneering is prohibited within this distance.

Opening Election Day Location

Opening Voting Center

Most Important:

Be open and ready to process voters by 7:00 am

Daily COVID Screening of Workers

Have you tested positive (or awaiting test results) for COVID-19?

Have you had direct exposure to anyone that has tested positive for COVID-19 in the past 14 days?

Do you currently have a fever greater than 100.4 degrees Fahrenheit, a cough, shortness of breath, trouble breathing, or any respiratory symptoms?

Have you have any of the above symptoms within the last 14 days?

Have you traveled outside the United States within the last 14 days?

Daily COVID Screening of Workers

If an election worker answers "yes" to any of these questions, they must be sent home immediately.

Judge calls Crystal Contreras at 713-755-1617

Election Day Set-up

Polls open at 7:00 am so arrive **by 6:00 am**.

Prioritizing is KEY.

If not related to opening, it can wait until after location is open and ready to accept voters.

Election Day Set-up

- If you can't get into the building or the room, or have electrical problems, etc.,

CALL JUDGE LINE IMMEDIATELY

713-755-1617

Election Day Set-up

- Polls open at 7:00 am so arrive **by 6:00 am**.
- Immediately start setting up the poll
  - Cut the seals on the eSlates.
  - Cut the seals and take the JBCs out of the boxes.
  - Make sure the iPads are set up and charging.
  - Give oath to election workers

Election Day Set-up

- Powering the JBCs
  - Connect the AC Power Cord. Turn on the surge protector.
  - Make sure the JBC display and eSlates all light up. Once the displays are lit up, connect the JBC battery key.

Assigning Booths

Using two workers:

- 1 worker to follow eSlate instructions.
- 1 worker to watch the JBC booth lights.

Assigning Booths

eSlate worker:
- Go to booth closest to the JBC.
- Press the ENTER button.
- A yellow box will appear behind the booth number.
- Check with JBC worker that the light under #1 is RED.
- Go to the next booth.
- Press the ENTER button.
- Yellow box appears.
- Check with JBC worker light #2 is RED.

Assigning Booths

JBC worker:
- The 1st light on the JBC will turn RED.
- Tell the eSlate worker to proceed.
- The 2nd light will turn RED.
- Continue monitoring the booth lights until all the booths in the line have been assigned.
- Press the arrow next to Done.
- Press the arrow next to Next.
- The JBC prints a "Network Configuration" report.
- Leave the report on the JBC.

Assigning Booths

Enter the six-character POLLS OPEN Password

(Appears as asterisks.)

Press the arrow next to Accept.

Election Day Opening Activities

- By 6:45 a.m., complete the following items and send a message through the iPad:
  - The judges are inside the polling location
  - The ePollbooks are online and charging
  - All JBCs are set up, on, and operational
  - All eSlates are open and ready to accept voters

Election Day Opening

- Send a message through the iPad

Election Day Opening

Call the Judges line at

713-755-1617

by 7:00 am to let the Elections office know you are up and running.

Questions

Judge Duties

Provisional Voters

Reasonable Impediment
Declaration (RID)

Ballot By Mail

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

Provisional Ballot

Provisional Ballots

If you cannot find a registered voter on the ePollbook, the voter will have to vote a provisional ballot.

Contact Voter Registration

Call the Judges Line at 713-755-1617

Provisional Ballots

Provisional - NEW

Harris County is now collecting phone numbers from Provisional Voters is case follow up is needed. Please direct the voter that in the Mail Address field to include their phone number.

Provisional Ballots

Provisional Ballots
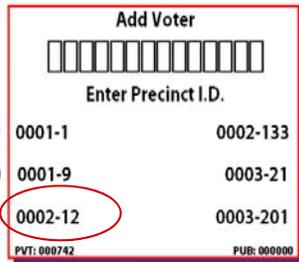
Provisional Ballots

- Select "Provisional"
- Select "Yes"
- Select "Print"

Provisional Ballots

Write the Ballot Code number from the Ballot Stub on the Affidavit of Provisional Voter

Have voter print and sign name

Tear off the top portion that includes the access code

Place the signed Provisional Ballot Stub in the Affidavit envelope & seal

Recording Provisionals on ePollBook

- Only after a voter has cast a provisional ballot, record Voted for Provisional Affidavit on the ePollBook.
- From the Scan/Search screen, tap Admin in the upper right corner. Enter Judge's password and tap Login.
- Select "RECORD VOTED PROVISIONAL AFFIDAVIT" button.
- Select yellow Record Provisional Affidavit button.
- When asked if the Provisional Affidavit has been filled out, select "Yes."
- Enter Voter Name, Ballot Code, Ballot Precinct, and phone.
- Check reason for provisional ballot. Number 8 will require a written explanation.
- Tap "Record" button to submit the provisional electronically. Tap "OK."

Reasonable Impediment Declaration

RID

- Lack of Transportation
- Disability or Illness
- Work Schedule
- Lost or Stolen ID
- Family Responsibilities
- Accepted form of ID applied for but not received
- Lack of birth certificate or other documents needed to apply for accepted forms of ID

Acceptable Forms of Identification

List B
- A government document that shows the voter's name and address
- 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

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RID

- If voter doesn't have ID from List A, AND they cannot reasonably obtain one of the seven acceptable forms of ID, then they can present an ID from List B and complete the Reasonable Impediment Declaration.
- If the voter doesn't have one of the accepted forms of ID from List A or List B, and they do not qualify for a RID, they must vote provisionally.
- If a voter does not have an ID from List A, but does qualify for a RID, send the voter to the judge to complete the RID and process the voter.

RID

STEP 1: Scan the TDL or TID card or **Search** manually

When the voter completes the RID, the judge will conduct a manual search:

- First three letters of last name and full birth date.

STEP 2: Select Voter from the list

STEP 3:
PROCESS VOTER

STEP 4: Voter provides signature

STEP 5: Select Accept Signature button

STEP 6: Scan the Barcode using the JBC scanner

Cancelling a Ballot by Mail

If a voter applied to vote by mail and a ballot was sent to them:

For the voter to be able to vote on Election Day:

- The voter must surrender their mail ballot

- Ballot must be canceled in ePollBook

Cancelling a Ballot by Mail

STEP 1: Scan the TDL or TID card or **Search** manually

If the "Select" button next to the matching name is red and states "Mail Ballot Requested" or "Mail Ballot Sent to the Voter," send the voter to the judge.

Cancelling a Ballot by Mail

- **STEP 2: Select Voter** from the list
- Choose the red "Select" button for the cor-rect voter. A window will open giving you a choice to "Vot-er Surrenders Mail Ballot" or "Record Provisional Affidavit"
- If the voter does NOT have their ballot, they can ONLY vote a provisional ballot.
- If the voter has their ballot—voted or un-voted—the judge will choose "Voter Surrenders Mail Ballot."
- A confirmation box will open asking if you are sure you want to cancel the voter's mail ballot. Select "Yes." The voter can now vote in person.

Canceling BBM

- Fill out the Request to Cancel Application for Ballot By Mail

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Cancelling a Ballot by Mail

- **STEP 3:** Judge will **Process Voter**.

  Continue answering the questions as normal.

- **STEP 4**: Voter provides **Signature**

- **STEP 5:** Select **Accept Signature** button

- **STEP 6:** Scan the **Barcode** using the JBC scanner

Cancelling a Ballot by Mail

*If below the red "**Select**" button next to the correct voter's name is the statement "Mail Ballot Received From Voter" the voter's only option is to vote provisionally.*

Closing on Election Day

Closing on Election Day

- Follow the "Close Polls Checklist"
- Once everyone who was in line at 7:00 has voted, press CLOSE POLLS on JBC. Press CONTINUE to enter the Close Polls PASSWORD (found on the Green Label on the Judge's Packet)
- Print four ACCESS CODE REPORTS.
    - 1 – Set aside for ePollBook
    - 2 – Place in Judges Pink envelope
    - 3 – Give to AJ
    - 4 – LEAVE ON JBC
- Complete the JBC Reconciliation Log using the ACCESS CODES REPORT.

Closing on Election Day

- Place each JBC in the box with the matching serial number. Complete the JBC Travel Box Seal Log.

Closing on Election Day

•Close the polls on
all ePollBooks.

Closing on Election Day

- Use one of the ePollbooks to record your end of day totals and take a picture of the Access Code Report. From the main menu, select the "JUDGE ADMIN" button and input the password
- Select the "JBC AND POLLBOOK – END OF DAY TOTALS"

Closing on Election Day

- Complete the End of Day Totals report & sign.

- Take a photo of the Close Report

Closing on Election Day

- Once the Close Polls procedures are completed, Judge MUST return the Supply Box, JBC boxes, ePoll-Book case, signage and paperwork to NRG.

Closing on Election Day

- All completed forms, oaths, etc. must be placed in correct envelope and kept outside of supply box to turn in at drop-off.

Questions

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

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_____
_____
_____
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