

Early Voting Election
Clerk
Training

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
 - Several Q&A Breaks
 - HarrisVotes.com/Training

Early Voting Election
 Clerk
 Training
 Nov. 3, 2020, General Election

- Today's Training
- Webinar – Participants can see instructors but not each other
 - Several Q&A Breaks
 - Q&A feature
 - Raise Hands

ZOOM POLL!

Today's Training

- Today's Class: 3.5 hours
- Early Voting Clerks
- Pay - \$17/hour for 3.5 hours

• 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

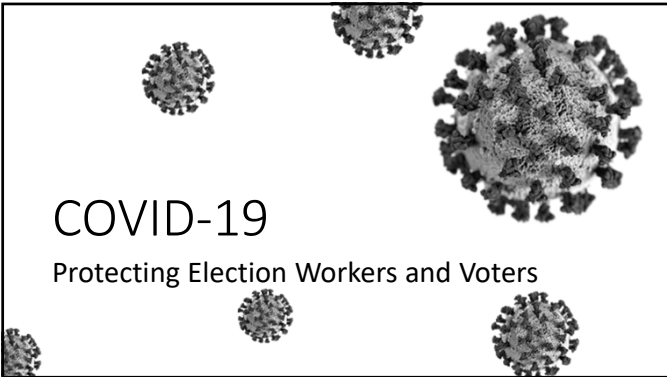
• We believe in making all polling places fully accessible and seek community input to assure that accessibility.

• 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

Early Voting: Oct. 13 – Oct. 30


Oct. 13 – Oct. 17: 7:00 a.m. – 7:00 p.m.
 Oct. 18 – 12:00 noon – 7:00 p.m.
 Oct. 19 – Oct. 24 – 7:00 a.m. – 7:00 p.m.
 Oct. 25 – 12:00 noon – 7:00 p.m.
 Oct. 26 – 7:00 a.m. – 7:00 p.m.
 Oct. 27 – Oct. 29 – 7:00 a.m. – 10:00 p.m.
 Oct. 30 – 7:00 a.m. – 7:00 p.m.



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 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?

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.
- KN95 masks can be worn 3-5 days before being replaced.
- Wash hands prior to putting on PPE

Protecting Worker & Voters

- All election worker will be provided with a face shield
- Gloves will not be provided
- Practice social distancing

Questions

#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 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.
- Maintains awareness of everything that is happening in the voting center.
- Makes certain that during Early Voting, all voting equipment is secured inside the voting location at the end of each day.

Alternate Judge

- Serves as a back-up to the Presiding Judge

Presiding & Alternate Judges

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

Early Voting Clerks

- Qualifying Clerks
- Process voters in an accurate and efficient manner
 - Provide a non-intimidating, supportive environment for all voters.
 - Follow the directions of the 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 that many voters will encounter. Their responsibilities include the following:

- Monitoring the parking lot to see if there are any curbside voters.
- Welcome voters as they approach the polling location.
- 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**

Questions

Equipment

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

- 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.

After a voter is checked in, 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 for voters who need the ballot read to them 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.

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).

Please Note:

Do not specifically ask for a Texas driver's license of Texas ID. While these are the only two types of ID that can 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

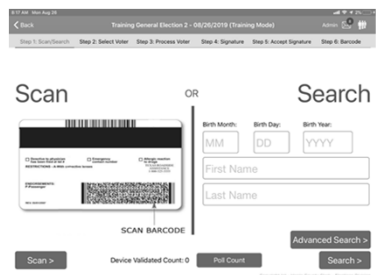
None of the items from List A or List B can
 be on online or digital version.

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

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.



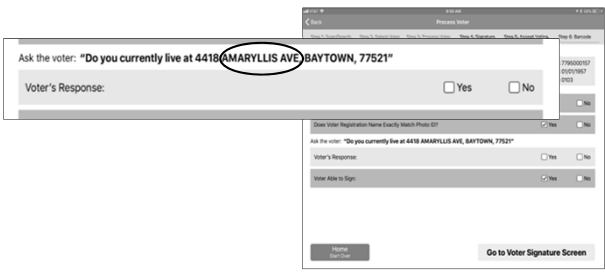
STEP 1: Scan/Search

Manual Search

STEP 2: Select Voter

STEP 3: Process Voter

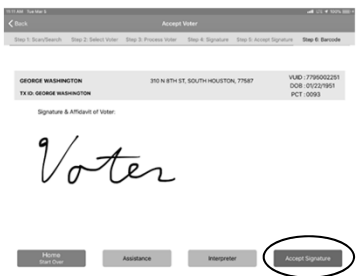
STEP 3: Process Voter



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

STEP 3: Process Voter

Ask the voter: "Do you currently live at 4418 AMARYLLIS AVE, BAYTOWN, 77521?"

Voter's Response: Yes No

Does Voter Registration Name Exactly Match Photo ID? Yes No

Ask the voter: "Do you currently live at 4418 AMARYLLIS AVE, BAYTOWN, 77521?"

Voter's Response: Yes No

Voter Able to Sign: Yes No

Go to Voter Signature Screen

Statement of Residence

FRANKLIN MELAND RODRIGUEZ 2310 CHEVYRE LN, HOUSTON, 77018 AID: 770020107
DOB: 03/23/1982
PCT: 0448

Does Voter Registration Name Exactly Match Photo ID? Yes No

Ask the voter: "Do you currently live at 2310 CHEVYRE LN, HOUSTON, 77018?"

Voter's Response: Yes No

Handed voter a SCR to complete.

SCR Needed - Has Voter Provided an SCR? Yes No

Voter Unable to Sign: Yes No

Go to Voter Signature Screen

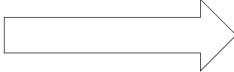
Review: Processing a Voter

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

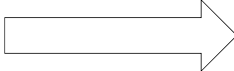
When to send to a Judge

- 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 utilize the new translation service.

 **JUDGE**

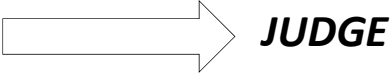
When to send to a Judge

- 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

 **JUDGE**

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



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!*
