

Nueces County Poll Worker Training

May 14, 2026

Focus on Leadership During the Run-Offs

- **Leadership: We Train You, You Train Your Team!**
 - **Show your Team you are abiding by all laws:**
 - **Don't use your phone for anything other than calling the Elections offices.**
 - **Don't let your Team members display their phones or use them in the polling place.**
 - **Dress and act professionally.**
 - **Be courteous even during the most stressful times.**
 - **Be on time.**
 - **Keep your paperwork up-to-date.**
 - **Be available to handle troublesome issues.**
 - **Don't eat in front of the Voters.**
 - **Don't talk about political issues or other Voters.**
 - **When it's necessary to talk, keep your voice low.**
 - **Correct Team members appropriately and in a timely manner.**
 - **Train each Team member to do every single job: cross-train by asking a more experienced Team member to teach newer Team members.**

Focus on Doing End of Day Tasks Correctly & Quickly

- Nearing 7pm, assign a Team member to watch the line of Voters and give the last Voter a card.
- Close the Polls on the Controller and Scanner immediately after the last voter leaves.
- Sync the Poll Pads, then write down the number of checked-in Voters.
- After writing down the numbers from Poll Pads, Controller and Scanner, Lead/Judge calls the numbers in, promptly.
- On the last day of Early Voting and on Election Day, the Lead/Judge writes down the numbers, handles the Poll Pad, Controller and Scanner, while the Team is locking up the DUO's and putting away everything.
- EOD last day of EV and on ED, Lead/Judge should go to the Courthouse ASAP, even if it means leaving the Team to finish up.
- EOD last day of ED (and maybe last day of EV), all left-behind equipment and supplies should be in the cage, if it fits, or next to the cage if it doesn't.

Helpful Tips about the Primary Run-Offs

- **Shorter ballot than the Primaries in March, because of limited candidates**
- **Just like the Primaries in March, Voter will select a party's ballot while checking in on the Poll Pad**
 - **Don't ask Voter what party – let Voter select from Poll Pad check-in screen.**
 - **Have Voter review before signing Poll Pad – if Voter selected wrong party, back out and start over.**
 - **When the Controller receipt is printed, VIEW THE ACCESS CODE RECEIPT to compare to the party and precinct selected on the Poll Pad Receipt.**
 - **If it gets busy, it's too easy for the Controller Operator to accidentally hand the wrong ACCESS CODE RECEIPT to the wrong Voter, causing Voters to get the wrong precinct and wrong party and wrong ballot!**
 - **Prevent this by taking this extra step!**
 - **Even if you've done everything right, sometimes the Voter gets to the DUO and discovers they've selected the wrong party anyway, and at that point, you have to call the Elections Department to cancel the check-in, and start over.**

Example of the Access Code Receipt Printed by the Controller

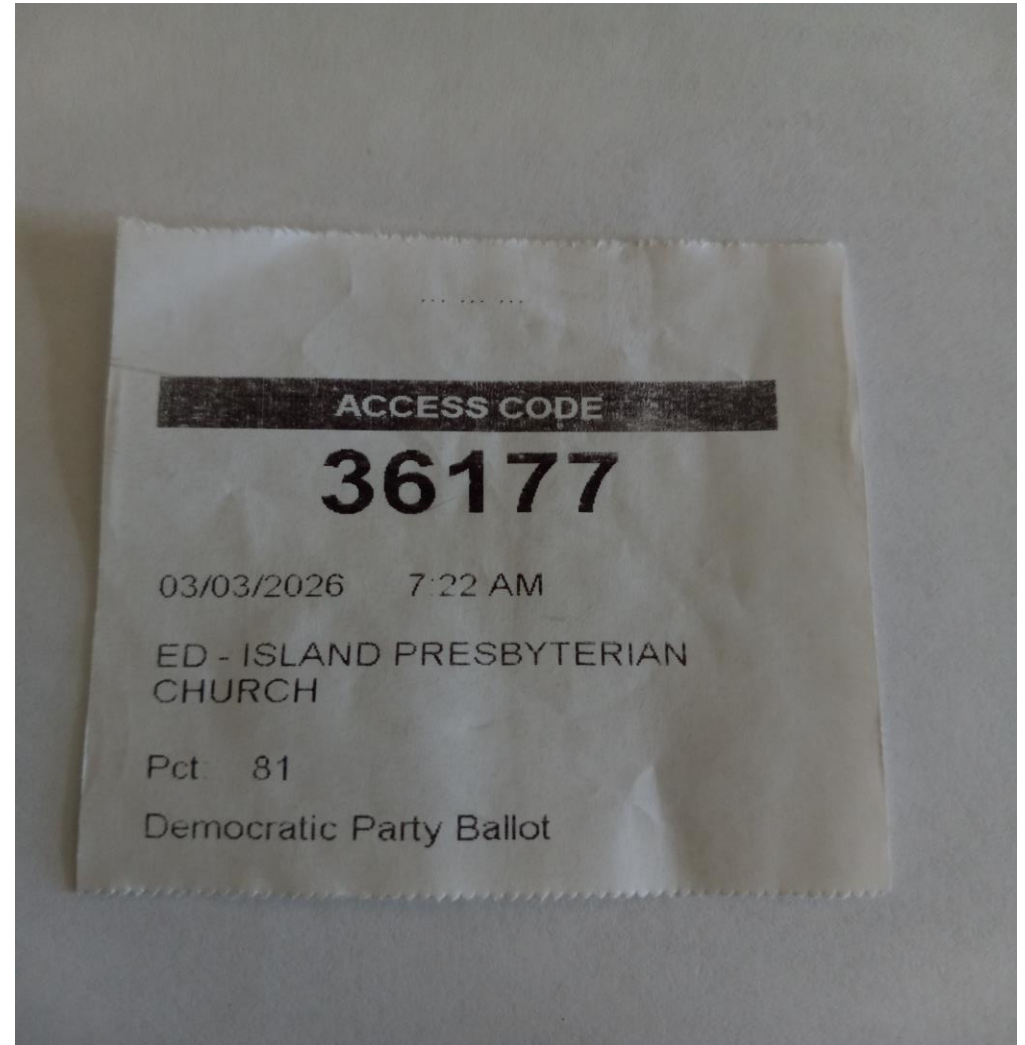
Note the Precinct Number is “Pct 81”

Note the Party is “Democratic Party Ballot”

Controller Operator: Look at this before you give it to the Voter!

If the Precinct and the Party don't match the Poll Pad Receipt for the Voter, don't give this access code to the Voter. Either locate the right Voter (probably hovering around the Controller) or create a new access code from the Poll Pad Receipt. Document this on your daily envelope at the time.

Don't rush this process: do it right.



More Tips about the Primary Run-Offs

- **Voters may bring in unwanted Ballots by Mail: if a Voter requested a Ballot by Mail for the Primary, it automatically arrives for the Primary Run-off, too. Sometimes that's a surprise to the Voter. Call the Elections Department to get the Ballot by Mail canceled, do the BBM cancellation paperwork, then wait for the Voter's check-in to be cleared before letting Voter check in again and vote a regular ballot.**
- **Sync frequently, as voter roll maintenance continues throughout the election.**
- **Sign the Provisional green envelope!**

Equipment Issues: Emergency Slot Use

Emergency Slot on the Black Box: ONLY USE IT if your scanner has completely failed to accept ballots and you have notified the Elections Department.

If the ballot didn't scan to begin with, it won't scan when it's later removed from the emergency slot!

Instead, issue a new access code to the Voter to use a different DUO to create a new vote record, and try to scan the new vote record. Sometimes just specks of liquid like sweat or ink on the sheet will prevent the scanner from recording the ballot.

Do not turn the ballot upside down or backward in order to get it to scan!

Equipment Issues: DUOs and Paper Jams

During set-up (and daily, if necessary), do these tests to prevent paper jams and make touchscreens more sensitive:

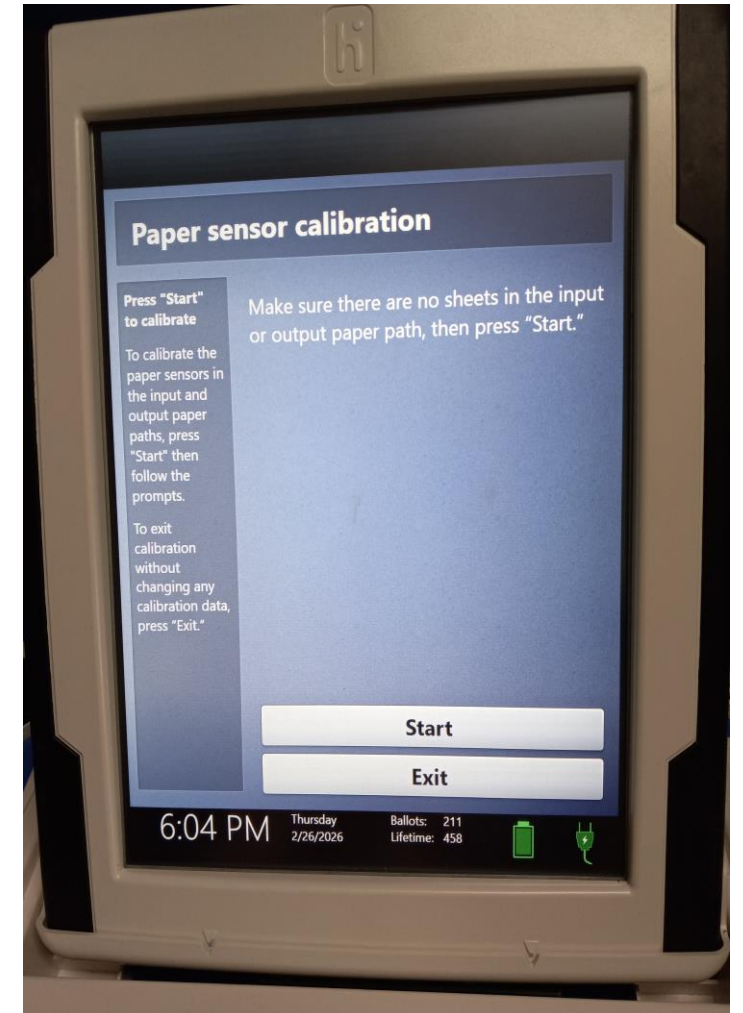
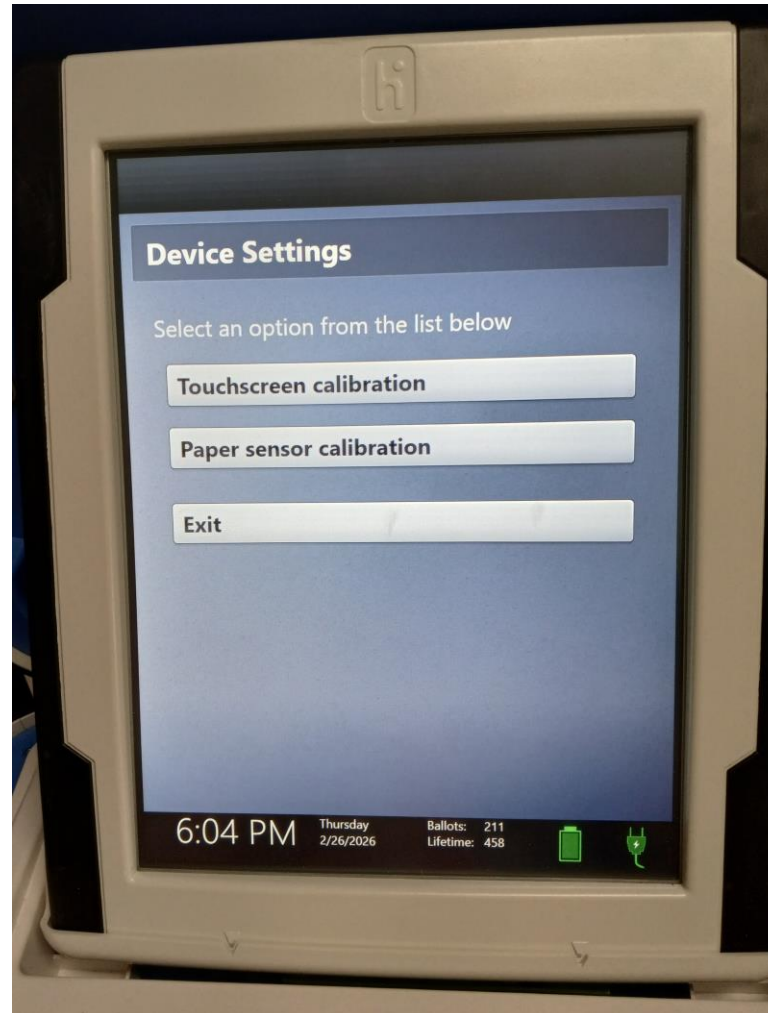
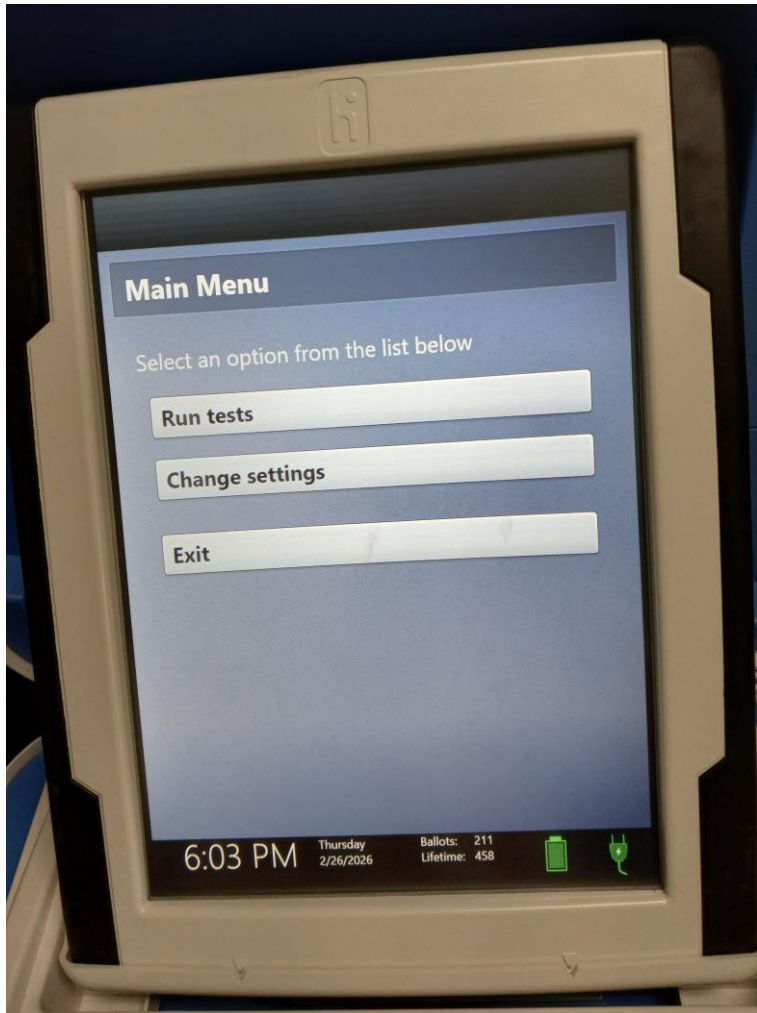
- **Conduct a calibration test**
- **Conduct a paper sensor calibration**
- **Conduct a touchscreen calibration test**

All DUOs require a poll worker's maintenance code in order to run tests. If six 1's don't work, then try six 2's, then six 7's. (Each DUO has been programmed for one of these codes, depending on the programmer.)

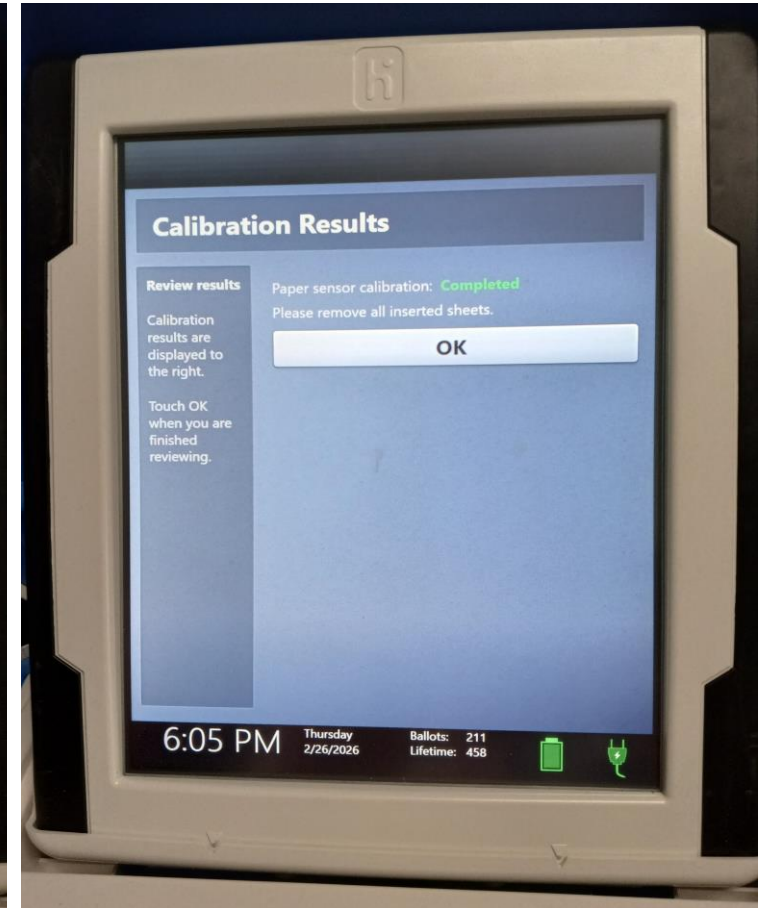
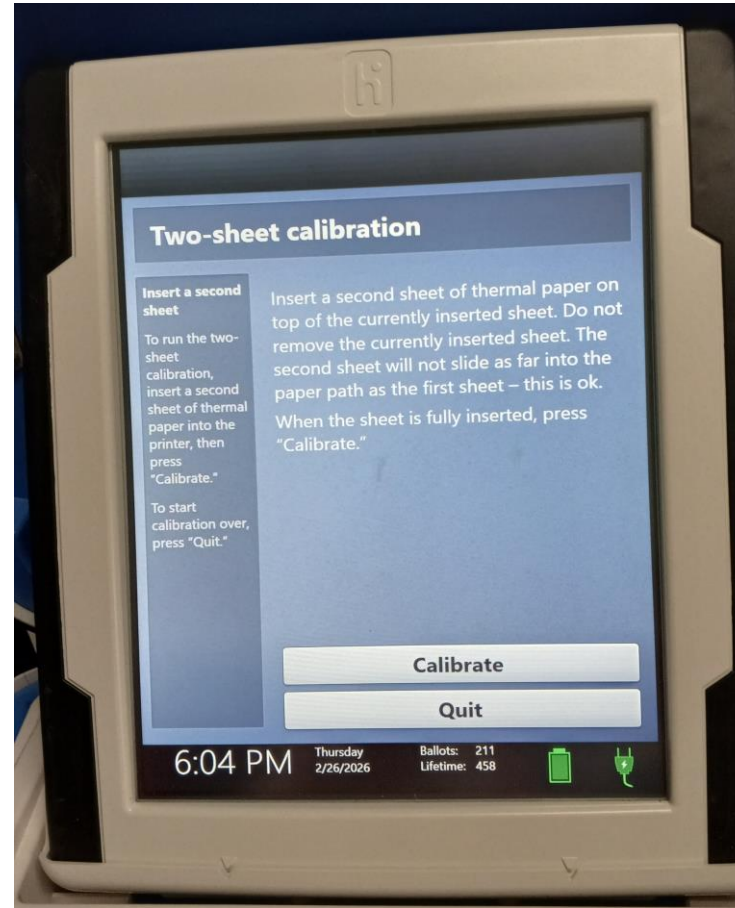
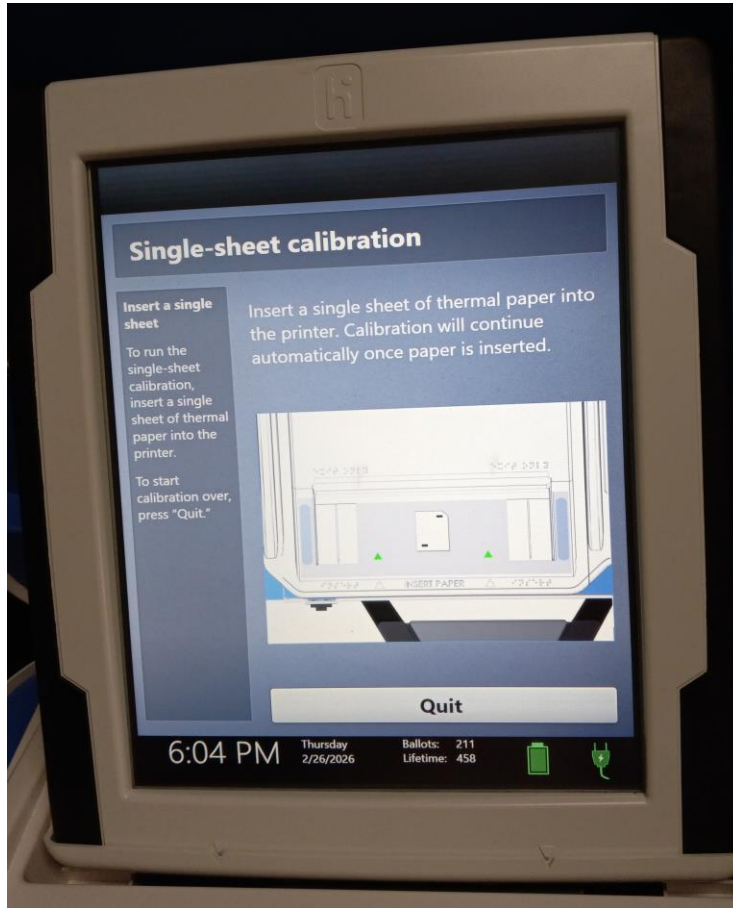
If Voter has already finished and the paper jams before printing:

- **Press the blue button, and enter the poll worker's maintenance code, then**
- **Try moving the paper forwards or backwards, whichever works**
- **Ultimately, if you have to reprint the sheet, put a new sheet into the DUO**
- **If it still doesn't print right, issue Voter a new access code on a new DUO, and document this on the daily envelope**

DUOs: Beginning the Tests that Improve Printing



(Continued) DUOs: Calibration Tests that Improve Printing



Newer State Laws Affecting this Election Cycle

- No loitering or electioneering during the voting period within 100 feet of an outside polling place entrance **or within 20 feet of a designated curbside voting parking space.**
- Must have a sign (large font/easily readable) that says electioneering is prohibited within 20 feet of the curbside voting space. The SOS says to **measure 20 feet from the end of the curbside parking space**, and place the additional distance marker sign there.
- Now we make **2 trips for curbside voting**: First we deliver a form for curbside Voter to sign, affirming they are physically unable to enter the polling place without personal assistance or likelihood of injuring their health, and that they are requesting to vote curbside. Once the form is signed, we return inside to the Poll Pad and use Voter's photo ID to check them in on the Poll Pad. **This gives us additional time to verify the photo of the Voter.**
- If Voter refuses to sign the Curbside Voter Statement, they will not be able to vote curbside. We tell them they can still vote inside. They may not vote provisionally curbside.
- **The individual accompanying a Voter is eligible to vote curbside without also completing a Curbside Voter Statement. HB 521.**
- **Additional passengers are not eligible to vote curbside unless they sign the Curbside Voter Statement. HB 521**
- An election officer who delivers a ballot to a curbside Voter **may not** provide assistance in marking the ballot, unless they sign the Election Worker Assistance Sheet – for every voter assisted!

More New State Laws Affecting this Election Cycle

- If 4 or more election officers are present at the polling place - 2 election officers – preferably from different parties - must deliver a ballot to the curbside Voter.
- To the person transporting the Voter(s), we must ask if they have transported 7 or more Voters during the voting period. If they have, they must sign a form that contains their name and address and whether the person is providing more assistance. Not filling out the form is a Class A Misdemeanor for the transporter.
- If the Voter's transporter refuses to sign the form for transporting 7 or more curbside Voters, the Voter can still vote curbside, if they sign the Curbside Voter Statement.
- If a Voter is unable to sign their name or is unable to make a mark on the Curbside Voter Statement, anyone in their car can act as that Voter's witness, providing their printed name, signature, and residence address.
- Election Worker Assistance Sheet is public information. However, SB 1540 amended Election Code by adding confidentiality protections for a current or former election official, volunteer, or designee of an election official. If you want to protect your personal information from being disclosed while responding to public information requests, fill out Form 21-19 Request for Confidentiality Under Texas Government Code. FYI: if you sign this form, you have to physically go to the Voter Registrar's office to get your Voter Registration Card.

7-67

Prescribed by Secretary of State

Sections 64.0322, 64.034, Texas Election Code

9/2025

Election Worker Assistance Sheet Hoja de Asistencia para Trabajadores Electorales

Type of Election	Polling Location
Date of Election	Authority Conducting Election

	Name of Voter <i>(Nombre del Votante)</i>	Printed Name of Assistant <i>(Nombre del Asistente en Letra de Molde)</i>	Address of Assistant <i>(Dirección del Asistente)</i>	Relationship of Assistant to Voter <i>(Relación del Asistente al Votante)</i>	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? <i>(Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)</i>	
1					Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

Type of Election	Polling Location
Date of Election	Authority Conducting E

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling place." (**Juramento:** "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".)

Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____	Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____
Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____	Printed Name of Voter (Nombre impreso del votante) _____ Signature of Voter (Firma del Votante) _____

NEW FORM

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
 Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

***Witness Information only required if voter is unable to sign.
 See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)**

 Signature of Election Officer

 Printed Name of Election Officer

Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY/ INFORMACIÓN DE LA PERSONA QUE PROPORCIONÓ EL TRANSPORTE A UN TOTAL DE SIETE O MÁS VOTANTES EN LA ACERA DURANTE LA VOTACIÓN ADELANTADA Y EL DÍA DE LAS ELECCIONES

<i>Signature of Person that Provided Transportation Firma de la persona que proporcionó el transporte</i>	<i>Printed Name of Person that Provided Transportation Nombre en letra de molde de la persona que proporcionó el transporte</i>	<i>Address of Person that Provided Transportation Dirección de la persona que proporcionó el transporte</i>	<i>Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? ¿La persona que proporcionó el transporte actuó como asistente del votante en virtud del Capítulo 64, Subcapítulo B, además de proporcionar transporte al lugar de votación?</i>	
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No
			Yes/Sí	No/No

NEW FORM

Instructions:

A person that provides transportation to 7 or more curbside voters to the polling place during early voting and on election day must complete and sign this form. If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance. If the person that provided transportation translates for the voter, the person must repeat the Oath of Interpreter aloud and sign it prior to translating. A person commits a Class A Misdemeanor if the person intentionally fails to complete this form.

CURBSIDE VOTING SPACE **Espacio Para Votación en la Acera**

ONLY available for voters who are physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health.

Electioneering or loitering is prohibited within 20 feet of this curbside voting space. An electioneering or loitering violation is a Class C Misdemeanor.

SOLO disponible para votantes que no pueden físicamente entrar al lugar de votación sin asistencia personal o probabilidad de afectar su salud.

Está prohibido hacer campaña electoral o merodear dentro de un radio de 20 pies de este espacio de votación en la acera. Una infracción por hacer campaña electoral o merodear constituye un delito menor de Clase C.

**CALL OR TEXT TO REQUEST ASSISTANCE FROM AN
ELECTION OFFICER AT THE POLLING PLACE**

**LLAME O ENVÍE UN MENSAJE DE TEXTO PARA SOLICITAR
ASISTENCIA DE UN FUNCIONARIO ELECTORAL EN EL LUGAR
DE VOTACIÓN**

Call/Llame (XXX) XXX-XXXX

Text/Texto a _____ to (XXX) XXX-XXXX

(Polling Place Name or Number, if applicable)

This is the old sign displayed where curbside voter parks.

CURBSIDE DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE SPACE DESIGNATED FOR CURBSIDE VOTING

Electioneering or loitering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA EN LA ACERA

NO SE PERMITE HACER CAMPAÑA ELECTORAL NI MERODEAR ENTRE ESTE PUNTO Y EL ESPACIO DESIGNADO PARA VOTAR EN LA ACERA.

Hacer campaña electoral o merodear dentro del marcador de distancia constituye un delito menor de Clase C. Un delito menor de Clase C se castiga con una multa que no excederá los 500 dólares.

The curbside distance marker shall be posted at least 20 feet from the parking area designated for curbside voting.
(Sec. 85.036, Texas Election Code).

DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE ENTRANCE TO THE POLLING PLACE

Electioneering or loitering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA

NO SE PERMITE HACER CAMPAÑA ELECTORAL NI MERODEAR ENTRE ESTE PUNTO Y LA ENTRADA AL LUGAR DE VOTACIÓN.

Hacer campaña electoral o merodear dentro del marcador de distancia constituye un delito menor de Clase C. Un delito menor de Clase C se castiga con una multa que no excederá los 500 dólares.

The distance marker shall be posted at least 100 feet from any entrance to the building. (Sec. 85.036, Texas Election Code).

This is the sign to post 100 feet from the entrance to Polling Place.

Curbside Voting: Review

If Voter is physically unable to enter polling place **without assistance or likelihood of injury to their health**, election official may, at Voter's request, deliver a DUO for Voter to vote at the designated curbside voting location.

- Following new laws, require Voter to sign an **affidavit curbside** before election official delivers the DUO for Voter to vote. Get Voter's photo ID.
- Return to polling place with **Voter's affidavit and photo ID**, process on Poll Pad, signing "Curbside" for Voter on Poll Pad.
- Get **access code** from Controller, then enter access code into a **DUO**.
- Remove DUO when it says "**Insert Paper to Continue**".
- Insert DUO in DUO GO, and insert paper in DUO GO printer **while still plugged in** (for maximum power to load the paper).
- Take DUO Go, Voter's ID, Poll Pad receipt and **secrecy folder** to the car.
- Have Voter **sign Poll Pad receipt, give Voter their ID, and position the DUO Go on Voter's lap to vote. Do not leave until Voter has voted.**
- When Voter finishes voting, ask Voter to **verify** that the printed ballot is correct. Place Voter's printed ballot and Poll Pad receipt in secrecy folder.
- Ask Voter their preference on who scans it: you, their assistant, or offer that the assistant observe the scanning.
- Return to Polling Place, scan Voter's ballot, re-seat the DUO back in the booth, and lock it in place.

Voter may be assisted by a person of their choice.

Follow new laws regarding number of election officials delivering curbside service: **2 election officials** deliver to curbside, **if 4** election officials are working there.

Election Leaders exhibit Leadership through Codes of Conduct and Following all State and Federal Election Laws

Follow all laws listed in the Texas Election Code, Chapters 1-501 and follow the Poll Workers' Code of Conduct:

- Be courteous, respectful, patient and kind to everyone
- No political discussions with anyone, Voters or Poll Workers
- Dress: clean clothing, closed toe shoes, nothing political, no shorts
- No food or drink in front of Voters
- Voters are not allowed to use their phones, neither are you
- Adhere to your required work schedule. Be on time, every day.

By doing this, you set the example for all other Poll Workers, and you give confidence to Voters who expect a secure and legal election.