



# Poll Worker Training 101

INTRODUCTION TO Armstrong COUNTY ELECTIONS

September 19, 2024

# Mission Statement

The Armstrong County Election Administration serves as the Voter Registrar and as the Administrator of Elections in Armstrong County.

Our mission is to establish and maintain a high level of public confidence in the electoral process. We will conduct voter registration and elections with the highest level of professionalism, integrity, security, accuracy and fairness. Our processes will be rooted in the most current Election Law.

- ▶ In alignment with this goal we have created this and several other training modules to assist you with learning the processes we use and the election law that defines those processes.
- ▶ We will continuously review and update these trainings after every election and especially after every legislative session where election law is updated or amended.

# Welcome to Poll Worker Training 101

You are part of a select group of people who are gracious enough to serve the election process in Armstrong County.

As one of the most vital components to the elections process, everything would grind to a halt without you.

Integrity in the elections process is essential and that is why thorough training is vital.

In this module you will learn our basic expectations such as:

- ▶ Dress Code
- ▶ Electronic device policy
- ▶ Polling Location DO's and DON'T's
- ▶ Filling out time sheets

## DRESS CODE

As a poll worker you are representative of the Armstrong County Elections Department.

It is important to keep in mind that you will potentially be working long hours. We trust your judgment to know what is appropriate but offer these suggestions:

- ▶ You want to dress comfortably yet be mindful of your position. As an election official, put yourself in the place of the voter and ask whether your clothing represents a responsible election official.
- ▶ Examples: Business-casual attire such as clean no ripped pants and a polo or blouse with a skirt or slacks and comfortable shoes.
- ▶ Name tag at all times.

Section 61.010(b) of the Texas Election Code provides that:  
An election judge, an election clerk, a state or federal election inspector, a certified peace officer, or a special peace officer appointed for the polling place by the presiding judge shall wear while on duty in the area described by Subsection (a) a tag or official badge that indicates the person's name and title or position.

- ▶ A voter should never be able to tell what your political affiliation is.

## Electronic Device Policy

Texas election law dictates Armstrong County's Electronic Device Policy at polling locations.

Persons are not allowed to use wireless communications devices within 100 feet of the voting stations. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting stations.

TEX. ELEC. CODE §§ 61.014, 81.002.

## What devices should not be used in the polling place?

- ▶ Cell phones
- ▶ Cameras
- ▶ Tablet computers
- ▶ Laptop computers
- ▶ Sound recorders
- ▶ Any other device that may communicate wirelessly, or be used to record sound or images

This rule applies to all voters within 100 feet of the voting stations and Armstrong County has provided notices for your polling location.

It is up to you, on the front lines, to enforce this rule.

# Polling Location Do's and Don't's

## DO

Welcome each voter.

Verify their identity with their approved identification- you will not verify their address with this ID.

Provide the voter with the correct ballot.

Assist voters as needed.

Maintain accurate records.

Complete your paperwork on a daily basis.

Keep talking down to a minimum so as not to distract those voters in the voting booth.

## DON'T

Engage in idle discussion with the voter.

Engage in any type of electioneering.

Argue with voters OR your precincts Presiding Judge.

Intimidate voters.

Over react to voters fears.

Bring anything that could be mistaken as politically biased into the polling location such as newspapers or magazines.

## Important Take A-ways

Working at the polls should be a pleasant experience, and voting should be a pleasant experience.

It is important that our voters are able to vote free of distractions and intimidation.

Voter are why we are here and should be made to feel welcome by you.



# Timesheets – Election Day

AW8-3  
 Prescribed by Secretary of State  
 Section 32.094, 62.003, 64.034  
 Texas Election Code  
 7/2022

**For primary only:** "✓" Check next to judges and clerks names if they attended a training program as prescribed by the Secretary of State.

**Oath of Election Officer:** "I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; **Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

## STATEMENT OF COMPENSATION and OATHS

		Pct. # or Location Name	Authority Conducting Election	Date	Type of Election				
✓	1. Name of Election Official (Please Print Legibly)	Complete Address (Include City, Zip)	Social Security Number	Signature	Hours Worked From To	Total Hours	X	Rate of Pay = Amount	Payroll office use only
	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	Phone # ( ) -	TX	- -						
	2. Name of Person Who Stamped "Voted" on List of Registered Voters from the supplemental list (Do Not Include Above)								
	Phone # ( ) -	TX	- -		Additional Hours				
	3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)								
	Phone # ( ) -	TX	- -					Delivery Fee:	
	Phone # ( ) -	TX	- -					Delivery Fee:	
	If the same person stamps the list of registered voters from the supplemental list and delivers the election supplies, include election day hours and hours for stamping under #2 and put only the delivery fee under #3.					Other Expenses (Describe):		(A) Total of Other Expenses:	
	I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.					<b>For Office Use Only:</b>		(B) Total Payroll:	
	Signature of Presiding Judge					INSTRUCTIONS		(C) Total Precinct Cost:	

The Presiding Judge shall deliver this form to the authority responsible for distributing election supplies at the designated time but no later than 5:00 p.m. of the third day after Election Day. 32.094(d)

**INSTRUCTIONS**  
 1. Total payroll includes delivery fee(s).  
 2. Add box (A) & (B) to get (C), the Total Precinct Cost.

If you work during during early voting and on Election Day, you must complete a new time sheet for each.

It is very important that the Statement of Compensation and Oath form is complete and that the Judge has signed off for verification of all information.

# When do I get paid?

This is an all important question. Completed time and compensation sheets must be turned in for processing at the end of Early Voting and at the end of Election night. Compensation sheets must go through Commissioners' Court . This means that it could be 1 ½ - 3 weeks before you are paid.

Armstrong County Commissioners' Court is held on the 2<sup>nd</sup> Monday (unless this is a holiday) of each month.

Checks will be mailed to after Commissioners' Court has approved the time sheets and the Treasurer Office has received permission to write the checks.





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- ▶ Thank you for taking time to view our introduction to Armstrong County elections process for poll workers. If you have any questions feel free to contact us at the email address above, or by calling 806-410-1297.
- ▶ Our goal is to always provide you with the most current election information and work with you on providing Armstrong County with the highest of election integrity.