

PROTECT THE VOTE TEXAS**POLL WATCHER CHECKLIST/REFERENCE FORM**

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DATE

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NAME OF ELECTION

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NAME OF POLL WATCHER

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ASSIGNED POLLING LOCATION

HOTLINE
512.991.0117

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EV

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ED

PREPARATION & EXPECTATIONS	<input type="checkbox"/>	Print at least 2 copies of the PW Certificate of Appointment.	APPLICABLE CODE OR ACTION NEEDED
	<input type="checkbox"/>	Print 2 copies of the Secretary of State (SOS) Poll Watcher Training Certificate of Completion. Print/copy more if needed.	
	<input type="checkbox"/>	Print a copy of Poll Watcher's Handbook to use as the primary resource.	
	<input type="checkbox"/>	Print a copy of the Election Judge's & Clerk's Handbook as a secondary resource. Keep both in a binder.	
	<input type="checkbox"/>	Pack food and water for the day, notepad, pens, phone charger, your poll watcher handbook, personal notes from trainings, glasses, medications and a flashlight if inspecting ballots. Keep camping chair in vehicle if needed.	
	<input type="checkbox"/>	Be prepared to submit one PW Certificate of Appointment & SOS Certificate of Completion to PJ upon arrival.	33.008
	<input type="checkbox"/>	Upon arrival, take oath with the Presiding Judge (PJ) and the PJ will complete the bottom portion of the PW Certificate of Appointment letter with you. The PJ will turn it in with his records. You should also be given a nametag.	33.006
	<input type="checkbox"/>	If you have to leave temporarily, you may be asked to leave your written notes. Turn them face down in a safe location or leave them with the person you choose. If you have an envelope or backpack to put them in, bring it.	33.065(d)
DEMANDS IMMEDIATE ATTENTION	<input type="checkbox"/>	If denied entry as a poll watcher, talk with the Alternate Judge. If not resolved, follow the escalation levels from PTV training to report. DO NOT LEAVE the premises until you receive further instructions. It is a Class A misdemeanor to reject a poll watcher who meets the legal requirements to serve.	33.051(g)
	<input type="checkbox"/>	Ask to see Zero Tape – Must be printed at the site before poll opens. No voting on that machine unless it says ZERO.	61.002(a)
	<input type="checkbox"/>	You are entitled free movement to sit or stand near enough to see and hear all election activity. Includes receiving and taking down all equipment, inspecting records, viewing flash-drives, seal numbers, etc.	33.056(a)(f)
	<input type="checkbox"/>	If you are NOT able to SEE or HEAR easily, then your job as a poll watcher is being obstructed. You may view ANY and ALL screens, including the voter's in the case of election worker assistance. If obstructed, step outside to call the HOTLINE. This is a Class A Misdemeanor if violated.	33.061
	<input type="checkbox"/>	Speak to the judge if there are any perceived violations of the law. If the judge does not make necessary changes call HOTLINE.	
	<input type="checkbox"/>	If a voter asks you a question, speak to an election worker to ask them to help the voter.	
	<input type="checkbox"/>	Do not interfere with any discussions, but always quote anything you hear that might be a violation.	
EV SHUT-DOWN	<input type="checkbox"/>	Discuss with other watcher(s) which of you will follow the Judge to Election Office at the end of the evening and let the judge know you are following.	
	<input type="checkbox"/>	Compare time on tabulator and the epollbook/laptop. Document what you observe.	
	<input type="checkbox"/>	If people are voting past closing time, observe and document activity.	
	<input type="checkbox"/>	Document the time of the last voter.	
	<input type="checkbox"/>	Once the polls close, document all shutting down activity of the Election workers.	
	<input type="checkbox"/>	TOUCH NOTHING and document everything. Include number of flash-drives, observe serial numbers that judge wrote down. IMPORTANT - Note discrepancies.	
ED POLLING LOCATION	<input type="checkbox"/>	Did the polls open or close late? Note reasons and time stamp. Note time when the last person voted.	
	<input type="checkbox"/>	Inspect the Zero and Results Tapes when run if you are available at the time of action. Before polls open, if the Zero tape does not say <u>zero</u> , that machine cannot be used.	
	<input type="checkbox"/>	Look on the back of ballot for stamped or wet signature of PJ. If not there, advise the PJ of the requirement to sign. Document what you see.	
	<input type="checkbox"/>	The results tape must be printed immediately on closing.	61.002(c)
	<input type="checkbox"/>	Document total votes and sign tape at the end of the day. Do not sign without viewing. Make sure the number of ballots cast match the number of the electronic poll book. Note any discrepancies on the PJ's form prior to you signing.	
	<input type="checkbox"/>	Pay attention to the SEALING & TRANSFER of a memory card, flash drive, hard drive, data storage, etc.	33.0605(a)
	<input type="checkbox"/>	Witness the securing of the voting system equipment.	125.063
	<input type="checkbox"/>	Follow Election Judge to Central Counting Station (CCS) or a Regional Station for transfer of records or media containing any ballots.	33.0605(b)

ED CCS OR SUBSTATION/REGIONAL REGIONAL SITES		Time	Action	NOTES:	APPLICABLE CODE OR ACTION NEEDED	
	<input type="checkbox"/>	Prior to your shift meet with your fellow watchers and divide up to observe watch stations: (use the follow template for data collection. YOU WILL NEED TO MAKE MULTIPLE COPIES OF THIS FORM, OR JUST USE INFORMATION AS A GUIDE.) 1/Inventory Table (one poll watcher per election worker preferable)				
	<input type="checkbox"/>		Polling Place/Voting center#:			
	<input type="checkbox"/>		Pouch was sealed: Y N			
	<input type="checkbox"/>		Seal number:			
	<input type="checkbox"/>		# of flash drives:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Results tape signed: Y N			
	<input type="checkbox"/>		Results tape notes:			
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>	2/Laptops for transmittals (one poll watcher per election worker preferable) Document all error messages from laptop screen and always timestamp when taking notes. Document all calls made to Elections Office and note all problems and solutions.				
		Time	Action	NOTES:		
	<input type="checkbox"/>		Polling Place/Voting Center #:			
	<input type="checkbox"/>		Seal #:			
	<input type="checkbox"/>		# of flash drives:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Serial #:			
	<input type="checkbox"/>		Sketch room layout			