

**PROCEDURES FOR CENTRAL COUNTING STATION (CCS) OPERATION**  
**CONSTITUTIONAL AMENDMENT NOVEMBER 2, 2021**  
UNDER TEC 127.007  
Gillespie County, Texas

The Central Counting Station (CCS) is located at the Meeting Room at 95 Frederick Rd., Fredericksburg,  
TX 78624, 830-997-6518.

**PROCEDURES**

Election Day

- Key for ballot boxes will be delivered from Sheriffs office.
- Pick up the key for ballot boxes from the EA staff.
- Process Poll Watchers
- CCS will convene after 6:30pm:

Perform 2<sup>nd</sup> test on count, CCS Judge, Tabulation Supervisor, and any poll watchers present sign.

CCS Judge & security will oversee retrieval of the EVPA secure scan & duo from the EA staff and verify hasps and watch removal. Used hasps will be placed in bag to be secured by EA staff where they will remain secured until end of retention period.

CCS Judge & security will oversee retrieval of the BBM secure scan from the EA staff and verify hasps and watch removal. Used hasps will be placed in bag to be secured by EA staff where they will remain secured until end of retention period.

Election Night 7:00 p.m.

No election results are to be posted until after 7:00pm.

Send clerk to check PO Box.

Reports for EV will be generated and reported to SOS as soon as practical after 7:00pm

Election Night 7:01 p.m. to close of CCS

-Intake

-Election workers bring the equipment and supplies from the polling locations. Election workers stay until check in is done. Check in is in order of arrival.

-Intake workers verify hasp/seal numbers match and signed off by judge (or representative). Hasps/seals are removed and will remain secured until end of retention period.

-Verify all forms are signed including Compensation forms, oaths, etc. signed by Election Judge.

-Note the number of Provisional ballots each Judge surrenders. Ensure all are in orange Provisional bags, and ensure election judge has signed back of green envelope and checked ID (Y/N) and checked reason.

-Copy of the pink forms & other required records for each EJ to take home.

-CCS Judge & security will oversee retrieval of the ED secure scan & duo from the EA staff as election judges return and verify hasps and watch removal. Used hasps will be placed in bag to be secured by EA staff where they will remain secured until end of retention period.

-Release the CCS intake clerks after all of the precincts have returned materials to CCM for additional task as needed.

-Generate election reports. Election reports will be generated throughout the night.

-Perform 3<sup>rd</sup> test on count. CCS Judge, Tabulation Supervisor, and any poll watchers present sign.

-Turn over all equipment and supplies to election custodian for proper storage and retention.

### Results Release

-Release results as soon as practical

## Gillespie County Elections Office Security Protocol

### Access to the Elections Department Office

Because all voting equipment is stored in the County's Election Department Annex 3 Building, except when deployed for an election, the following procedures will be observed:

- (1) The external doors to the building are locked when no one is in the building except during regular business hours.
- (2) Only the staff have access to the front door and to the interior offices. The IT & Building and Maintenance Department have limited access.
- (3) During Election Season, the staff shall accompany visitors other than approved employees of the County (IT Support Staff, Building and Maintenance Staff) when they are in the building. There may be times when visitors are not permitted past the hallway or have restricted access. Election Season is from the Logic and Accuracy test until the canvass.
- (4) Only the staff and those allowed according the Texas Election Code may be in the building on Election Night.\*

## Emergency Situations

The staff is encouraged to call 911 in any life or property threatening situation.

\*Access Permitted on Election Night – everyone wears a county provided badge

- Elections Administrator's office staff
- CCS Manager (S. Fontenot)
- Tabulation Supervisor (M. Ashford)
- Assistant Tabulation Supervisor (A. Herrera)
- Presiding judge (B. Campbell) of the CCS
- Alternate judges (S. Bentch) of the CCS
- Clerks of the CCS
- Any personnel authorized by CCM
- Gillespie County IT/Hart support
- Sheriff's deputy/Constable/Election security
- Poll watchers (if applicable)

Access Prohibited – except with pertinent business

- Members of the public
- Candidates
- Public Officials unless working for the Elections Administrator