

DIRECTIVE 2008-56

July 21, 2008

TO: ALL COUNTY BOARDS OF ELECTIONS
Members, Directors and Deputy Directors

RE: Security of Boards of Elections Offices as well as the Minimum Storage, Security, Access and Inventory Control Requirements for Voting Systems Equipment at the Board of Elections Office

This directive outlines the required minimum security measures for each of the 88 county boards of elections offices, as well as the requirements for all voting systems equipment that is maintained at the boards of elections offices and/or storage or other staging facilities.

Board of Elections Office Security

Boards of elections shall protect against natural and environmental hazards, tampering, vandalism, and theft.

The following are minimum security measures that shall be taken to ensure security of the board of elections offices:

- Employees with identification badges shall wear their badges at all times in a visible location.
- Do not lend office keys or identification badges to anyone.
- Do not prop secured doors open.
- Lock office doors while absent.
- Don't leave confidential data at a printer, fax or other equipment.
- When absent from a desk with a desktop computer, require employees to lock their keyboards.
- Maintain and keep in a safe place a list of all pertinent contact names and phone numbers, such as employee cellular and home telephone numbers and emergency personnel contact information.
- Prevent access of unauthorized visitors, which can occur when an unauthorized person enters by following closely behind an authorized office employee, or when an authorized person allows others to follow by holding open a secured door.
- Maintain a counter area at the entrance of the office to separate visitors from staff.
- Have visitors who traverse behind the counter in the office sign in and out of the office.
- Escort visitors both to and from the office.
- Report any security violation to the supervisor(s).

- Fire protection equipment shall be inspected as required by the manufacturer and the local fire department.

Minimum Storage, Security, Access and Inventory Control Requirements for Voting Systems Equipment at the Board of Elections Office

All references to voting system equipment include, but are not limited to, all vendor election management software: (GEMS, Unity, BOSS, Ballot Now, Rally and Tally) DRE (direct recording electronic voting devices); OS (optical scan voting devices; precinct and central count); and peripheral devices (ADA compliancy required hardware).

Minimum Storage Requirements for Voting Equipment

Requirements for storage area(s) include the following:

- Voting system equipment should be stored in a climate-controlled space in which the temperature and humidity levels are maintained at acceptable levels year-round. Temperature levels shall not be lower than 50 degrees nor higher than 90 degrees. Relative humidity levels shall not be lower than 35% relative humidity and not higher than 85%, such that no condensation forms on stored equipment.
- The equipment shall not be stored where liquids or fluids stand, pool, or accumulate at any time. This also includes placing or storing beverages in the vicinity of voting equipment or supplies such as ballots or memory cards.
- The equipment shall not be stored in a dusty environment.
- The storage area should be equipped with fire protection equipment, such as a fire extinguisher or fire suppression system.

Minimum Security Requirements for Voting Equipment

Physical security of all voting system equipment must be maintained at all times.

- External access to secure rooms must be kept to the least number of privileged board of elections personnel.
- Equipment stored in cabinets shall be kept locked and under a dual-control operational system. The Director or a designee of the same party affiliation and the Deputy Director or a designee of the same political affiliation must be the holders of these keys and/or lock combination. It may be advisable for each party to hold half of the lock combination, necessitating the presence of members of both parties to unlock equipment or relevant supplies.
- Shelving units or other devices used to house and/or transport the voting system equipment shall be locked, and, if possible, chained together. Keys and/or combinations shall be utilized under the same dual control as cabinets.
- All visitors, vendors and maintenance personnel shall be authenticated through the use of appointments and identification checks prior to gaining access to the voting system equipment.

The best possible means of security also includes electronic surveillance devices such as motion detectors and cameras and auto-closing devices that do not allow doors to remain accidentally open.

Minimum Access Control Requirements

Access to one or more of the board's offices, storage facilities and/or staging areas where programming or equipment testing occurs, and to any software applications utilized in those areas, shall be restricted to authorized personnel only.

- An entry and exiting log shall be utilized to maintain minimum access control.
- Audit logs for servers and workstations connected to servers shall be operable at all times and shall not be disabled for any purpose, except for maintenance of the server, immediately after which they shall be re-enabled.
- The log shall be checked regularly by the Director and Deputy Director and dated and initialed by both.
- Audit scripting shall be used to track the sequence of events occurring anytime the system is utilized and to provide for identity tracking.
- Passwords are to be maintained and changed regularly for overall security of the voting system.

The best method of access control is one that uniquely identifies the person, authorizes entry, and logs the date and time of access (i.e., badges, door entry access devices and video monitoring systems.)

Minimum Inventory Control Requirements

Inventory control of the voting system and its components shall consist of documentation of dates, board personnel involved, descriptions of events and locations, as may be appropriate, whenever any of the following occur:

- New orders must be tracked by the use of purchase orders with corresponding invoices.
- When the system is released to and/or returned from any official election.
- When the system is released and/or returned for any demonstration of an election.
- When the system is received from and/or returned to the vendor or servicing agent, including for warranty and maintenance repairs.

It is required that whenever any of the above occur, the following specific information concerning the voting system equipment and its components be documented:

- Equipment Inventory –
 - Maintain a list of all equipment, serial numbers, and the quantity in your facility.
 - Complete a Chain of Custody form for each voting machine and related equipment and supplies, including ballots and/or election data media that is ready for use when the equipment must leave the premises.
 - Utilize security and tamper resistant seals for voting machines and log each serial number according to voting machine or components.
- Usage History –
 - Maintain a history record of each voting machine for each election it has been used, including dates of logic and accuracy testing, location where such testing occurred, who performed it and results of the testing. Similar documentation should be kept for other events relating to the election such as the official canvass, recounts and post-election audits.

- Repair History –
 - Maintain a list of repairs that were performed on any voting system equipment or its components, including in that list the following: by whom, when, where, for what purpose, and the outcome of such repair(s).

If possible, a bar-coding system should be used as the best tracking system of all inventories.

A full report by an employee designated by the board of elections shall be kept listing any suspected or detected damage to, unauthorized handling of, irregular activity regarding, or tampering with voting machines and related equipment and/or supplies, including ballots and/or election data media. All reports and logs kept according to this directive shall be reviewed, dated and initialed on a regular basis by the Director and Deputy Director.

The board of elections shall enforce policies and procedures relating to the security of all voting equipment systems.

If you have any questions concerning this directive, please contact an Elections Administrator at 614-466-2585 or via e-mail.

Sincerely,

Jennifer Brunner