



## DIRECTIVE 2020-12 SECURITY AND ACCESSIBILITY DUE DATES

### DUE ON OR BEFORE JULY 21, 2020

- Return the signed Elections 2020 Security and Accessibility Grant Agreement to the Secretary of State's Office to [sgeib@OhioSoS.Gov](mailto:sgeib@OhioSoS.Gov)

### DUE ON OR BEFORE JULY 28, 2020

- Submit written transition plan to the Secretary of State's Office if a board of elections is not currently using a ".gov" email with DMARC, DKIM, and SPF configured to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)

### DUE ON OR BEFORE JULY 31, 2020

- Submit accessibility checklist for the board of elections' office and early voter center to [bharbage@OhioSoS.gov](mailto:bharbage@OhioSoS.gov)
- Complete website evaluation and submit results of assessment to [nfernandes@OhioSoS.gov](mailto:nfernandes@OhioSoS.gov)

### DUE ON 1ST BUSINESS DAY OF THE MONTH AUGUST 2020 THROUGH FEBRUARY 2021

- Submit Directive 2020-12 Progress report to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)
- Submit Directive 2020-12 Expense report to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)

## **DUE ON OR BEFORE AUGUST 14, 2020**

- Sign up for the following DHS services at: [CISAServiceDesk@cisa.dhs.gov](mailto:CISAServiceDesk@cisa.dhs.gov)
  - Phishing Campaign Assessment
  - Cyber Hygiene (Vulnerability) Scan
  - Risk and Vulnerability Assessment
  - Remote Penetration Testing
  - Validated Architectural Design Review
  - Cyber Threat Hunt

## **DUE ON OR BEFORE AUGUST 28, 2020**

- Implement EDR solution
- Sign up for Secretary of State malicious domain blocking service
- Update contact information with EI-ISAC
- Register new board and staff member with EI-ISAC
- Utilize TLS/SSL certificates for public facing or internal web-based applications
- Utilize a “.gov” website address
- Protect all board of elections websites, including vendor provided systems for election and voter related information with a web application firewall and content delivery services
- Mitigate vulnerabilities in a timely manner
  - Critical vulnerabilities within 15 calendar days of initial detection
  - High vulnerabilities with 31 calendar days of initial detection
    - File a detailed report to the Secretary of State’s office if these timelines are not achievable
- Utilize “.gov” email
  - Implement DMARC, DKIM, and SPF
  - Stop forwarding email pertaining to board business to email addresses other than a “.gov” address

- Implement network server and segmentation
- Complete USB device whitelisting
- Enforce password changes and complexity
- Backup Voter Registration server at least weekly and store in a secure off-site location.
- Complete annual Cybersecurity Training
- Have statewide BCI criminal background check conducted at least once every 10 years for all board of elections permanent (full-time and part-time) employees
- Adhere to the CIS Guide for Ensuring Security in Elections Technical Procurements
- Request County EMA and Sheriff's Office review of Emergency Contingency plan

#### **DUE ON OR BEFORE SEPTEMBER 15, 2020**

- Complete remediation for document or website accessibility
  - Sample Ballots
  - Voter Look-Up
  - Contact Forms

#### **DUE ON OR BEFORE OCTOBER 2, 2020**

- Installation of an after-hours monitored security system
- Installation of exterior lighting of the office building's perimeter, focusing on entrances, exits, and the external drop box
- Installation of safety-security film on the office exterior windows
- Restricted access, sign-in, and supervision of visitors in the board office
- Schedule semi-annual audits of security policies and procedures
- Developed a report process to address violations of the security policy
- Installation of dual-control lock system for all equipment, cases, cabinets, and shelving units that house voting equipment, voter registration server, and network equipment

- Complete construction or remediation on physical features of the main board office and/or early vote center

**DUE ON OR BEFORE JANUARY 11, 2021**

- Report unspent and unencumbered HAVA grant funds balance to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)

**DUE ON OR BEFORE JANUARY 28, 2021**

- Process all payments on purchases obligated through a purchase order or encumbrance

**DUE ON OR BEFORE FEBRUARY 1, 2021**

- Return unspent HAVA grant funds to [HAVAGrant@OhioSoS.gov](mailto:HAVAGrant@OhioSoS.gov)