

Example of
Elections Division Access Control Procedures

- Security passes are issued to all visitors. All visitors must wear visitors' pass and be accompanied by an authorized person at all times.
- At the time of hire, HR will issue an electronic security pass, with photo ID, to temporary and permanent elections workers. Temporary workers must turn in their photo ID security pass to receive final paycheck. Lost security passes must be reported to HR immediately.
- Employee access to secured locations will be electronically controlled and will be based on the employee's position and need to be in the area. Employees should not enter or attempt to enter areas they are not programmed to access.
- The area warehousing the **eSlates and JBC** is locked and is under constant camera surveillance at all times. Only authorized personnel are allowed into the area.
- The computers for programming the ballot and the flash cards on which the ballots are written (MBBs) are stored in a secured room in the warehouse area. This room is armed with a motion sensor that is activated at all times, except when the room is in use by authorized staff. The door to this room may only be opened with a code which has been provided to the following:
 - The Elections Division Manager,
 - The Elections Program Manager,
 - The 2 ballot programmers, and
 - The Operations Manager.

These 5 people also have the code to disarm the motion sensor surveillance system used in this room.

- Opening the computer to program the ballot, burn MBBs or use tabulation software requires 2 levels of user IDs and passwords. As a result, there must be a minimum of 2 people present any time the ballot programming and tabulation computer is accessed. In case of emergency, the following individuals have access to both levels of User IDs and passwords:
 - The Elections Division Manager,
 - The Elections Program Manager,
 - The 2 ballot programmers, and
 - The Operations Manager.

NOTE: This is an example from a county that uses the Hart System. Feel free to make adjustments for your county.