

**BOARD OF ELECTIONS AND REGISTRATION
PUTNAM COUNTY, GEORGIA**

POLICY DECISION

Date: November 9, 2006

Policy Decision No.: 06-04

Subject Matter: Election Security

The Board of Elections and Registration holds election security and integrity to be its highest priorities. While decisions about the hardware and software in use are made at the state level, the BER has adopted the following policy in order to enhance physical security of election materials and equipment:

Physical access to the GEMS server, TS units, Express Polls, memory cards, supervisor cards, and other election equipment shall be restricted. Any persons seeking access will present their credentials to the Supervisor to be verified and photocopied before any access is granted. The need for that access will be verified with the Secretary of State's office, the Election Center at Kennesaw State University, Diebold, or other official agency if the service was not requested by the BER. Before any work is done, each representative or agent shall sign a log indicating his or her name, date, employer, and reason for access. It shall be the Supervisor's responsibility to ensure that the log is completed. If any changes are made in hardware or software, including patches or minor changes, the nature of and reason for the change shall be recorded on the log. Before any software changes are made, the Supervisor shall verify with the SOS office that such changes have been authorized. The Supervisor shall request prior notification from the SOS office whenever possible.

Poll managers, assistant managers, and clerks shall be instructed at each training session that physical access to election equipment shall not be granted to anyone, other than voters engaged in casting a ballot, unless specifically authorized by the Supervisor or Board. In the event that someone arrives at a precinct and states that he or she is there to perform maintenance, do an inspection, or otherwise have access to election equipment, that person should be asked to present his or her credentials, the Supervisor shall be called to verify that he has authorized the work, and no access shall be allowed until authorized by the Supervisor or Board.

Poll managers shall be reminded at each training session of the importance of election security. Whenever poll workers are setting up, maintaining, closing, or otherwise accessing election equipment, they shall do so in pairs so that no individual has sole access at any time.

Poll managers shall be reminded at each training session that they must transport election results, including memory cards, official tapes, and other media, only

while accompanied by one assistant manager from the precinct. It is never permissible to transport such materials alone. This means that the manager and assistant manager must travel in the same vehicle.