

<b>GILA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY</b>	<b>Policy Number</b>	<b>Page</b>
<b>Subject: Election Security</b>	<b>BOS-ELE-001</b>	<b>1 of 4</b>

# DRAFT

**I. Purpose:**

To formalize Gila County policy governing election security for both the Gila County Office of the Recorder and the Gila County Department of Elections. To further improve transparency of the election process and to ensure voters are provided the utmost security in ballot preparation, mailing, transport, and tabulation.

**II. Policy:**

Effective security does not rely on a single process, feature or policy. Effective security requires a number of interrelated processes, systems, and policies to complement and build on each other. These multiple layers of security systems and processes and/or procedures ensure that elections are not inappropriately influenced. External stakeholders such as the media, candidates, political parties, the Arizona Secretary of State, and members of the public provide transparency and are integral to the detection of problems with the election process. Integrity and Security of Elections is Ensured by Multiple Security Layers including:

- Open and transparent elections environment
- Public, media, and political party groups.
- Employee training and security
- Physical work area security
- Key-pad access to secured areas
- Legal and procedural security, including: Arizona Revised Statutes and the Election Procedures Manual from the Arizona Secretary of State
- Technical and System Security
- Stand alone tabulation servers and strong passwords
- Two-person integrity when transporting voting equipment and ballots
- Chain of custody security
- Video surveillance
- Auditing
- Law enforcement presence when required

The physical and personnel security measures which have been implemented ensure that only authorized individuals are allowed access to critical election spaces, materials, technical systems, and ballots. Staff members from the Office of the Recorder and the Department of Elections are trained in election processes and procedures designed to ensure the security and

<b>GILA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY</b>	<b>Policy Number</b>	<b>Page</b>
<b>Subject: Election Security</b>	<b>BOS-ELE-001</b>	<b>2 of 4</b>

integrity of the election process. The elections processes are routinely audited and reviewed and there are many check points for accuracy. All these factors ensure the ongoing security and integrity of the election process in Gila County.

Access to the Office of the Recorder and the Department of Elections work areas is limited during those times when ballots are being processed . Staff shall greet visitors in reception areas and only authorized personnel shall be allowed in restricted areas where ballots are being processed. Employees and observers who work during elections must practice a high level of security. Only authorized personnel with a specific need for access are allowed in sensitive areas.

Ballots shipped to the Elections Department directly from the printer are delivered to a room secured by keypad access. Only authorized Elections Department personnel are allowed in this room once ballots have been delivered. An audit is conducted to verify that the number of ballots received is the same as the number of ballots shipped.

Ballots are always distributed from the secure room in the Department of Elections via a letter of transmittal to the Office of the Recorder which shows the number and type of ballots being moved or via a ballot inventory which accompanies ballots placed in tubs with tamper-evident seals when sent to the polling places.

Two people accompany ballots and voting equipment being transported to and from the Office of the Recorder or to and from a polling place back to the Department of Elections.

All polling place ACCU-VOTE scanners and TSx touchscreen voting equipment as well as the GEMS tabulation server are housed in a secured, locked environment, which can only be accessed using an electronic keypad by authorized employees. This secured, locked room serves as the location where the scanners and touchscreens are tested and programmed; where the election database is prepared; where ballot layout and design assurance is performed; and where election results are tabulated on the GEMS server. Only authorized election personnel are permitted to enter the secured server room unless escorted by an authorized entrant. Secure room access is given only to qualified and authorized personnel.

Surveillance cameras have been installed such that all ballot processing including: mail processing, early board processing, ballot tabulation and transmission of results can be viewed. Cameras are located in the Office of the Recorder and the Department of Elections conference room and server room. Elections Department video streaming is available during election processing times through the Gila County website, [www.gilacountyaz.gov/elections](http://www.gilacountyaz.gov/elections) and the Secretary of State’s website at [www.azsos.gov](http://www.azsos.gov). Surveillance of the Office of the Recorder is available \_\_\_\_\_.

<b>GILA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY</b>	<b>Policy Number</b>	<b>Page</b>
<b>Subject: Election Security</b>	<b>BOS-ELE-001</b>	<b>3 of 4</b>

Observation of the tabulation process is grounded in State law. The responsibility for providing political party observers is with the Chair of the county political parties. Any other observers are public observers. It is the responsibility of the Gila County Recorder and the Gila County Elections Director to designate where observers are to be stationed in the respective offices and to approve the assignment of political party observers. (See attached Protocol for Political Party Observers and sample letter to party chairs). Unless approved by the County Recorder or the Elections Director, or their designee, only one observer from each political party is allowed in any given area at a time.

Observers must stay in designated areas. They cannot interfere with processing nor are they allowed to touch any ballots nor processing equipment. Observers may video a process, however, they may not take pictures of ballots. Viewing windows are available for the public to observe ballot mailing (ask Recorder) and the ballot transmission processes.

Only designated Recorder's Office staff and Elections staff (including designated temporary staff) are allowed access to ballot processing areas. Under no circumstances is the public, including any candidate, allowed behind counters or inside rooms/areas where ballot mailing or processing is taking place. No public access includes any candidate for office whether currently in office or not.

At 7:00 pm on election night after the closing of the polls, the entire area of the Office of the Recorder and Department of Elections is devoted to ballot collection and/or processing. There will be no public access to these areas after 7:00 pm until all processing/collection is complete and all ballots have been secured in vaults.

<b>GILA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY</b>	<b>Policy Number</b>	<b>Page</b>
<b>Subject: Election Security</b>	<b>BOS-ELE-001</b>	<b>4 of 4</b>

**III. Signatures:**

ATTEST:

\_\_\_\_\_  
Marian Sheppard  
Chief Deputy Clerk

\_\_\_\_\_  
Tommie C. Martin  
Chairman, Board of Supervisors

\_\_\_\_\_  
Don E. McDaniel, Jr.  
County Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney/Chief Deputy County Attorney

Date

Dear Party Chair:

If you plan to appoint party representatives to enter the polling places on election day, the last day to provide a copy of the letter of appointment to our office is Tuesday, \_\_\_\_\_, 20\_\_ no later than 5:00 p.m. The procedure is explained in the attached Gila County Protocol for Political Party Observers document. All appointees should read the document prior to coming into any polling place

In regard to the post election day hand count, the following information should be helpful in preparing for the selection of hand count board members.

Hand count rules are included in ARS §16.602(B) and (G)

Four hand count board members shall be designated in writing no later than 5:00 p.m. on Tuesday, \_\_\_\_\_, 20\_\_.

If the total number of hand count board members provided on the lists from all the county political party chairmen is less than eight, I shall notify the parties of the shortage by 9:00 a.m. on Wednesday, \_\_\_\_\_, 20\_\_. The hand count shall not proceed unless the political parties provide, in writing, a sufficient number of persons by 5:00 p.m. on Thursday, \_\_\_\_\_, 20\_\_.

The hand count shall not proceed unless the county political party chairmen from two different recognized political parties participate in the hand count.

If less than four hand count board members per political party fail to appear to perform the hand count, no hand count will be conducted.

For the hand count to proceed, no more than 75 percent of the persons performing the hand count shall be from the same political party.

If you have any questions, please feel free to contact me anytime.

Very truly yours,

Linda V. Eastlick, Director  
Gila County Department of Elections

Enclosure

## **Protocol for Political Party Observers**

**The Gila County Division of Elections in their efforts to carry out Arizona election laws and procedures feels that it is in everyone's best interest to establish polling place protocol for Political Party Observers. This will insure that questions or issues, no matter where or when they occur during election day, are handled as quickly and efficiently as possible with minimal disruption to the voter and to the polling place election board.**

A.R.S. § 16-599 provides for the appointment of challengers and party representatives:

- A. The county chairman of each party may, for each precinct, by written appointment addressed to the election board, designate a party agent or representative and alternates for a polling place in the precinct who may act as challengers for the party which appointed him.
- B. At each voting place, one challenger for each political party may be present and act, but no challenger may enter a voting booth except to mark his ballot.
- C. Not more than the number of party representatives for each party which were mutually agreed upon by each political party represented on the ballot shall be in the polling place at one time. If such agreement cannot be reached, the number of representatives shall be limited to one in the polling place at one time for each political party.

**The county party chairman will provide the county elections office with a copy of the signed letters of appointment of all party representatives, designating the duties of the representatives (as an observer, challenger, to pick up the poll list pages, or all three), no later than 5:00 p.m. two weeks before the election. The letters may be provided by fax to the attention of Gila County Elections at (928) 402-4319, or mailed, or hand delivered, to Gila County Elections at 5515 S Apache Avenue, Globe AZ 85501. The County chairman must sign each letter. Each party representative must have in hand the appointment letter when entering the**

polling place and must show the appointment letter to the polling place Marshal who will direct them to the Inspector.

Each county chairman will notify the county elections office of the number of party representatives agreed upon for each polling place. If notification is not received by 5:00 p.m. on the Friday before the election, only one representative from each party will be allowed in a polling place at one time, except for the party representative arriving solely for the purpose of picking up the poll list pages.

**If the challenger makes a Challenge:**

1. First point of contact is the Troubleshooter. If the Troubleshooter is unavailable contact the polling place Inspector. The Inspector has been appointed by the Gila County Board of Supervisors to oversee all procedures at the polling place.

2. Questions or concerns regarding the voting process or activities at the polling site should be brought to the attention of the Troubleshooter. If the Troubleshooter is unavailable, call the Gila County Elections office at 928-402-8750 or 928-402-8708.

We ask that challengers/party representatives conduct their observing as quietly as possible. Observers/challengers may not: enter a voting booth, except to mark their own ballot; touch any ballot; approach any voter; or interfere with the voting process in any way. Violators will be asked to leave the polling place.

Arizona Revised Statutes §16-571(B) allows for the distribution of poll list pages:

Immediately upon the completion of each page of the poll list one copy shall, upon request, be given to a representative designated by each major political party (Democrat and Republican).

Representatives appointed by the county party chairman to pick up the poll list pages **MUST** have in hand a signed letter of appointment when entering the polling place. The representative must show the letter to the polling place Marshal who will direct them to the Inspector. The representative may visit a polling place as often as necessary.

Arizona Revised Statutes §16-515(B) requires that three "75 Foot Limit" signs be posted at each polling place:

No person shall be allowed to remain inside these limits while the polls are open, except for the purpose of voting, and except the election officials, one representative at any one time of each political party represented on the ballot who has been appointed by the county chairman of such political party, and the challengers allowed by law. Voters

having cast their ballots shall at once retire without the seventy-five foot limit. A person violating any provision of this notice is guilty of a class 2 misdemeanor.

**The polling place election board Marshal is appointed by the Gila County Board of Supervisors to preserve order at the polls and prevent violation of the election laws.**

Arizona Revised Statutes §16-1018 prohibits unlawful acts by persons with respect to voting:

- A. A person who knowingly electioneers on election day within a polling place or in a public manner within 75 feet of the main outside entrance of a polling place or on-site early voting location established by the county recorder is guilty of a class 2 misdemeanor.

**Any item is considered campaign material if it displays support or opposition of a candidate or ballot measure. Prohibited items include, but are not limited to: signs, flyers, buttons, pencils, clothing, hats/caps, or bumper stickers. The polling place election board workers are instructed to remove or cause to be removed or covered all campaign material within the 75 foot limit. No voter with visible campaign material will be permitted to remain inside the 75 foot limit or to enter the polling place.**

Arizona Revised Statutes § 16-580(G) defines assistance for certain electors:

- G. Any registered voter may, at the voter's option, be accompanied by a minor who is permitted in the voting booth pursuant to § 16-515(E), be accompanied and assisted by a person of the voter's own choice or be assisted by two election officials, one from each major political party, during any process relating to voting or during the actual process of voting on a paper ballot, machine or electronic voting system. A person who is a candidate for an office in that election other than the office of precinct committeeman is not eligible to assist any voter.

**As there may be other rules that govern behavior on the Indian Reservations, candidates and other interested persons may want to check with tribal officials before planning activities on the reservations.**

**"Polling Place Protocol" as outlined by the Elections Director should be followed by an observer at any of the Early Voting Sites; except the party chairman shall present a copy of the letter of appointment to the County Recorder for all Early Voting observers. This letter shall be delivered to the County Recorder at least two weeks prior to the date of observer actions. Designated party representatives MUST have the "original appointment" letter in hand when they enter the Early Voting polling sites.**

**Updated February, 2011**