

<b>Gila County Policy</b> <b>ELECTION SECURITY AND</b> <b>INTEGRITY</b>	<b>Policy Number: ELS-001</b>	<b>Page</b>
	<b>Adopted by BOS: 06-05-2012</b> <b>Revised: 00-00-0000</b>	<b>1 of 4</b>

**I. PURPOSE:**

To ensure the Gila County Department of Elections provides elections services and implements practices which ensure a secure election environment.

**II. SCOPE:**

This policy applies to Gila County employees, elected officials, political party members, temporary election workers, and observers who participate in the election process.

**III. POLICY:**

The Gila County Board of Supervisors, through its Department of Elections, will ensure all election processes and procedures conform to requirements of the Arizona Revised Statutes, the Arizona Secretary of State's Election Procedures Manual, and that all implemented practices and procedures, provide the utmost security in ballot preparation, transport, and tabulation.

**SIGNATURES:**

  
 CHAIRMAN, BOARD OF SUPERVISORS

6/5/12  
 DATE

+See attached administrative procedures.

## **ADMINISTRATIVE PROCEDURES FOR ELECTIONS SECURITY AND INTEGRITY POLICY**

### **I. Security Process Overview**

Security of the voting process is paramount to ensuring public confidence in elections. Effective security does not rely on a single law, process, procedure, 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.

Titles 16 and 19 of the Arizona Revised Statutes, provide the foundation of rules governing elections in the State of Arizona. Additionally, the Secretary of State's Election Procedures Manual is required by ARS §16-452. The procedures contained in this 375 page manual were developed after consultation with all county election officials and have been approved by the Governor and Attorney General. The manual is updated bi-annually and is precleared by the U. S. Department of Justice before implementation following each update.

External stakeholders such as the media, candidates, political parties, the Arizona Secretary of State, and members of the public aid in providing transparency to the election process and are integral to the detection of any issue or problem.

Integrity and security of elections is ensured by multiple security layers including:

- Open and transparent elections environment
- Public, media, and political party group involvement
- 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 and legal opinions issues by the Office of the County Attorney
- 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 processes
- Law enforcement presence when required

### **II. Physical and Personnel Security**

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 Department of Elections are trained and

certified in election processes and procedures. The elections processes are designed to ensure the security and integrity of the election process and are routinely audited and reviewed. There are many check points for accuracy. All these factors ensure the ongoing security and integrity of the election process. Access to 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.

### III. Blank Ballots

Blank ballots are shipped directly from the printer to a room secured by keypad access in the Department of Elections facility. The blank ballots are stored in the Department of Elections vault inside the secure room. Only authorized Elections Department personnel are allowed in this room and the vault 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.

Blank ballots are always distributed from the vault in the secure room: (1) to the Office of the Recorder via a letter of transmittal which shows the number and type of ballots being moved; or (2) to polling places via a Ballot Inventory form which accompanies ballots. Two people accompany ballots being delivered to either the Office of the Recorder or to a polling place.

Blank ballots delivered to the Recorder's office are in the original shipping containers. Ballots delivered to polling places are placed in tubs with tamper-evident seals. The Inspector and the Ballot Judge verify the seals on the ballots when they arrive at the polling place.

### IV. Voting Systems and Equipment

When not in use, 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 by authorized employees via an electronic keypad. 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 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.

ACCU-VOTE scanner and TSX touchscreen voting equipment is certified prior to each election by Arizona Secretary of State personnel.

## V. Surveillance Cameras

Surveillance cameras have been installed such that all ballot processing including: early ballot processing, ballot tabulation, and transmission of results can be viewed. Cameras are located in 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).

## VI. Observers

Observation of the tabulation process is grounded in State law. Responsibility for designating and providing political party observers is vested with county political party Chairs. Any other observers are public observers. It is the responsibility of the Gila County Elections Director to approve the assignment of political party observers and to designate where observers may be stationed or seated. (See attached Protocol for Political Party Observers and sample letter to party chairs). Unless approved by the Elections Director, or 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 ballot processing nor are they allowed to touch ballots nor processing equipment. Observers may video a process, however, they may not "zoom-in" nor take pictures of any ballot. Viewing windows are available to observe the ballot transmission process.

## VII. Ballot Processing Areas

Only designated 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 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 Department of Elections is devoted to ballot collection and/or processing. Public access is limited to observation areas until all ballots have been returned, tabulation is complete, and all ballots have been secured in the Department of Elections vault.

## VIII. Gila County Recorder

The Gila County Recorder's Office is responsible for mailing out Early Ballots and for the ballot signature verification processes. Any security questions relative to these processes should be directed to that office.

Date

Dear Party Chair:

Subject: Political Party Observers and Post-Election Day Hand Count

If you plan to appoint party representatives to observe ballot processing or enter polling places on election day, the last day to provide a copy of the letters 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 are to be provided a copy of this document and should be familiar with the protocols contained therein.

Should you choose to participate in a post-election day hand count as provided in ARS §16.602(B) and (G), the following procedures shall apply to the selection process and the conduct of the hand count

- Four hand count board members shall be designated in writing by each party 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

## GILA COUNTY, ARIZONA

### DEPARTMENT OF ELECTIONS

#### Protocol for Political Party Observers

The Gila County Department of Elections in their efforts to carry out Arizona election laws and procedures has established Protocol for Political Party Observers. These protocols are intended to provide guidance to observers and ensure that questions or issues are handled quickly and efficiently and that observers participate in the election process with minimal disruption to the voter, the polling place election board and elections staff.

#### Observer Appointments and Procedures

A.R.S. § 16-590 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 must provide the Gila County Department of Elections with a copy of a signed letter of appointment for each party representative, designating the duties of the representative (as an observer, challenger, or to pick up 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 party chair must sign each letter. Each party representative must have the appointment letter in hand 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:

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

Observers should "observe" as quietly as possible. Observers may not: enter a voting booth, except to mark their own ballot; touch any ballot; approach any voter; disrupt the polling place; engage in protracted or political conversation; or interfere with the voting process in any way. Violators will be asked to leave the polling place.

### Poll List Page Distribution

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 a signed letter of appointment in hand 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.

### 75-Foot Zone

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 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.

### Voter Assistance

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.

### Reservation Protocol

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.

### Early Voting Sites

"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 April, 2012