Appendix N – Preventive Measures

The Registrar of Voters (ROV) has the following preventive measures in place to avoid potential disruptions of the election process:

**Standard Security Measures**
To limit access to election-related materials & equipment and ultimately prevent any potential disruptions:
- Staff is required to wear county or department issued ID badges.
- Visitors or non-employees who enter the department’s offices beyond the front desk, through the gates, and must be accompanied by the employee whom the visitor is seeing.
- The department’s computer server room and ballot room are always secured by a key fob, alarm, and video surveillance.

**Server and Network Backup**
To prevent a disruption of information flow should the main server or network go down:
- The department’s Election Information Management System (EIMS) activity will be located on the County server.
- Backups for this data takes place automatically with the information transmitted over the County server and upon request when needed.
- Changes made in EIMS are backed up on a regular schedule.

**Backup Set of Polling Site Equipment**
To prevent a disruption in the voting process should any equipment become unusable:
- If a polling site experiences an event that renders their current equipment unusable, the department has extra equipment available so that the polling site can receive voters and operate in manual mode.

**Missing Equipment**
To prevent a disruption in the voting process should any equipment go missing:
- If a Vote Center is missing equipment, the Vote Center lead will notify the main ROV office.
- A mobile supply (moving truck) storing backup election equipment will be managed by warehouse staff.
- At least two warehouse staff members will deploy any missing supplies from the mobile supply storage to the Vote Center to ensure security of mobile supplies and supplies at the Vote Center.

**Backup Voting Supplies**
To prevent a disruption in the voting process should any voting supplies become unusable or go missing:
- A duplicate of the containers prepared for Vote Center staff will be maintained.
- The vote center coordinator is responsible for maintaining the backup voting supplies.
• In the event that a site must be moved, and the workers are not able to gather their current supplies, backup supplies will be delivered to the new site, if possible.

Absent Vote Center Employees
To prevent a disruption in the voting process should Vote Center employees not report to their designated shift:
  • Vote Center lead will contact the ROV office to find replacement staff for the Vote Center.
  • A list of trained backup staff will be maintained by the main ROV office.

Suspicious Person or Subject
To prevent a disruption in the voting process should a suspicious person or object appear:
  • Vote Center lead will contact security authorities depending on the situation.

Manual Systems in Place
To prevent a disruption in the voting process should electronic voting equipment become unusable:
  • All functions can be performed via manual process.