

APPENDIX C – 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 are required to wear county or department issued ID badges.
- Visitors or non-employees who enter the department's offices beyond the front desk must be accompanied by the employee whom the visitor is seeing.
- The department's computer server room and ballot rooms are always secured by limited badge access 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 voting system, ballot layout and design, and Election Management System (EMS) activity will be located on the County's secured data center.
- Backups for this data takes place automatically and is made ready for deployment should the main server go down.
- Changes made to voter data, the voting system, and the EMS are backed up on a regular schedule.

Backup Set of Vote Center Equipment

To prevent a disruption in the voting process should any equipment become unusable:

- If a Vote Center experiences an event that renders their current equipment unusable, the department has extra equipment available so that the voting location can continue to process voters.
- If there is no extra equipment available, a Vote Center has the capability to operate under a manual process.

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 truck storing backup election equipment will be managed by warehouse staff.
- At least two warehouse staff members will deploy any supplies and equipment from the supply truck to the Vote Center to ensure security of supplies and equipment 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 when 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 acquire replacement staff for the Vote Center.
- A list of trained backup staff will be maintained by the main ROV office.

Suspicious Person or Object

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.