

Chapter 2 – Security Rules and Awareness

2.1 Security Rules for All Election Judges.....	2-2
2.1.1 <i>“If You See Something, Say Something”</i>	2-3
2.2 Equipment and Facility Security.....	2-3
2.3 Chain of Custody.....	2-4
2.4 Maintaining Integrity of the Election Process.....	2-5

2.1 Security Rules for All Election Judges

- Unauthorized collection, transmission, sharing, or disclosure of voter information is prohibited. These activities will result in immediate removal from office and possible civil and/or criminal penalties.
- Always wear the name badge provided by the Carroll County Board of Elections. Always carry your photo ID while working as an election judge.
- Do not deviate from the approved *Election Judges' Manual* or training without the written approval of the State Administrator of elections.
- Make sure that all paperwork is filled out as required.
- Report any security problems to the Carroll County Board of Elections office right away. Security problems include incomplete or missing paperwork, voided tamper tape, broken seals, unsecured facilities or voting equipment. Do not use voting equipment that has missing or damaged tamper tape or seals. Record all such events in the *Election Day Log*.
- Monitor and secure all election materials and equipment throughout the day.
- Report any suspicious, threatening, or harassing behavior to the Carroll County Board of Elections office right away. Report any such behavior that occurs inside the polling place or within the "No Electioneering Zone." Record all such events in the *Election Day Log*.



If there is an emergency that is a threat to public safety, call 911 right away. Then, contact the Carroll County Board of Elections.

- Do not allow any unauthorized person to touch the voting equipment. A voter is only allowed to touch his or her own voter authority card, ballot, or ballot activation card.
- If you have a problem with the voting equipment, contact the Help Desk at the Carroll County Board of Elections - Eduardo at 410-386-2955, Isaac at 410-386-2097, Kim at 410-386-2960 or Election Field Support right away and record the event in the *Election Day Log*.

2-2 Security Rules and Awareness

- Make sure all ballots, ballot activation cards, and voter authority cards are accounted for as required. Secure all voted ballots, unvoted ballots, spoiled ballots, and voter authority cards.
- Do not share confidential supervisor passwords with anyone. Keep supervisor passwords in a secured location until needed.
- Make sure all memory sticks and compact flash cards are placed in the zippered pouches found in the precinct binder and returned to the Carroll County Board of Elections. Return all other materials as instructed by the Carroll County Board of Elections.



All election judges must read and sign both the Election Judge Oath and Rules of Security Behavior prior to serving.

2.1.1 “If You See Something, Say Something”

If you notice anything suspicious, whether it is a person’s behavior or a package that does not belong in the polling place, please call 911. After calling 911, alert a chief judge. **DO NOT** call the election office first if suspicious activity occurs. The election office should be contacted **AFTER** calling 911.

Describe specifically what you observed, including:

- **Who** or **what** you saw
- **When** you saw it
- **Where** it occurred
- **Why** it’s suspicious

2.2 Equipment and Facility Security

Always follow security rules related to the equipment and facility. These rules include:

- Maintain physical security control over the voting equipment and pollbooks. Follow procedures for securing the polling place.
- Protect and maintain control of the memory sticks, compact flash cards and ballots during the election process at all times.
- Make sure that the access compartments on the scanning units are secured before opening the polls and throughout the day.

- Look for any potential tampering or defacement of the voting equipment or pollbooks. Report any problems to the chief judges right away. The chief judges must report problems to the Carroll County Board of Elections.
- Make sure that all voting equipment and pollbooks are secured at the end of election night.

2.3 Chain of Custody

Chain of custody refers to the time-based record, or paper trail, of all the voting equipment and materials. The paper trail will show the custody, control, and transfer of voting equipment, memory sticks, voted and unvoted ballots, reports, forms, and other equipment and supplies.

It is important to make sure the voting materials are secure. If you are transporting memory sticks, keys, compact flash cards, ballot activation cards, and ballots, you must record the chain of custody, which means who had the material and when they had it. It is also important to maintain physical security control over the voting equipment. All reports and documentation must be completed and signed appropriately.

Chief judges from each precinct are responsible for the memory sticks from the scanning units. Memory sticks are in the scanning unit at the time of delivery to the polling places. When the polls close, the chief judges are responsible for removing the memory sticks from all scanning units and placing them inside the zippered pouch found in the precinct binder. **Chief judges are to place the security seal through the zipper and then through the metal ring across from the zipper to secure the pouch.** The sealed zippered pouch with the compact flash cards from the pollbooks, will be given to the election field support personnel to return to the Carroll County Board of Elections. A bipartisan team of two chief judges will maintain custody over the voted ballots, along with all election supplies, including the pollbooks, which are to be returned to the Carroll County Board of Elections office **immediately** after the polls are closed. The office staff will verify that the correct number of memory sticks and compact flash cards are returned, as well as the voted ballots from the precinct before dismissing the chief judges and election field support personnel.

2-4 Security Rules and Awareness

Figure 1 – Sealing the Black Zipper Pouch for CF Cards



Figure 2 – Sealing the Purple Zipper Pouch for Memory Sticks



2.4 Maintaining Integrity of the Election Process

You have the responsibility to maintain the integrity of the election process in the following ways:

- Ask voters if they need help if they do not appear to be following the instructions you provided.

- Ask voters to remove personal items from the voting booths and check-in table when finished voting.
- Check the polling place to make sure a voter has not left personal items or campaign materials.
- Check the ballot marking devices, scanning units, and pollbooks to make sure they are plugged in, charged, and that tamper tape and seals are undamaged and show no signs of tampering.
- Make sure voters do not leave the polling place with a ballot, ballot activation card, or voter authority card.
- Ask if voters have reviewed their ballots before the ballots are scanned.