

Voting System Security Program/Plan County of Example

EQUIPMENT DESCRIPTION:

The County of Example owns the following voting equipment purchased in 2018 for use in the conduct of special, primary and general elections for Example County:

Vendor Name	Serial #'s	Bin #'s
	EDHU12345	BEDHU67891
	EDHU23456	BEDHU78912
	EDHU34567	BEDHU89123
	EDHU45678	BEDHU91234
	EDHU56789	BEDHU12345
	EDHU67891	BEDHU23456
	EDHU78912	BEDHU34567
Vendor Name Pollbooks	DEKRV1234	
	DEKRV2456	
	DEKRV3456	
	DEKRV4567	
	DEKRV5678	
	DEKRV6789	
	DEKRV7891	
	DEKRV8912	
	DEKRV9123	
	DEKRV1123	
	DEKRV1112	
	DEKRV1113	
	DEKRV1114	
	DEKRV1115	

We have renewable service agreements with the VENDORS to repair and provide annual maintenance as needed and to provide the programming for the voting units and election support.

STORAGE OF THE VOTING EQUIPMENT

The voting machines are stored at 123 Main Street, Example City, VA 12345 adjacent to the general registrar's office. The facility is a county facility with secured entrance and exits. Only the General Registrar, Deputy Registrar or a member of the Electoral Board authorizes access to the voting equipment and electronic pollbooks.

An access log is maintained showing the date, time of access and the name of the person who accessed the facility. There is also an entry for the name of any other persons are provided access and the name of the person who authorized that access.

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HISTORICAL MAINTENANCE RECORDS

Historical and maintenance records will be maintained for each voting unit by serial number and kept secure in the general registrar’s office. It will be updated annually or as needed.

SECURITY RISK ASSESSMENT

The Electoral Board with the assistance of the general registrar, deputy registrar and voting machine technician(s) will review annually the security status of the voting equipment and any potential risks. The purpose is to identify and evaluate any risks and develop a plan to put security safeguards in place.

Potential Risks:	Safeguard:
Loss of equipment	Secure locked rooms
Theft of equipment	Access control
Vandalism of equipment	Security Control – Security Cameras
Tampering or Alternation of equipment	Limit access to equipment

SECURITY AWARENESS TRAINING

Example County has developed a Security Awareness Training program that requires all elections personnel are trained before starting their duties. Security Awareness Training is provided periodically and is documented.

SECURITY INCIDENT HANDLING

Example County has identified how to respond to suspected or known instances where the voting system security policy, standards, and procedures have been violated or breached. The county has identified the responsibilities and actions to be taken in response.

Responsible	Action
General Registrar	Issues with facilities where voting systems
General Registrar	Document actions taken
Electoral Board	Identify officials who are responsible for reporting
Electoral Board	Identify officials who receive notifications
Electoral Board/General Registrar	Review and revise

SECURITY MONITORING AND REVIEW CONTROL

The Electoral Board of Example County has ensured that security safeguards are documented, and accountability has been established.

Activities monitored and reviewed by Electoral Board include:
Voting System purchase(s), testing, configuration, storage, transport, preparation for elections, maintenance and operation of the voting system.

SECURITY CONTINGENCY PLAN

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Example County has developed a contingency plan that has a description of the chain-of-command and the decision-making process that will be followed. This plan provides assurance that the overall security and integrity of the voting system components can be well-looked-after in case of an operational disruption.

The county has made arrangements, procedures and designated responsibilities to ensure the security and integrity of the voting system. Some of those procedures plan for re-location if a primary location is compromised or damaged. If the voting system is damaged and not operational, an alternative voting system has been evaluated and arrangements and procedures are planned.

ACCESS MANAGEMENT

The Electoral Board of Example County has designed a access management document. That document ensures that the access is consistent and based on requirement of the Commonwealth, State Board of Elections policy and local electoral board procedures.

The Electoral Board may grant/approve access to the voting systems as well as direct the procedures for access. The policy requires the identity (name), role (job description), location (representative) and to the level of the access granted. The policy requires all access to the voting systems documented in writing and secured.

PHYSICAL SECURITY SAFEGUARDS

Physical safeguards have been created by the Electoral Board and General Registrar to protect the voting systems in the warehouse, transport to the polling locations and at the polls on Election Day. Appropriate safeguards are in place to assure the levels of infrastructure support such as electric, heating and air-conditioning.

Physical access safeguards are in place only allowing granted personnel access to the voting system. The facility is secured and restricted, badges or keys are required.

The physical security includes a chain-of-command log, receipts and truck seals when transporting the voting equipment to the polling locations.

Periodically the facilities are inspected to ensure the fire alarms and fire suppression systems are in place and functional, that the heating, cooling and humidity are adequate to prevent damage to the voting systems. Additionally, the Electoral Board reviews the risks due to natural disasters such as tornadoes and flooding.

TECHNICAL SECURITY SAFEGUARDS

The voting systems cannot be accessed remotely. The voting system components are password protected and the county has a password management policy in effect.

The voting system has an audit log that provides a record of all logon attempts. All elections personnel have access to the voting systems with specific passwords. All password access to voting systems is terminated when an individual's employment is terminated or when the personnel no longer needs access.

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CONFIGURATION MANAGEMENT

Example County had a configure management process that documents the voting system is the hardware, firmware, software are those that were certified by the Commonwealth. This documentation includes the identification of the system components and the management, the status (modifications, problems, movements, etc.) and verified that the information is accurate.

TESTING

The voting system upon purchase had documented acceptance testing on each unit and verified that each unit passed/or failed. And if they failed, they were repaired or replaced by the vendor.

Additionally, before every election the election personnel oversees a logic and accuracy testing of every piece of equipment and the ballot style in the election(s). The testing assures that the programming of the media for the scanners and ADA units is reading or marking the ballot correctly and the results are the expected results as developed for the test ballots.

The Logic and Accuracy Testing is performed with the assistance of the voting system vendor(s) but signed off by an Example County election official.

NETWORK

Example County confirms that NO voting system has connectivity to the internet.

Officially approved by:

Electoral Board Members of Example County

Chairman _____

General Registrar _____

Vice Chairman _____

Approved: May 1, 2018

Secretary _____

Reviewed/Updated: May 1, 2020