

**CLAY COUNTY**  
**VOTING SYSTEM SECURITY POLICY**  
**May 23, 2006**  
**Amended November 4, 2008**

1. Purpose: The purpose of this policy is to assure the voting system is secure by defining guidelines for the Auditor and staff.
2. Scope: This policy applies to the Auditor and the staff identified within this policy.
3. Staff Access: Only the persons identified below will have access to the GEMS system for producing the ballot layout, generating ballots, uploading and accepting election results, preparing election reports, and posting election results to the county website:

1. Producing the Ballot Layout and Generating Ballots, Downloading memory cards -

Name	Title:
<u>Marjorie Pitts</u>	<u>Clay County Auditor</u>
<u>Audrey Coffman</u>	<u>Voter Registration Administrator</u>
_____	_____
_____	_____

2. Uploading and accepting election results, preparing election results reports and posting election results to county website -

Name	Title:
<u>Marjorie Pitts</u>	<u>Clay County Auditor</u>
<u>Audrey Coffman</u>	<u>Voter Registration Administrator</u>
_____	_____
_____	_____

4. Computers: The ballot production and election results computer used in the commissioner's office will not be used for any other function except to prepare ballots and voting equipment programs, and compile and report election results. The computer will not be linked any other computer unless the appropriate firewalls to filter network traffic are used.

Data transmissions over the Internet will be encrypted and password protected. (Information posted to a Web-site is not considered transmission of data over the Internet.)

5. Password ID's: Every ID and password will be unique. Generic or shared user ID's are prohibited. Each user will have exactly one user ID and password, except where job requirements necessitate the creation of multiple ID's to access different business functions.

6. Authority: The user's level of access shall be specifically required by the user's job. Administrator access is granted only to the Auditor, Deputy Auditor and Voter Registration System Administrator.

Office Staff members with generic user ID's are not allowed to sign on to voting systems.

7. Password standards:

Passwords will be changed after an age of 90 days maximum, and not changed earlier than 2 days after setup.

Passwords should have a minimum of 8 characters and cannot be used again until you have changed passwords 6 times.

You will be locked out of the system if you attempt to sign on with 3 bad passwords and cannot get in for a 6-hour duration.

Passwords can be reset after the 6-hour lockout.

The Commissioner or her designee will keep all Passwords securely on file.

8. Monitor Audit Log: The audit log of the system will be checked periodically to see who has accessed the computer system.
9. User Security form: Each employee who has access to the GEMS system shall have on file a signed User Security Form. The Auditor or her designee should keep these forms on file.
10. The ballot production and election results computer: The ballot programming and tabulation computer is kept in a locked room with a card access system. Access cards are issued to a limited number of employees, including

NAME	TITLE:
<u>Marjorie Pitts</u>	<u>Clay County Auditor</u>
<u>Audrey Coffman</u>	<u>Voter Registration Administrator</u>
_____	_____
_____	_____

11. The Voting Equipment: Only certain individuals will have access to the voting equipment, while housed in the equipment storage area, as follows:

NAME	TITLE:
<u>Marjorie Pitts</u>	<u>. Clay County Auditor</u>
<u>Audrey Coffman</u>	<u>. Voter Registration Administrator</u>
<u>Connie Adams</u>	<u>Auditor Staff</u>
<u>Gina Ean</u>	<u>Auditor Staff</u>
<u>Ann Baschke</u>	<u>Auditor Staff</u>
<u>Ed Campbell</u>	<u>Custodial Staff</u>
<u>Cheryl Riley</u>	<u>Custodial Staff</u>
<u>Frank Lehman</u>	<u>Custodial Staff</u>
<u>Tracey Small</u>	<u>J &amp; T Rentals &amp; Spencer Office Supplies</u>
<u>Jennifer Small</u>	<u>J &amp; T Rentals-owner</u>
<u>Travis Rutter</u>	<u>Spencer Office Supplies-employee</u>
<u>Aaron Rutter</u>	<u>Spencer Office Supplies-employee</u>

List storage and delivery plans:

Voting equipment will be stored in the west side of a building owned by J & T Rentals (Tracey & Jennifer Small) and located at 337 10<sup>th</sup> Street SW under a locked environment. The equipment, when tested and set for election will be delivered by two employees of Spencer Office Supplies and the Clay County Custodial staff to the various polling locations under the supervision of the Commissioner's staff.

The public will be invited to attend a public test as required by law and will be allowed in the storage area at that time, as long as elections staff are present as well. At no time during the public testing, will election staff leave the equipment unattended unless everyone is removed from the building and the building is securely locked.

Once all machines have cards loaded and sealed, other staff as assigned will be permitted in the building for the purpose of delivering the equipment.

12. Ballots: Ballots for each election will be produced by the Commissioner's office and secured for storage until the Absentee Precinct is open and delivery to the all precincts on election day:

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The following personnel will have access to the ballot storage area:

NAME	TITLE:
<u>Marjorie Pitts</u>	<u>. Clay County Auditor</u>
<u>Audrey Coffman</u>	<u>. Voter Registration Administrator</u>
<u>Connie Adams</u>	<u>Auditor Staff</u>
<u>Gina Ean</u>	<u>Auditor Staff</u>
<u>Ann Baschke</u>	<u>Auditor Staff</u>
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