

CHAPTER 18: COUNTY SECURITY PROCEDURES

SECURITY AND CONTINGENCY PLAN

The county clerk must submit an annual security plan outlining procedures for voting systems and ballot security to the Secretary of State. The security plan must be submitted no later than 60 days before the first election in which the procedures will be used.

A fillable template outlining the required information is provided on Clerk's Corner under the *Voting Systems* heading.

[Section 1-5-616(5), C.R.S.; Election Rule 20.1]

VOTING SYSTEMS SECURITY, SURVEILLANCE, MAINTENANCE, AND ACCESS

In all elections held in Colorado, votes may be cast, registered, recorded, and counted by means of an electronic or electromechanical voting system.

See the following sections of the Colorado Revised Statutes and Election Rules for detailed information regarding voting system transportation, security, surveillance, maintenance, and access:

- Generally, Title 1, Article 5, Part 6 - Authorization and Use of Voting Machines and Electronic Voting Systems
- Section 1-5-605.5, C.R.S. (custody of voting system)
- Section 1-5-615, C.R.S. (voting system requirements)
- Section 1-5-616, C.R.S. (voting systems standards and procedures)
- Generally, Title 1, Article 7, Part 5 (Electronic Voting Equipment)
- Section 1-7-505, C.R.S. (close of polls - count and seals in electronic voting)
- Section 1-7-513, C.R.S. (voting equipment - records)
- Voting Systems Rules 11.1, 11.2
- County Security Procedures Rules:
 - 20.2 (chain of custody)
 - 20.3 (physical locking mechanisms and seals)
 - 20.4 (individuals with access to keys, door codes, and vault combinations)
 - 20.5 (internal controls)
 - 20.6 (temperature controlled storage)
 - 20.7 (remote election programming services)
 - 20.8 (security cameras or other surveillance)
 - 20.9 (equipment maintenance procedures)
 - 20.10 (transportation of equipment, memory cards, ballot boxes, and ballots)
 - 20.16 (lease, loan, or rental of election equipment)
 - 20.18. 20.20 (conditions for use).
- Section 24-72-305.6, C.R.S. (background check)

Election judges and staff must immediately notify the county if a seal is broken or there is another discrepancy, and must following the remedies outlined in Election Rule 20.14 to resolve the discrepancy.

BALLOT SECURITY

The county must secure voted paper ballots at all times and unvoted paper ballots and unused paper ballot stock for ballot-on-demand printers during pre-election storage, transportation, and at

polling locations. Except when election judges are actively issuing ballots, ballot containers must be sealed and secure. The county must maintain chain-of-custody logs for all ballot containers.

The voter verifiable paper audit trail (VVPAT) record is considered an official record of the election. The housing unit for any VVPAT must be sealed and secured before any votes are cast for the election. At the close of polls, VVPAT records must be transferred to the election office in the same manner as paper ballots.

The following sections of the Colorado Revised Statutes and Election Rules outline requirements for ballot security, including transportation and storage, anonymity, ballot on demand use, and VVPATs:

- Generally, Title 1, Article 7, Parts 3, 4, and 5, relevant to Paper Ballots, Voting Machines, and Electronic Voting Equipment
- Sections 1-7-301, 1-7-501, C.R.S. (judges open ballot box first)
- Section 1-7-802, C.R.S. (preservation of election records)
- County Security Procedures Rules 20.10.4 (ballot security at a VSPC), 20.12 (procedures for VVPAT), and 20.17 (ballot on demand)

CONTINGENCY AND DISASTER PLANNING

The county must develop emergency contingency plans for voting equipment and voting locations in the event of emergency situations including fire, severe weather, bomb threat, civil unrest, electrical blackout, equipment failure, and any other emergency situations the county identifies. The county must develop procedures to address failures in SCORE continuity, including network failure and power failure. [Election Rule 20.11]

The county must also submit a comprehensive procedure for ballot delivery in an emergency under Section 1-7.5-115(1), C.R.S. [Election Rule 20.1]. Refer to Clerk's Corner for approved forms regarding emergency ballots.

Additional resources are located on Clerk's Corner under the Best practices working groups > Contingency Planning: Emergency and disaster contingency planning guide (PDF) and Disaster planning quick contact list (XLS)

SECURITY TRAINING

The county must conduct security training for all election officials and must conduct separate training for field technicians and election officials responsible for overseeing the transportation and use of voting systems, picking up supplies, and troubleshooting device problems. [Election Rule 20.13]

The following trainings are available in Clerk's Corner:

- Elections Security