Chapter 2 – Security Rules and Awareness

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 tag provided by the Montgomery 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 Montgomery County Board of Elections 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 Chief Judges' *Election Day Log*.

- Monitor and secure all election materials and equipment throughout the day.

- Report any suspicious, threatening, or harassing behavior to the Montgomery 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 Montgomery 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 or a Roamer right away and record the event in the Chief Judges' *Election Day Log*.

- 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.

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- Do not share confidential supervisor passwords with anyone. Keep supervisor passwords in a secure location until needed.

- Make sure all memory sticks and critical materials are returned to the Montgomery County Board of Elections as instructed.

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

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, CF 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 Montgomery 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, CF 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.

During Early Voting:

Center managers will be at every early voting center to assist with the opening and closing of the polls each day of early voting. On the last day of early voting, staff from the Montgomery County Board of Elections will direct election judges with the closing of the polls and packing the supplies and equipment. The staff of the Montgomery County Board of Elections is responsible for returning all supplies and equipment to the local board of elections.

On Election Day:

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 and closing judges are responsible for removing the memory sticks from all scanning units and placing them inside the appropriate memory stick security bags.   All memory sticks from the scanning units, voted ballots, pollbooks, and other critical items, are to be returned to the Montgomery County Board of Elections by the designated election judges after the polls close. Montgomery County Board of Elections staff members will check in the memory sticks and issue a receipt to the designated election judges.

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.

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- 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.