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REGISTRAR OF VOTERS

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April 8, 2009

Honorable Debra Bowen  
California Secretary of State  
1500 11th Street  
Sacramento, California 95814

Dear Secretary Bowen:

I am pleased to forward the following El Dorado County Election Plan for the May 19, 2009 Statewide Special Election. The County's information for each plan element is identified in **bold**.

Please do not hesitate to contact either Norma Gray or myself directly should you have any questions or require additional information regarding the plan.

## **County Election Plan**

The California Secretary of State has required all counties to file election observer, physical security and communication plans before each election.

### **A. County and Voting System Information**

1. Name of county: **El Dorado**
2. Name of contact: **William E. Schultz**
3. Contact's phone: **(530) 621-7480**
4. Date of plan: **4/8/2009**
5. Vendor and voting systems used by the county: **Premier Election Solutions**
6. Is this your first election using this voting system? **NO**
7. Do you have separate systems for early voting, precinct voting, and **Vote by Mail** voting? If so, please list each.

**Precinct Voting: Premier Election Solutions AccuVote-Optical Scan and AccuVote-TSX.**

**Vote by Mail Voting: Premier Election Solutions AccuVote-Optical  
Scan central count.**

**B. Election Communications**

An election communications plan addresses the manner in which the county elections official, staff, and poll workers communicate in the course of conducting an election. It also deals with preparing for and resolving situations that may arise on Election Day.

1. In the event of a natural disaster, terrorist attack, electricity blackout, or systemic equipment failure, what procedures are in place to ensure quick and immediate communication with poll workers?
  - **Precinct Inspectors are issued cell phones by the County Elections Office and many polls also have land-line phone service available to the poll workers. Some poll workers may opt to use their personal cell phones as well.**
  - **Rovers (Field Inspectors) also have cell phones for direct contact with the County Elections Office and are required to check in with their Supervising Roving Inspector once every hour (or sooner if necessary).**
  - **In the event of a natural disaster, terrorist attack, electricity blackout, or systemic equipment failure the County Elections Office also has immediate access to OES radio and other emergency communications including high-speed notification through County OES/Dispatch.**
2. Do you have a bank of phones solely designated for poll workers to call and ask questions? **Yes, an Elections Help Desk for technical support and dispatch is located at the County Elections Office. This is a single telephone number with roll over lines for multiple answering points. Poll workers are also provided with contact numbers for “regular” non-technical elections questions.**
3. What is the percentage of polling places that have public telephone access? **Approximately less than 2% of our polling places have phone access available to precinct officers. All polling places are provided cell phone for use by precinct officers only. Also, the assigned Rovers have cell phones. Sporadic reception and transmit service is possible in our mountain areas. (However, the use of Ham Radio equipment and operators is anticipated to help in these areas)**
4. Are the phones close enough for poll workers to use to contact the county elections office, if necessary? **Yes.**

5. Are poll workers in those locations provided information on calling collect, or are they provided adequate change or a calling card to pay for the phone calls? **If a poll worker is unable to use his/her cell phone, he/she may call our toll-free number; plus the Elections Division accepts all collect calls. As a last resort, poll workers will be reimbursed for any toll calls made to the County Elections Office.**
6. What about locations without convenient pay phones? **Precinct Officers utilize the cell phones provided or the phones located at the polling places.**
7. Do you record the cell phone and/or pager numbers of poll workers? **Yes.** If so, do you inform them to keep them turned on in case they need to be contacted? **Yes.** Are they reminded to charge the phones before Election Day? **Yes.**
8. Do you provide a convenient sheet with contact information to poll workers? **Yes, the last sheet in the Election Officer/Rover Manual contains a telephone number/contact list.**
9. If no poll worker at a polling place has a cell phone or pager, do you issue one to the precinct captain? **Yes, see #1.**
10. How extensive is your system of troubleshooters or rovers on Election Day? **We have an average of 58 polling places and use approximately 15 Rovers, which includes the South Lake Tahoe area.**
11. What is the ratio of troubleshooters/rovers to polling places? **Each rover has approximately 4 polling places to cover.**
12. How often are they supposed to check in with each assigned polling place? **They are required to visit at least twice. Most Rovers average 2 visits or more to each polling place on their route.**
13. How often are they supposed to check in with the county elections office? **They check in with Elections headquarters every hour.**
14. If a systemic problem with equipment were to occur, how would poll workers be notified about the way to handle the problem? **All Rovers would be notified immediately via cell phone, pager or law enforcement. The Rovers would then visit each of the polling locations they are assigned to and communicate any special information needed.**

### **C. Physical Security**

Physical security addresses how secure voting equipment, ballots, and the tabulation process are from external factors such as tampering, environmental degradation (such as from jostling, heat, water damage, etc.), unauthorized access, etc.

## I. Pre-Election

1. What procedures do you have in place to assure the physical security of voting machines and paper ballots prior to an election?
  - **All voting devices are bar coded and inventoried (including by serial number).**
  - **All voting devices memory cards are bar coded and inventoried.**
  - **After each voting device is prepared for the election, the equipment is locked and sealed with tamper evident seals.**
  - **After each TS-VVPAT is prepared for the election, the equipment is locked and sealed with tamper evident seals.**
  - **A chain of custody log is kept which includes the bar coded asset number and security seal numbers from our inventory system. All tamper evident seals are stored in a locked secure facility.**
  - **All voting devices and ballots are stored within a locked, secured facility.**
  - **All internal modem jumper cables have been physically removed from machines to absolutely prevent electronic transmission of data from machines.**
2. How and where are equipment and ballots stored, and how is the facility secured against theft, tampering and vandalism? **All equipment and ballots are stored in locked and video secured facilities. Entrance to these facilities is controlled by access code/card, so each entry is recorded by our security system.**
3. What protections are in place to assure access is permitted only for authorized personnel? **ID Badges, special security card keys and codes for alarm/access to identify whom and when the secured area(s) were entered.**
4. When software upgrades are installed, what effort is taken to assure that the upgrades are state certified? Are the software versions verified? **Election staff receives the State certified trusted build directly from the Secretary of State's Office. All software installed is taken from the SOS certified list on the SOS website. Access codes are then used to unlock the software. The installation and testing of software is performed by County Elections staff.**
5. Does a county employee or a vendor employee install the upgrades? **County employees install upgrades.**
6. Do vendor employees ever handle any voting equipment? **No.**
7. If vendor employees are allowed to handle voting equipment before the election, must county employees be present? **N/A.**

## **II. Poll Workers and the Transportation/Security of Equipment/Ballots**

1. Do you require poll workers to complete a detailed application form? **We do have a poll worker application, but we also process poll workers who call directly into our office.**
2. Do you conduct any type of background check on poll workers? **No.** If so, what type of check do you conduct and who performs it?
3. Are voting equipment components and/or ballots transported to polling places by county employees or poll workers? **Yes, by Precinct Inspectors (Poll Workers), and Election Warehouse technicians.**
4. How are voting equipment components and/or ballots transported to the polling places? **Voting equipment components and/or ballots are transported to the polling places in the automobiles of the Precinct Inspectors. In addition, authorized election warehouse personnel provide drayage to deliver and set up the OS ballot box and TS base unit and VVPAT without the tablet. Once the warehouse personnel set up the basic TS unit at the polling place, it is placed inside a plastic container (bag) and sealed with a tamper evident serial numbered plastic cinch type seal, which must be cut to remove on election morning by the inspector and witnessed by at least one other election official. A prominent warning label concerning tampering with election equipment is placed on the bag. The tablet is also in possession of the Inspector.**
5. When are voting equipment components and/or ballots transported to the polling place? **Precinct Inspectors transport the voting equipment components and ballots to the polls on election day.**
6. If poll workers transport voting equipment and/or ballots, when do they receive the equipment/ballots? **Precinct Inspectors pick up equipment at their training, which will occur 5 – 8 working days prior to election day.** If significantly in advance of the election, how and where were they stored until the election? **The Precinct Inspectors store the equipment and ballots at their homes.** Are tamper-proof seals utilized for this purpose? **Yes, for voting equipment.**
7. Does your county keep detailed logs of who takes custody of which equipment/ballots and their contact information (Note: some voting system certifications now require chain of custody logs)? **Yes.**

8. How are voting equipment components and/or ballots secured from tampering from the time they leave county custody to the time they are delivered to the polling places?
  - **Voting Devices**
    - **All voting devices are secured with Tamper evident serialized seals and cataloged by Security Seal Verification log.**
  - **Ballots**
    - **Ballots are signed for, inventoried, and kept in a sealed bag for transport by the Precinct Inspector.**
9. Are serialized or other secure tamper-proof devices/seals placed on all ports where memory cards are inserted (as specified in the procedures adopted for use of voting equipment in California)? **Yes**
10. How are your poll workers, as part of their training, trained to be alert for signs of pre-election tampering? **During training class Precinct Officers are instructed to verify that seals have not been tampered with as part of opening procedures.**
11. How are your poll workers, as part of their training, trained to be alert for the type of activity indicating someone is potentially tampering with a DRE or with any access card or access code on Election Day? **Poll workers are trained to keep an eye on suspicious or unusual activity in the polling place, including voters who stay in the booth for long periods of time, voters who seem confused, voters who need help, etc. Poll workers are trained to call the Election Office if any suspicious activity is noted.**
12. How are your poll workers trained about how to respond if tampering is suspected or discovered? **Precinct Officers and Roving Inspectors attend a training class before each election. They are instructed to call the Election Office immediately if tampering is suspected or discovered. Poll workers are instructed to remove the unit from service until the unit can be examined and, if necessary, replaced.**
13. Do poll workers log instances of suspected tampering? **Yes.** If so, where is this logged? **Election Officer Binder – Seal Verification Log and Voting Equipment Incident Report.** How does the county respond to these reports? **Precinct Officer will call the Elections Office and the unit is taken out of service. Rover and/or Field Technician will be dispatched with replacement unit.**
14. Do poll workers log instances of any anomaly with the voting system? **Yes.** If so, where is this logged? **This is logged by precinct officer on the Voting Equipment Incident Report and reported to the Elections Help Desk.** How does the county respond to these reports? **Rover and/or**

**Elections technical staff will investigate. If there is any technical or operational problem or problem with suspected tampering or chain of custody, the unit will be impounded, taken out of service and replaced.**

15. How are your poll workers trained should a piece of equipment not be usable because of a security requirement (i.e. wrong password)? **This is logged at our Elections Help Desk. A Rover or Elections technical staff person will assist and/or be sent to investigate. If necessary, the unit is impounded, taken out of service and replaced.**

### **III. Election Day**

1. If your county uses a DRE system which utilizes a "Smart Card" to activate voting, are poll workers trained to only issue a card to a voter once a voting station is available? **Yes.**
2. Are poll workers trained to ensure that if lines of voters form at the polling place, that the line forms at the registration table and not at the voting stations? **Yes.**
3. Do county "troubleshooters," "rovers" or other election assistants circulating to polling places on Election Day survey each polling site for any evidence of tampering or attempted intrusion into voting equipment? **This is done at the beginning of the day, prior to the unit being turned on by the poll workers, and throughout the day.**

### **IV. Post-Election**

1. During transportation of election materials to the central count or remote count locations, are all paper ballots and electronic election media in the possession of at least two election officials/poll workers? **Yes. Ballots, OS, VVPAT and TS tablets are transported by two poll workers from each polling place and accumulated ballots from S.L.T. with a police escort from South Lake Tahoe to Placerville Election office.**
2. How does your office ensure the protection of the election tabulation process by securing the premises where the vote tabulation is being conducted and not allowing unauthorized and unescorted personnel to be in contact with tabulation equipment? **I.D. badge required for entry. Only authorized personnel have access. The room is videotaped 24 hours a day by security cameras and has a large window for observers. Doors to room are secured by electronic access control locks.**

3. What physical security measures have you implemented for the room containing the computer running the tabulation software? **The room is locked with access code/card required for entry. Only authorized personnel have access. The room is videotaped 24 hours a day by security cameras and has a large window for observers.**
4. Are printed results tapes and a back-up copy of the tabulation placed in locked storage in a secure location after tabulation? **Yes.**
5. If so, how long do they remain there? **6 or 22 months per code.**
6. On election night, during or following tabulation, are all of the event logs, ballot images and summary totals from each cartridge used in the election backed up to the tabulation database? **Yes**
7. Are audit logs of every action and operation on any voting equipment or software maintained and retained until the period for contesting the election has expired? **Yes.**
8. How do you ensure that the server is physically secure from tampering? **Our system exists in a standalone environment. The server room is locked and has an access code/card required for entry. The room is videotaped 24 hours a day by security cameras. Only authorized personnel have access to room and to servers. This room has a large window for observers. Is it isolated from any other system? Yes.**

#### **V. Other**

1. Has your office ever utilized a third party to evaluate the physical security of your facility, the procedures utilized to secure equipment and ballots before, during and after an election or the training of poll workers or staff regarding potential breaches of physical security? If so, when and by whom? **No.**
2. Is there any other information you can provide regarding the physical security of your ballots, voting equipment, server, and facilities? **We contract with the El Dorado County Sheriff's Office and both Placerville Police and South Lake Tahoe Police Departments to provide deputies on site for Election Day. They and sometimes the CHP provide officers to escort the voted ballots back to the Elections Division from South Lake Tahoe.**
3. Is there any other information you can provide regarding the training of your poll workers and election staff about physical security of ballots and equipment? **Polling place workers are trained to be on the lookout for suspicious behavior and objects.**

4. What type of tamper-proof seals do you use? **A. Bar-coded, residue-free tamper evident serialized seals and consecutively-numbered, bar-coded plastic Padlock wire seals.** On what parts of the voting system are these seals used? **Case seals, memory card seals, power door seals, VVPAT seals, and TS base seal.**

#### **D. Election Observer Panel**

##### **I. Purpose**

The Election Observer Panel and Logic and Accuracy Board are combined into a single panel serving both functions. Pursuant to Sections 4.5.3 & 4.7 of the "Procedures Required For Use Of The Premier Election Systems", the purpose of the panel is to observe all procedures of the ballot count process, verify that the program accurately tallies the logic and accuracy test ballot cards, assist in ensuring the integrity of the election process, encourage participation and build voter confidence in the election process.

##### **II. Invitation**

At approximately E-29, requests for participation on the Election Observer Panel/Logic and Accuracy Board are made by letter, phone or e-mail to the County Grand Jury, political parties, and other groups or individuals who have expressed interest in observing the vote testing/tallying process.

##### **III. Duties, General Rules of Conduct, Ground Rules**

###### **1. Panelists/Board Members are responsible for the duties set forth below:**

- Receive from elections official all test materials.
- Take steps to ensure the security of the said materials before, during and subsequent to the election, except when said materials are properly in the possession of the elections official.
- Observe the performance of all required tests.
- Verify that the ballot counting program accurately tallies the logic and accuracy test ballot cards.
- Note any discrepancies and problems and affirm their resolution or correction.
- Certify to the performance of each of the above prescribed duties.
- Sign the appropriate certificates.
- Wear an identification badge.
- Be courteous and maintain a professional manner while observing the election processes.

###### **2. Panelists/Board Members may:**

- Make notes and watch all procedures.

- View all activities at the central counting site.
- View the canvass of the vote activities following the election.
- View absentee and provisional ballot processing.
- Ask questions of supervisors at the central counting site.

**3. Panelists/Board Members may not:**

- Interfere in any way with the conduct of the election.
- Touch any voting materials or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place or elections office or warehouse) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios within 100 feet of the entrance to polling place or elections office or warehouse.

**IV. Orientation and Pre-Election, Pre-Tabulation and Post-Election Test**

**Observation and Verification**

The Election Observer Panel/Logic and Accuracy Board meets in the El Dorado County Elections Office approximately ten days prior to the election for an orientation of the ballot count process and to observe and verify the pre-election logic and accuracy tests. This meeting provides the Panel/Board with an opportunity to ask questions about the entire election process and gives them an overview of the ballot counting process. Panel/Board member have viewing access to all areas of the ballot count process during testing and on Election Day.

On Election Day the Panel/Board meets in the El Dorado County Elections Office. The Panel/Board can remain at the Elections Office throughout the evening until all ballots are counted and secured.

**During the official canvass the Panel/Board are invited to return to observe and verify the 1% random manual tally, update ballot counts, and the roster reconciliation process. If a contest is considered close, a 10% or possibly a 100% manual tally would also be conducted.**

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William E. Schultz  
Recorder-Clerk-Registrar of Voters

County Election Plan

April 8, 2009

EL DORADO COUNTY