SBOE Numbered Memo 2012-24

TO: Directors of County Boards of Elections
FROM: Gary O. Bartlett, Executive Director
DATE: October 24, 2012
RE: Procedures for One-stop Voting and Election Day

Voter Notices
In addition to procedures already in place, you are directed to post an 8½” X 11” “Voter Alert” at the registration desk in every polling place. Attached are signs for your use, depending on whether the voting place uses iVotronic or M100 voting equipment. Instruct precinct officials working at the registration desks that they must tell every voter: “Please read the Voter Alert and, if you experience any problems voting, let a pollworker know and we will help you.”

Incident Reports
You have already received incident report forms for use at the precincts. (Copy attached) The purpose of sending them to you again is to reiterate the importance of completing a report for any complaints about the voting process or equipment, specifically including complaints regarding the iVotronic voting machines. If the complaint involves a voting machine, note the machine’s serial number. Note the voter’s name and approximate time the voter voted. Copies of all incident reports should be sent to Don Wright, General Counsel, as they are generated. All incident reports must be forwarded to Mr. Wright by the close of business on November 12, 2012, and the originals preserved until you are notified otherwise.

Preservation of Records
As you are aware, you are required to maintain voted ballots and other election day records after the election. With respect to iVotronic voting equipment, we reiterate that you must keep, without discarding or erasing, the data on or in the PEB cartridges, the Vote Image Log, the machines and their other internal memory devices, their associated paper RTAL rolls, and data stored in the Unity system. In addition, preserve information on the attached list if it is not otherwise covered in the preceding sentence. Contact this office if you have any questions about the data that must be maintained. We will notify you when such records are no longer subject to this requirement for this election.

Your hard work and commitment are appreciated.
### Election Systems Security Incident Report

<table>
<thead>
<tr>
<th>County Board of Elections</th>
<th>Office: County Board of Elections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Number:</td>
<td></td>
</tr>
<tr>
<td>(Assigned by CBE)</td>
<td></td>
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</tbody>
</table>

**Incident Location:**

Check the one item that best describes the general nature of the incident:

- [ ] General Security policy violation
- [ ] Equipment or hardware failure or malfunction
  - [ ] M-100 Optical Scanner
  - [ ] AutoMARK Vote Assist Terminal
  - [ ] iVotronic Terminal
- [ ] Software malfunction, failure, or error
- [ ] Unauthorized use of password
- [ ] Suspected computer virus, worm, Trojan Horse
- [ ] Tampering with voter registration system or voting equipment
- [ ] Unauthorized access to voter registration system room, voting system facility or voting system equipment storage area.
- [ ] Other: ________________________________

**Full description of incident:**

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*Last revised 6/2011*
VOTER ALERT

- Touch screen voting machines are sensitive.

- A summary page will appear at the end of your ballot so you can review the choices selected. Carefully review your ballot to make sure your vote is accurately cast.

- If you have any problems, please ask for help from a poll worker.
VOTER ALERT

- Please read and follow instructions for marking your ballot.

- Carefully review your ballot to make sure your vote is accurately cast.

- If you have any problems, please ask for help from a poll worker.