

SHELBY COUNTY ELECTION COMMISSION

Operations Center Access & Security Policy

The purpose of this policy is to balance the rights of citizens to view and understand the activities of the Shelby County Election Commission (“SCEC”) with the very real need to prevent any tampering or even the appearance of tampering with election materials. Visitors attending public meetings of the Election Commission that are held in the large training/conference room will sign in at the meeting and their presence will be noted as such. Individuals who wish to speak will complete an information card and allowed to speak for a period determined by the SCEC Chairman. In the event that a Commission meeting must be held in the smaller training room that is behind a prox card lock, then visitors will need to sign in and receive badges.

Full Time & Regular Part Time Employees of the Election Commission:

- All employees have name badges and the badges must be worn in a visible location at all times.
- Employees with prox cards must not loan them to other employees. Prox cards are programmed to allow access only to the areas that the employee’s job requires. Employees who lose their prox cards will pay \$50 to replace the card and re-program access.
- Only employees who have received training in the ballot creation and vote tabulation software are permitted in the Server Room. When tabulation is occurring, a bipartisan team must be present whenever access is required to the server.
- Access to the fire safe is permitted only when a bi-partisan team is present.
- The man door on the dock must never be propped open.
- When the dock overhead doors are open to allow loading and unloading of trucks, staff must be vigilant in ensuring that the doors are only open for the minimum amount of time.

Temporary Employees of the Election Commission:

- Temporary employees will have name badges and the badges must be worn in a visible location at all times.

- Regular, returning temporary employees will be issued prox cards at the discretion of their supervisor.
- Temporary employees without prox cards need to be admitted to secure areas by their supervisor.

Pollworkers Attending Training:

- Since some training locations can only be reached by going through a secure door, pollworkers attending training in those areas will have name badges and will be escorted as a group to the training location.

Employees of Shelby County:

- Must sign in at the front counter and receive a visitor's badge. The badge must be visible at all times. Shelby County Employees who need to do repair work in the warehouse must be accompanied by a staff member or monitored on the security feed when programmed election equipment is present.

Inmates on Work Line:

- Will be supervised as required by the Sheriff's Office.

Other Visitors and Vendors Other than Election Day and Public Test:

- Access to secure areas is limited to only what is required for the vendor to do their job.
- Visitors will be accompanied by a staff member at all times.
- Vendors will be supervised and their access is limited to the areas required.
- Vendors are never permitted in the server room when tabulation is occurring. Vendors who need access to the routers will be closely supervised by an employee.
- All visitors must sign in and receive a visitor's badge. The badge is to be worn in a visible place during their entire visit.

Tours:

- School and other tour groups will be limited to times of the year when programmed election equipment is not present. Tours will be conducted only with multiple staff members present.

- One on one tours may be permitted when programmed election equipment is present but the visitor must be accompanied at all times.

News Media:

- News media are to be treated as any other visitor.

Visitors Watching the Public Test:

- Must sign in and receive a visitor's badge. They must remain with the group and are not permitted to wander around the warehouse.

Poll Watchers on Election Day Observing the Absentee Counting Board:

- Must be appointed in accordance with TCA §2-7-104. When they arrive, the poll watcher will present their credentials and sign in at the front counter. In addition to their credential, they will receive a badge that must be worn in a visible location. This badge helps those who monitor the security feed.
- As required by TCA §2-7-104, the poll watcher will place their cell phones, laptops, smart watch, pagers, or any other device capable of transmitting results in an envelope, which they will seal and write their name upon. We will lock the envelopes in a file cabinet.
- Poll watchers will then be escorted to a location where they can watch the activities. Stanchions will cordon off the viewing area. As per TCA §2-7-104, they must remain in that area until the absentee counting board is finished and results tabulated. Should a poll watcher need to use the restrooms, they will be escorted to the breakroom. When finished, the watcher will be escorted back to the viewing area. Poll watchers may not wander around the warehouse. When the activities of the counting board are complete and the results available, the poll watcher will be escorted back to the Training/conference room and their property returned. They may continue to observe via the security camera feed.

Election Day Evening Tabulation:

- Candidates and their supporters are welcome to come to the Operations Center but they will remain in the large conference room while the election is being tabulated and equipment is being returned. This is for both their protection and SCEC; Neither the SCEC nor Candidates want any suggestion that there was improper access to election materials. There are two large screen TV's in the Training Room;

one will have the Election Night Reporting Results. The other will show the security feed from the cameras in the warehouse and the upload area.

- A sheriff's deputy will be stationed on the back dock to ensure that unauthorized visitors do not enter the warehouse.

General Concepts:

- No secure door is ever to be propped open unless it is being monitored by an employee or sheriff's deputy. This includes both interior and exterior doors.
- The dock doors are to be open as rarely as possible and for as short a period of time as possible. When the doors are open, they should be carefully monitored by an employee or sheriff's deputy. As an additional precaution, when the dock doors are to be opened, the Operations Manager, the DAOE and/or the AOE should be notified that the doors are about to be opened, so that the dock security camera feed can be monitored to detect any unauthorized activity.
- The man door on the dock is never to be propped open. If employees exit through that door on a break, they must walk around to the front entrance if they do not have keys to the dock doors.
- Front door keys are assigned to specific employees and the DAOE maintains a log of those keys. Keys must be returned if an employee leaves.
- Exterior door locks are to be changed whenever keys are lost or employees are terminated for cause.
- Keys to the exterior dock door are to be stored in the server room, thus assuring that only a few people have access to open a door that opens directly into a secure area.
- The alarm system is to be set whenever the building is vacant.
- When employment ends for any reason, name badges, prox cards and any keys in the possession of the employee must be returned to the supervisor. In the case of temporary employees who return on a regular basis, the supervisor will return the name badge when the employee next works.