

**Testimony before the U.S. Election Assistance Commission**

**Update on Election Management Guidelines:  
Newly Released Chapter on Physical Security**

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Thank you for the opportunity to share in today's official "unveiling" of the first chapters of the Election Management Guidelines! It is my privilege to have the opportunity to work as a member of the team charged with developing these guidelines. That team, of course, includes Brian Hancock, Laiza Otero, and Brit William; however, it also includes election administrators from across the country – at the local and state level. This is a project that is shared by one and all and is developed with input/feedback from election officials at all levels – from the smallest to the largest jurisdictions.

The overall content of the Guidelines is written in a generic fashion, with the realization that "one size does not fit all". The intent is to provide recommendations for evaluating existing policies and procedures and/or developing new standards at the local and/or state level.

Chapter 3 of the Guidelines addresses the topic of Physical Security, including procedures, policies, facilities, and all other actions taken to prevent tampering, vandalism or theft. This chapter covers steps to follow when conducting an overall security review, including equipment storage, inventory control, and personnel management.

Recommendations are provided on how to manage the human access to the voting system, including separation of duties, two-person integrity, background checks, etc. It also covers the protection and security of paper ballots, voting equipment and peripheral devices. These topics are covered from the point of delivery...to warehouse storage...through transport to precinct polling places and early voting...to managing security at the polls on Election Day...to closing the polls and tabulating votes...to transportation back to storage and post-election security.

Each section in the chapter contains a set of review questions that election officials can "ask themselves" regarding their security procedures. These questions are posed in an effort to trigger a thoughtful analysis of existing policies and procedures within each election office.

Throughout the chapter, the reader is urged to review and analyze their own policies and procedures. Again, the reader is encouraged to use this chapter as a “guide” and a reference tool to improve existing security controls.

In closing, the release of these chapters is the first step in the evolving development of Election Management Guidelines. This is a product that belongs to all election officials nationwide, and just as election laws are ever-changing, the management of elections and these guidelines will continue to evolve.