

When we purchased the laptops and peripherals to use to process voters in the polling place, we felt the need to have a policy to disperse to the workers, reinforcing the fact that the equipment belongs to the county and should not be used for anything but voter processing.

I checked with Susan Counts in IT to see if we could develop a policy that would work but due to time constraints , we began by copying the existing County computer policy and distributing it to all the polls along with a sheet that must be signed by the poll worker affirming that they have read the policy and will comply.

The policy we were using is very cumbersome and includes items that might or might not apply to the poll workers. I rewrote the policy, based on the existing county policy. Susan reviewed it. She also had KB from Cal-Tech review the proposed policy. Both feel the proposed policy is sufficient to use in the polls. Copies of the county policy and proposed poll worker policy are included for you to review.

If approved, we will begin distributing the poll worker policy only.

TOM GREEN COUNTY
Computer Procedures and Policies For Poll Workers

PROCEDURES:

General

Computers with attachments and Internet access capabilities may be provided for the purpose of conducting elections business, enhancing efficiency, and better serving the public interest. Computers and attachments as well as internet access is to be used only as a means of processing voters and providing voter updates and is not to be used for personal business of any kind. Poll workers shall not pursue issues of any kind via computers or internet access other than voter processing. Any worker violating this policy shall be removed as a poll worker and will not be allowed to work an election at any future date.

Election workers have been provided with laptops, printers, barcode scanners, license swipe readers, number pads, USB hubs, and when applicable, an air card. All of these resources are the property of the County of Tom Green County and are to be used for valid business functions only. Personal use of these resources is prohibited. All equipment is to be kept intact and should not be tampered with in any manner. If equipment is not functioning properly, poll workers are responsible for contacting the Election Office to schedule repairs and determine the proper steps for processing voters.

Access to Computer Information / Confidentiality

The County has the right to access all computer files and poll workers may not copy or duplicate any files on County Information Systems.

The County may have access to all Election Department computers to check for the presence of specific content such as viruses, or to maintain system integrity. The County will also respond to legal processes and fulfill any legal obligations to third parties.

Supervisors or management may access any information on the county equipment.

Penalties

Any unlawful use of County computer resources or use in violation of this policy may result in discipline up to and including termination.

If unauthorized software is found and/or removed from a computer provided by the Election Office the user's access rights will be removed from all computers in the system. Be also advised that violation of this policy may result in punitive action against the poll worker. *Please Note:* Unlawful use may result in referral for criminal prosecution.

POLICY:

This policy relates to the use of computer resources provided to poll workers for use in elections conducted by the Tom Green County Election Office. These resources are a business tool, which will be used in accordance with generally accepted business practices and current law, as reflected in the Texas Public Records Act, to provide an efficient and effective means of maintaining voter records.

OBJECTIVE:

The objectives of the policy are to protect and maintain the availability, integrity and accountability of information system resources and information processed by Tom Green County Election Workers.

DEFINITIONS:

For the purpose of this policy the following definitions shall apply:

Information Systems shall mean and include computers, networks, servers, peripherals and other similar devices that are administered by the County and for which the county is responsible

Networks shall mean and include video, voice, and data networks, routers and storage devices.

PROCEDURES:

3.1 General

It is the policy of Tom Green County that:

3.1.1. Unauthorized use, alteration, destruction, or disclosure of information system assets is a computer-related crime, punishable under Texas statutes and federal laws.

3.1.2. Attempting to circumvent security or administrative access controls for Information Resources is a violation of this policy.

3.1.3. Assisting someone else or requesting someone else to circumvent security or administrative access controls is a violation of this policy.

3.1.4. Persons violating the Computer Security policy will be subject to appropriate administrative and criminal sanctions.

3.1.5. All user passwords for Poll Workers will be provided by the Election Office or Information Technology.

REMOTE ACCESS POLICY

POLICY: The internal computers systems, networks and data repositories of Tom Green County are critical resources of the County and must be protected against unauthorized access, malicious access, and disruption of service. Authorized Poll Workers of Tom Green County computer systems, networks and data repositories may be permitted to remotely connect to the Voter Registration/Vote Safe systems, for the conduct of County elections only through secure, authenticated and centrally managed access methods. In order to manage remote access reliably and in a low risk manner, all poll workers must use county approved and supplied methods of remote access

Remote Access Privilege Approval: Access will be permitted through a centrally managed virtual private network (VPN) that provides encryption and secure authentication. Access may be revoked at any time for reasons including non-compliance with security policies, request by the user's supervisor or negative impact on overall network performance attributable to remote connections. Remote access privileges will be reviewed periodically.

Responsibility for User-IDs: All users who require remote access privileges are responsible for the activity performed with their personal user-IDs, whether or not these user-IDs are connecting via external network facilities. User-IDs must never be shared with associates, friends, family members, or others. User-IDs may not be utilized by anyone but the individuals to whom they have been issued. Similarly, users are forbidden from performing any activity with user-IDs belonging to other individuals

Privilege Access Controls: All computers permanently or intermittently connected to either external networks or county networks must operate with privilege access controls approved by the Information Systems and Technology Department. Multi-user systems must employ user-IDs unique to each user, as well as user privilege restriction mechanisms including directory and file access permissions. Network-connected single-user systems must employ approved hardware or software mechanisms that control system booting and that include a time-out-after-no-activity screen blanker.

Anti-Virus and Firewall Protection: External computers or networks making remote connection to county internal computers or networks must utilize an active virus scanning and repair program and an active personal firewall system (hardware or software)

PRECINCT # (S): _____

DATE: _____

All Poll Workers:

You must read, sign and date that you have read the Tom Green County Computer Security Policy located in the **VoteSafe Processing** folder. By signing you are affirming you will comply with this policy.

Date	Name	Signature

Return Signature Sheet in Envelope #2.