

SONOMA COUNTY

Application for Jurisdictional Use of Ballot on Demand Printing System

Upgrade to Dominion Mobile Ballot Printing 5.10a

Security, Storage and Ballot Issuance Procedures

I. OVERVIEW

The Sonoma County Registrar of Voters Office (SCROV) has implemented the Dominion Voting Systems (DVS) 5.2.18.2 Mobile Ballot Printing (MBP) solution, which was utilized for the 2019 November 5 Consolidated Elections. In the 2020 Primary, Sonoma County upgraded to the Dominion Mobile Ballot Printing version 5.10, utilizing equipment certified by the California Secretary of State, ballot images supplied by DVS, and blank paper purchased by SCROV from a certified ballot printer.

For the 2020 November 3 General Election, Sonoma County will be upgrading to the Dominion Mobile Ballot Printing version 5.10a, utilizing equipment certified by the California Secretary of State, ballot images supplied by DVS, and blank paper purchased by SCROV from a certified ballot printer.

The upgraded MBP will be used at SCROV's central office, as well as at all polling places assigned for the November 3, 2020 election, for single over-the-counter or in-person, on-demand ballot production. SCROV will not use the MBP system for batch printing. SCROV will use MBP consistent with DVS MBP Use Procedures.

II. PROCEDURE TO SECURE BALLOT IMAGES

PDF Ballot Images used to produce ballot cards are encrypted and transmitted to the SCROV by DVS via a secure file transfer process that is only accessible by designated SCROV staff. The files are loaded onto the MBP laptop computers ("clients") via flash drive and remain encrypted at all times.

The Ballot Images are stored on the stand-alone certified MBP laptop computer clients which are access controlled by username and password. There are no network connections to the MBP clients at any time in accordance with the certified use procedures. Only designated employees are granted access to the MBP clients.

III. PROCEDURE TO SECURE MOBILE BALLOT PRINTING CLIENTS

A. Authorized Access Levels: The Microsoft Windows operating system is configured with two separate access levels. The first access level is a Windows Administrator login that grants the Administrator full control over Windows. This level is restricted to only regular employees of SCROV ("MBP-authorized"). The second access level is a User login that permits only the User to run the Mobile Ballot Printing software but not make any modifications to Windows or other applications. Every time an employee **or poll worker** prints a ballot, the employee **or poll worker** must log in with a username and password.

User access levels for Administrators and Users are created in accordance with the certified use procedures.

B. Secured Storage – SCROV Office: When not in use, each MBP client used in the SCROV office will be stored in the SCROV Ballot Tabulation Room which is alarmed (with separate, additional access control), monitored with cameras, and key-card access controlled (see Figures 1-8). In addition, bomb-blast coating has been applied to observation glass on Ballot Tabulation Room doors. Only SCROV regular employees have access to the Ballot Tabulation Room. The Ballot Tabulation Room is a secure room located within SCROV's central office. Access to the central office is controlled by key cards with photo identification issued to employees. SCROV is located in a county-owned building which has a monitored alarm and key card controlled access (see Figures 9-13).

C. Secured Storage – Polling Place: When not in use, each MBP client used in the polling place will be stored in a Mobile Ballot Printing Cart (see MBP Cart flyer, attached), with lockable front and back doors, heavy-gauge steel construction which separately secures the laptop client and the printer, and allows for easy and secure storage and transport of the MBP and laptop client. At the close of each voting day, the lockable front and back doors will be key locked and further secured with serialized and recorded locks until the next day of voting, or until the equipment is returned to the SCROV warehouse.

IV. PROCEDURE TO SECURE MOBILE BALLOT PRINTING PAPER

- A.** SCROV will use blank paper stock for MBP. Paper not loaded into the printers will be stored in the secure Ballot Tabulation Room at the central office. Printers will be emptied of blank paper each evening and reloaded each morning.
- B.** The polling places will use blank paper stock for MBP. Paper not loaded into the printers will be stored in the MBP Cart, which will be locked and secured at the close of each day of voting, and until return to the SCROV warehouse after election day.

V. PROCEDURE TO ISSUE BALLOTS BY MOBILE BALLOT PRINTING

- A.** SCROV will use MBP for single ballot production only. Requests for ballots will be accepted over the counter, by phone, or written request, and for voters who register after the initial vote by mail issuance. MBP may also be used for voters who register during the conditional voter registration period. CVR voters will receive a ballot pulled from pre-printed "counter" stock in the ROV office, or a ballot may be printed on the MBP, based on most efficient method at time of request. Provisional ballots will be printed in the same manner, as needed.

Upon request, a designated SCROV employee will access the Sonoma County Elections Information Management Systems (EIMS) to locate the voter who has requested a ballot. Upon locating the voter, the designated SCROV employee will print two copies of a label containing identifying voter information including voter name, voting precinct and ballot type information. One label is placed on the voter's vote by mail or conditional voter envelope for sealing the voted ballot; the second label is retained for Canvass Reconciliation Procedures. An MBP-authorized employee will take that label to the MBP client workstation. Once logged into the MBP client, the authorized employee will locate the ballot image that corresponds with the ballot information on the voter identification label, then print the ballot. Once the ballot has printed, the authorized employee will immediately issue the ballot to the voter along

with the related election materials, or insert the ballot and related materials into an outgoing vote by mail envelope and place the envelope in SCROV's outgoing mail bin. MBP ballots are printed only upon request; ballots are not printed in advance nor stored at any location.

- B.** Polling Place poll workers will use MBP for single use ballot production, as voters present themselves at the polls.

MBP may also be used for issuing replacement ballots to vote-by-mail voters. These voters will be given the option of taking their ballot "to-go" with a VBM return envelope, and instruction for appropriate and timely return of VBM ballot to the SCROV.

MBP may also be used for voters who register at the polling place during the conditional voter registration period. Provisional ballots will be printed in the same manner, as needed.

VI. PROCEDURE TO RECONCILE DAILY BALLOT ISSUANCE

On a daily basis, voter identification labels and ballot issuance reports will be compared as part of reconciliation procedures. During the Official Canvass, the daily reports and labels will be reviewed, logged, then sealed and retained pursuant to Elections Code Sections 17300 *et. seq.*

At the polling place, on a daily basis, the number of ballots issued on each MBP will be determined by a report printed from the MBP, and compared with the number of voters indicated as served on the EIMS lite client dashboard, accessible by the polling place Inspector, and recorded and provided to the SCROV after the close of the polls. Said daily reports will be retained pursuant to Elections Code Sections 17300 *et. seq.*

VII. PROCEDURE TO IMPLEMENT CHAIN OF CUSTODY

Procedures for implementing chain of custody are not applicable for MBP ballots because MBP ballots printed at SCROV central office will be either given directly to the voter or placed in the outgoing mail.

Chain of custody of MBP and laptop client, and all associated supplies will be maintained through thorough logging of each MBP polling place assignment, and securing of all MBP equipment and supplies in MBP cart with recorded serialized locks in place between time of MBP polling place system setup, transport to polling place, the opening of early voting at the polling place on the Saturday prior to election day, at the close of each day of early voting, and until the equipment and associated supplies are returned to the SCROV warehouse after election day.

Figure 1. Ballot Tabulation Room
(view from observation window)

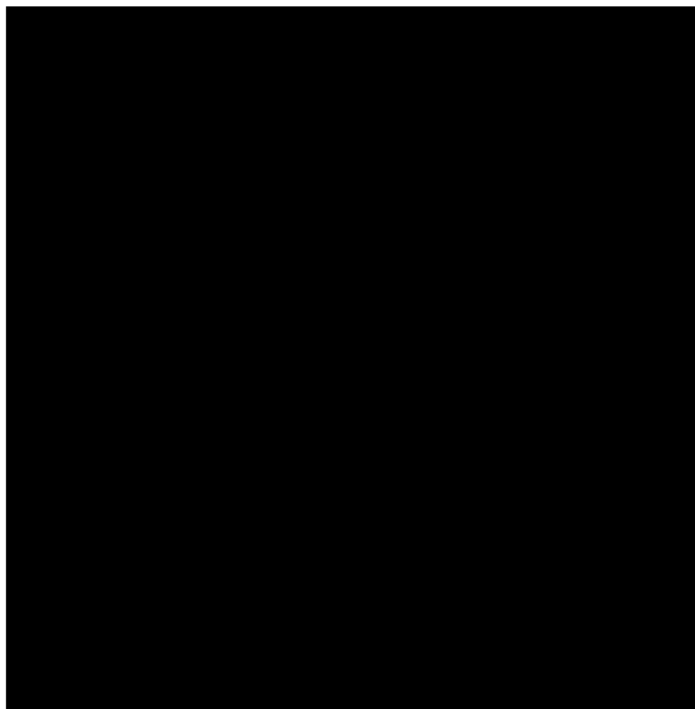


Figure 2. Ballot Tabulation Room
Security Camera

Figure 3. Ballot Tabulation Room
Security Camera (close-up)

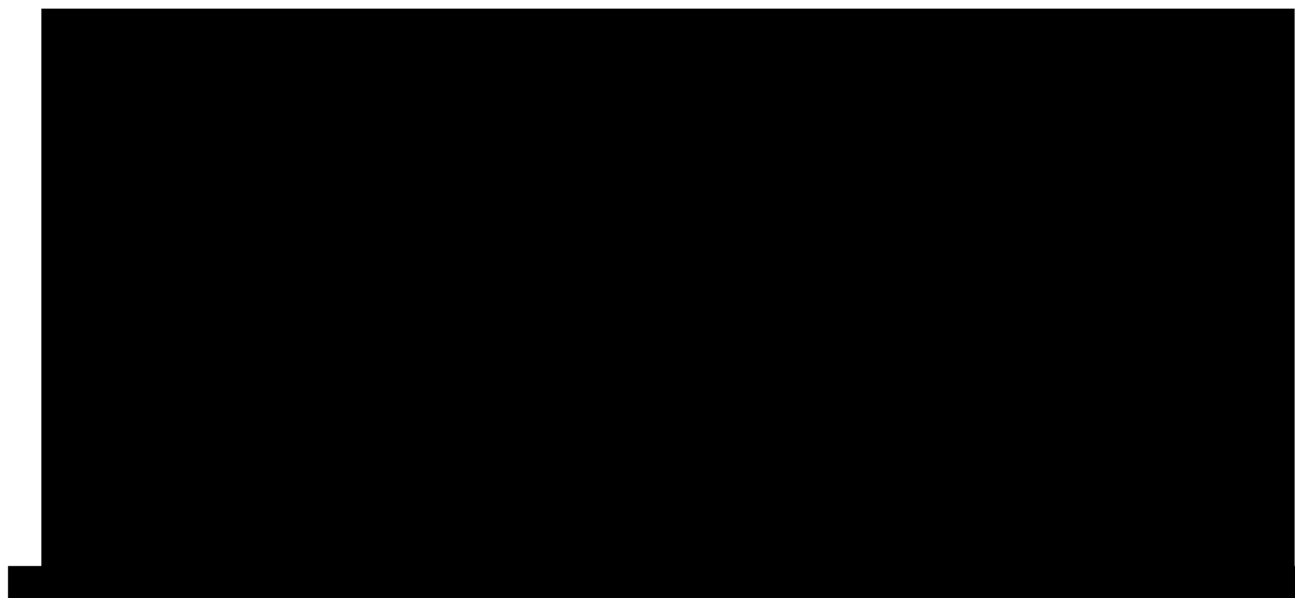


Figure 4. Ballot Tabulation Room

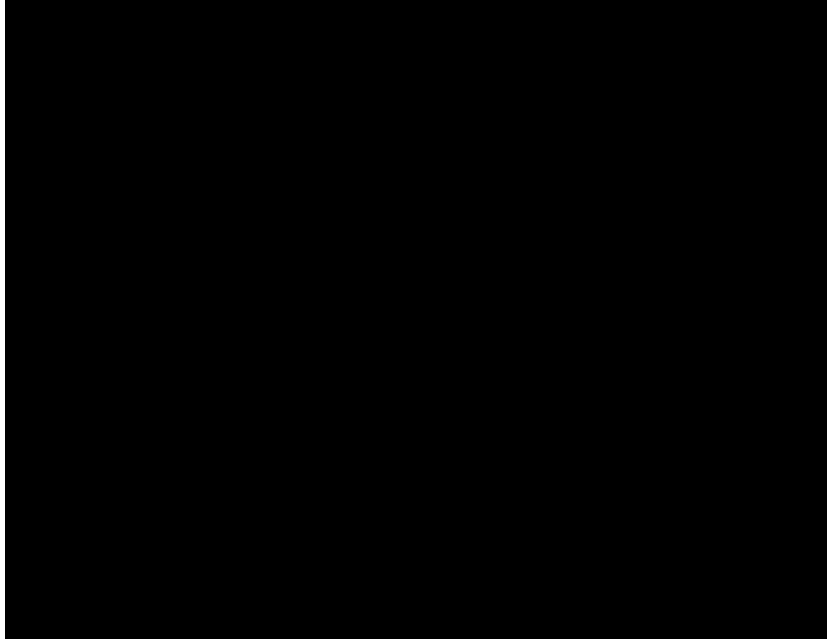


Figure 5. Ballot Tabulation Room

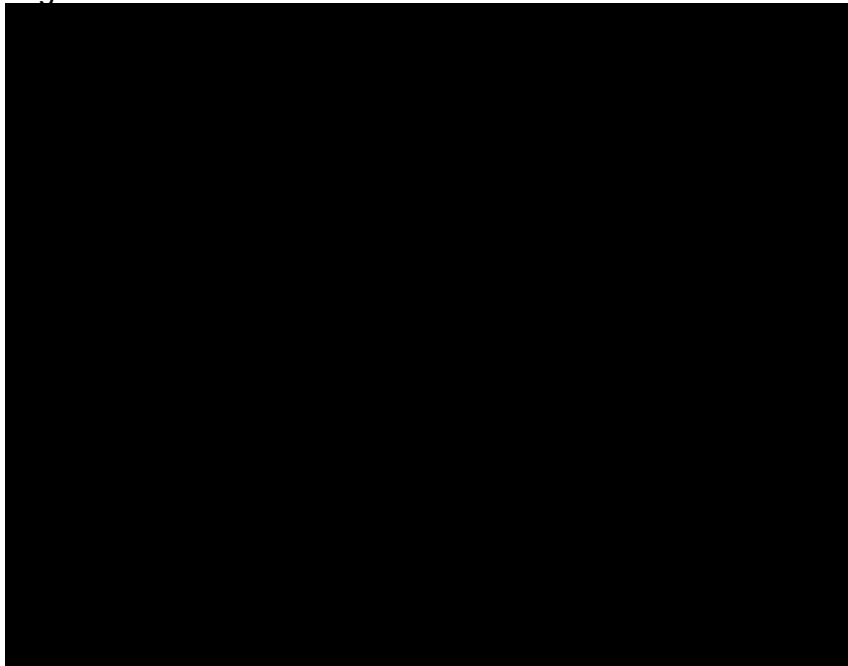


Figure 6. Ballot Tabulation Room
Access Control

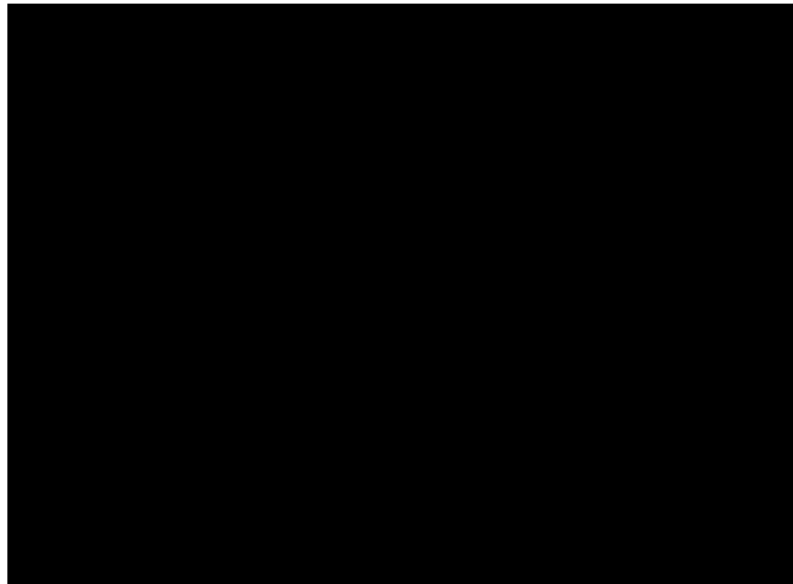


Figure 7. Ballot Tabulation Room
Access Control

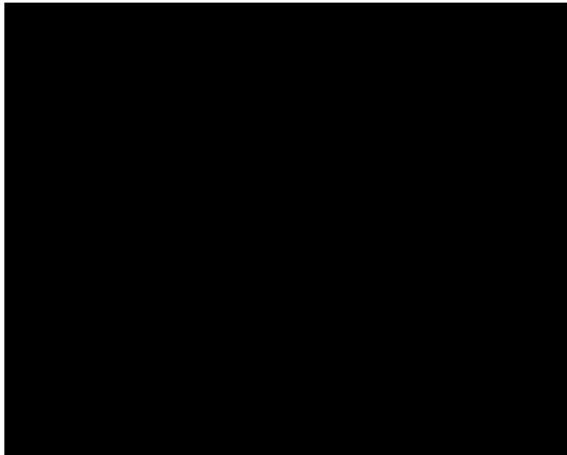


Figure 8. Ballot Tabulation Room
Access Control



Figure 9. Central Office Access Control



Figure 10. Central Office Access Control



Figure 11. Central Office Public Hallway
Security Cameras

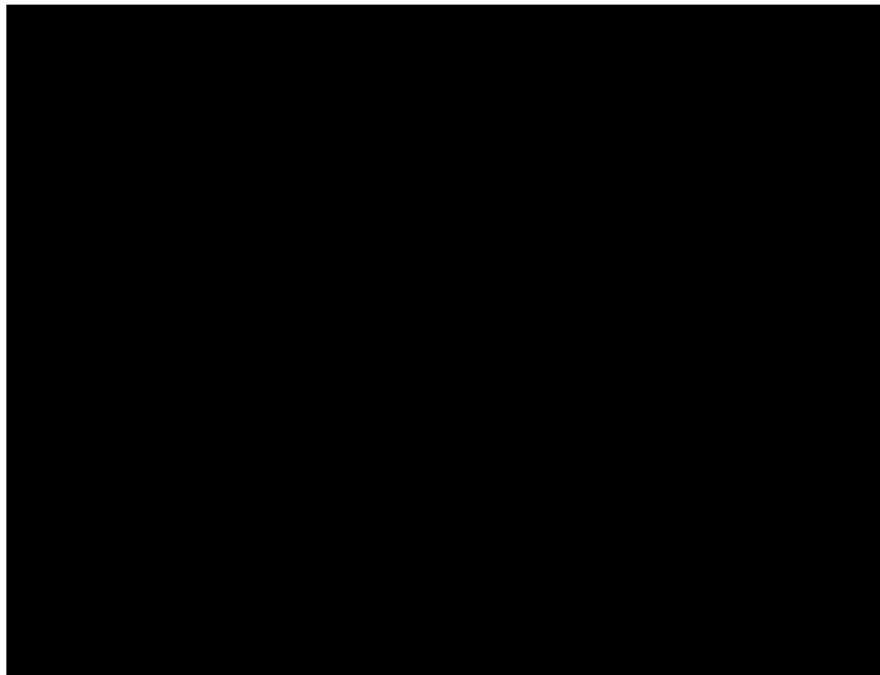


Figure 12. [REDACTED]

[REDACTED]

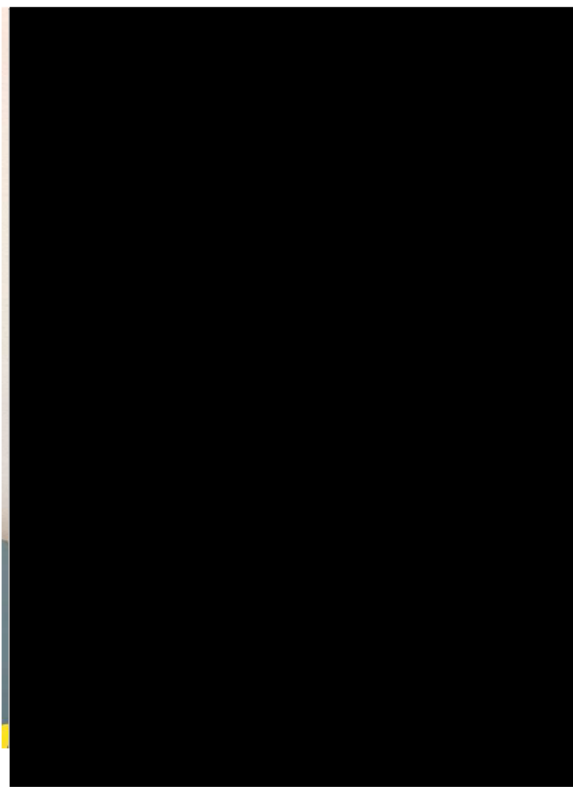


Figure 13. [REDACTED]

[REDACTED]



MOBILE BALLOT PRINTING CART

Solving your storage, transportation, and setup needs with one innovative design.

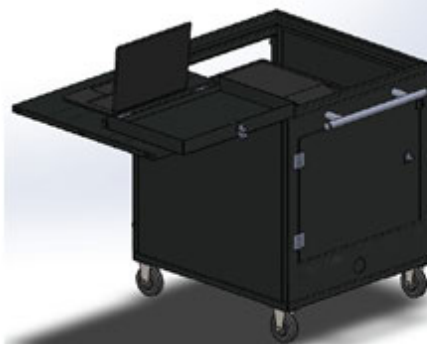


Dominion designed the perfect solution for your Mobile Ballot Printing needs. Strong steel construction protects the hardware during storage and transportation, and the innovative design easily converts into an ergonomic and functional workstation for vote centers or polling locations. A true warehouse to workstation experience anywhere you need to print.



Instant All-In-One Workstation

- Sliding top converts into the perfect desktop with printer access.
- Lockable front and back doors give full printer access.
- Built-in supply storage.



Secure Storage and Transport

- Heavy-gauge steel construction separately secures the computer and printer.
- Vibration reducing casters provide safe and easy movement.
- Lock and key for all access points.



Compact Footprint

- A footprint of just over four square feet limits storage needs.
- Compatible with a variety of Dominion ballot printers.
- Sets up anywhere with a standard power supply.

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