SECRETARY OF STATE
STATE OF INDIANA
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Indiana Polling Place Physical Security Guidelines

In the wake of the 2016 presidential elections, election cybersecurity has taken center stage in the national conversation. Election specialists at every level of government are making key advances in securing voting equipment and voter databases, and we continue to use every asset at our disposal to further this trend. However, cybersecurity is not the only battlefield. We must also continue to exercise vigilance where physical election security is concerned, and the local polling place is ground zero.

In the 2019 legislative session, the Indiana General Assembly tasked the Secretary of State's office with providing physical security guidelines to counties in advance of the 2020 election cycle. This office has compiled key practices and safeguards to aid your county in taking precautions against nefarious actors and unauthorized access. In the end, **these are merely guidelines**, but provide an important foundation for securing our elections and improving voter confidence.

1. **Establish a standard security review**. Prior to every election, each polling location should receive a thorough physical inspection to ensure only those authorized to enter the polling place will have access.
2. **Supervise Election Day volunteers.** Custodians of voting machines, including those in the polling place on Election Day, should be fully competent and sworn to perform their duties honestly and faithfully.
3. **Do not allow an individual unsupervised access to voting machines.** Even if that individual is an authorized poll worker.
4. **Incorporate two-person integrity security measures.** At least two election officials should oversee all processes, including the transfer of ballots and other election materials from the polling place to the central office.
5. **Voting devices** should be in plain view of poll workers at all times. Poll workers should maintain control of all administrator and ballot activation devices.
6. **The area around the voting devices must be secure at all times.** Only poll workers, legally authorized personnel, and registered voters should be allowed in the voting device area, without exception. A voter should not be allowed to enter this area until a voting device is available for his or her use.
7. **Provisional voters** should be directed to a separate area. This assures that provisional ballots are handled uniformly and also establishes ballot accountability for auditing purposes.
8. Poll workers should **regularly inspect the voting devices for any damage or tampering** and to ensure the device is powered by electricity.
9. Do not allow **unauthorized devices** to be connected to voting machines or e-pollbooks, for any reason.
10. Contact the clerk's office and law enforcement to report any **suspicious behavior**. The reporting threshold for suspicious activity should be low and reporting must happen immediately upon observation.

More detailed information on these points can be viewed in Chapter 3 of the U.S. Election Assistance Commission's *Election Management Guidelines*.