SONOMA COUNTY

Application for Jurisdictional Use of Ballot on Demand Printing System

Upgrade to Dominion Mobile Ballot Printing 5.10

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. **Sonoma County will be upgrading 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.** MBP will be used at SCROV's central office for single, over-the-counter, 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 regular employees of SCROV only ("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 prints a ballot, the employee 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: When not in use, each MBP client 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).

IV.   PROCEDURE TO SECURE MOBILE BALLOT PRINTING PAPER

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.

V.   PROCEDURE TO ISSUE BALLOTS BY MOBILE BALLOT PRINTING

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, as necessary. CVR voters will have the option of marking and printing their ballot utilizing the Image Cast X v. 5.10 voting system, receiving a ballot pulled from pre-printed "counter" stock in the ROV office, if pre-printed "counter" stock is available, otherwise, the CVR ballot will be printed from the MBP.

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.

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.*

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.

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

Figure 2. Ballot Tabulation Room
Security Camera

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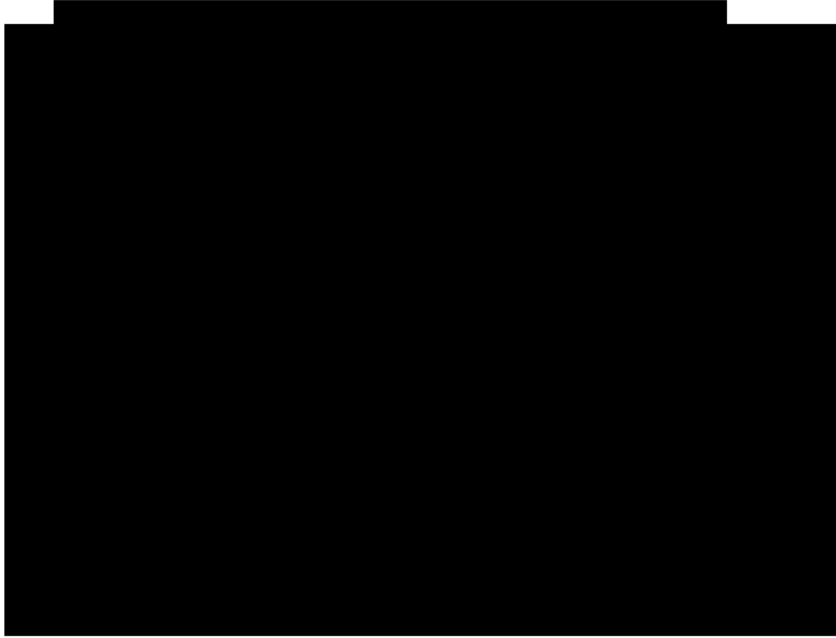Security Camera (close-up)

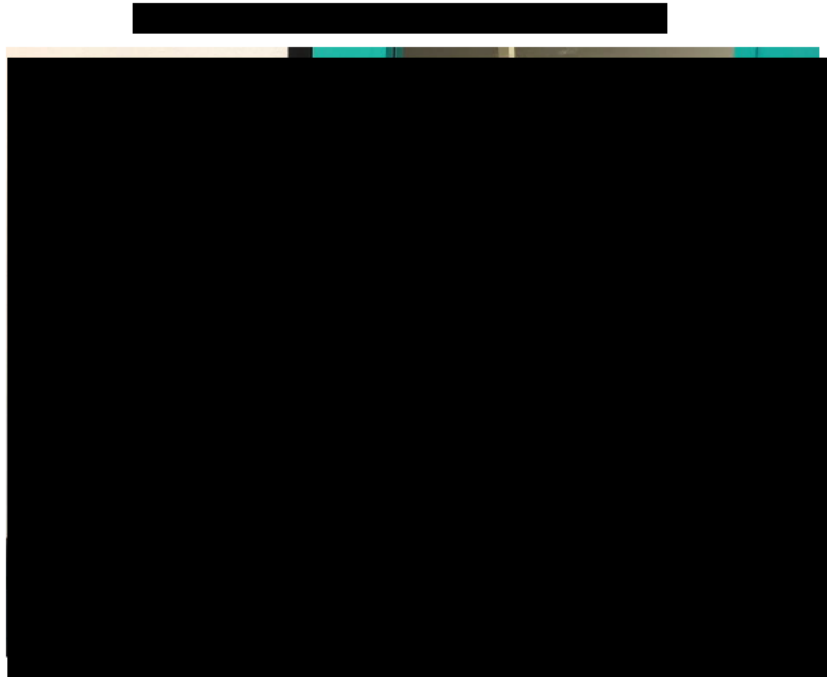Figure 4. Ballot Tabulation Room

Figure 5. Ballot Tabulation Room

Figure 6. Ballot Tabulation Room

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

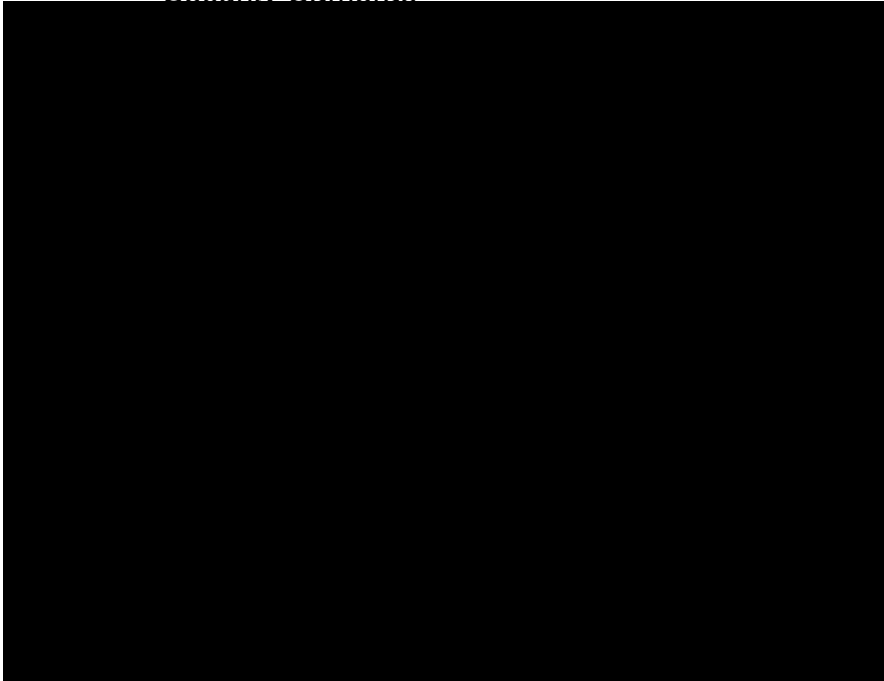Figure 11. Central Office Public Hallway
                Security Cameras

Figure 12. Central Office Alarm

Figure 13. Central Office Alarm