

Jefferson County, Washington

Optical Scan Security Plan to begin final processing the day before the election

## WAC 434-250-110 Processing Ballots

(6) Final processing of voted ballots, which may include scanning ballots on an optical scan voting system, may begin after 7:00 a.m. on the day of the election. Final processing may begin after 7:00 a.m. the day before the election if the county auditor has submitted an approved security plan to the secretary of state that prevents tabulation until after 8:00 p.m. on the day of the election.

### Security Plan:

1. The county auditor/designee shall notify the county chair of each major political party, each campaign appointed observer and shall post on the website the date and time that final processing of voted ballots will begin.
2. At the designated time for beginning of final processing zero reports will be printed for the tabulation machine, known as the 650.
3. After the zero report has been printed and verified the report printer shall be disconnected from the tabulator.
4. Ballots will be run through the tabulator. Ballots are to be kept together by precinct and sealed in a ballot box, sealed and logged with seal numbers and date. This is done by two staff or staff and political observer if present.
5. When completed with final processing of voted ballots for the day:
  - a. The results from the tabulator will be transferred to a zip disk (identified as backup disk #1);
  - b. The event log printer will be verified that the results were transferred to the disk;
  - c. The results from the tabulator will be transferred to a second zip disk. (identified as backup disk #2);
  - d. The event log printer will be verified that the results were transferred to the disk.
6. The disks are to be stored in the red metal box. The box will be clearly marked as backup disk #1 and backup disk #2. The red box will be sealed and recorded on the appropriate logs.
7. The red box will then be stored, locked and secured in the locked cabinet in the Auditor's vault.
8. Once the zip disks have been secured:
  - a. The tabulator results will be zeroed out;
  - b. The results being zeroed out will be verified on the event log;
  - c. The results printer will be reconnected to the tabulator;
  - d. A zero report will be printed and verified for the tabulator.
9. On Election Day and prior to 8:00 p.m., if additional ballots are ready for final processing one of the backup disk will be uploaded to the tabulator so additional ballots can be processed.

When completed with final processing of voted ballots for the day:

- a. The results from the tabulator will be transferred to backup disk #1;
- b. The event log printer will be verified that the results were transferred to the disk;
- c. The results from the tabulator will be transferred to backup disk #2;
- d. The event log printer will be verified that the results were transferred to the disk.

10. On Election Day after 8:00 pm the Results Disk marked “backup disk #1” will be loaded into the reporting system.

- a. That Disk will be verified when uploaded with the number of ballots counted and saved;
- b. Using the same disk, results will be uploaded to the tabulator and the unofficial results will be printed;
- c. These printed results will be compared to the results that were uploaded and recorded in the Election Report System.

Approved by the Washington State Secretary of State's office - Wednesday, September 5, 2012
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