



**J. KENNETH BLACKWELL**  
Ohio Secretary of State

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Directive 2005-23  
September 21, 2005

To: Boards of Elections,  
Directors and Deputy Directors

The policies mentioned herein below shall apply to all voting systems, Election Information Systems, tabulating devices and Election Management Systems purchased under the auspices of the Help America Vote Act of 2002 (HAVA).

**I. General Internet Access and Networking**

- a. No Election Information System shall connect to any computer network or to the Internet. This includes any device(s) used independently or in conjunction with other devices for the purpose of (1) setting up elections; (2) defining ballots for elections; (3) receiving voting data from polling places or (4) tabulating election data related to ballots or votes.
- b. Exceptions:
  - i. Election Information System may be connected via local network solely for the purpose of creating or uploading memory cards, ballot definitions, precinct results and other such activity as required. In no instance, however, may results, ballot definitions or other such information be communicated to an Election Information System or components via the Internet.
  - ii. Election Management Systems that require software updates, repairs or upgrades may receive a waiver from this policy from the Secretary of State solely for the purpose of downloading essential software components.

To receive a waiver, the Director and Deputy Director of a Board of Elections must submit to the Director of Elections a written explanation of the circumstances requiring the waiver, a statement explaining why the waiver is absolutely necessary for the Board of Elections to perform its duties in the conduct of elections and a specific time period for which the waiver is requested. This waiver is only for the purpose of receiving approval for the exceptions noted above.

- c. At no time shall voting or tabulating devices in polling places connect to the Internet, or any other computer network outside the polling place, in any manner whatsoever.

This policy is not be construed as a prohibition on local networks within a polling place for state certified voting systems designed to operate as a local network for secure operation in such a fashion.

## **II. Downloading Software**

- a. Unless specifically authorized in writing and in advance by the Director and Deputy Director of the Board of Elections, no one shall download or install software on any voting device, tabulating device, election management system, voter registration system or any component of an Election Information System.

A copy of the written authorization must be submitted and received by the Secretary of State prior to the actual download or installation of any software or component.

- b. Directors or authorized personnel must assure a successful virus check on any software or other files before installing software or opening new files on any Election Information System.

The Board of Elections must assure that an active, current anti-virus detection and protection system is functioning on all election information systems at all times.

## **III. Modem Access**

- a. Election Directors shall not permit and shall not approve the use of modems to transmit or receive information to or from voting devices or tabulating devices without implementation of a security plan approved by the Director of Elections.
  - i. Security plans must be submitted in writing and must outline steps to be taken by the County Board of Elections to prevent signal interception, imitation or replacement.
  - ii. Security plans must outline procedures to be followed that will allow the Board of Elections to verify the identity of any person seeking to transmit information to an Election Information System prior to actual receipt of transmission. No modem use for transmission of information is authorized without approval of a security plan.
- b. In addition to an approved security plan, a majority vote of the Board of Elections is required to authorize use of modems for the transmission or receipt of information to or from voting devices, tabulating devices or any component of an Election Information System.
- c. No modem may be used in auto-answer mode without utilizing a remote user identification system, "challenge-response" dial-back procedure or some other

security protocol authorized by the Secretary of State as part of a county's approved security plan.

- d. No modem may be used to transfer any data through Voice Over Internet Phone (VOIP) connections.
- e. The Board of Elections must take all reasonable steps to protect against the accidental transmission of confidential information.

If you have any questions regarding this Directive, please do not hesitate to contact Judy Grady, Director of Elections, at 614-466-2585.

Sincerely,

A handwritten signature in cursive script that reads "J. Kenneth Blackwell". The signature is written in black ink and is positioned below the word "Sincerely,".

J. Kenneth Blackwell