

	<b>8-108 Election Site Security</b>
<b>CLEA#</b>	<b>Approved Date:</b> 10/20/2004
<b>GLECP #</b>	<b>Revised Date:</b> May 2006 March 2008
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<b>Thomas J. Mackel-Chief of Police</b>	

### 8-108.1 Overview:

The University provides use of the Food Service Building to the Carroll County Board of Elections for use during national, state and local elections. In the event that the elections may become the target of a terrorist incident, the following actions will be taken.

#### 1. Day before the Elections:

- a) The University Locksmith will change the lock to the voter storage room in Z-6 and give the key to Uniform Division Commander. The Uniform Division Commander will provide the key to the storage room to the Precinct Supervisor.
- b) Locksmith will change the exterior door locks to all exterior doors to Z-6 at 1600 hrs. Four keys will be made and given to the UWG Chief of Police. Keys will be distributed in the following manner:
  - 1) Chief
  - 2) Uniform Division Commander
  - 3) Uniform Sergeant
  - 4) UWG PD Communications Center
- c) A Portable Alarm System will be placed in the lower level to cover the lower hallways, which can be accessed from the upper level.
- d) The lower level of Z-6 will be checked and secured at 5:00 PM and is to remain locked until poll workers arrive Tuesday morning. Custodial is not to be allowed on the lower level until Tuesday. The Director of Facilities and Grounds will be notified of this.
- e) Uniformed officers are to make frequent checks of the exterior of the facility as well as the interior of Z-6 from 1700 hrs to 0700 hrs on 11/2/2004. Checks are to be noted on the radio log.

## **2. Election Day**

- a) The Chief of Police or designee will meet with Poll Supervisor at 0530 hrs.
- b) A uniform police officer will be posted in the election site from 0600 hrs. until 0715 hrs. Only poll workers and police will be allowed in the facility until the doors open at 0700 hrs.
- c) Certified police members of the Administrative personnel are to be available to respond to the polling site if a problem arises. Dress is plain clothes without the weapon or badge visible. Officers working the election will dress like the poll workers.
- d) On site personnel will communicate off of cell phone with the phone on vibrate.
- e) Shifts are as follows:

0530 to 0900

0900 to 1200

1200 to 1500

1500 to 1700

1700 to 1900

The schedule may need to be altered based on calls and other needs.

## **3. Post Election Day**

The Uniform Division Commander will assign an officer to standby in facility once the polls are closed. The officer will assist the poll workers as necessary in closing down the site. Once the workers leave, the officer will make a final sweep and secure the facility.

The following morning the Uniform Division Commander will arrange for the facility to be opened so that the polling equipment can be removed.

The following morning the University Locksmith will change out all locks and replace them with the original cores.

Facilities will be notified and requested to clean the area.