

CITY & BOROUGH OF JUNEAU

Elections Policies & Procedures

SECTION 3.16 Ballot Processing Center Access

Effective Date: 8/26/2026

Pursuant to CBJ Code 29.07.005, these Election Policies and Rules of Procedure may not be amended within 40 days before an election through final certification of that election. These policies remain in effect until superseded by an updated version.

3.16 BALLOT PROCESSING CENTER ACCESS

Guiding Principal

To ensure the safety and security of election materials and voter confidential data, while conducting an accurate, verifiable election process following applicable federal, state, and local laws.

Protocols to be followed include:

- The Municipal Clerk is the Election Official and is responsible for ensuring all election materials are stored in a secure location with limited access. The Municipal Clerk may deputize additional staff to perform the duties of an election official as necessary.
- There will be two levels of election security protocols followed at the Thane Ballot Processing Center (BPC), depending on whether active ballots are being processed. During all times, anyone entering the BPC area is required to write their name, affiliation, date, time, and contact information on the entry log located in the BPC entrance zone. CBJ staff who have key fobs that record similar information are not required to sign the log.

Level 1 Protocol: Pre-Election and Post-Election work:

- This period spans those times leading up to a municipal election prior to the arrival of active ballots and the period following final certification of an election and leading up to the active period of the next election.
- During this period, one election staff may be working solo or in tandem with other staff and/or contractors to ensure facilities and/or election equipment are receiving periodic maintenance, updates, and inspections as required. Other CBJ staff members such as Facilities Maintenance, IT, or Emergency Personnel may also be authorized to enter, unaccompanied, during this period into the BPC portion of the Thane warehouse with approval by the election official or their designee.

Level 2 Protocol: Election mode while active ballots are present:

- This involves the period of time when the municipal election is in process and active ballots are on premises and prior to the certification of an election.
- During this period, one election official plus at least one other person is required to be present whenever anyone is in the BPC election portion of the warehouse. Other CBJ staff members such as Facilities Maintenance, IT, or Emergency Personnel may be authorized to enter, but only if accompanied by an election official. For after-hours emergencies, they need to contact the Municipal Clerk/Election Official.