

POLICY ON ACCESS TO THE CLERK'S OFFICE

(Storage of Voting Machines, Ballot Lock Boxes, and Election Supplies)

Effective Date: October 14, 2026

1. Purpose

This policy establishes procedures to monitor and document all access to the Clerk's Office, which stores voting machines, ballot lock boxes, and other election supplies. It supports secure chain-of-custody practices consistent with guidance in the Wisconsin Elections Commission Election Administration Manual (recommending strict control of access to voting equipment and documentation of who accesses secured components, when, and why) and helps protect against unauthorized access or tampering under applicable Wisconsin election statutes, including Wis. Stat. § 12.13.

2. Scope

This policy applies to anyone who enters the Clerk's Office, including but not limited to:

- Town employees
- Elected officials and board members
- Police officers and other law-enforcement personnel
- Contractors, vendors, election inspectors, poll workers
- Members of the public and any other visitors

3. Physical Security

The Clerk's Office shall remain locked with a physical key at all times when not in active use.

- Town Board members, the Town Clerk, the Town Treasurer, Town employees, and police officers may enter unescorted.
- All other persons must be escorted by the Town Clerk or a designated authorized person at all times while inside the office.

4. Entry Log Requirement

A paper logbook shall be kept at the door of the Clerk's Office.

Every person who enters the Clerk's Office must complete the log before entering and upon exiting.

Required entries:

- Time and date
- Printed name
- Purpose / Reason for entry

There are no exceptions to the log requirement. Every person, including authorized unescorted personnel, must sign the log.

The Town Clerk is responsible for maintaining the logbook, ensuring it remains available at the door, and replacing pages or the book as needed.

5. Monitoring and Enforcement

The Town Clerk shall monitor compliance with this policy.

TOWN OF EMMET, DODGE COUNTY, WISCONSIN

Any person who fails to sign the entry log may be referred by the Town Clerk to the Town Board with a recommendation that the individual's access privileges to the Clerk's Office be restricted or revoked.

6. Retention of Records

Completed entry logs shall be retained by the Town Clerk for a period of seven (7) years.

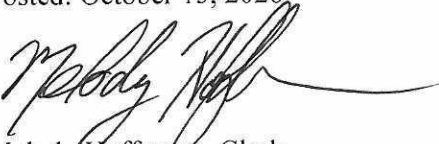
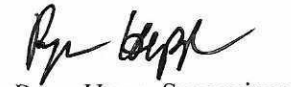
7. Review

This policy may be reviewed annually by the Town Board, or at such other times as the Board deems appropriate.

8. Adoption

This policy is adopted by the Town Board of the Town of Emmet, Dodge County, Wisconsin, on October 14, 2026, and shall take effect on October 14, 2026.

Posted: October 15, 2026


Melody Hoffmann, Clerk
Steve Faltersack, Chairperson
Richard Walter, Supervisor
Ryan Hepp, Supervisor