



EAC Clearinghouse Checklist

Helping America Vote

Personal Security for Election Officials

No one should have to face violent threats at work, but unfortunately, this is the reality for many election officials. Election officials can take proactive steps to improve their security, and it is critically important to document and report every threat. This document provides a quick reference overview for ways election officials can stay safe. For more information, visit: <https://www.eac.gov/election-officials/election-official-security>

Documenting Threats

If you receive abusive messages, it is critically important to save all voicemails, emails, screenshots, text messages, or any other communications. Some key tips for documenting evidence of abuse include:



- Log the time, date, and phone number (if possible) for any harassing phone calls.
- Save any voicemails, including the date and time they were received.
- If the caller provides any identifying information (name, location, etc.), document these details.
- Capture screenshots of any threatening text messages, emails, or social media posts.
- Take contemporaneous notes to provide evidence of a threat or demonstrate a pattern of abuse.

Protecting Yourself Online

Prevent hacking of your accounts and devices by using strong passwords, turning on two-factor authentication (learn how here: <https://stopthinkconnect.org/campaigns/lock-down-your-login>), and reporting any phishing emails. Doxing (short for "dropping docs") is the practice of publishing sensitive personal information online with the intent to harass or threaten the victim. Some tips to prevent doxing include:



- Search for your personal information and images online, and set up Google Alerts for your name.
- Tighten your privacy settings and turn on two-factor authentication on any online accounts.
- Turn off location tracking on as many apps as possible.
- For documents subject to public records searches, check with your legal counsel to determine if you can redact personal information.

Mental Health and Self Care



- Online threats and harassment can have severe consequences, often affecting an individual's mental health and wellbeing. It is important to recognize the toll threats can take and ask for help when needed.

Coordinate with Law Enforcement

Election officials are encouraged to establish a working relationship with law enforcement agencies well before Election Day. Be sure to contact local law enforcement agencies early on in the budget process if you need to request additional resources or are aware of any additional security needs during the election cycle. Provide details about upcoming elections, including:



- All upcoming election dates, including primary, special and general elections
- Dates and locations when election officials will be working outside of normal business hours
- Polling locations and hours of operation, including early voting
- Ballot drop box locations and any security protocols
- Known physical security vulnerabilities
- Threat information shared from other sources (i.e., FBI or DHS)
- Disaster preparedness and other contingency plans

If you have experienced threats, harassment, or intimidation in your capacity as an election official, contact your [local FBI Election Crimes Coordinator](#) or submit a report to the FBI at 1-800-CALL-FBI (225-5324), prompt 1, then prompt 3, or online at tips.fbi.gov.

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