



**RECOGNIZE,  
REDUCE RISK,  
RESPOND & REPORT**

# MINNESOTA ELECTION INCIDENT REPORTING GUIDE

## REPORTING CONTACTS

- Human Resources:
- Facility Security Officer:
- Municipal Clerk:
- County Auditor:
- Office of the Secretary of State: 651-215-1440
- Minneapolis FBI Field Office: 763-569-8000
- United States Postal Inspection Service (USPIS): 1-877-876-2455 (Say "Emergency")

Use this reference guide to recognize, mitigate, and report potential incidents that could impact elections.



### Insider Threats



### Suspicious Activity



### Hazardous Materials

<b>Recognize</b>	An insider threat is the potential for an insider to use their authorized access or special understanding of an organization to harm that organization, including malicious, complacent, or unintentional acts that negatively affect the integrity, confidentiality, and availability of the organization, its data, personnel, or facilities.	An individual on a path to violence may demonstrate behaviors that can serve as indicators or warning signs. In addition to deviations from the individual's normal behavior, some indicators include being argumentative or uncooperative, intimidation, violating policies, resistance to change, making threats to inflict harm, violating personal space, and signs of physical anger.	Over the past two decades, government offices and employees have been the target of multiple incidents using letters containing hazardous materials. Election offices should implement and train on procedures to handle mail and respond to potential hazardous materials exposure.
<b>Reduce Risk</b>	<ul style="list-style-type: none"> <li>■ Conduct background checks for all election personnel.</li> <li>■ Conduct insider threat training for staff.</li> <li>■ Maintain vigorous chain-of-custody records for assets.</li> <li>■ Maintain access controls based on role requirements and review access needs regularly.</li> <li>■ Implement zero trust measures that verify a user's identity at every request for access.</li> <li>■ Develop standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>■ Conduct de-escalation training for staff, including how to observe and evaluate suspicious behaviors, safely mitigate potential risk, and obtain help when necessary.</li> <li>■ Provide training on suspicious behavior recognition, active shooter response, and life-saving procedures.</li> <li>■ Develop and implement security, insider threat management, emergency response, and continuity-of-operations plans.</li> <li>■ Implement video surveillance and procedures for monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>■ Designate a mail handling location in an isolated area with direct access to the outside of the building or in a room with doors that can be closed.</li> <li>■ Display guidance for recognizing indicators of suspicious mail.</li> <li>■ Provide staff personal protective equipment (PPE) for mail handling.</li> <li>■ Provide and train staff on proper usage of Naloxone.</li> </ul>
<b>Respond &amp; Report</b>	<b>For immediate threats or emergency situations, call 9-1-1 and initiate your emergency response plan.</b>		
	<ol style="list-style-type: none"> <li>1. Encourage reporting of insider threat indicators or concerns to proper reporting channels, including a supervisor, Human Resources, the municipal clerk, or the county auditor.</li> <li>2. Initiate investigation to gather evidence, evaluate abnormal behavior, analyze the risk, and document the findings.</li> <li>3. Determine next steps, such as restricting access privileges, taking administrative action, and/or assisting with finding outside counseling.</li> <li>4. Report suspicious activity or crimes to law enforcement.</li> </ol>	<ol style="list-style-type: none"> <li>1. Know the warning signs and assess the situation holistically to include your own limitations.</li> <li>2. If safe, de-escalate the situation through purposeful actions, verbal techniques, and body language. Safety is the highest priority; obtain help immediately if needed.</li> <li>3. Report the situation through organizational reporting to enable assessment and management of an evolving threat.</li> <li>4. Report suspicious activity to law enforcement, the municipal clerk, and/or the county auditor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Avoid actions that allow the material to become airborne.</li> <li>2. Leave the room, close the door, and isolate the area. Keep people who were exposed together until emergency responders arrive.</li> <li>3. Remove PPE or clothing that may have touched the material and place in a plastic bag. Wash skin thoroughly with cool water and soap and avoid touching eyes, mouth, or nose.</li> <li>4. Report the incident details to the FBI, USPIS, law enforcement, the municipal clerk, and/or the county auditor.</li> </ol>

Report suspicious activity to law enforcement, the municipal clerk, and/or the county auditor.