



UTAH COUNTY

ELECTIONS DIVISION

Utah County
Poll Worker Training

2022 Primary Election

- Tuesday, June 28, 2022
- Polls are open from 7 AM – 8 PM
- Arrive at your vote center at 6 AM



Poll Worker Mission

- Assist every voter according to the procedure.
- Treat every voter with dignity, respect, and courtesy to ensure that all voters have a positive experience at the polls.
- Follow training and procedures to be sure that no voter is denied their right to vote.
- Remain calm and neutral in all circumstances.



Poll Worker Oath

I, (state your name)

do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity.

Roles and Responsibilities

Manager: Oversees vote center and handles any problems/escalated situations. Responsible for set up of vote center (signs, tables, etc.) Assigns tasks and duties to poll workers and manages workflow. Responsible for returning equipment at the end of the night. Ensures that all ADA requirements are followed.

Technician: Responsible for set-up/tear down of Poll Pads, Poll Print, Express Vote, and DS200. Print manual ballots. Troubleshoot as needed. Ensures that equipment closing check-list is complete.

Poll Worker: Responsible for processing voters on the Poll Pad or Provisionally. If needed, can assist ADA voters. Responsible for accepting tasks from the Poll Manager as assigned.

Help Desk: Coordinates all vote center activities on Election Day. Ensuring availability to send additional supplies as well as schedule ballot drop box pick-up. Serves as tech support for escalated technical issues and serves as contact between vote centers and election office in any other situations.

Ballot Pick-Up Team: Responsible for picking up ballots from drop boxes and vote centers throughout the day. Delivers any needed supplies to vote centers.

Poll Worker Guidelines

- Greet every voter with a smile and eye contact.
- Two poll workers MUST remain in the voting area at all times.
- A voter only needs to prove residency if they are registering on Election Day. All other voters only need to show ID – if the face matches on the ID they are good!
- Never deny a voter the right to vote. They can ALWAYS vote a provisional ballot.
- Remain calm and ask for help from the Poll Manager if a situation escalates.
- Poll workers may take breaks as appropriate and coordinated by the manager.

Poll Worker Guidelines

- You may bring small appropriate items to help pass the time. These personal activities may not interfere with the voting process.
- Keep the vote center clean and clutter free throughout the day.
- Please eat breakfast before you arrive and bring lunch, dinner, and snacks.
- Keep food and drink off the tables and away from the voting equipment.
- Sanitize your area often.

Important!

- As a public official on Election Day please conduct yourself appropriately.
- Be professional and always remain politically neutral.
- Please let the Help Desk know if the media shows up at your location immediately.
- Do not answer any questions until you have spoken to the Utah County Staff.

Equipment



Opening your Vote Center

- Unlock and open red cage.
- Hand out badges to all workers.
- Set up tables and chairs (check-in and provisional).
- Set up poll pads, poll prints, DS 200 and express vote.
- Set up voting booths.
- Set up totem and hang all signs.
- Set up flag.
- Set up teal ballot box.
- Set up sandwich, A frame, and lawn signs outside of location.

Electioneering



Oral or written attempts to persuade voters to refrain from voting or to vote for or against a candidate or issue. All candidate signs must be 150 feet away from the vote center.

TALK TO THE MANAGER OR CALL THE HELP DESK IF ELECTIONEERING IS SUSPECTED.

Poll Watchers

- Candidates, political parties, and other organizations may appoint a person to watch and observe the voting process. They cannot impede or slow down the voting process.
- All poll watchers need to show the manager their valid ID upon checking in to observe.
- After check-in, all poll watchers must sign in on the sign-in log and wear a poll watcher badge.
- Please be courteous, you are representing the Utah County Elections Office.
- Photos are allowed if it does not reveal a vote or violate the voter's privacy.
- Talk to the manager or call the help desk if you have any questions or concerns about poll watchers.

FAQ

Where do I go to vote?

Voters residing in Utah County may vote at any Vote Center located within the county. Additionally, you can always mail in your ballot or use one of our drop boxes.

I want to vote on a paper ballot, how do I do that?

All voters will receive a paper ballot at our Vote Centers. However, they are the same paper ballots that were mailed to you so you can vote that way too if you would like.

I'm not registered to vote, can I do that on election day?

If a voter is not registered, they can register and vote on Election Day.

My child is 17 but received a ballot for this election, why is that?

If a voter turns 18 on or before November 8, 2022, they are eligible to vote.

Types of Identification

In order to vote in Utah, you must have ONE form of primary ID or TWO forms of secondary ID

Primary Forms of ID

1. Utah Drivers License
2. ID card issued by State of Utah or US Government
3. Utah Concealed Carry Permit
4. US Passport
5. Tribal ID card

Secondary Forms of ID

1. Utility bill dated within 90 days of the election
2. Bank or other financial account statement
3. Certified birth certificate
4. Valid social security card
5. Check issued by the state or federal government
6. Valid hunting or fishing license
7. Valid military ID card
8. Certified naturalization documents
9. Certified copy of court records showing the voter's adoption or name change
10. Bureau of Indian Affairs card
11. Tribal treaty card
12. Medicaid or Medicare or Electronic
13. Valid ID card issued by a local government, employer or college in Utah
14. Current Utah vehicle registration

Poll Pad

- Check in voter by either scanning barcode on their Utah Driver's License or manually search using the first 3 letters of their first and last name.
- If manually searched, choose ID option they have provided and select process voter.
- Have the voter verify their information is correct. If correct, select accept advancing to the signature screen.
- Once the voter signs their ballot will automatically generate at the Poll Print.
- Give the voter their ballot and instruct them to vote and then insert the completed ballot into the DS200.

Poll Print

- Once a voter has checked in on the Poll Pad their ballot will automatically print to the Poll Print.
- The Tech will be trained to run and troubleshoot the Poll Print.
- The Tech will manually print ballots if needed.

Express Vote

- If the voter chooses to mark their ballot using an Express Vote, check them in on the Poll Pad as normal.
 - However, when their ballot prints, you will need to write "SPOILED" across it with a red marker and place it in the spoiled ballot envelope.
 - Make sure to note their precinct because you will have to enter it on the Express Vote.
- To begin the voting process, insert the Express Vote card with the cut corner on the top right.
- When prompted, enter the voter's precinct, i.e PR401 or SF417.
- Give the voter their ballot and instruct them to vote and then insert the completed ballot into the DS200.

Voters with Disabilities

- The Express Vote needs to be wheelchair accessible. Five feet must be clear in all directions.
- Managers will check vote center to ensure that no obstructions will impede a wheelchair to access.
- Voters with disabilities have access to use the Express Vote. Features include; headphones, control pad, and the ability to zoom in and change contrast.

DS200 Tabulator

- The DS200 is capable of scanning both normal ballots and ballots that are generated on the ExpressVote.
- To scan, the voter inserts the ballot into the correct slot.
- Once inserted, the DS200 will automatically pull the ballot in and begin scanning.
- It does not matter what way or direction the ballot gets inserted.
- The screen will let the voter know their vote has been cast.

2022 Primary Election

Which ballot can you vote?

The party affiliation selected on your most recent voter registration application determines the ballot you may vote in a Primary Election.

REPUBLICAN

Will receive the
REPUBLICAN ballot

UNAFFILIATED

Will receive a
NON-PARTISAN
ballot if you are
registered in an
eligible district

OR

May affiliate as and
receive a REPUBLICAN
ballot at a Vote Center
on Election Day

OTHER PARTY

Will receive a
NON-PARTISAN
ballot if you are
registered in a
district with a
Primary Election

Affiliating at the Polls

- Voters who are unaffiliated, may affiliate at the polls.
- They are checked in on the poll pad. The poll pad will state that they are unaffiliated. If they wish to affiliate – select affiliate.
- Update any other information if needed.
- Select Republican in the party section.
- Voter will sign for party change.

Provisional Voters

- Reasons to issue a Provisional Ballot:
 - Same day voter registration. (Not previously registered in Utah County.)
 - Voter has no ID.
 - Poll Pad shows that the voter may have already voted.
 - Voter is registered with another party but insists to vote on a Republican ballot.
- Issue a replacement envelope if the voter has the ballot that was mailed to them, but no envelope. Instruct them to fill out the information on the envelope, place their ballot inside and drop it in the drop box.

Manual Printing

- If a voter makes a mistake and requests a new ballot.
- If a voter is registered with a different party a ballot will be manually printed. (no check in on poll pad – provisional envelope).
- If a ballot does not automatically print after poll pad check-in.

Closing down your Vote Center

- Sync all Poll Pads before turning them off.
- Retrieve all badges from workers.
- Take down tables and chairs (check-in and provisional).
- Take down poll pads, poll prints, DS 200 and express vote.
- Take down voting booths.
- Take down totem and all signs.
- Take down flag.
- Take down sandwich, A frame, and lawn signs outside of location.
- Put all items in the red cage and lock.

Items for Manager and Tech to bring back on Election Night

- Teal ballot box
- Blue ballot box from the DS200
- Spoiled ballot envelope
- Secure USBs from DS200
- Reports envelope

Important Numbers

- Election Office – 801.851.8128
- In case of an emergency call 911

Questions? Comments?

