

Workstation Instructions

Step by step guide to help you complete your duties.

Precinct-Street Index



Santa Barbara County

ELECTIONS OFFICE

Station Supplies

- | | |
|---|---|
| <ul style="list-style-type: none">• Three Precinct-Street Indexes• Colored Pencils• Cross-Reference Worksheet | <ul style="list-style-type: none">• Pens• Workstation Instructions• Blue Straightedge |
|---|---|

Overview of Duties

- Be impartial and maintain a positive attitude.
- Using the Cross-Reference Number, locate the voter’s name and address in the Precinct-Street Index and update the index.
- Update Precinct-Street Indexes #2 and #3 posted outside the polling place on an hourly basis.
- Add Supplemental Voters to all three Indexes when they are processed.

Tips to Getting Organized

- Use a different colored pencil every hour to line through the names of voters. Colored pencils can be used as a way to simplify the process of updating the indexes hourly. Use the same color on all three indexes for each hour.
- Develop a routine to add Supplemental Voters to each of the three indexes.

Precinct-Street Index (Index #1) Procedures

There are three Precinct-Street Indexes used to account for which voters at the precinct have cast a ballot voting the Normal Process.

Index #1 is kept at the Index Workstation, and is updated from the Official Roster and Cross-Reference (XREF) Worksheet. The two remaining indexes should be updated hourly and posted for the public to view. Label the Indexes 1, 2, and 3.

Step 1: Identify the Voter’s Cross-Reference Number and find it on Index #1

- The Roster Clerk will write the voter’s Cross-Reference Number on the Cross-Reference (XREF) Worksheet.

XREF	1	2	3	XREF	1	2	3
24							

- In the left column of the Index by each voter’s address and name is the corresponding XREF NUM (number) for the voter.
 - The Precinct-Street Index is in numerical order by XREF # (number).

Step 2: Cross out the Voter’s Name on Index #1

- Draw a line through the voter’s address and name using the blue straightedge and a colored pencil.
- Using a different colored pencil every hour can simplify the process of updating the indexes.

Registration Close Date: 05/23/2016						Roster (Precinct – Street) Index Presidential Primary Election						Election Date: 06/07/2016		
Xref#	Address	A.V.	Name	Phone	Party	Xref#	Address	A.V.	Name	Phone	Party			
Annabella Way, Santa Barbara						54	346		Garcia, Dennis J	(805)555-5225	REP			
21	100		Bauman, Elaine Gray	(805)555-4198	NP	55	346		Garcia, Luz	(805)555-5225	REP			
22	144		Baker, Julio Q	(805)555-3128	REP	Hutchinson Rd, Santa Barbara								
23	176		Berquist, Jordan Abel	(805)555-8833	DEM	56	1850	VBM	Odonnell, Craig Matthew		AI			
24	176	VBM	Robinson, Judy C	(805)555-8833	DEM	57	1851		Mercer, Andrew Long	(805)555-8122	DEM			

Step 3: Write an “X” in Column 1 on the Cross-Reference Worksheet.

- The three columns on the Cross-Reference Worksheet represent the three copies of the Precinct-Street Index; the one at the Index Workstation, and the two posted outside.
- The “X” signifies that Index #1 has been updated.

XREF	1	2	3	XREF	1	2	3
24	X						

Index #1 Procedures

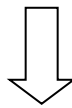
Index #2 and Index #3 Procedures

Step 1: Update the Two Posted Precinct-Street Indexes Hourly

- The law requires that the copies of the indexes posted outside the polling place be updated every hour up to and including 6:00 pm.
- If you use different colored pencils hourly to mark the X on the Cross-Reference Worksheet and Index #1, you will only need to look for the color used for the past hour when updating the other two indexes.
 - Please use the same colors on all three indexes for each hour.

INDEX (#1) (At Workstation)

Registration Close Date: 05/23/2016						Election Date: 06/07/2016					
Roster (Precinct – Street) Index											
Presidential Primary Election											
Xref#	Address	A.V.	Name	Phone	Party	Xref#	Address	A.V.	Name	Phone	Party
Annabella Way, Santa Barbara						Hutchinson Rd, Santa Barbara					
21	100		Bauman, Elaine Gray	(805)555-4198	NP	54	346		Garcia, Dennis J	(805)555-5225	REP
22	144		Baker, Julio Q	(805)555-3128	REP	55	346		Garcia, Luz	(805)555-5225	REP
23	176		Berquist, Jordan Abel	(805)555-8833	DEM	56	1850	VBM	Odonnell, Craig Matthew		AI
24	176	VBM	Robinson, Judy C	(805)555-8833	DEM	57	1851		Mercer, Andrew Long	(805)555-8122	DEM



INDEX (#2) (Posted Outside)

Registration Close Date: 05/23/2016						Election Date: 06/07/2016					
Roster (Precinct – Street) Index											
Presidential Primary Election											
Xref#	Address	A.V.	Name	Phone	Party	Xref#	Address	A.V.	Name	Phone	Party
Annabella Way, Santa Barbara						Hutchinson Rd, Santa Barbara					
21	100		Bauman, Elaine Gray	(805)555-4198	NP	54	346		Garcia, Dennis J	(805)555-5225	REP
22	144		Baker, Julio Q	(805)555-3128	REP	55	346		Garcia, Luz	(805)555-5225	REP
23	176		Berquist, Jordan Abel	(805)555-8833	DEM	56	1850	VBM	Odonnell, Craig Matthew		AI
24	176	VBM	Robinson, Judy C	(805)555-8833	DEM	57	1851		Mercer, Andrew Long	(805)555-8122	DEM

INDEX (#3) (Posted Outside)

Registration Close Date: 05/23/2016						Election Date: 06/07/2016					
Roster (Precinct – Street) Index											
Presidential Primary Election											
Xref#	Address	A.V.	Name	Phone	Party	Xref#	Address	A.V.	Name	Phone	Party
Annabella Way, Santa Barbara						Hutchinson Rd, Santa Barbara					
21	100		Bauman, Elaine Gray	(805)555-4198	NP	54	346		Garcia, Dennis J	(805)555-5225	REP
22	144		Baker, Julio Q	(805)555-3128	REP	55	346		Garcia, Luz	(805)555-5225	REP
23	176		Berquist, Jordan Abel	(805)555-8833	DEM	56	1850	VBM	Odonnell, Craig Matthew		AI
24	176	VBM	Robinson, Judy C	(805)555-8833	DEM	57	1851		Mercer, Andrew Long	(805)555-8122	DEM

Step 2: Write an “X” in columns 2 & 3 on the Cross-Reference Worksheet

- The three columns on the Cross-Reference Worksheet help you ensure that the voter’s name is crossed out on all three Indexes. Use the worksheet in a way that will help you be most accurate.

XREF	1	2	3	XREF	1	2	3
24	X	X	X				

Supplemental Voter Updates

As the Index Clerk, one of your responsibilities is to periodically update the indexes with the names and addresses of any Supplemental Voters. This must be completed for all 3 Indexes approximately every hour throughout the day up to and including 6:00 pm.

Step 1: Add Supplemental Voter Names and Addresses to Index #1

Locate the names and addresses of supplemental voters from the Supplemental Section in the back of the Official Roster. Write the supplemental Voter Names and Addresses on the Supplemental Section of Index #1.

Supplemental Section of the Official Roster:

Election Date: 06/05/2012		Supplemental Voter Roster List		Registration Close: 05/21/2012	
		Presidential Primary Election			
<small> WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 18560 & 14106). ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vote, fraudulentamente intente votar, vote más de una vez, intente votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14106). </small>					
SUPPLEMENTAL VOTER LABEL		SIGNATURE OF VOTER		OFFICIAL USE ONLY	
DUFF COMMUNITY CENTER VOTING PRECINCT: 10151 100 VICTORIA WAY BALLOT: 001 DEM Vote by Mail 684808 JAQUELINE WALSH 1589 GROVER LN June 5, 2012 Presidential Primary Election		SIGNATURE <i>Jaqueline Walsh</i>			
AFFIX LABEL HERE		SIGNATURE			
AFFIX LABEL HERE		SIGNATURE			
AFFIX LABEL HERE		SIGNATURE			

Supplemental Index Page:

Election Date: 06/05/2012		SUPPLEMENTAL PRECINCT-STREET INDEX		Registration Close: 05/21/2012	
		Presidential Primary Election			
<small> WARNING: This index shall not be marked in any manner except by a member of the precinct board acting pursuant to Section 14297 of the Elections Code. Any person who removes, tears, marks, or otherwise defaces this index with the intent to falsify or prevent others from readily ascertaining the name, address, or political affiliation of any voter, or the fact that a voter has or has not voted, is guilty of a misdemeanor. Section 14105 (n), Elections Code. ADVERTENCIA: El presente índice no debe ser marcado de ninguna manera excepto por un miembro de la junta del recinto electoral actuando en virtud de la Sección 14297 del Código Electoral. Toda persona que retire, rompa o que de otra manera marque este índice con la intención de falsificar o evitar que otros puedan determinar acertadamente el nombre, dirección o afiliación política de cualquier votante, o el hecho de que algún votante haya o no votado, es culpable de un delito menor. Sección 14105 (n), Código Electoral. </small>					
VOTER NAME AND RESIDENCE ADDRESS FROM SUPPLEMENTAL ROSTER PAGES			VOTER NAME AND RESIDENCE ADDRESS FROM SUPPLEMENTAL ROSTER PAGES		
Print Name	<i>Jaqueline Walsh</i>		Print Name		
Print Address	<i>1589 Grover Ln</i>		Print Address		
Print Name			Print Name		
Print Address			Print Address		
Print Name			Print Name		
Print Address			Print Address		
Print Name			Print Name		
Print Address			Print Address		
Print Name			Print Name		
Print Address			Print Address		
Print Name			Print Name		
Print Address			Print Address		
Print Name			Print Name		
Print Address			Print Address		

Step 2: Add Supplemental Voters Names and Addresses to the Posted Indexes # 2 and # 3

On an hourly basis, copy the names and addresses of Supplemental Voters from the Supplemental Section of the Index #1 to the Supplemental Section of Index #2 and Index #3, posted outside the polling place.

Precinct-Street Index Workstation Quick Guide.

For Index 1

1.	Identify the Voter's Cross-Reference Number and find it on Index # 1.
2.	Cross out the Voter's Name on Index # 1 (using a different colored pencil for each hour).
3.	Write an "X" in column 1, using the same colored pencil, on the Cross-Reference Worksheet.

For Indexes 2 & 3

1.	Using the Cross-Reference Worksheet, update the Two Posted Precinct-Street Indexes Hourly (using the same colored pencils used on Index 1)
2.	Write an "X" in columns 2 & 3 on the Cross-Reference Worksheet once Indexes 2 and 3 are updated.

For Supplemental Voter Updates

1.	Add Supplemental Voter Names and Addresses from the Supplemental Sections in the back of the Official Roster to Index # 1 supplemental section in the back of Index.
2.	Add Supplemental Voters Names and Addresses to the Posted Indexes # 2 and # 3.