

# Seneca County CAD/RMS/Geobase

## Shared Data System Policy



### **Participating Agencies**

Seneca County Police Services, Seneca County Sheriff's Office,  
And Seneca County Communications

# POLICY

## OBJECTIVE:

To achieve database integrity in the Seneca County Law Enforcement Shared Data Files by establishing uniform policies for data entry, use, access, and dissemination. This will enhance accuracy and minimize the duplication of records within the tables/files.

This policy is also to preserve and enhance system security from inside abuse and outside threats.

## GENERAL POLICY:

Law enforcement and dispatch personnel shall agree to abide by the following policies as formed by the Seneca County Law Enforcement Data Integrity Committee, which was formed by the Sheriff and Chiefs within Seneca County.

## Name and Address Entry:

### User Requirements for name entry:

It is the duty of each user to determine if the name of the person being entered in the system may already exist by making a *thorough search* of the Names Table. All personnel shall follow the standardized name and address entry procedures.

### Name Entry Standard:

1. **Full legal name**, if known, shall be used at all times. **Abbreviated versions or nicknames should be listed as an *alias* to the real name in the Names Table.** All personnel **shall** ask for a full legal name.

Examples:

If, “**Ronald Allen Jones**” is a full legal name then the full name should be entered into the names table as **Ronald A Jones** as shown:

**Correct Entry: SENECA COUNTY WILL BE USING MIDDLE INITIAL ONLY**

Name Number:	<input type="text" value="300"/>				
Last:	<input type="text" value="JONES"/>	Fst:	<input type="text" value="RONALD"/>	Mid:	<input type="text" value="ALLEN"/>
Addr:	<input type="text"/>			Prev:	<input type="text"/>
City:	<input type="text"/>	ST:	<input type="text"/>	Zip:	<input type="text"/>
Deceased:	<input type="text" value="/ /"/>	Alias For:	<input type="text"/>		

It would be inappropriate to use Ron instead of Ronald, even if that is his preferred name.

**Incorrect Entry:**

*Legal first name is Ronald, not Ron.*

Name Number: 300  
Last: JONES Fst: RON Mid: ALLEN  
Addr:   
City: ST: Zip:   
Deceased: / Street address Alias For:

If, “Ronald Allen Jones” uses the middle name of ALLEN as a first name and goes by Allen Jones then, Ronald Allen Jones should still be entered into the names table as the legal name.

**Incorrect Entry:**

*His real first name is Ronald, not Allen*

Name Number: 300  
Last: JONES Fst: ALLEN Mid:   
Addr:   
City: ST: Zip:   
Deceased: / / Alias For:

*Allen should be here in the middle name.*

A name record should be created using the “Ronald Allen Jones” and making an additional name record of Allen Jones as an alias to the record with the full legal name.

- 2. UPPER/lower Case.** All names may be entered in proper case or a mixture of upper and lower case letters. As the record is saved the **system will force the name into all upper case letters.**

**Correct Entry:**

*Mixed case entry is acceptable.*

Name Number: 300  
Last: Jones Fst: Ronald Mid: Allen  
Addr:   
City: ST: Zip:   
Deceased: / / Alias For:

**Also Correct Entry:**

*All upper case entry is acceptable.*

Name Number: 300  
Last: JONES Fst: RONALD Mid: ALLEN  
Addr:   
City: ST: Zip:   
Deceased: / / Alias For:

3. **Name suffixes** (Jr, Sr, and III) shall **not** be entered in the last name field. This information will be entered in the suffix name field which is located directly after the middle name field. (NOTE: When accessing fields, the cursor advances as follows: Last, First, Mid, and then to the suffix field.)

**Incorrect Entry:**

*Neither the period is acceptable, nor does suffix titles go here.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Jones Jr.', with an arrow pointing to the 'Jr.' part. The 'Fst' field contains 'Ronald'. The 'Mid' field contains 'Allen'. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / /'. The 'Alias For' field is empty. The 'Prev' field is empty.

*The suffix title goes in this field*

**Correct Entry:**

*Correct location for suffix title.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Jones'. The 'Fst' field contains 'Ronald'. The 'Mid' field contains 'Allen'. The suffix field, located directly after the middle name field, contains 'Jr'. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / /'. The 'Alias For' field is empty. The 'Prev' field is empty.

*Also correct, no periods or meta characters in the name fields.*

4. **Titles** such as Doctor, Professor, Officer, Deputy, etc., shall **not** be entered in a name field. The suffix field may be used for titles such as MD, PhD, Ofc, Dep, etc. **Periods and other keyboard characters shall not be used.**

If the individual has both a professional title and a name title such as Jr, III, etc., the name title should be used and the professional title should be listed in the comments line.

**Correct Entry:**

*This is the proper location for titles.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Jones'. The 'Fst' field contains 'Ronald'. The 'Mid' field contains 'Allen'. The suffix field, located directly after the middle name field, contains 'PhD'. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / /'. The 'Alias For' field is empty. The 'Prev' field is empty.

5. **Punctuation and special characters** shall **NOT** be used in any of the name fields. **Except for hyphens and ampersands.** **No other characters are permitted.** **This includes periods, commas, quotations, apostrophes, asterisks, pound signs, etc.**

**Incorrect Entry:**

*No apostrophes in the name field.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Jones' with an arrow pointing to the apostrophe. The 'Fst' field contains 'Ronald', the 'Mid' field contains 'Allen', and there is a 'PhD' checkbox. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased' (with slashes), and 'Alias For'.

**Also Incorrect Entry:**

*No keyboard characters including a period.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Jones', the 'Fst' field contains 'Ronald', and the 'Mid' field contains 'A.' with an arrow pointing to the period. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased' (with slashes), and 'Alias For'.

6. *Names with Apostrophes* should be entered with no apostrophe and no space between the letters. The name should be entered as a single word.

Names with apostrophes will be entered without the apostrophe (OBrien, ONeil, etc. should be used instead of O'Brien, or O'Neil)

**Incorrect Entry:**

*No apostrophes in the name field.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'O'Neil' with an arrow pointing to the apostrophe. The 'Fst' field contains 'Patty', the 'Mid' field contains 'Marie', and there is a 'PhD' checkbox. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased' (with slashes), and 'Alias For'.

**Correct Entry:**

*No apostrophe and no space.*

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'ONeil' with an arrow pointing to the text. The 'Fst' field contains 'Patty', the 'Mid' field contains 'Marie', and there is a 'PhD' checkbox. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased' (with slashes), and 'Alias For'.

7. Multiple surnames such as Smith-Jones shall be entered with the hyphen in place. The hyphen **shall** be placed between the two last names.  
For example Smith-Jones

**Incorrect Entry:**

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Smith Jones' with a space between the words. The 'Fst' field contains 'Marilyn'. The 'Mid' field is empty. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. An arrow points to the space between 'Smith' and 'Jones' in the 'Last' field.

*The name should have a hyphen in between Smith and Jones.*

**Correct Entry:**

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Smith-Jones' with a hyphen between the words. The 'Fst' field contains 'Marilyn'. The 'Mid' field is empty. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. An arrow points to the hyphen between 'Smith' and 'Jones' in the 'Last' field.

*Hyphen in place is correct.*

8. **Compound names shall be entered with no period and WITH spaces unless the subject advises otherwise.** For example: De La Rosa shall be entered as De La Rosa, St. Marie shall be entered as St Marie, Van Hooser as Van Hooser, etc. Again characters such as the period in St. Marie shall **not** be used.

**Incorrect Entry:**

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'StMarie' with no space between 'St' and 'Marie'. The 'Fst' field contains 'Chandra'. The 'Mid' field contains 'Jeneal'. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. An arrow points to the 'Last' field.

9. *Modifying Name Records* is an ability any user in the system can do. IF you find a name record that needs to be altered or corrected and you are sure the record is referring to the same person you are working with, you may alter the record so that it is correct.

The system does maintain a record of who changed the record. If you change a name record you should document in the comments section why you changed what you did.

For Example: you are changing or correcting a DOB in your name record.

## Correct Entry:

Name Number:	300									
Last:	Jones	Fst:	Ronald	Mid:	Allen	III				
Addr:	95 EAST CENTER			Prev:						
City:	Orem	ST:	UT	Zip:	84042					
Deceased:	/ /		Alias For:							
<b>Personal Identification</b>										
DL Numbr:			Name Typ:	INDIV	SSN:	528-88-8888				
DL State:		Class:		Image:		Local ID:				
Home Tel:	(801) 229-7166			State ID:						
Work Tel:	(801) 229-7211			FBI Number:						
<b>Physical Description</b>										
DOB:	12/12/80	0 yrs	Eyes:	BRO	Brown	Cmplxn:				
Race:	W N-White, Non-		Glasses:	N	No Glasses/	Speech:				
Sex:	M Male		Hair:	BLU	Blue	Teeth:				
Height:	6'00"	0 cm	Hstyle:	CRLN	Curly, Long	Build:				
Weight:	210 lbs	0 kg	Beard:	F	Full Beard	Ethnic:				
<b>Traits</b>										
MO:										
Alert Codes:										
Comments:	DOB changed to 12/12/80, verified by D.L. / provided false DOB at time of arrest									
Premis:		Xtra:		Visited Inmates:		Had Visitors:		Merge:		Editor

*Document why you changed the field data.*

Also notice the above record is incomplete. The record change is verified by D.L. data but no driver's license has been entered into the identification fields.

## Alias Name Entry Standard:

1. A separate alias name record shall be created in the Names Table for any name other than the person's legal name that would likely not be found when utilizing the standard search method. Prior to adding the alias record, a name search shall be conducted on the alias name to ensure that it has not already been entered.
2. The alias name record should contain **data only** in the name, DOB, SSN and the "alias for" fields.
3. An alias should be created when the entry person can unequivocally state that the name in question refers to the same individual. *If there is any doubt, the alias link should not be created.*

# Business Name Entry Standard:

1. *Business names* shall be entered in the **last name field only**. For example Circle K would be entered as LAST NAME: Circle K

The Name Type field should also be changed to Business.

For Example:

## **Correct Entry:**

*Business name entered only in the last name field.*

A screenshot of a data entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Circle K', with an arrow pointing to it from the text above. The 'Fst' field is empty. The 'Mid' field is empty. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. Below these fields is a section titled 'Personal Identification'. The 'DL Numbr' field is empty. The 'Name Typ' field contains 'BUSIN', with an arrow pointing to it from the text below. The 'SSN' field contains ' - - '.

*Business type entered in the name type field.*

## **Incorrect Entry:**

*Not correct because name is not all in the last name field.*

A screenshot of a data entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'K', with an arrow pointing to it from the text above. The 'Fst' field contains 'Circle', with an arrow pointing to it from the text above. The 'Mid' field is empty. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. Below these fields is a section titled 'Personal Identification'. The 'DL Numbr' field is empty. The 'Name Typ' field contains 'BUSIN', with an arrow pointing to it from the text below. The 'SSN' field contains ' - - '.

Name type is entered correct:

## **Incorrect Entry:**

*Name is correct.*

*Name type is not correct.*

A screenshot of a data entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'Circle K', with an arrow pointing to it from the text above. The 'Fst' field is empty. The 'Mid' field is empty. The 'Addr' field is empty. The 'City' field is empty. The 'ST' field is empty. The 'Zip' field is empty. The 'Deceased' field contains ' / / '. The 'Alias For' field is empty. Below these fields is a section titled 'Personal Identification'. The 'DL Numbr' field is empty. The 'Name Typ' field contains 'INDIV', with an arrow pointing to it from the text above. The 'SSN' field contains ' - - '.

2. *The word “The”* shall be eliminated at the start of the business name. For example “The House of Fun” would be entered as only “House of Fun” in the Last Name Field.

For Example:



**Incorrect Entry:**

*"The" is not permitted at start of title.*

A screenshot of a business name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'The House of Fun'. An arrow points to the word 'The' with the text 'The' is not permitted at start of title. Other fields include 'Fst', 'Mid', 'Addr', 'City', 'ST', 'Zip', 'Deceased', 'Alias For', 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN'.

**Correct Entry:**

*Business name is correct without "the" in the title.*

A screenshot of a business name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'House of Fun'. An arrow points to the word 'House' with the text 'Business name is correct without "the" in the title.' Other fields include 'Fst', 'Mid', 'Addr', 'City', 'ST', 'Zip', 'Deceased', 'Alias For', 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN'.

*Name type is correct.*

3. The ampersand (&) **shall not** be used to replace the "and" in business names, but may be used if the ampersand is a valid part of a business name. The ampersand **shall** also have a space on either side of the ampersand character.

For Example:

**Incorrect Entry:**

*Incorrect because there is not space on each side of the ampersand.*

A screenshot of a business name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'AP&P'. An arrow points to the ampersand with the text 'Incorrect because there is not space on each side of the ampersand.' Other fields include 'Fst', 'Mid', 'Addr', 'City', 'ST', 'Zip', 'Deceased', 'Alias For', 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN'.

*Business name type is correct.*

4. Business names that are numbers shall be entered as numbers. For example "7-11".

**Remember that Hyphens and Ampersands are the only characters allowed besides letters.**

5. Doctors, Dentists, and Attorneys (the businesses, not the individuals) will be entered completely in the last name field as follows:

For Example: Mark H Leopold DDS  
Gary R Donath MD

### Incorrect Entry:

*This is a business not an individual, the entry should be completely in the last name field.*

The screenshot shows a form with the following fields and values: Name Number: (empty), Last: Leopold, Fst: Mark, Mid: H, DDS, Addr: (empty), City: (empty), ST: (empty), Zip: (empty), Deceased: / /, Alias For: (empty), DL Numbr: (empty), Name Typ: BUSIN, SSN: - - . Arrows point from the text above to the Last, Fst, Mid, and DDS fields, indicating they are incorrect for a business entry.

*The name type entry is correct.*

These names should not have any periods or other characters. The only non-letter characters permitted in the name fields are ampersands and hyphens.

*Name type field is correct.*

The screenshot shows a form with the following fields and values: Name Number: 300, Last: Dr. Mark H. Leopold DDS, Fst: (empty), Mid: (empty), Addr: (empty), City: (empty), ST: (empty), Zip: (empty), Deceased: / /, Alias For: (empty), DL Numbr: (empty), Name Typ: BUSIN, SSN: - - . Arrows point from the text above to the Last, Fst, Mid, and Name Typ fields, indicating that the name fields are incorrect due to the presence of periods.

*Both the Doctor, period and period after the middle initial are incorrect entries.*

### Correct Entry:

*Name type is correct.*

The screenshot shows a form with the following fields and values: Name Number: 301, Last: Mark H Leopold DDS, Fst: (empty), Mid: (empty), Addr: (empty), City: (empty), ST: (empty), Zip: (empty), Deceased: / /, Alias For: (empty), DL Numbr: (empty), Name Typ: BUSIN, SSN: - - . Arrows point from the text above to the Last, Fst, Mid, and Name Typ fields, indicating that the name fields are correct as they contain no periods or other characters.

*Business name is correct with no keyboard characters. Remember hyphens, and ampersands are permitted but do not apply to this business name.*

# Address Entry Standard:

1. All addresses with apartment, suite, or space numbers shall be entered as follows:

For Example: 123 S MAIN ST APT 123

The following abbreviations only shall be used: BLDG, APT, LOT, SUITE

NO punctuation, only a space will be placed between the road and apt numbers.

## Incorrect Entry:

*Do not use the semicolon.*

A screenshot of a data entry form. The 'Name Number' field contains '1'. The 'Last' field contains 'Roberts', 'Fst' contains 'Harry', and 'Mid' is empty. The 'Addr' field contains '123 S MAIN ST; apartment 123'. The 'City' field contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. The 'Deceased' field contains ' / /' and 'Alias For' is empty. Below these fields is a section titled 'Personal Identification' with 'DL Numbr', 'Name Typ' (set to 'INDIV'), and 'SSN' (set to '- -'). Two arrows point to the address field: one to the semicolon and another to the word 'apartment'.

*The word apartment or the semicolon should not be used.*

## Correct Entry:

*Address entry is correct. (Do not use semicolon and abbreviate with APT)*

A screenshot of the same data entry form. The 'Name Number' field contains '1'. The 'Last' field contains 'Roberts', 'Fst' contains 'Harry', and 'Mid' is empty. The 'Addr' field contains '123 S MAIN ST; 123'. The 'City' field contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. The 'Deceased' field contains ' / /' and 'Alias For' is empty. Below these fields is a section titled 'Personal Identification' with 'DL Numbr', 'Name Typ' (set to 'INDIV'), and 'SSN' (set to '- -'). An arrow points to the address field, specifically to the space between 'ST;' and '123'.

*Address has been geo verified.*

If the apartment has a building number associated with it the building should be listed after the apartment number.

For Example: 123 S MAIN ST 123 BLDG 17

A screenshot of the same data entry form. The 'Name Number' field contains '1'. The 'Last' field contains 'Roberts', 'Fst' contains 'Harry', and 'Mid' is empty. The 'Addr' field contains '123 S MAIN ST; 123 building 17'. The 'City' field contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. The 'Deceased' field contains ' / /' and 'Alias For' is empty. Below these fields is a section titled 'Personal Identification' with 'DL Numbr', 'Name Typ' (set to 'INDIV'), and 'SSN' (set to '- -'). An arrow points to the address field, specifically to the space between 'ST;' and '123 building 17'.

*After the apt, space, or suite additional information may be added if necessary.*

2. **Halves** - All addresses with ½ as part of the number will be entered as follows: 1042 Walnut ½. (We must keep the ½ after the street name or it will not properly plot.)  
For Example: 123 S MAIN ST ½

**Correct Entry:**

A screenshot of a data entry form. The 'Name Number' field contains '1'. The 'Last' field contains 'Roberts', 'Fst' contains 'Harry', and 'Mid' is empty. The 'Addr' field contains '123 S MAIN ST;1/2'. The 'City' field contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. The 'Deceased' field contains ' / /' and 'Alias For' is empty. Below this is a section titled 'Personal Identification' with 'DL Numbr' empty, 'Name Typ' containing 'INDIV', and 'SSN' containing '- -'. An arrow points from the text below to the '1/2' in the address field.

*Proper entry for addresses with ½ addresses. (Do NOT use semicolon)*

3. **Post Office** boxes **ARE NOT ACCEPTED** as an address. They should be put into the comment section.
4. **Parking lots** will be entered with the common place name.

For example: a city parking lot at a city park at 123 S Main should be entered as:  
123 S Main St north parking lot or some other descriptor or identifier.

A screenshot of a data entry form. The 'Incident Number' field contains '0110-0001'. The 'Nature' field contains 'Accident', 'Case Number' contains '0109-0001', and 'Image' is empty. The 'Addr' field contains '123 S MAIN ST;north parking lot'. The 'City' field contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. The 'Area' field contains 'LS' and 'Law South Zone'. The 'Complainant' field contains '196'. Below this is a section for 'Lst' containing 'Winfield', 'Fst' containing 'Sharon', and 'Mid' containing 'Q'. The 'DOB' field contains '08/01/61', 'SSN' contains '420-02-0834', and 'Adr' contains '121 DAVIS CT'. The 'Rac' field contains 'W', 'Sx' contains 'F', 'Tel' contains '(234) 555-9012', 'Cty' contains 'Springfield', 'ST' contains 'ND', and 'Zip' contains '79134'. An arrow points from the text below to the 'north parking lot' descriptor in the address field.

*Descriptor is permitted if not an apartment, space, or suite. (Do NOT use semicolon)*

5. **Intersections**  
The ampersand (&) will be used for intersections as follows:  
6<sup>th</sup> & Lincoln