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 <u>shall</u> 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:	300			
Last: JONES		Fst: (RONALD	Mid: (ALLEN	
Addr :			Prev:	
City:	ST:	Zip:		
Deceased: / /	Alias	For:		

<u>It would be inappropriate to use Ron instead of Ronald</u>, even if that is his preferred name. **Incorrect Entry:**

Legal first name is Ronald, not Ron.



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



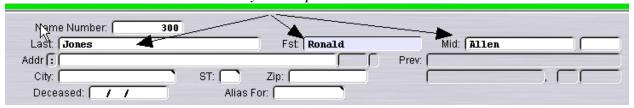
Allen should be here in the middle name.

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.



Also Correct Entry:

All upper case entry is acceptable.

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

3. *Name suffixes* (Jr, Sr, and III) shall <u>not</u> 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.



The suffix title goes in this field

Correct Entry:

Correct location for suffix title.



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

4. *Titles* such as Doctor, Professor, Officer, Deputy, etc., shall <u>not</u> 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.

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

5. *Punctuation and special characters* shall <u>NOT</u> 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.



Also Incorrect Entry:



No keyboard characters including a period.

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.

Correct Entry:



No apostrophe and no space.

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:



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

Correct Entry:



Hyhen 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:

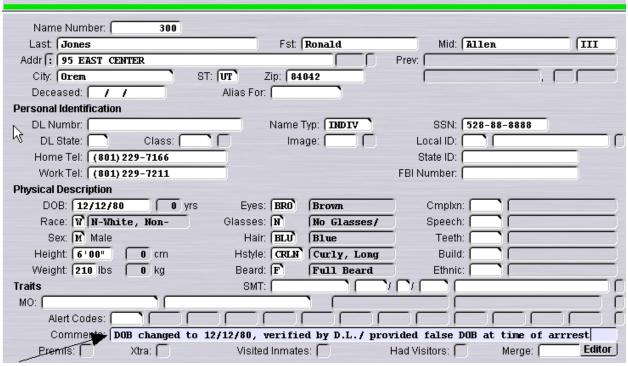
Name Number:	300				
ast: StMarie		Fst: Chandra		Mid: Jeneal	
Adór :			Prev:		
City:	ST: Zip	: [
Deceased: / /	Alias For:				

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:



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 is 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 <u>unequivocally</u> 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 <u>last name field only</u>. 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.

Name Number:	300		
Last: Circle K	Fst:	Mid:	
Addr :		Prev:	
City:	ST: Zip:		
Deceased: / /	Alias For:		
Personal Identification			
DL Numbr:	Name To. Bu	ISIN SSN:	

Business type entered in the name type field.

Incorrect Entry:

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

Name Number: 300	Fst Circle	Mid:
Last. K	FSI. CITCLE	Wild.
Addr [:N	Prev:	
City:	ST: Zip:	
Dec Geobase address ID	Alias For:	
Personal Identification		
DL Numbr:	Name Typ: BUSIN	SSN:
		_

Name type is entered correct:

Incorrect Entry:

Name is correct.	Name type is not correct.				
Name Number:	300				
Last: Circle K		Fst:		Mid:	
Addr :			Prev:		
City:	ST: 🔼	Zip:			
Deceased: / /	Alias	For:	1		
Personal Identification			7		
DL Numbr:		Name Typ: INDIV		SSN:	-

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.

Name Number:	300				
Last: The House	of Fun	Fst:	Mid	: [
Addr :			Prev:		
City:	ST:	Zip:			
Deceased: 🖊	/ Alia	s For:			
Personal Identification	n				
DL Numbr:		Name Typ: BUSI	N SSN	:	

Correct Entry:

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



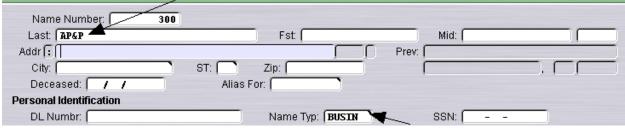
Name type is correct.

3. The ampersand (&) <u>shall not</u> be used <u>to replace the "and"</u> in business names, but may be used if the ampersand is a valid part of a business name. The ampersand <u>shall</u> 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.



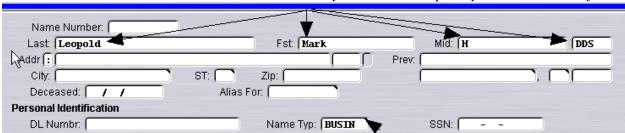
Business name type is correct.

- 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 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.

Name Number: 300

Last: Dr. Mark H. Leopold DDS Fst: Mid: Prev:

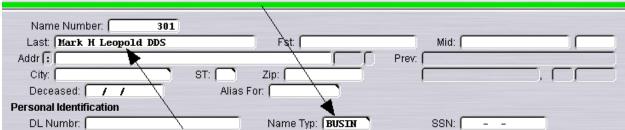
City: ST: Zip: Personal Identification

DL Numbr: Name Typ: BUSIN SSN: - -

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

Correct Entry:

Name type is correct.



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:

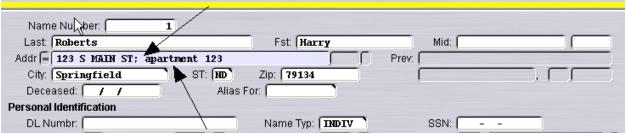
For Example: 123 S MAIN ST APT 123

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.



The word apartment or the semicolon should not be used.

Correct Entry:

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

Name Number:			
Last: Roberts	Fst: [Harry	Mid:	
Addr = 123 S MAIN ST; 123		Prev:	
Springfield	ST: ND Zip: 79134		
peceased: / /	Alias For:		
Personal Identification			
/ DL Numbr:	Name Typ: (INDIV	SSN:	

Address has been geo verified.

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

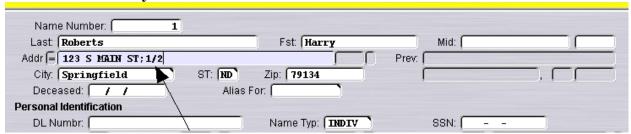
For Example: 123 S MAIN ST 123 BLDG 17

Name Number: 1			
Last: Roberts	Fst: Harry	Mid:	
Addr = 123 S MAIN ST; 123 buildi	ing 17	Prev:	
City: Springfield	BT: ND Zip: 79134		
Deceased: / /	Alias For:		
Personal Identification			
DL Numbr:	Name Typ: [INDIV	SSN:	

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

2. <u>Halves</u> - 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

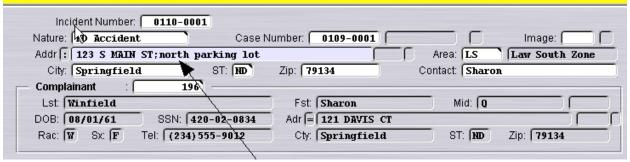
Correct Entry:



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.



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: 6th & Lincoln