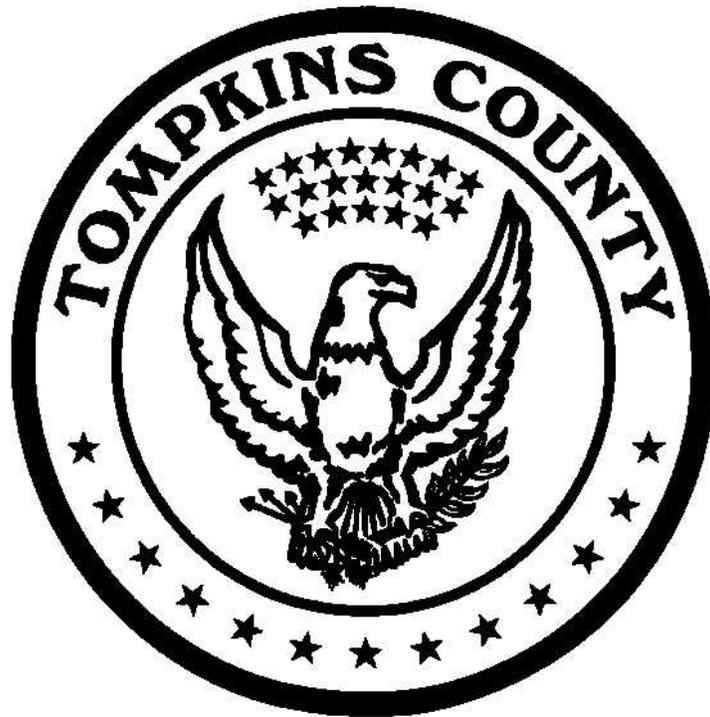


# Tompkins County Public Safety Shared Data Systems



## Spillman Data Entry Standards

Modified 10/2012

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# 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 should 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 Allen Jones** as shown:

### Correct Entry:

A screenshot of a name entry form. The fields are filled as follows: Name Number: 300; Last: JONES; Fst: RONALD; Mid: ALLEN; Addr: (empty); City: (empty); ST: (empty); Zip: (empty); Deceased: / /; Alias For: (empty).

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

### Incorrect Entry:

A screenshot of a name entry form. The fields are filled as follows: Name Number: 300; Last: JONES; Fst: RON; Mid: ALLEN; Addr: (empty); City: (empty); ST: (empty); Zip: (empty); Deceased: /; Alias For: (empty). A blue box highlights the 'Street address' field. An arrow points from the text 'Legal first name is Ronald, not Ron.' to the 'Fst: RON' field.

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:

Last:  Fst:  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.

See ENTRY OF ALIAS NAMES.

- UPPER/lower Case.** All names may be entered in upper 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:

Last:  Fst:  Mid:

Addr:

City:  ST:  Zip:

Deceased:  Alias For:

**Also Correct Entry:**

*All upper case entry is acceptable.*

Name Number:

Last:  Fst:  Mid:

Addr:

City:  ST:  Zip:

Deceased:  Alias For:

- 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.*

Name Number:   
Last:  Fst:  Mid:   
Addr:   
City:  ST:  Zip:   
Deceased:  Alias For:

*The suffix title goes in this field*

**Correct Entry:**

*Correct location for suffix title.*

Name Number:   
Last:  Fst:  Mid:    
Addr:   
City:  ST:  Zip:   
Deceased:  Alias For:

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

- 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, Off, Dep, etc. Periods and other keyboards 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:   
Last:  Fst:  Mid:    
Addr:   
City:  ST:  Zip:   
Deceased:  Alias For:

- Punctuation and special characters shall **not** be used in any of the name fields. **Except for hyphens (Smith-Jones).** 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's', with an arrow pointing to the apostrophe. The 'Fst' field contains 'Ronald'. The 'Mid' field contains 'Allen' and a 'PhD' button. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased', 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'. The 'Mid' field contains 'A.', with an arrow pointing to the period. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For'.

- 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'Brian, 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'. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased', 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 'N'. The 'Fst' field contains 'Patty'. The 'Mid' field contains 'Marie'. Other fields include 'Addr', 'City', 'ST', 'Zip', 'Deceased', 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. Below these are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For', all of which are empty or partially filled with slashes. A black arrow points from the text below 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, identical in layout to the one above. 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. Below these are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For', all of which are empty or partially filled with slashes. A black arrow points from the text below to the hyphen between 'Smith' and 'Jones' in the 'Last' field.

*Hyphen in place is correct.*

8. Compound names shall be entered without spaces, for example: De La Rosa shall be entered as DeLaRosa, St. Marie shall be entered as StMarie, Mc Donald as McDonald, Van Hooser as VanHooser, etc. Again characters such as the period in St. Marie shall not be used.

**Correct Entry:**

A screenshot of a name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'StMarie' without spaces or periods. The 'Fst' field contains 'Chandra'. The 'Mid' field contains 'Jeneal'. Below these are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For', all of which are empty or partially filled with slashes. A mouse cursor is visible over 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:

The screenshot shows a name record form with the following fields:

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

*Document why you changed the field data.*

Take the old that you are changing, copy it to the comment and then document why you changed the field – then correct the field in the form. Also notice the above record is incomplete. The record change is verified by D.L. data but no drivers license has been entered into the identification fields.

The address field of the names field will contain the LOCAL address. When you do a drivers license scan, however, it will put that address into the address field. When this happens, modify the names screen to make the address match their local address and then save the scan into the previous address field.

## 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 with a green header bar. The form contains several fields: Name Number (300), Last (Circle K), Fst, Mid, Addr, City, ST, Zip, Deceased, Alias For, Personal Identification, DL Numbr, Name Typ (BUSIN), and SSN. A black arrow points from the text above to the 'Last' field, which contains 'Circle K'. Another black arrow points from the text below to the 'Name Typ' field, which contains 'BUSIN'.

*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 with a green header bar. The form contains several fields: Name Number (300), Last (K), Fst (Circle), Mid, Addr, City, ST, Zip, Deceased, Alias For, Personal Identification, DL Numbr, Name Typ (BUSIN), and SSN. A black arrow points from the text above to the 'Last' field, which contains 'K'. Another black arrow points from the text below to the 'Name Typ' field, which contains 'BUSIN'. A blue box highlights the 'City' field, which contains 'Geobase address ID'.

Name type is entered correct:

## Incorrect Entry:

*Name is correct.*

*Name type is not correct.*

A screenshot of a data entry form with a green header bar. The form contains several fields: Name Number (300), Last (Circle K), Fst, Mid, Addr, City, ST, Zip, Deceased, Alias For, Personal Identification, DL Numbr, Name Typ (INDIV), and SSN. A black arrow points from the text above to the 'Last' field, which contains 'Circle K'. Another black arrow points from the text below to the 'Name Typ' field, which contains 'INDIV'.

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 name entry form. The 'Name Number' field contains '300'. The 'Last' field contains 'The House of Fun', with an arrow pointing to the word 'The'. The 'Fst' field is empty. The 'Mid' field contains two empty boxes. Below the name fields are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For'. The 'Personal Identification' section includes 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN' (set to '- -').

*Name type is correct.*

**Correct Entry:**

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

A screenshot of a name entry form, identical in layout to the previous one. The 'Name Number' field contains '300'. The 'Last' field contains 'House of Fun', with an arrow pointing to the word 'House'. The 'Fst' field is empty. The 'Mid' field contains two empty boxes. Below the name fields are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For'. The 'Personal Identification' section includes 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN' (set to '- -').

*Name type is correct.*

3. The ampersand (&) **shall not** be used to replace the "and" in business name.
4. Business names that are numbers shall be entered as numbers. For example "7-11". Remember that Hyphens are the only characters allowed besides letters.
5. Doctors, Dentists and Attorney's (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.*

A screenshot of a name entry form. The 'Name Number' field is empty. The 'Last' field contains 'Leopold', the 'Fst' field contains 'Mark', and the 'Mid' field contains 'H'. There is a separate field to the right of the 'Mid' field containing 'DDS'. Arrows point from the 'Name Number' field to each of these four fields. Below the name fields are fields for 'Addr', 'City', 'ST', 'Zip', 'Deceased', and 'Alias For'. The 'Personal Identification' section includes 'DL Numbr', 'Name Typ' (set to 'BUSIN'), and 'SSN' (set to '- -').

*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 hyphens.

*Name type field is correct.*

A screenshot of a form with a green header bar. The form contains the following fields: Name Number: 300; Last: Dr. Mark H. Leopold DDS; Fst: ; Mid: ; Addr: ; City: ; ST: ; Zip: ; Deceased: //; Alias For: ; Personal Identification: DL Numbr: ; Name Typ: BUSIN; SSN: - -. Two arrows point from the text above to the 'Last' field and the 'Name Typ' field.

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

**Correct Entry:**

*Name type is correct.*

A screenshot of a form with a green header bar. The form contains the following fields: Name Number: 301; Last: Mark H Leopold DDS; Fst: ; Mid: ; Addr: ; City: ; ST: ; Zip: ; Deceased: //; Alias For: ; Personal Identification: DL Numbr: ; Name Typ: BUSIN; SSN: - -. Two arrows point from the text above to the 'Last' field and the 'Name Typ' field.

*Business name is correct with no keyboard characters. Remember hypens 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;123

## **Incorrect Entry:**

*No space after the semicolon.*

Name Number:

Last:  Fst:  Mid:

Addr:  Prev:

City:  ST:  Zip:

Deceased:  Alias For:

**Personal Identification**

DL Numbr:  Name Typ:  SSN:

*The word apartment, suite or space should not be used.*

## **Correct Entry:**

*Address entry is correct.*

Name Number:

Last:  Fst:  Mid:

Addr:  Prev:

City:  ST:  Zip:

Deceased:  Alias For:

**Personal Identification**

DL Numbr:  Name Typ:  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 building 17

Name Number:

Last:  Fst:  Mid:

Addr:  Prev:

City:  ST:  Zip:

Deceased:  Alias For:

**Personal Identification**

DL Numbr:  Name Typ:  SSN:

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

2. All addresses with 1/2 as part of the number will be entered as follows: 1042 Walnut#1/2 .

For Example: 123 S MAIN ST#1/2

## Correct Entry:

Name Number:

Last:  Fst:  Mid:

Addr:  Prev:

City:  ST:  Zip:

Deceased:  Alias For:

**Personal Identification**

DL Numbr:  Name Typ:  SSN:

*Proper entry for addresses with 1/2 addresses.*

- All addresses **will** be verified by the Geobase. Spillman will pop up with a possible matching address. Press the F2 key to make sure you have the complete list. Then highlight and accept the address.

Addresses must be in the geobase in order to display on the maps.

All those addresses not in the Geobase will then automatically enter a quote mark ( : ) in front of the address. This means that the address cannot be verified in the Geobase.

For those addresses that you know are not within the City limits, type a semicolon ( ; ) in front of the address and it will accept the address.

*It is expected that all addresses will be geo-verified.* If the address can not be verified the user should notify one of the system administrators to resolve the issue with that address. Each agency may keep a log and submit the log if they desire. The addresses may be temporarily entered into the DBDAKA table and will be used by the system until the next geobase upload from County GIS systems.

- Post Office boxes will be entered as follows:  
;PO Box 1328
- City parking lots will be entered as follows:  
With the address followed by a ";" and an identifier of the parking lot.

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

Incident Number:

Nature:  Case Number:  Image:

Addr:  Area:

City:  ST:  Zip:  Contact:

Complainant:

Lst:  Fst:  Mid:

DOB:  SSN:  Adr:

Rac:  Sx:  Tel:  Cty:  ST:  Zip:

*Descriptor is permitted if not an apartment, space, or suite.*