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11/8/23  
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## Valcour Community Names Policy

Approved By:  
Valcour Governance  
Board

### 1.0 Purpose

- 1.1 To achieve database integrity of the Names entered in Valcour by establishing uniform data entry policies that will enhance accuracy and minimize the duplication of name records.

### 2.0 Definitions

- 2.1 Personal identifier: The Date of Birth, Operator's License Number or Motor Vehicle Identification number associated with a person.
- 2.2 Environmental identifier: The home or mailing address or phone number(s) associated with a person.

### 3.0 Policy

- 3.1 In all cases, personnel shall determine if the name of a person being entered in the system already exists by doing a thorough name records search. Duplicate entries found in the system should be forwarded to responsible personnel for merging purposes (See Section 4.5.2).
- 3.2 A name entry shall, at a minimum, consist of the first and last names of the person and at least one personal identifier or two environmental identifiers (see definitions above). Exceptions to this policy may be made for unknown persons when a name must be entered pursuant to an arrest or a death. The following are exceptions to this section:
  - 3.2.1 Arrests may not have complete name information. Whenever complete name information for a prisoner cannot be determined, personnel shall enter the incident number in the last name field and then "Doe Jane/Doe John" as the first.
  - 3.2.2 Death cases where the decedent's name is unknown. Whenever name information is unavailable, personnel shall enter incident number in the last name field and then "Doe Jane/Doe John" as the first (and "Doe Baby" for infants).

### 4.0 Procedures

- 4.1 Creation of Name Records:
  - 4.1.1 The legal name shall be used, when available. Abbreviated versions or nicknames may be listed under the nicknames field in the name record.
  - 4.1.2 All names shall be entered using proper noun capitalization, **e.g., Johnson, Thomas**

- 4.1.3 Name suffixes, e.g. “Sr”, “Jr”, and “III” shall be entered into the suffix field with no period, e.g., **Smith Jr**
- 4.1.4 Titles, e.g. Doctor, Professor, etc., shall not be included in a name field. If desired, an informational alert can be used for such titles.
- 4.1.5 Punctuation and special characters, with the sole exception of hyphens (-) shall not be used in any of the name fields. This includes periods (.), commas (,), quotations (“), apostrophes (’), asterisks (\*), pound signs (#), and all other punctuation characters. In keeping with this policy, the name “O’Brian” shall be entered “OBrian”.
- 4.1.6 Multiple surnames, e.g. “Romero-Gonzales” or “Romero Gonzales” shall always be separated by a hyphen (-), i.e., “Romero-Gonzales”
- 4.1.7 Compound surnames aka camel case names shall be entered as they are normally written, e.g., “De La Rosa” or “St Marie”.

#### 4.2 Entry of Alias Names

- 4.2.1 A separate alias name record shall be created for any name, other than the person’s legal birth 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. (Ex: Legal name change would be an alias record- the original name record should NOT be changed).
- 4.2.2 All involvements associated with a person shall be connected to the main name record which has been established as their legal name at the time of the incident.
- 4.2.3 An alias should be created when the entry person can state that the names in questions refer to the same individual.

#### 4.3 Entry of Business Names

- 4.3.1 The Business checkbox must be checked before entering the name of the business to avoid the name being transposed. Store numbers and building numbers used by organizations with multiple locations, e.g., Cumberland Farms, McDonalds, etc. shall be entered in the Business name field as well. The street address shall be a further identifier of multiple locations.

#### 4.4 Entry of Juveniles and Youthful Offenders

##### 4.4.1 Definitions

- 4.4.1.1 Juvenile – A victim, suspect or arrestee who is under 18 years old at the time of the incident.
- 4.4.1.2 Youthful Offender – An offender who is alleged to have committed an offense after attaining 14 years of age but not 22 years of age that could otherwise be filed in the Criminal Division.

## 4.4.2 Procedure

### 4.4.2.1 Juvenile Records

4.4.2.1.1 A juvenile shall be entered as a suspect in the offense section of the Incident Detail Frame (IDF), a victim in the offense section of the IDF or an arrestee in the Arrest Detail Frame.

4.4.2.1.2 Correct entry of the above will automatically populate the juvenile checkbox in the incident specific portion of the name jacket.

### 4.4.2.2 Youth Offender Records

4.4.2.2.1 A youthful offender shall be entered as a suspect in the offense section of the IDF or as an arrestee in the Arrest Detail Frame.

4.4.2.2.2 Correct entry of the above will give the user the ability to manually check the YOE checkbox in the incident specific portion of the name jacket. Otherwise this checkbox remains read-only.

## 4.5 Name Merges

4.5.1 A person with a duplicate name record can be merged provided the duplicate is not an alias or juvenile record (one that is indicated by the juvenile checkbox). Instructions for aliasing can be found in the Valcour Help. Juvenile records should never be aliased or merged.

4.5.2 When a duplicate name record is found, an email should be sent to [duplicates@crosswind.com](mailto:duplicates@crosswind.com) indicating the name and date of birth of the subject and which name record has the most up-to-date information. The name number itself should not be used but can be included as additional information. This email group includes all users with the Name Merge role.

4.5.3 Users with the Name Merge role have permission to perform de-duplications of names. It is imperative that these users take ample time to look at the records in question before performing the de-dup.

4.5.4 Name merges done in error shall be reported immediately to the [duplicates@crosswind.com](mailto:duplicates@crosswind.com) email address to determine a course of action for getting it fixed.

## 4.6 Photos

4.6.1 The Photo Gallery of a name record shall be used for Mugshots only. The description field shall include the incident number and name, e.g. "23XX000000 – John Doe". Mugshots must be deleted in accordance with any Seal or Expungement Order.

4.6.2 Any other photo shall be added to the name record as an attachment or as an attachment in the Incident Detail Frame if related to a particular incident.

#### 4.7 Alerts (See Alert Code and Bulletin Policy)

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