



SUBJECT

Automated Reporting System – Name Verify

AMENDS

REFERENCE

Online Tiburon User Manual

RESCINDS

I. Introduction

At the core of the KCPD Tiburon Computer System are the Master Name Index (MNI) and the Master Location Index (MLI). These databases share subject and location information with all the other system modules. Each time a name or location is entered into an Incident Report it potentially creates a new record. Information must be verified or matched against existing records so that duplicate records are not created.

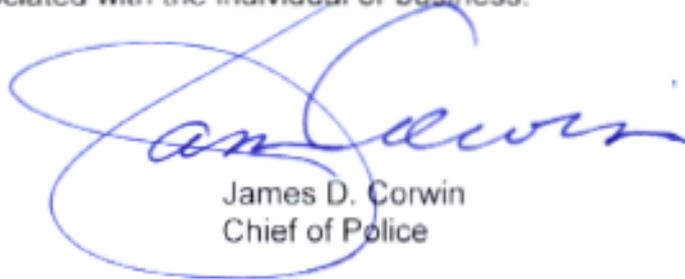
II. Procedure

A. Name or Address Verify – When entering an individual, business or location in ARS the user will check the entry against the appropriate Master Index selections displayed in the "Verification" window.

1. The reporting member can access the "Verification" window by depressing the "F1" key, which will return an empty window.
2. To view the list of possible matches the member must click on the "Verify" button on the bottom of the window.
 - a. This will return all possible matches contained in the Master Index databases.
 - b. The user will select the entry from the list that has the same information as the name or location being verified, if available.
3. A member may select a record if the match is not exact and if the member has reason to believe that the record belongs to the individual being verified. Some examples are:
 - a. The spelling of the name is different, but the date of birth and social security number match and it appears that the discrepancy is a typographical error.
 - b. If the name matches, but the date of birth or social security number is off by one number and it appears that the discrepancy is a typographical error.
 - c. The appropriate suffix is missing and all other identifiers match.
 - d. One of the identifiers, such as the social security number, is missing but all other identifiers match.

B. New Entries – If there are no matches found during the verification process, then and only then should the officer click the "New" button creating a new record.

1. This list consists of examples and is not inclusive of all possible exceptions.
 2. If the reporting member has any doubt, do not verify the record.
 3. This process will be completed any time the system requires the author to complete a "Name Verify."
- C. Contacts – When a department member identifies an individual or business that has more than one MNI or an instance when the name has been recorded incorrectly (containing a type "O"), in the Tiburon System the member has two options to choose from when making notification:
1. Email the Data Entry Section at dataentrytiburon@kcpd.org
 2. Call the Data Entry Section at 234-5292
 - a. Identify all of the known MNI's which need to be mashed (merged) into one record.
 - b. Include the correct first name, middle initial, last name, and any appropriate suffix, along with all other confirmed identifiers associated with the individual or business.



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