



Wayne County Sheriff's Department Master Name Database (MND)

A guide to using the Pro Suite Master Name Database

- Topics:
 - Explanation
 - Looking up names
 - Updating names
 - Aliases
 - Name Notes

What is the Master Name Database?

Whenever a name is entered into Pro Suite as a subject in a call for service (CFS), case, crash report, citation, or civil process paper, that name is stored in the Master Name Database (**MND**) so it can be re-used later.

We have over 20 years of names in the system, so often the person you are looking for will be in the MND. However, there are a lot of duplicate entries, and aliases are often created when they should not be.

How do I find the MND?

- Go to **Main Menu**
 - On the right, under the **Searches** section, click on **Name Search**
- You may also have **Name Search** as a button on the left side of your screen.
- It may also be a button in your Pro Suite Mobile screen.
- You also see entries that are in the MND when you search for a name to add to a case or CFS.

Search Results

The screen below is what you will see if you double click on a name after searching for it, **or** you enter name a for a case or CFS, and press **Enter** instead of clicking on one of the names presented.

Name Sounds Like [NCIC More Options](#)

15 results

<input type="checkbox"/>	Alerts	Type	Name	DOB	Age	Last Modified	Address
<input type="checkbox"/>		Person	SMITH, JONAH	06/18/06	14	10/06/20	
<input type="checkbox"/>		Person	Smith, Jonathan	02/23/06	14	05/28/15	
<input type="checkbox"/>		Person	SMITH, JONATHON L	02/23/06	14	01/03/07	
<input type="checkbox"/>		Person	SMITH, JONAH	05/29/04	16	10/03/20	1055 RICE RD, CENTERVILLE, IN 47330
<input type="checkbox"/>		Person	Smith, Jonah D (Alias for SMITH, JONAHIAH D)	05/29/04	16	09/28/20	1055 RICE RD, CENTERVILLE, IN 47330
<input type="checkbox"/>		Person	SMITH, JONAHIAH D	05/29/04	16	09/28/20	1055 RICE RD, CENTERVILLE, IN 47330
<input type="checkbox"/>		Person	SMITH, JONAS SAMUEL	11/21/96	24	05/15/13	5379 PARK ELWOOD RD, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, JONATHON D	07/24/89	31	04/22/05	1100 HARRIS ST, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, JONATHON D (Alias for SMITH, JONATHON D)	07/24/89	31	04/22/05	1100 HARRIS ST, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, DENNIS JON (Alias for SMITH, DENNIS J)	11/27/84	35	10/06/20	219 ARBOR DR, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, JONATHAN CORY	08/16/76	44	09/28/20	3823 S A ST APT 9B, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, JON A	07/23/57	63	10/06/20	16389 TURNPIKE RD, HAGERSTOWN, IN 47346
<input checked="" type="checkbox"/>		Person	ANDREA SMITH, JONATHAN FONZER			10/30/08	227 NORTH 20TH ST, RICHMOND, IN 47374
<input type="checkbox"/>		Person	REBEKAH SMITH, ORAN JONES			10/07/13	136 SOUTH 14TH ST, RICHMOND, IN 47374
<input type="checkbox"/>		Person	SMITH, JONATHAN			10/06/20	1046 SOUTH 23RD ST APT 56, RICHMOND, IN 47374

ANDREA SMITH, JONATHAN FONZER [Show Name Card](#)

Sex	Unknown	Race	Unknown
DOB		Ethnicity	Unknown
Age		SSN	
Height		Eyes	Unknown
Weight	0	Hair	
Build		Street Address	227 NORTH 20TH ST
Latest Inmate #			RICHMOND, IN 47374
Jacket #			
Last Modified	10/30/08		
Other Information			

Search Results

- In the search above it would usually be appropriate to only search for **Jo Smith (or Smith, Jo)** so the first names **John** as well as **Jonathan** would be included. Usually less is better.
- To get all the entries that have dates of birth at the top, click on the **DOB** column label twice.
- **Jonah Smith** has not only a duplicate entry, but an alias as well.
 - The duplicate entry can be merged by system administrators.
 - The alias is appropriate because it is a different first name.
- **Jonathon Smith** has an alias that is the same as his name – it can be removed.

Note: You will see a lot of names with a DOB of 1/1/00. You can almost always ignore those dates of birth, they are almost all incorrect.

Picking the correct name

The following criteria **may** be good enough to see if the name you have selected is the name you are looking for:

- **Name, DOB, and SSN** all match (best, but unlikely that you will have all this data)
- **Name and DOB** match - you have to be careful with common names, as it's possible to have both match, but it be a different person
- **SSN** and some other data (like address, date of birth, name, etc.)
- A **close** match on the **name** and **exact** match on the **SSN** is **probably** good enough.
- **Name and address** – this is only true if you know this is the only person with that name living (and who has ever lived) at that address.

Name Card

If you double click on a name, it will bring up the Name Card

SMITH, JONIAH D (05/29/04) ✕

[Save and Close](#) [Audit Trail](#) [Print Preview](#)

Last Name	First Name	Middle Name	Jr/Sr	Sex	DOB	Current Age	Deceased
SMITH	JONIAH	D		Male	5/29/2004 More	16	No

[Contact](#) [Appearance](#) [Identification](#) [Background](#) [History](#) [Mugshots](#) [Attachments](#) [Alarms](#) [Relationships](#) [Juvenile D](#) [Contact History](#)

Street Address

Street: 1055 RICE RD [Search](#) [Address Card](#) [Address History](#)

City: CENTERVILLE State: IN - Indiana Zip: 47330

[Additional Address](#)

Phone Numbers

Home: (765) 259-1439 [Edit](#) (06/12/20)

Cell: (765) 914-1845 [Edit](#) (07/01/20)

Cell: (765) 259-1432 [Edit](#) (01/01/19)

Email Addresses

In Contact List No

Occupation

Aliases

Name	DOB	Address	ID	Comments
SMITH, JONAH				

[Add Alias](#)

Other Information

Name Card Data

In the name card, you can access:

- **Identification** – SSN, OLN, etc. (these should be entered with no dashes)
- **History** – Every contact (CFS, Case, Inmate, etc.) a person has had. **Name Notes** (officer safety alerts and bulletins) are under this tab as well.
- **Link Analysis** – A graphical view of associations with other names in the system
- **Relationships** – Employers, family members, organization affiliation, etc.
- **Subscriptions** – Allows an officer to be notified any time there is a change in a name or contact with a name.

If a person has multiple entries in the MND, it is difficult to take advantage of these features, as an alert could easily be missed, and you would have to view several entries to see a complete history. For this reason, you should request that duplicate names be merged.

Name History

You can get a list of prior addresses, employment, and phone numbers, and aliases by using the **Contact History** link.

Last Name	First Name	Middle Name	Jr/Sr	Sex	DOB	Current Age	Deceased
MELTZER	JAYLEN	ALEXANDER		Male	9/15/2001	19	No

Contact	Appearance	Identification	Background	History	Mugshots	Attachments	Alarms	Relations
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[Contact History](#)

Street Address

Street [Search](#) [Address Card](#) [Address History](#)

City State Zip

[Additional Address](#)

Phone Numbers

Home	(765) 541-0642	Edit	(10/03/19)
Home	(765) 914-3001	Edit	(09/20/12)
Cell	(765) 541-0602	Edit	(10/03/19)

Updating name cards

- Name cards are updated whenever you change information for someone's information in a case, call for service, civil process paper, or warrant.
- If you update a name card, it does NOT update the information on file associated with that person in a **previous** CFS or Case.
- The updated name card information is what will come up the next time that person is used.
- If there is an alias for someone and it is the same as their name, you can delete it (highlight the alias and click the **Delete** key).
- If an alias has a middle name and the main name does not, you can update the middle name in the main name record, and delete the alias.
- If someone has multiple name cards that need to be merged, create a name note of the type **Name Notes - Merge Request**

Aliases

- Using or creating an alias is usually not appropriate, however, aliases should be entered for:
 - Nicknames or street names
 - Legal name changes (either due to marriage or petition).
- If someone often uses a different date of birth, that can be entered as an alias as well.
- An alias should NOT be used for a different address
- If there is an alias for someone and it is the same as their name, you can delete it (highlight the alias and click the **Delete** key).

Name Notes

- It may be appropriate to enter an expiration date for a name note, although usually not.
- Note that one of the **Types** is **Name Notes - Merge Request**. If you create a note of this type, include as much information as is relevant about the duplicate entries.
- Note that you can add a name to a name note using the **Add Name** link on the right.

It is more useful to enter a name note regarding officer safety issues than to send an e-mail.

Name Notes

To add a name note, pull up a person's name card, go to the **History** tab, and click the **Add Name Note** link.

The screenshot shows a person's profile page with the following details:

- Last Name:** SHOCKEY
- First Name:** TYLER
- Middle Name:** ALLEN
- Jr/Sr:** (empty)
- Sex:** Male
- DOB:** 1/29/1999
- Current Age:** 21
- Deceased:** No

The **History** tab is selected. The **Add Name Note** link is circled in red. Below the link are filters for dates, types, and agencies, and a table of incident records.

Filters:

- All Dates:** 1/1/1900 - 12/31/8000
- All Types:** (dropdown)
- All Agencies:** (dropdown)
- All Records:** (dropdown)
- 63 results**

Incident Records Table:

Date	Agency	Type	Description
11/24/20 22:22	WCSD	Incident	#WC2020-2211, ROBBERY : Robbery
Involvements for SHOCKEY, TYLER			
Suspect			
35-42-5-1 - L3-ROBBERY - Forward to Investigations			
09/14/20 20:21	WCEC	CFS	#20-00065010
SHOCKEY, TYLER (Other); Incident Code DOMESTIC : Domestic- Verbal			
09/09/20 20:03	WCEC	CFS	#20-00063696
SHOCKEY, TYLER (Other); Incident Code HARRASSMENT : Harassment			
09/09/20 16:50	WCEC	CFS	#20-00063652
SHOCKEY, TYLER (Other); Incident Code WELFARE CHK : Welfare Check			
09/07/20 10:58	WCEC	CFS	#20-00063052
SHOCKEY, TYLER ALAN (Witness); Incident Code DOMESTIC : Domestic- Verbal			

Summary

- If you see a duplicate name entry, create a **Name Notes - Merge Request** entry for one of the entries **or** create a task type of **Poss. Name Merge** and provide the details for the name to be merged.
- Do not create aliases unless a name change has occurred
- If a name has an alias that is the same as the name, feel free to delete the alias.
- If there is incorrect information on a name card, correct it.
- Enter SSNs and OLN's with no dashes.
- Use name notes or bulletins (with names attached) instead of sending e-mails regarding BOLOs or officer safety issues.