

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Master Name Index		CHAPTER/SECTION NO.: 54.16	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.3.1			

54.16 Policy

- 54.16.1 The records unit maintains an automated name index which can be accessed alphabetically. The automated systems contains name of persons as obtained from various field reports as submitted to the records unit.
- 54.16.2 The automated system is maintained by the Office's records unit, other automated terminals, and with the Office's computer personnel.
- 54.16.3 Master Index Criteria
- A. Names placed into the master name index shall be as follows:
 1. Victims of crimes.
 2. Suspects.
 3. Persons arrested.
 4. Persons issued criminal and traffic citations.
 5. Accident related drivers, registered owners and victims.
 6. Complainants.
 7. Witnesses of major incidents.
 8. Parents of juveniles' information.
 - B. Inclusion of the above names shall be subject to having the following sufficient information:
 1. Name, address, phone number, date of birth, race, sex, driver's license number, social security number, etc.