

## LEADS Daily Briefing for September 18, 2020

### Entering/Inquiring on Subject With Two Last Names

When making a computerized hot files (CHF) entry on a person with two last names, a hyphen must be included between the two last names.

EXAMPLE: GARCIA-RODRIGUEZ,JOSE

**not** GARCIA RODRIGUEZ,JOSE

And all possible name combinations should be attached as aliases to the CHF entry.

Aliases: GARCIA,JOSE

RODRIGUEZ,JOSE

RODRIGUEZ-GARCIA,JOSE

In order for the computer to perform the searching process correctly, when inquiring on an individual with two last names a hyphen must be included between the two last names on the inquiry format. And in order to thoroughly search of the CHF, it is also recommended that additional inquiries be made on every possible name combination (GARCIA,JOSE; RODRIGUEZ,JOSE, and RODRIGUEZ-GARCIA,JOSE).

Refer to the eManual Wanted Person chapter, Field Details, [Name of Person](#), for additional information.

For assistance please contact the Help Desk at 866/LEADS-00.

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