

(Excerpt from Baxter Research's *Criminal Research Provider Manual*)
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INDEXING

A fundamental to indexing is the ability to recognize *identities*, *similarities* and *differences*.

Two or more names or ID that are totally unlike are different.

Two or more names or ID that have something in common with one another are similar.

Two or more names or ID that have all their characteristics in common with one another are identical.

The skill in indexing primarily involves *similarities*.

Differences are easy enough to determine. For example, you are researching Harold Anderson and there is no Anderson on the index with the first name of Harold.

Identities are also not very difficult. You are searching for Harold Anderson and you find a Harold Anderson.

Similarities, on the other hand, can be tricky. You are researching *Harold* Anderson and you find, say, a *Harry* Anderson; or you are searching a *Lewis* Barnstorm and you find a *Louis* Barnstorm; or you are searching *Mary* Davidson and you find a *Merry* Davidson; or you are searching *Allejandre Gutierrez* and you find an *Allejandro Gutierrez*. All of these *similar* names would have to be checked into, as they could potentially be a match with the subject you are researching.

There is another important datum we have found to be true regarding criminal research:

CRIMINALS TEND TO ALTER THEIR IDENTIFIERS.

It seems the more criminal an individual is, the more he or she may alter their identifiers, including but not limited to their name. You can see this in criminal records where a subject may have 2 to 10 AKA's, variations of their DOB or social security number, multiple driver's license numbers, etc.

Any researcher who conducts *literal* name checks (i.e., only operates on identities and differences, not similarities) is a liability, as they will neglect investigating possible similar names on the index, will invariably miss criminal records and in so doing violate the purpose of their job.

So, a fundamental rule of research is: A RESEARCHER MUST NEVER FAIL TO OPERATE OFF OF SIMILARITIES AS WELL AS IDENTITIES AND DIFFERENCES, AND MUST NEVER FAIL TO FOLLOW UP ANY REASONABLE SIMILARITIES WITH THE NAME HE IS GIVEN TO RESEARCH.

Another important thing to always keep in mind is that the majority of the names on your request sheets have been data-entered by one or more people before they wind up on

your list. In other words, they are not originals but duplicates. Example: the end user submits a name to our client; our client data-enters it into their system and faxes or emails it to us; if our client is not integrated we now data-enter it into our system and dispatch it to you.

Also, on civil searches, sometimes the party bringing the suit (***plaintiff***) does not know the correct legal name of the defendant. Consequently an altered version of the defendant's true name may end up on the complaint, and therefore on the court's index as well. For example, the true name of Wm. Bolthouse Farms, Inc. may wind up on a civil index with the punctuation changed around, the "Wm." omitted, etc.

As you can see, many names on any given request list are subject to alteration at one or more points along the line—and that includes any part of each request: first, middle, last name; date of birth or social security number; etc. Consequently, *always keep in mind your request sheets are not gospel*. They may well contain alterations. This is one more reason why you should never fail to operate off of similarities.