Verifying NDTS 2012 POC Information

The Excel file (or workbook) for each state in your area of responsibility contains a spreadsheet with POC information for NDTS 2012 recipients that requires verification and an additional tasking.

POC Verification

Contact each respondent listed in the spreadsheet and verify the agency, respondent, and address information contained in the sheet.

Verify the respondent information for the person listed as the NDTS 2012 respondent. If the NDTS 2012 survey should be sent to a different point of contact within the agency, overwrite this information in the appropriate columns.

Please use the following guidelines when determining the survey recipient:

- The survey recipient should be the person in the LEA that is most knowledgeable of the overall drug situation in the agency's jurisdictional area.

- In some cases, lower ranking officers may have the best "hands on" knowledge of the drug situation in the area and should be designated as the survey recipient.

Please highlight any cell that you change in the spreadsheet in yellow.
Please call me if you need assistance with highlighting spreadsheet cells – 814-532-4086.

Detailed NDTS Verification Spreadsheet Instructions

Agency/Contact Information

- **Code –** this field is protected and requires no verification.

- **Survey –** this field is protected and requires no verification.

- **Validated –** once you have validated a record, enter an "**X**" in the field

- **LEA1** – verify the agency name, spelling of the name; this field should always contain the name of the agency in the NDTS sample (police department, sheriff's office, or state agency).

- **LEA2 – this field is for agencies where a task force or other agency completes the survey on behalf of the police department or sheriff's office, (e.g., Lowndes County Drug Task Force) OR for a specific unit within an agency (e.g., Narcotics Unit). Please spell out acronyms when possible – maximum field length is 70 characters.**

- **Telephone** – update the telephone number as needed using the format provided, extensions can be included using the format: **(231) 266-2425, ext. 12.**

- **Email –** update the respondent's email address – please ensure the correct spelling of the email address as this will be used to disseminate NDTS 2012 surveys.

Respondent Information

- **Prefix** – please verify the gender of the respondent (e.g., **Mr.** or **Ms.**)

- **Title** – verify respondent's title using the categories provided on the *FPS Point of Contact Form* (maximum field length is 70 characters).

- **First Name** – verify and make sure any initial is capitalized and followed by a period (maximum field length is 35 characters).

- **Middle** – verify and make sure any initial is capitalized and followed by a period (maximum field length is 35 characters).

- **Last Name** – verify spelling (maximum field length is 35 characters).

- **Suffix** – suffixes such as Jr., Sr., II, III, IV, Esq., M.D., and Ph.D. are to be included in this column. If a suffix is included in the Respondent Last Name column, please transfer the suffix to the Respondent Suffix column (maximum field length is 6 characters).

Address Information

- **Address** – verify the mailing address of the Respondent. **<u>Do not</u>** abbreviate Street, Road, Avenue, etc. The form for a Post Office Box address is: P.O. Box 123. If a physical (street) address and a P.O. Box are listed, determine the agency's <u>mailing</u> address and list it. An address must be <u>either</u> a physical address or a P.O. Box <u>but not both</u> (maximum field length is 70 characters).

- **City** – verify spelling (maximum field length is 45 characters).

- **State** – verify and use two-letter postal codes.

- **Zip Code** – verify (may be entered in a 5-digit or zip + 4 format).

- **FAX** – update the FAX number as needed using the format: **(231) 266-2425.**

The Following Fields Do Not Require Any Action on Your Part:

- **County –** a pre-loaded field – no action required

- **OCDETF Name –** used to sort data records and is protected – no action required

- **Salutation** – will be completed after FPS verification

- **Stratum Code –** a pre-loaded field – no action required