

No. IT- 012	Policy Name: Naming Conventions
Effective Date: 7-1-2011 Last Revised Date: 12-18-2014	Citywide Policy _ IT Policy _ IT Procedure <u>X</u>
Approved By: IT Director	

Naming Conventions

Because technology can be complex, the following standards have been established for naming of physical and logical devices over the network. These naming conventions must be adhered to in order to avoid network conflicts, and to optimize the troubleshooting capabilities of technical personnel.

DNS – PC Domain names are determined by IT.

E-Mail address – E-mail addresses will have consistent naming conventions. The Police domain will use the following naming convention: FOlastname where F is first initial, and O is an optional initial. Hyphens are okay. No limit to length. Do not truncate last names.

Starting in December 2014 the City domain will use the following convention: firstname.lastname. No limit to length. If two employees have the same first and last name then the middle initial will be used as: firstname.mi.lastname.

City employee e-mail addresses will use the last name provided by the Human Resources department. City employee user names will not be changed unless the Human Resources department authorizes the change.

Printer names – for all printers (network or locally attached printers) use the naming convention -- DDDBBMN, where DDD is the department abbreviation (be consistent), BBM is the brand and model (for example “HP5”), and N is a numeric number assigned and managed by the department. All printers should be labeled with the printer name for quick identification by users and support purposes.