

Geneva Police Department <b>GENERAL ORDERS</b>		<b>LINE UP IDENTIFICATION</b>	
<input checked="" type="checkbox"/> new: <input type="checkbox"/> rescinds: <input type="checkbox"/> amends:		<b>cross-reference</b>  <b>Accreditation/Recognition standards:</b> C.A.L.E.A.: NYS L.E.A.P.:	
<b>effective date:</b> 4.12.11	<b>issue/amend/review date:</b> 10.24.13 / 9.16.20		

<b>I. PURPOSE</b>	The purpose of this General Order is to establish and describe policies and procedures in order to conduct a fair and reliable identification procedure.
<b>II. POLICY</b>	It is the policy of the Geneva Police Department to establish guidelines so that a neutral, fair and reliable identification procedure can be conducted by the case investigator or by an Officer unfamiliar with the case.
<b>III. DEFINITIONS</b>	<p><b>A. <u>Lineup</u>:</b> A collection of individuals, either sitting or standing in a row, who are shown to a witness to determine if the witness can recognize a person involved with the crime.</p> <p><b>B. <u>Suspect</u>:</b> Person police believe to have committed the crime.</p> <p><b>C. <u>Filler</u>:</b> A person who is in the lineup, but is not a suspect in the crime.</p> <p><b>D. <u>Lineup Members</u>:</b> The people who make up the lineup; both the suspect and the fillers.</p> <p><b>E. <u>Lineup Room</u>:</b> Room where the fillers and suspect are arranged for viewing by the witness.</p> <p><b>F. <u>Viewing Room</u>:</b> Room from which the witness, the administrator, and on some occasions the defense attorney, view the lineup.</p> <p><b>G. <u>Security Officer</u>:</b> The person monitoring the fillers and the suspect in the lineup room.</p> <p><b>H. <u>Administrator of the Lineup</u>:</b> The person who is conducting the identification procedure. Depending on the jurisdiction and the circumstances of the case, a lineup administrator may be the Investigating Officer assigned to the case or a “blind” administrator. The procedures described in this document apply equally to both types of administrators. The types of administrators are:</p> <ol style="list-style-type: none"> <li>1. The Investigating Officer Assigned to the Case: The administrator of the lineup can be an Officer/Detective working on the case.</li> <li>2. A “Blind” Administrator: A “blind” administrator is someone who does not know which person in the lineup is the suspect. An identification procedure is considered “double” blind when it is run by a “blind” administrator.</li> </ol>
<b>IV. PROCEDURE</b>	<p><b>A. <u>How to Invite the Witness to Come In for a Lineup</u>:</b></p> <ol style="list-style-type: none"> <li>1. When an Officer calls a witness to arrange for the witness to view a lineup, the Officer should simply ask the witness to come in for the identification procedure and should not say anything about the suspect. For example, the Officer shall say to the witness: “We’d like you to come in to view a lineup in connection with the crime you witnessed on (date and location).”           <ol style="list-style-type: none"> <li>a. <b>Officer Should Remain Neutral:</b> The Officer should give no opinions about the witness’ ability to make an identification.</li> </ol> </li> </ol>

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- b. **What To Avoid Saying:** Unless the witness specifically asks the Officer if someone is in custody, the witness shall not be informed that an arrest has been made and that the police have a suspect that the witness will be viewing. The Officer shall not say: “We have caught the guy, he had your credit card, and now we want you to identify him.”

**B. Fillers for Lineup:**

1. **Number of Fillers:** Where practicable, there should be 5 fillers, in addition to the suspect, but in no case should there be less than 4 fillers. There should be only one suspect per line up.
2. **Similarities of Fillers:** The fillers should be similar in appearance to the suspect in the lineup. Similarities should include gender, clothing, facial hair, race, age, height, extraordinary physical features, or other distinctive characteristics. Fillers should not be known to the witness.
3. **Fillers Seated:** All members of the lineup should be seated, if necessary, to eliminate any extreme variations in height.
4. **Suspect Picks Position:** The suspect should be allowed to pick his own position in the lineup. If there was an identification based on a photo array prior to the lineup, the suspect should not be placed in the same numerical position in the line up as he appeared in the array (unless the suspect insists on that number).
5. **Requests from Defense Counsel:** Document requests made by the defense counsel and whether they were granted, and if not, why not. Reasonable requests from defense counsel should be honored and documented. Any defense request for a change in the lineup that is not, or cannot be, honored must also be documented.
6. **Defense Attorney Cannot Speak in Viewing Room:** The defense attorney must be instructed not to speak in the viewing room when the witness is present.
7. **If Asked, All Lineup Members Must Speak, Move or Change Clothing:** If any lineup member is asked to speak, move or change clothing, all members must do so. Everything the lineup members are asked to do should be documented. If a witness’ request of the lineup members is not feasible and cannot be accommodated, the request should also be documented.
8. **Fillers Must Remain Neutral:** The fillers must be instructed not to speak with each other or make any unnecessary gestures, but should remain still, hold the placard and look forward, unless instructed otherwise by the security officer in the room with the fillers.
9. **Photo Array Fillers:** Fillers from a photo array previously viewed by the witness should not be used as fillers in the lineup.

**C. Instructions to Witnesses:**

1. **Written Instructions for the Witness:** Consideration should be given to providing written instructions to the witness. The instructions can be in various languages. The witness can sign the instructions after reading them, or after having the administrator read the instructions to the witness.
2. **No Comment by the Administrator Until the Identification Procedure is Completed and Documented:** Until the information about the identification procedure is documented, the Officer should not comment about the procedure or the next steps in the case. Stray comments that could potentially focus a witness’ attention to one lineup member over the others, such as: “Are you sure you got a good look at number 2?” or “Can you take another look at number 6?” should not be made before, during or after the procedure.

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3. **Give Instructions *Before* the Identification Procedure:** Instructions shall be given to the witness *before* the identification procedure begins and not while the witness is in the process of viewing the lineup. This will alleviate confusion and minimize claims that the investigator somehow, even inadvertently, provided cues to the witness. Witnesses should also be told to take whatever time they will need when they view the lineup.
  - a. **Setting the Context:** The Officer shall tell the witness that as part of the ongoing investigation into a crime that occurred on (*date*) at (*location*) the witness is being asked to view a lineup to see if the witness recognizes anyone involved with that crime.
  - b. **Instructions to the Witness to Avoid Any Influence by the Administrator:** These instructions let the witness know not to look to the administrator for assistance in either making a selection or ratifying an identification. They also address the possibility of a witness feeling any self-imposed or undue pressure to make an identification. The instructions are as follows:
    1. The person who committed the crime may or may not be present.
    2. Do not assume I know who the perpetrator is.
    3. I want you to focus on the lineup and not to ask me or anyone else in the room for guidance during the procedure.
  - c. **Lineup Members Speaking, Moving or Changing Clothing:** Consideration should be given to telling the witness that the lineup members can be asked to speak, move or change clothing, if necessary. However, if one lineup member is asked to do so, then all the lineup members will be asked to do the same.

**D. Questions Asked *After* an Opportunity to View the Lineup:**

1. After viewing the lineup the witness will be asked:
  - a. Do you recognize anyone?
  - b. If so, what is the number of the person that you recognize?
  - c. From where do you recognize the person?
2. If the witness' answers are vague or unclear, the administrator will ask the witness what the witness meant by the answer.

**E. Multiple Witnesses:**

1. **Witnesses Cannot Speak to Other Witnesses About the Identification Procedures:** If there are multiple witnesses who will be viewing a lineup, they shall be told not to speak to each other about the identification procedure before, during and after the process. There are a number of ways to make sure the witnesses do not speak with each other about the identification. The following are some suggestions that will diminish the opportunities that the witnesses have of talking to each other before or immediately after the identification procedure.
  - a. They can be kept in separate rooms before and after the identification, or
  - b. An Officer can sit with the witnesses to ensure they do not speak about the process or the case, or
  - c. The witnesses can be allowed to leave immediately after participating in the procedure, or
  - d. The witnesses can be taken to separate areas after the identification procedure for further interviews with Detectives.

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2. **One viewing of the Photo Array:** In those jurisdictions that regularly use lineup procedures, consideration should be given to running lineups after the first witness makes an identification from a photo array. Where practicable, the additional witnesses can view only the lineup and not the photo array.

**F. Procedures for Viewing a Lineup:**

1. **Security:** Safety and security for all civilians, suspects and law enforcement personnel must be ensured during any lineup procedure. Where necessary, the confidentiality of the witness' identity must be protected.
2. **Remain Neutral:** To protect the integrity of the identification procedure, the administrator must remain neutral throughout the procedure so as not to, even inadvertently, suggest a particular lineup member to the witness. Comments that could potentially focus a witness' attention to one lineup member over the others, such as: "Are you sure you got a good look at number 2?" or "Can you take another look at number 6?" should not be made before, during or after the procedure. If a witness seeks guidance about whom to pick, the administrator shall refocus the witness on the lineup.
3. **Administrator Standing Away from the Witness:** The administrator of the lineup should stand away from the witness during the lineup, in a neutral manner, while still being in a position to observe the witness. The key is for the administrator to stand outside the witness' line of sight while the witness is viewing the lineup. This will reduce any inclination by the witness to look at the administrator for guidance. When coupled with the type of instructions discussed above, this procedure will create a neutral environment, free of inadvertent cues from the administrator.
4. **Security Officer with the Suspect and the Fillers:** The security officer who is monitoring the suspect and fillers in the lineup room should remain out of view of the witness. This will eliminate the potential for any claims of inadvertent suggestions by the security officer and it also removes the potential for distracting the witness as the lineup is being viewed. However, if the witness needs a lineup member to speak, move, or change clothing, then the security officer in the room with the lineup members may have to be seen.
5. **Location of Lineup:**
  - a. **Neutral Location:** The witness should view the lineup in a room or area away from things that could influence the witness' identification, for example, other evidence in the case, wanted posters, sketches and other information about the suspect.
  - b. **Central Location:** If identification procedures are conducted in a central location, away from the arrest precinct, a trained, neutral administrator, with no knowledge of the investigation may be available to conduct the identification procedure. A central location can be designed for a double-blind identification procedure. However, the ability to construct and outfit a central location is a strain on resources and not available in the vast majority of jurisdictions.

**G. Documenting the Lineup on the Lineup Form:**

1. **Form:** Upon completion of a line up viewing, officer conducting the viewing will complete Line Up Form. Said form will be placed into case file. *See Attachment A*
2. **Photographing the Lineup:** Every time a witness views a lineup, the lineup shall be preserved by photograph. The witness should sign the photograph, if one is available at that time, to verify that it is the lineup that he or she viewed. A copy of the photograph should be forwarded to the District Attorney's office as soon as practicable. The original photograph will be properly tagged and placed into evidence.

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3. **Documenting What the Suspect and Fillers Were Asked To Do:** Anything the lineup members are asked to do (e.g., speak, move, or change clothing) must be documented in an incident or supplemental report.
4. **Document All People Present for the Lineup:** Document all people in the viewing room with the witness and the lineup room with the suspect in report.
5. **Escorting Officers:** Also in report, document the Officers who escort the witnesses to and from the lineup room, if any.
6. **Recording the Witness' Statement and Physical Reaction:** Comments made by the witness during the identification should be written down word for word. The documentation should not merely state: "positive" or "negative" nor "hit" or "no hit" as the results. The witness' words uttered during and after the identification procedure should be recorded, for example, "It is definitely #1", "If I had to pick, it would be #2", "I'm not sure, but it might be #3" or "I didn't want to say inside the room but it was #4" The witness' words and physical reactions should be recorded in report.
7. **Follow-Up Questions:** If the witness is vague in his or her answer, such as "I think it is #3" or "It looks like #3", then the administrator should say: "You said [I think it is #3], what do you mean by that? The witness' answer shall also be documented in report.

**H. Speaking with the Witness After the Identification Procedure:**

1. **Record the Witness' Statements First:** The administrator, or other appropriate person, should record the statements, comments or gestures of the witness regarding the identification procedure *before* talking with the witness about next steps.
2. **Discussing Next Steps:** Once the identification procedure is concluded and documented, the administrator can talk to the witness about how the case will proceed or what the next steps in the case may be, *e.g.* we will continue to search for the perpetrator (where there has been no identification), or we will contact you about meeting with the Assistant District Attorney next week, etc. After the identification procedure, witnesses frequently have questions about the case. It is entirely appropriate for the Officer to accurately answer questions about the case, including whether an arrest will be made.
3. **Do Not Comment on the Identification:** The administrator should not comment or make gestures on the identification itself by saying things such as: "Great job" or "We knew you would recognize him" or even nodding his head in agreement. Such comments or reactions may subsequently affect the witness' confidence in his or her identification. The administrator should remain neutral about the identification when speaking with the witness.
4. **Do Not Discuss the Identification with other Witnesses:** The witness shall be told not to discuss what was said, seen or done during the identification procedure with other witnesses, nor should the investigator discuss any other identification procedures with the witness.

**I. Training:** Since training is a critical component of conducting a fair and reliable identification procedure. Officers will be trained in these procedures and training will be documented. (Annual In-Service / Roll Call)

ATTACHMENTS

- A. Line-Up Advisory Form

Approved By

**MICHAEL J. PASSALACQUA**  
CHIEF OF POLICE

