




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 <i>Procedures</i>	Revision Date: <i>April 3, 2025</i>	Initiation Date: <i>April 3, 2025</i>	By Authority of the Chief of Police  Chief Charles A. Penn
Accreditation Standard(s): CALEA 42.1.3, 42.2.1, 42.2.6			

530.01 Investigations and Case Management

I. Overview

Complete and thorough investigations are critical to the criminal investigative process and hinge on the quality and accuracy of gathered information. Investigations involve a total police effort and must be conducted within the framework of the United States Constitution.

II. Policy

All investigations will be guided by the facts and conducted impartially and without bias toward involved parties. The means and resources utilized by the department shall be appropriate to the specific needs of the investigation and the seriousness of the offense.

III. Definitions

- A. Case Status – The current state of a case. Case status values are as follows:
1. Open – A case that is under active investigation.
 2. Cleared – A case that has been closed by arrest, exceptional means, or where an investigator has determined that all offenses in the case are unfounded (i.e., all alleged crimes did not happen or did not happen in Arlington).
 3. Inactive - A case that has had all investigative leads exhausted, all victim contact completed and is no longer being actively worked.
 4. Detective Contact - A case with limited investigative or prosecution potential that will likely result in a detective contacting the victim. When all work/contact is completed, the detective will change the status to Inactive.
 5. Admin Contact - A case with limited investigative or prosecutorial potential that will result in an email or letter being sent to the victim by CIS administrative staff. When this is completed, the administrative staff will change the status to Inactive.
- B. Reward Money – A reward offered by the department for information leading to the arrest and conviction of a suspect(s) which must be approved by the Chief of Police.
- C. Sequential Photo Lineup – The presentation of one photo or suspect at a time to a witness rather than the simultaneous presentation of photographs or suspects.
- D. Show-up – A viewing of a suspect, by a victim or witness, in the field within a reasonable amount of time after a crime has been committed.

- E. Surveillance – The continuous or prolonged observation of a specific individual, group, or organization by clandestine means to gather information relative to an open criminal investigation.
- F. Undercover Investigation – An approved criminal investigation using an officer(s), generally, under a cover identity to infiltrate a group or organization in order to obtain information through the development of personal relationships and other approved information-gathering methods.

IV. Procedure

- A. **Preliminary Investigation** – Preliminary investigations shall be conducted by patrol officers assigned to a call for service, unless the presence of a uniform officer is imprudent, would hinder the investigation, or specific expertise is required. When needed, officers shall seek the assistance of specialized investigators to assist in the preliminary investigation. When responding to a call for service that involves a preliminary investigation, the below procedures should be considered, depending on the circumstances:

1. *Initial Response*

- a. Render (or request) aid to injured parties.
- b. Determine if a crime has occurred, the jurisdiction, and the nature of the offense.
- c. Communicate relevant information to the ECC and additional units. Such information may include:
 - (1) Suspect descriptions
 - (2) Weapon information
 - (3) Direction of flight
 - (4) Any condition that could affect the safety of responders or others
- d. Conduct field interviews
 - (1) Field interviews shall be documented in a case report or case supplement.
 - (2) Field interviews shall be used only to pursue legitimate goals of the department and not to harass any members of the community.
 - (3) Victim/Witness Interviews – The following efforts and considerations should be made when interviewing victims and witnesses:
 - (a) Document with audiovisual recordings and note-taking, when practical.
 - (b) Reduce or minimize the stress to the victim or witness
 - (c) Any factor that may inhibit the person's ability to actively participate (i.e., physical limitations, age, etc.)

2. *Investigation* – If applicable, the preliminary investigation should have at a minimum, include the following elements:

- a. Observe relevant conditions, events, and remarks [42.2.1, a]
- b. Locate and identify witnesses and obtain information for all relevant parties [42.2.1, b]
- c. Obtain statements from victims and witnesses. Obtain statements from suspects if such statements can be obtained legally [42.2.1, d]
- d. Determine the details and circumstances of the offense and what information is known to the victims and witnesses
- e. Effect an arrest or detention of suspect(s)
- f. Seek a warrant when probable cause exists and enter the warrant into VCIN/NCIC if an arrest is not made
- g. Accurately and completely record all pertinent information in a case report or case supplement
- h. Preserve relevant paperwork and documentation, such as consent forms, Constitutional rights forms, etc.
- i. Make appropriate NCIC/VCIN entries, and clearances, if applicable
- j. Recover stolen property

3. *Physical Evidence Recovery and Investigative Photographs* – During the initial response and subsequent investigation, officers shall protect the crime scene [42.2.1, c] and maintain chain of custody for any evidence that is in his/her custody. The documentation of crime scenes, including photographs, should be conducted in cases where physical evidence may be present.
 - a. A police agent assigned to a crime scene shall conduct a thorough crime scene search and process all physical evidence according to established procedures and best practices. [42.2.1, c]
 - b. Officers shall maintain scene security, evidence integrity, and chain of custody until relieved by an appropriate resource. Officers shall exercise every precaution to avoid contaminating or destroying evidence when investigating an incident. Officers are accountable for preserving the crime scene and prohibiting unauthorized persons from entering the area. Officers shall not enter a crime scene unless authorized.
4. *Patrol Supervisor Responsibilities* – Notify and coordinate investigative unit response from the Criminal Investigations Section (CIS), Homeland Security Section (HSS), or Organized Crime Section (OCS) when immediate needs are dictated by the case. The needs may include personnel shortages, expertise, exigent circumstances, case priority, or other reasons determined by the Watch Commander.
 - a. During on-call/after hours, only a supervisor should contact the on-call investigations supervisor for consultation and deployment of investigative units.
 - b. Incoming supervisors should be briefed on ongoing investigations and provided a summary of all investigatory measures taken.
5. *Interrogation of Suspects* – Statements obtained from a suspect during an interrogation shall be gained in compliance with policy and legal guidelines and shall never be based on coercion, promises, delays in arraignment, or deprivation of counsel. The following considerations shall apply to custodial interrogations:
 - a. An officer conducting a custodial interrogation of a suspect at the police station or other place of detention is required by Virginia Code 19.2-390.04 to initiate an audiovisual recording of the entire interrogation or an audio recording if the equipment is not available. The only exemptions include:
 - (1) The recording equipment fails
 - (2) The recording equipment is unavailable, or
 - (3) Exigent circumstances relating to public safety exist that prevent the recording of such custodial interrogation
 - b. The custodial interrogation of a juvenile requires notification of a parent, guardian, or legal custodian that their child is in police custody and is suspected of being involved in a crime. The juvenile shall be permitted to communicate with their parent, guardian, or legal custodian prior to any interrogation, except in the following circumstances:
 - (1) The parent, guardian, or legal custodian is a codefendant in the alleged offense
 - (2) The parent, guardian, or legal custodian has been arrested for, has been charged with, or is being investigated for a crime against the juvenile
 - (3) The parent, guardian, or legal custodian cannot reasonably be located, or refuses contact with the juvenile
 - (4) A public safety exception exists where the information being sought is limited to that necessary to protect life, limb, or property from imminent danger.
 - (5) The number of officers engaged in the interrogation of a juvenile and its duration should be kept to a minimum. Additionally, officers shall follow the procedures as outlined in Manual Directive 522.05 - *Juvenile Offenders*.

- c. **Constitutional Rights** - It is the responsibility of any officer that intends to conduct a custodial interrogation of an arrestee to advise the arrestee of their Constitutional Rights. This advisement should be given verbally and documented by using the Advice on Constitutional Rights form, which is available in English and Spanish, whenever possible. If the person to be questioned speaks a language other than English or is only able to communicate in another manner, a translator or interpreter may be used, when necessary. If practical, an audiovisual recording of the event shall be made as a precursor to any interrogation. Documentation of these actions should include the time, date, location, officers present, waiver of rights, time interrogation ended, etc.
 - (1) When a suspect asserts their right to silence and requests counsel, officers shall respect that assertion.
 - (2) Once a warned suspect indicates in any manner, at any time prior to, or during questioning that he/she wishes to remain silent, or if the suspect requests the assistance of counsel during the interrogation, the interrogation shall end, and all questioning shall cease until they are represented by counsel.
 - (3) Juveniles shall be afforded the same constitutional protection as an adult and will also be provided with an Advice on Constitutional Rights form.
- 6. **Special Circumstances (Child Abuse Investigations)** – The Special Victims Unit shall be contacted in the case of an investigation related to child abuse or neglect and are responsible for arranging a formal interview with the Arlington County Child Advocacy Center (CAC). In such cases, officers responding to a call should conduct a “minimal facts” interview to gather only basic facts. This interview should be limited to the following questions:
 - a. What type of abuse actively happened?
 - b. Where did it happen? Other jurisdictions?
 - c. When did it happen?
 - d. Who is/are the alleged perpetrator(s) and their relationship to the child?
 - (1) Where are they now?
 - (2) Do they have access to the child?
 - e. Are there witnesses and/or other children?
 - (1) Who did the child tell?
 - f. Is the child victim physically and emotionally safe?
 - g. Explain the next steps.
- 7. **Fire Incidents** - Upon request by the fire department, ACPD employees will assist on a fire scene to provide traffic direction and control, perimeter security, and evidence processing/collection.
 - a. If requested by the Office of the Fire Marshal, an investigator from the Criminal Investigations Section will be assigned to assist with any fire-related case which is a result of arson, or suspected arson.
 - b. A police case report is required for all arson incidents, fire-related deaths, and fires involving other offenses.

- c. All fire deaths will be investigated by the Criminal Investigations Section of the police department with the assistance of the Office of the Fire Marshal. In these cases, the assistance of the Office of the Fire Marshal shall be with respect to, but not limited to, the cause and origin of the fire.
- d. When the examination of a fire scene indicates another offense is involved (i.e., burglary, stolen property, auto larceny), an officer shall respond to the scene and complete a police case report. Officers dispatched to scenes where a Fire Marshal is not present may request a Fire Marshal to respond to the scene. A copy of the police case report should be forwarded to the Office of the Fire Marshal.
- e. Officers who witness or establish probable cause for an arson requiring immediate arrest must make the arrest and notify the Office of the Fire Marshal.
 - (1) The arresting officer may seek assistance with evidence processing and expert opinion on arson-specific matters.

B. **Follow-Up Investigations:** Follow-up investigations are led by the Criminal Investigations Division, but patrol officers who initiate a case are encouraged to assist, coordinating with the assigned investigator to avoid overlap. These investigations may be criminal or non-criminal (e.g., missing persons) in nature. The below procedures govern the follow-up investigations:

1. *Investigative Supervisor Responsibilities:*

- a. Case Assignment - Cases shall be assigned by the supervisor or unit MPO for follow-up investigation based on solvability factors, including:
 - (1) Known and/or identified suspect(s)
 - (2) Known and/or identified involved vehicles
 - (3) Witnesses
 - (4) Evidence
 - (5) Traceable property
 - (6) Unique modus operandi
 - (7) Minimum delay in reporting
- b. Manage the existing investigative workload of the assigned detective.
- c. Consider section and unit capabilities.
- d. Ensure the personnel assigned to investigate have the skills, knowledge, and abilities required for the assignment.
- e. Ensure mutual cooperation, understanding and exchange of information among all department units.
- f. Maintain cases assigned to their personnel.
- g. Review and approve or return, for further action, all supplemental reports submitted by investigators under their supervision.
- h. Liaise with other CID supervisors to appropriately forward investigations that are better suited under another purview.

2. *Investigator Responsibilities*

- a. Review all assigned cases and determine the best course of action based upon the solvability factors, urgency, threat to the public, and severity of the crime.

- b. Contact the complainant and/or victim in every case to inform them when lost or stolen property has been recovered and when, where, and how it can be retrieved.
 - c. Contact the complainant and/or victim in every case to inform them when a suspended case is reopened or closed by the arrest of a suspect.
 - d. Maintain case documents so they are accessible and can be presented for court or review.
 - e. Document incident details and investigation progress in a case supplement, ensuring accuracy, clarity, and completeness. Include victim/witness contacts, leads, suspects, resources used, property recovered and returned, and all other actions taken.
 - f. An investigation may be suspended when the assigned investigator and/or unit supervisor agree no additional information or leads are likely for a successful conclusion of the case.
 - g. Investigators are responsible for documenting NCIC/VCIN entries and clearances associated with their case reports and/or supplements.
 - h. The assigned investigator is responsible for ensuring evidence for analysis is transported to/from the crime lab and that lab returns are filed with the courts in accordance with department procedure. Officers must submit a completed 'Request for Laboratory Examination' form to the Evidence & Inventory Management Unit for lab transportation requests.
 - i. Warrants or summonses from CID follow-up investigations that cannot be immediately served must be entered into VCIN/NCIC within 3 hours and filed with the Warrant Unit.
3. *Non-Criminal Investigations* - ACPD employees are responsible for investigating certain non-criminal incidents to determine if any criminal behavior occurred or for the greater public interest. Examples of such investigations include non-suspicious deaths, missing persons, overdoses, suicides, or missing property. In such investigations, employees are expected to exercise the same care and thoroughness as if the incident were criminal from the onset. This includes the following:
- a. Interviewing complainants and witnesses.
 - b. Locating missing persons.
 - c. Determining if information or suspicious activity relates to criminal activity.
 - d. Distributing information to the proper persons or agencies.
 - e. Locating lost property and returning same to the owner.
 - f. Making necessary notifications and conducting necessary inspections.
 - g. Documenting information obtained.
 - h. Reviewing any property submitted to the Evidence & Inventory Management Unit to determine if it should be kept, released, or destroyed.
4. *Criminal Investigations* – Investigators assigned to a criminal investigation shall review or conduct the below procedures as part of the investigatory process:
- a. Maintain responsibility for the management of assigned cases.
 - (1) Ensure investigative measures are accurately documented.

- b. Review and analyze reports of preliminary investigations and information obtained during follow-up.
 - c. Review records gathered for investigative leads.
 - d. Seek additional information from other involved officers, individuals, investigators, and agencies.
 - e. Interview victims, witnesses, and suspects.
 - (1) Identify all known involved parties in the case report or supplement.
 - f. Arrange for the dissemination of information such as teletypes, lookouts, and crime bulletins.
 - g. Plan, organize and conduct searches.
 - h. Develop operations plans for ongoing investigations, as needed.
 - i. Secure and collect physical and digital evidence.
 - j. Recover stolen property and facilitate its return.
 - (1) Ensure the value of stolen property is documented.
 - k. Arrange for the analysis and evaluation of evidence and review the results from laboratory examinations.
 - l. Identify and apprehend perpetrators.
 - m. Conduct criminal history and record checks.
 - n. Determine if other crimes may have been committed by the suspect.
 - o. Prepare a case file for the Commonwealth's Attorney.
 - p. Testify in Court.
5. *Patrol Officer Responsibility (when conducting follow-up investigations):*
- a. Unless on an assigned detail, prioritize emergency calls for service over follow-up actions.
 - b. Conduct follow-up actions outside Arlington County, only with supervisor approval.
 - c. Unless approved by a supervisor, wear a police duty uniform.
 - d. All case files for criminal investigations shall be compiled and maintained according to the department's case file management system, which includes:
 - (1) The name of the investigator(s) assigned to the case
 - (2) The date on which the case was assigned
 - (3) The tracking number (same as "call for service" number)
 - (4) The date on which all required reports are due
 - (5) The names of the suspect(s), victim(s), and all witnesses [42.1.3, a]

V. Case Management

A. Case File Management

1. All case files must carry administrative designations of “open,” “cleared,” “inactive,” “detective contact” or “admin contact” and will be tracked in the department’s Records Management System case management file. [42.1.3, b]
 - a. When a case is “cleared,” a case disposition value shall be documented:
 - (1) Cleared Arrest [adult or juvenile] - at least one (1) person is arrested and charged with the commission of at least one offense listed in the case.
 - (2) Cleared Exceptional [adult or juvenile] - element beyond law enforcement control precludes a physical arrest.
 - (3) Cleared [non-criminal] - there is no criminal involvement from the beginning.
 - (4) Unfounded – further investigation reveals that the offense did not occur or did not occur in Arlington. If the offense occurred in part in Arlington, “unfounded” should not be used.
2. Exceptional Clearance – An element beyond law enforcement control which precludes a physical arrest. Exceptional clearance values may occur for the death of the offender, declined prosecution, extradition denial, lack of victim cooperation, or non-custodial juveniles. For a case to have an “exceptional clearance,” it must meet the four (4) below conditions:
 - a. The identity of at least one offender must have been determined
 - b. Sufficient evidence must have been developed to support an arrest and prosecution
 - c. The location of the offender must be known.
 - d. There must be a reason outside law enforcement control which prevents an arrest.
 - (1) For “prosecution declined” exceptional clearance, the following additional circumstances must be met:
 - (a) The total value of the stolen or damaged item(s) is less than \$100 or the case involves bailment of cars or bad checks.
 - (b) The offender's criminal record shows no pattern of criminal behavior, similar offenses or prior arrests.
 - (c) No personal injury to the victim, or threat thereof, is present.
3. Electronic incident reports and all related documents will be uploaded to LERMS, submitted to the Evidence and Inventory Management Unit or Evidence.com before case closure or suspension. [42.1.3, c]
4. All Criminal Investigations Division employees assigned to a particular criminal investigation shall have access to all case files (including reports, witnesses’ statements, and evidence) relating to that investigation. The Chief of Police, Criminal Investigations Division Commander, Criminal Investigations Section Commander, Patrol Section Division Commander, and personnel from the Commonwealth’s Attorney’s Office will have routine access to all criminal case files. [42.1.3, d]
5. Criminal case files will be uploaded to LERMS and maintained in accordance with the Library of Virginia Records Retention Schedule. [42.1.3, e]

VI. Investigative Measures

- A. *Surveillance* – Surveillance is a useful investigative means of gathering accurate information during an investigation. It can serve as an effective way to prevent criminal activity. Surveillance will be conducted solely for legitimate law enforcement purposes and in such a manner that no infringement occurs upon the statutory and constitutional rights of any individual. Plain clothes surveillance by uniformed officers shall not be conducted without supervisor approval.
- B. *Extra Checks* - Officers should routinely conduct extra checks (directed patrol) as part of the department's crime prevention priority. They may be requested by community members or proactively identified by employees. Extra checks should be conducted in areas where the below circumstances apply:
 - 1. Emerging crime patterns specific to businesses, neighborhoods, or communities
 - 2. The victim or witness faces a threat of reprisal
 - 3. Circumstances exist at a specific location that may cause it to be victimized (unsecured doors, etc.)
 - 4. Suspicious activity exists
 - 5. Potential for disorderly conduct exists
 - 6. A business' alarm is temporarily out of service
 - 7. Residential extra-check requests
- C. *Undercover Investigations* - Undercover operations by officers shall not be conducted without supervisor approval and relevant training. The following actions shall be taken when an officer works undercover:
 - 1. A police supervisor shall be responsible for coordination and direct oversight of the operation.
 - 2. An operations plan that includes a threat assessment (matrix) and an officer rescue team plan shall be included.
 - 3. The officer acting in an undercover capacity should have undergone prior training in undercover operations.
 - 4. The Organized Crime Section shall be consulted for expertise, deconfliction, and specialty equipment.
- D. *Informants* – Individuals from all societal segments frequently provide valuable information that assists law enforcement officers in the performance of their duties. The full and proper use of confidential informants as sources of information is a critical component in effective criminal intelligence gathering, case development, suspect apprehension, and successful prosecution. Officers are encouraged to develop informants within the following guidelines.
 - 1. Information provided by informants that is used to contribute to the solution of a case should be documented in a case supplement and reviewed with a supervisor and the Commonwealth's Attorney.
 - 2. Informant payments will be handled on a case-by-case basis after the facts of the case are reviewed with the investigating officer's supervisor. If money is to be paid, it will be disbursed through the Organized Crime Section using their record keeping and accounting procedure.

3. Confidentiality must be maintained. Officers will refrain from discussing informants, information provided, or cases they are involved in when appropriate.
 4. The use of juvenile informants is a particularly sensitive area. Typically, the department does not permit juveniles to be used as informants. Only in special situations may a juvenile be used as an informant and obtaining permission from a parent or guardian and the Section Commander of OCS is mandatory prior to any use. [42.2.6, h]
- E. *Reward Money* – Reward money is considered for crimes of a very serious nature where all possible leads have been exhausted.
1. Selection - Investigators must obtain supervisor approval and submit a memo with the case report to the Chief of Police, via chain of command, detailing the rationale for the reward and its amount. The Chief of Police will determine whether reward money is authorized.
 2. Posters – The Criminal Investigations Division is responsible for the creation and distribution of reward posters, which shall include:
 - a. Dollar award amount
 - b. Reward money is paid for information leading to the arrest and conviction of those responsible for the crime
 - c. Suspect(s) photo, if available
 - d. Information concerning the crime
 3. Payment – Rewards are paid only for verifiable information leading to the arrest and conviction of the suspect(s). Payment requires authorization from a Division Commander or the Chief of Police.
- F. *Eyewitness Identification and Photo Lineups*
1. Witness Interview - A witness should be interviewed prior to conducting a photo lineup, live lineup, or show up to gather and assess the following information:
 - a. Did the witness have a good opportunity to see the suspect before, during, or after the crime?
 - b. Can the witness provide a detailed description of the suspect?
 - c. Was the attention of the witness directed at the suspect during the crime?
 - d. Was the witness's initial description of the suspect accurate?
 - e. Is the witness acquainted with the suspect or have they seen them before?
 2. Composing the Lineup - In composing the photo or live lineup, the person administering the identification procedure should ensure that the lineup is comprised in such a manner that the suspect does not unduly stand out. However, complete uniformity of features is not required. Photo lineups shall adhere to the following guidelines:
 - a. At a minimum, a photo lineup totaling six (6) photos will be utilized; five (5) fillers (non-suspects) will be used per one (1) suspect. Only one suspect will be included in each identification array.
 - b. Select fillers (non-suspects) who generally resemble the suspect in significant features. If multiple photos of the suspect are available, select a photo that most closely resembles the suspect's description or appearance at the time of the incident with consideration given to the

- age of the photograph. The identity of each subject shown in an array or live line up must be documented.
- c. All photos in a single presentation will be either all color or all black and white.
 - d. The reproduced photos will be of the same size, and none must unduly stand out from the others.
 - e. When the photos are selected, ensure each is reproduced without any identifying text.
 - f. If it is necessary to cover or block-out any text or other features shown on a photo, similar markings must be placed on all photos for uniformity.
 - g. If the victim/witness is required to view more than one presentation for cases involving multiple offenders, different fillers will be used for each presentation. Additionally, if a photo array is to be shown to more than one witness, the officer/detective should move the suspect's position in the array after each viewing.
 - h. Photo arrays are considered evidence, so the photo array presented should be preserved according to departmental policy.
 - i. Assign each photo an identification number and record the number on the back of each photograph. During the lineup procedure, the photos/persons should be shown in the same numerical sequence as the identification numbers. Should more than one photo array be utilized in an investigation, each subsequent array will be identified as Array #2, Array #3, etc.
3. Witness Instruction Prior to Presenting the Lineup – The identification procedure should be conducted in a manner that promotes the accuracy, reliability, fairness, and objectivity of the witness identification. When presenting the lineup, the officer shall read the Sequential Lineup Worksheet/Advisory Form to the witness which includes the following instructions:
- a. The witness will be asked to view a set of photographs.
 - b. The witness should understand the importance of clearing innocent persons from suspicion as it is to identify guilty persons.
 - c. The witness should understand that lineup photos may not reflect the individuals' appearance on the date of the incident due to changes in features like hair, facial hair, and clothing.
 - d. The witness should understand that the person who committed the crime may or may not be in the set of photographs being presented and therefore, they should not feel compelled to make identification.
 - e. Assure the witness that regardless of whether identification is made, the police will continue to investigate the incident.
4. Photo Presentation Procedure - The witness shall be provided viewing instructions as written on the Sequential Lineup Worksheet / Advisory Form. It is recommended, but not mandatory, to utilize an investigator who is unfamiliar with the case to present the lineup. Additionally, the following guidelines shall be followed:
- a. The officer presenting the lineup may elect to stand behind or beside the victim/witness as the photos are being presented to avoid any non-verbal cues, but this is also not required if impracticable.
 - b. The investigating officer presenting the array will present the photos without any identifying text.

- c. Only one victim/witness will be allowed to view the presentation at a time.
 - (1) In cases where another person must be present (parents of a young child, medical staff, etc.), they will be cautioned to avoid making any statements or otherwise unduly influencing the procedure.
 - (2) They should also be situated in a manner in which they cannot view the photos.
 - d. Throughout the presentation process, the detectives or officers assigned will not make any comments that would unduly influence the decision of the victim/witness in making identification.
 - e. Only one photo at a time will be provided to the victim/witness. This will allow the victim/witness to evaluate the photo based on their memory of the incident, rather than comparing it with the photos of the other subjects.
 - f. The victim/witness can take as much time as necessary to view the photo and will be responsible for indicating when he/she is ready to see the next image.
 - g. Before presenting the next photo, the previous photo will be removed from view.
 - h. All images will be shown, even if the victim/witness identifies the suspect in one of the previously presented photos.
 - i. At no time will more than one image be visible to the victim/witness.
 - j. In cases where a victim/witness wishes to see any or all of the photos again, they will again be presented one at a time.
 - k. If identification is made, the investigating officer assigned will not make any statement as to the possible involvement of the subject in the offense.
5. Documentation of the Identification Process – Officers administering a photo lineup shall record both identification and non-identification results on the lineup sheet using the witness's own words regarding the identification. The results shall be signed and dated by the witness and the employee administering the lineup. Additionally, the officer should video or audio record the process, if practical.
- a. If a detective/officer is preparing a live body lineup, this will also be accomplished using the sequential presentation process utilizing the above guidelines and in consultation with the Commonwealth's Attorney's Office.
 - b. Upon completion of the lineup, officers shall document:
 - (1) Identification information
 - (2) Photos used
 - (3) Names of all persons presenting the lineup
 - (4) Date and time of the process
- G. *Show-ups* - Show-ups should only be conducted on individuals who reasonably match the description of the suspect and are still proximal to the scene. Officers shall employ the following procedures to avoid influencing victim(s)/witness(es):
- 1. Interview victim(s)/witness(es) prior to conducting a show-up to obtain a complete description of the offender(s).
 - 2. Transport the victim/witness by police vehicle to the location where the suspect is detained.

3. Caution the victim/witness that the person(s) he or she is about to look at may or may not be the offender.
 4. Be mindful about showing the suspect in handcuffs or surrounded by too many officers. Officer safety concerns are paramount and will be the guiding concern regarding handcuffs and the number of officers with the suspect.
 5. If more than one suspect is going to be involved in the show-up, only one suspect will be presented to the victim/witness at a time.
 6. Record all identifications and non-identifications in a supplemental report using the witness's own words regarding how certain he/she is about the identification.
 7. Record witness's name, suspect's name and descriptive information and the date, time, and location of the show-up. Additional information such as distance, weather, lighting, or if the suspect was asked to remove an article of clothing should also be recorded in the supplemental report.
 8. Photograph the suspect at the time and place of the show-up to preserve a record of the suspect's appearance at the time of the show-up.
 9. Officers shall not say anything to the witness which may influence the witness's identification or non-identification.
 10. When multiple witnesses are involved:
 - a. Separate the witnesses and instruct them to avoid discussing the details of the incident with others.
 - b. Each witness should be transported separately to the location of the show-up.
 - c. When feasible, officers should use the in-car camera recording system to document the witness' statements during show-ups.
- H. *Polygraph Examinations* - A polygraph may be performed when a case investigator and a polygraph examiner believe a polygraph examination would be beneficial to a specific case. A polygraph examination shall be used in conjunction with and not as a substitute for a thorough investigation.
1. Testing will be conducted under conditions which are generally accepted in the field of polygraph.
 2. A polygraph examiner used in a criminal investigation must complete a certified training course that has been approved by the Commonwealth of Virginia's Department of Professional and Occupational Regulation and maintain a current license to practice in the Commonwealth of Virginia.
- I. *Property Valuation* – Officers should utilize reasonable judgement in defining values of stolen items. Unless common sense and good judgement dictate that a victim is exaggerating loss values, his/her value assessment should be accommodated. If that is not the case, officers should utilize the parameters below to determine property values for losses for a victim:
1. Fair market value (including depreciation)
 2. Wholesale costs to the merchant (of goods stolen from retail establishments, warehouses, etc.)
 3. Victim's evaluation of items (jewelry, watches, etc.)
 4. Replacement costs or actual costs of new or almost new (clothes, bikes, automobile accessories)

5. Monetary instruments (checks, traveler's checks, etc.) should be valued at the amount at the time of the theft.
6. Bonds payable to the bearer should be valued at the current market value at the time of the theft. If no face value has been assigned, the theft is reported as petit larceny.