


<b>LEESBURG POLICE DEPARTMENT REGULATIONS AND GENERAL ORDERS MANUAL</b>		
General Order Number: 309	Section: CRIMINAL INVESTIGATIONS	Effective Date: APRIL 2021
Title: <b>DIGITAL COMPOSITE SKETCHES</b>		
Accreditation Standards: N/A		
Review Date: JANUARY 2024	Total Pages: 2	Chief of Police: 

I. PURPOSE

A. The purpose of this document is to outline operational procedures for detective personnel and other law enforcement personnel to follow when requesting Facial Imaging Sketch services. Facial Composite Sketching software is utilized to assist detectives/officers whose investigations can benefit from the use of composite sketches. They are a valuable investigative aid that can greatly increase the number of cases closed by arrest by aiding in the identification and arrest of a suspect. Detectives may also utilize other types of facial imaging services such as: facial reconstruction, post-mortem imaging and age progression of fugitive and missing children to assist them in their investigation.

II. COMPLETING REQUEST FOR EXAMINATION

A. Detective

1. Reviews case to determine if a composite sketch would be helpful.
2. Contacts victim or eyewitness to schedule date and time for composite sketch appointment.
3. Contacts Digital Composite Artist to coordinate and schedule composite sketch appointment.
4. Completes the request for examination via email to the digital composite artist
5. Pickup and deliver victim/eyewitness. If the composite sketch is to be done at an Alternate location, the detective will ensure proper arrangements are made.

B. Digital Composite Artist

1. Coordinates with detective to schedule date and time for appointment.
2. Receives and reviews Request for Examination.
3. Records appointment information in Composite Sketch Request Log.
4. Meets with the eyewitness to complete the composite sketch.
5. Completes the Eyewitness Interview.
6. Completes and signs the composite sketch.
7. Creates CD to archive composite image(s) and forwards to detective.
8. Submits for administrative review.
9. Sends image to detective or creates B.O.L.O. upon request.
10. Audits cases to obtain booking photo and place in file for comparison.

III. REQUESTS BY OUTSIDE LAW ENFORCEMENT AGENCIES

A. The Leesburg Police Department offers the Digital Composite Sketch service to any agency making a request, as long as that request is made formally through the section commander or designee, and does not conflict with any previously scheduled requests. Once a decision has been made to grant the outside law enforcement agency's request, the Digital Composite Artist will meet with the lead investigator, review the case file, and ensure the same procedures are conducted as aforementioned.

IV. PRESERVING EYEWITNESS MEMORY

A. Officers/Detectives

To help preserve eyewitness memory, detectives and/or other police personnel will be reminded by the Digital Composite Artist not to:

1. Show photographic line-ups, or other potential suspect photographs to eyewitnesses prior to the composite sketch appointment.
2. Make suggestive comments regarding previously known or suspected persons and/or their description.

B. Eyewitnesses

The Digital Composite Artist is responsible for retrieving visual information from the eyewitness to help maximize their success, it is suggested they:

1. Refrain from viewing persons or photographs of persons who are likely suspects in the crime.
2. Not expose the victim/eyewitness to any unnecessary photographs or booking photos not related to the incident under investigation.
3. Utilize the cognitive interview or other accepted methods of memory retrieval.
4. Interview the adult or juvenile victim without outside interference from family members or others.
  - a. Exceptions would be: case detective, sexual assault advocate, counselor, or others approved by the detective and digital composite artist.
5. Direct those persons to a waiting area such as the front lobby or other designated areas.

V. DOCUMENT CONTROL

A. It is important for the Digital Composite Artist to maintain accurate files and reports, especially when called to testify in court. Therefore it is recommended that the Digital Composite Artist:

1. Create the composite sketch using the software and techniques trained. This will allow the artist to more easily make changes in the sketch as recommended by the eyewitness.
2. Use a digital signature, or black ink pen, to sign the sketch in the information box located in the lower right corner of the sketch.
3. Save the composite sketch as a jpeg file and burn to a CD, label and initial the CD, placing it inside a small evidence envelope. Secure with evidence tape and initial the back of the envelope.
4. Retain a digital copy of the original, proprietary file and jpeg

VI. QUARTERLY STATISTICAL REPORT

A. Data from the Unit's Composite Sketch Request Log spreadsheet is tabulated by the Digital Composite Artist and entered into the Criminal Investigations Section Quarterly Report.