

<p>MESA POLICE</p> <p>Department Policy Manual</p>	<p>Identification Images - RMS</p>	<p>DPM 3.4.20 Effective 04/06/2012 Revised 11/28/2023</p>
<p>Approved by: Chief of Police</p>	<p>Chapter: Forensic Protocols</p>	<p>Page: 1 of 2</p>

1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines for entering identification photographs in the Records Management System (RMS).

2. DEFINITIONS

Identification Image: Refers to a photograph of a person, tattoo, scar, or other identifying mark taken by a MPD member for the purpose of identifying a person or characteristic of a person.

3. IMAGE GUIDELINES

3.1 Restrictions

- A. Do not enter evidence images into RMS. Refer to [DPM 3.4.15 Evidentiary Recordings](#) for proper submission.
- B. Do not enter photographs of vehicles, locations, or property into RMS.
- C. Do not enter any photographs from another agency into RMS.
- D. RMS Identification Images are to be used and printed for internal MPD use only.
- E. Public requests for RMS Identification Images will be submitted to the Criminal Justice Information Division (CJID) Section.

3.2 Entering Photos Into RMS

- A. RMS Identification Images can only be entered into the RMS Name module.**
 1. MPD booking photographs verified by fingerprints may be entered into RMS.
 2. Photographs of individuals that officers have identified with the below criteria may be entered into RMS.
 - a. Subject must be identified with a photo school or government issued identification; and
 - b. Two additional means of identification as outlined in [DPM 3.1.10 Suspect Identification](#).
- B. Photographs of individuals will be frontal photographs of their mid-chest and face (i.e., booking photograph quality to ensure future suspect identification).
- C. A supervisor's approval must be given prior to entering any photograph into RMS.
- D. When entering a photograph into RMS:

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1. Click on the image button in the Name module.
 2. Enter the date the photograph was taken and how the person was identified in the "Photo Set Description."
- E. The entry of the photograph into RMS must be documented in a departmental report (GO) or supplemental report. **The report documentation will include how the suspect was identified and the approving supervisor's name.**

3.3 Gang Member Photographs

- A. Gang member photographs will be submitted electronically to the Gang Police Investigator via email noting the name, date of birth, and the Gang Member Information Card (GMIC) number of the subject.
- B. A separate email will be sent to the Gang Police Investigator for each subject photographed.
- C. The narrative of the RMS GMIC screen will contain how the subject was identified, who took the photograph, and the date the photograph was taken.
- D. The Gang Police Investigator will enter the photograph into RMS.
- E. The official copy of the RMC GMIC will be kept by the Gang Police Investigator.

4. IDENTIFICATION & EQUIPMENT

4.1 Identifications from RMS Photographs

- A. Do not use photographs in RMS as sole suspect identification. RMS Identification Images are to be used in conjunction with other police identification procedures.

4.2 Equipment

- A. Please refer to [DPM 3.4.15 Evidentiary Recordings](#).

REFERENCES

- [DPM 3.1.10 Suspect Identification](#)
- [DPM 3.4.15 Evidentiary Recordings](#)