



Chapter: Investigations and Enforcement Operations
Subject: 07-11 – Identification of Suspects
Effective: May 28, 2024
Supersedes: Temporary Department Policy 22-19, dated November 22, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy regarding the identification of suspects at arrest or prior to the submission of a request for an arrest warrant.

07-11-1 POLICY

It is the policy of the department that members take reasonable steps to ensure suspects are correctly identified to protect the rights of all persons. Members shall adhere to this Order when a person is arrested without a warrant or prior to submission of a warrant request to a prosecuting official.

07-11-2 SUSPECT IDENTIFICATION

- A. Members investigating a crime or arresting a suspect are responsible for the accurate identification of each suspect. All suspects shall be positively identified by one or more of the following methods:
- (1) Official government-issued photo identification (e.g., driver license, state or municipal identification card, passport, military identification card, immigration identification)
 - (2) Mug shot from SNAP or a state or county correctional facility
 - (3) Fingerprint analysis, including by mobile fingerprint scanner
 - (4) Identification by multiple witnesses
 - (5) Lineup, including a photo line up
 - (6) Laboratory DNA analysis
 - (7) Identification by a single witness, but only when that witness has personal knowledge of the suspect or has an articulable explanation of their knowledge of the suspect.
- B. Verbal identification from a suspect alone shall not be used for identification purposes but shall be documented in an incident report.

07-11-3 MANDATORY REPORT HEADING

- A. All eAICS reports submitted with a warrant request and/or documenting an arrest shall include a heading of "Identification of Suspect." Under that heading, the report shall detail the method(s) used to identify suspects. In cases in which suspects were identified by witnesses, the report shall describe how each witness knows or was able to identify the suspect.

07-11-4 SUPERVISOR RESPONSIBILITIES

- A. Supervisors reviewing incident reports shall ensure that suspects are positively identified and that incident reports include sufficient detail concerning methods used to identify suspects. Worksite commanders and reviewing supervisors shall ensure that warrant requests are not submitted without information required by this policy.

DIRECTOR

Annual Review Responsibility:	Transparency and Accountability Division
Accreditation Standards:	CALEA 70.5.1