

Preston Police Department Sequential Photo Display Form

SEQUENTIAL PHOTO DISPLAY FORM (Witness Side)

Dept.: _____ C.N.: _____ OFFENSE: _____ Lineup ID# _____

WITNESS: _____ DOB _____ ADMINISTRATOR: _____

DATE: _____ TIME: _____ INVESTIGATOR ASSIGNED: _____

READ TO WITNESS BEFORE PHOTO DISPLAY:

___ 1. I am about to show you a set of photos. The person who committed the crime
[or: _____] may or may not be included.

(SELECT ONE OF THESE OPTIONS AND READ.)

- ___ 2. (IA) I do not know whether the person being investigated is included **OR**
___ 2. (FE) I do not know the order of the photos.
___ 3. Even if you identify someone during this procedure, I will continue to show
you all photos in the series.
___ 4. Keep in mind that a photo may be an old one. Some things, like hair styles,
can be changed, and skin colors may look slightly different in photographs.
___ 5. You should not feel you have to make an identification. It is just as
important to clear innocent persons as it is to identify the guilty. Whether or
not you identify someone, the investigation will continue.
___ 6. You will see only one photo at a time. They are not in any particular order.
Take as much time as you need to look at each one. You should avoid
discussing this procedure or the results with any other potential witness in
the case.

Please initial here if you understand these instructions. _____

(WITNESS TO INITIAL)

TO BE COMPLETED BY WITNESS AFTER PHOTO DISPLAY:

The sequential photo lineup I was shown consisted of _____ photos.

☐ I am unable to select any photo as being the person(s) who _____.

☐ I have selected photo(s) # _____ as the person who _____.

(IF SELECTION MADE) How certain are you of your identification?

_____ Date: _____ Time: _____

Witness signature

(Have witness sign and date any photo picked and attach to this report.)

SEQUENTIAL PHOTO DISPLAY FORM
(Administrator Side)

C.N. _____ **Witness:** _____ **Lineup ID #** _____

Administrator ☐ does ☐ does not know identity of suspect.

Instructions to administrator (READ BEFORE SHOWING PHOTO DISPLAY):

A sequential photo lineup must either be presented by an *independent administrator* [IA] (a person who does *not* know the identity of the suspect) or, if unavailable, a *functional equivalent* [FE] method must be used. Functional equivalent means (1) that the administrator cannot see and does not know the order of the photos and (2) that the witness knows the administrator does not know the order. Before beginning the photo display, determine which of these two methods is used (IA or FE), select the appropriate instruction # 2 and cross out the inapplicable # 2.

Fill out the case information on the top of the form. Read instructions on reverse side to witness and have witness initial at end. Show photos one at a time. Only one photo at a time may be visible. As each photo is displayed, ask "Is this the person who [insert crime]?" If yes, ask, "How certain are you of your identification?" Even if identification is made, continue showing remaining photos. After all photos have been displayed, repeat display ONLY if witness requests it. In any repeat, ALL photos must be displayed in the same sequence, even if the witness only requests to see a particular photo or photos again.

Ask witness to complete witness portion of the form and sign it. If any selection is made, have the witness sign and date the photo (or photos) selected. The photo display used must be preserved. (Attach copy to this form.) BE CAREFUL NOT TO PROVIDE ANY FEEDBACK TO WITNESS ON EITHER IDENTIFICATION OR NON-IDENTIFICATION.

After witness has completed witness portion of the form, complete administrator portion of the form. This includes asking the certainty question, administrator observations and number of times display was shown. Departmental policy may also require a standard supplementary report.

To be completed during and after photo display:

Comments made by the witness to any photograph during the photo display (note photo #):

(If identification made) How certain are you of your identification?

Additional observations by administrator (e.g., any physical response or other comments by witness):

Sequential lineup was shown ☐ once / _____ times

_____ Date: _____ Time: _____

Administrator's signature

Have witness complete front side. Attach copy of photo display used. Have witness sign and date any photo picked.

