

Rules and Procedures

Rule 313

June 19, 1995

Rule 313 - PROCEDURES FOR IDENTIFICATION UNIT

This rule is issued to establish Department policy and procedures for the Identification Unit of the Technical Services Division. It is effective immediately, superseding all previously issued Rules, Orders, Memorandums, Bulletins or directives concerning the scope of the Identification Unit's duties and responsibilities.

Sec. 1 General Considerations: Because of the important functions which are performed by the Identification Unit, it is imperative that the procedures and the capabilities of the Unit should be known to all Department personnel. Video and still photographs of crime and serious accident scenes and latent fingerprints which may be discovered at crime scenes are only some of the technical capabilities of this Unit. Identifying criminals, amnesia victims, unknown deceased persons, et al, is another facet of this Unit's responsibilities. The Unit also maintains the Integrated Identification Imaging System, a computerized photographic imaging, fingerprinting and criminal record keeping system of persons who have been arrested.

Sec. 2 Capabilities of the Identification Unit

A. Photography

1. Color photographs in major cases.
2. Color photographs in rape, A & B and other serious cases.
3. Polaroid black and white and color.
4. Layout and preparation of photographic evidence for court.
5. Processing of all black and white still film and Color c-41 process film (35 MM and 120 MM).
6. Preparation of Department Identification Cards.
7. Maintaining the Integrated Identification Imaging System and assisting Department personnel and victims in identifying persons accused of committing crimes.
8. Viewing and converting VHS and 8 MM Video images to Polaroid prints.

B. Fingerprints

1. Amnesia victims.
2. Dead bodies, homicides or unknown.
3. Elimination prints (crime scene) for homicides or other major cases.
4. Crime scene search and development of latent prints for homicides or other major cases.
5. Identification of subjects by fingerprints.
6. Preparation of fingerprint exhibits for court.
7. Collection and/or analysis of physical evidence pertaining to fingerprints for homicides or other major cases (in exceptional cases federal agencies will be contacted for assistance, i.e., FBI Laboratory, et al).
8. Examination of latent prints submitted to the Latent Print Section of the Identification Unit, using computerized enhancement and submission to the State Police computer if the latent print is judged by Department latent print experts as being identifiable.

Sec. 3 Procedures for Identification Unit

A. Prisoner Identification and Records Processing Procedures

In accordance with the provisions of Rule 318, Prisoners, every person arrested, for any cause, shall be taken at once to the District station house covering the District within which such person was arrested where they shall be booked, fingerprinted and photographed using the Integrated Identification Imaging System. In addition to being processed using the Integrated Identification Imaging System, all suspects arrested for homicide, rape and other serious offenses, as determined by the Duty Supervisor, shall be transported to the Identification Unit where a set of inked major case prints will be taken.

Only sworn personnel who have been trained in the use of the Integrated Identification Imaging System may book prisoners or be designated as booking officers. In addition, no person may operate an Integrated Identification Imaging System terminal unless they have been trained in its use and are properly logged onto the system. Duty Supervisors and designated Booking Officers are responsible for properly logging on and off the system to prevent unauthorized personnel from accessing it.

Arresting officers, regardless of whether or not they have been so trained, shall not serve as the booking officer for their own prisoner(s).

The Identification Unit shall be responsible for ensuring the quality of all prisoner photographs (mugshots) and fingerprint images entered into the Integrated Identification Imaging System by

the District booking officers and received at the Identification Unit on one of the several computer workstations dedicated to booking verification.

Identification Unit personnel shall be responsible for quality control by ensuring that District booking officers enter clear photographs and readable fingerprint images into the Integrated Identification Imaging System. Identification Unit personnel shall also be responsible for classifying fingerprints and sending a confirmation message to the District booking officer once such classification and verification has been completed. However, Identification Unit personnel shall not classify or verify a booking until the entire file has been accepted.

Identification Unit personnel assigned to booking verification shall ensure that:

1. Photographic images are clear;
2. Fingerprints are clear and readable;
3. Information received is full and complete (i.e., race and sex match photo image, reported tattoos or scars are photographed, etc.);
4. Unacceptable or incomplete records are rejected and the appropriate District station notified electronically in order that corrections may be made;
5. Booking records, once accepted, are classified and checked against the central computer database in an attempt to identify the arrested person;
6. Upon completion of the classification and verification process, enter the appropriate information in the booking record and send a computer confirmation message to the District station for disposition.

In addition, Identification Unit personnel shall notify the District booking officer (by both telephone and computer confirmation) of any "Master Name" on file for the offender.

Upon receiving such notification, District booking officers shall print an updated copy of the Arrest Booking Sheet and destroy all copies of the Arrest Booking Sheet that do not have the "Master Name" on it. District booking officers shall ensure that arresting officers are given an updated copy of the Arrest Booking Sheet.

Delayed Prisoner Processing Procedures: In the event the Integrated Identification Imaging System central database is down for service or communication links with the District booking stations are not functioning and the system cannot be brought back on line within a reasonable period of time, the following procedures shall be in effect:

1. All booking information will be temporarily stored locally on the booking District's hard drive until such time as communication with the central database has been restored and the information can be transferred (uploaded).
2. Hard copies of the booking information (photographs and fingerprints) shall be printed out at the District and hand-carried to the Identification Unit where they shall be verified by Identification Unit personnel.

Bail Considerations: No prisoner arrested for a felony or for a violation of M.G.L. c. 209A shall be considered eligible for bail until their booking information has been accepted and their identity has been verified by the Identification Unit. All other prisoners are eligible for bail as soon as Identification Unit personnel determine the fingerprints are readable, photographic images are clear and their booking information is full and complete.

B. Photography

1. In all cases, District detectives, investigating officers, or patrol supervisors will be available to properly direct technicians to areas and items that are involved in the crime and which should be photographed.
2. The Identification Unit is to be called for the services of a photographer in the case of Department vehicles involved in accidents in all cases where, based on the seriousness of the accident, a Patrol Supervisor determines such a need exists.
3. If a Department vehicle is involved in an accident in which a death or serious injury may result, the Identification Unit shall be notified and all vehicles are to remain at the scene pending arrival of photographers.
4. Persons that are victims of a crime (A & B, rape, etc.) who are to be photographed should be photographed at the District by the District detectives. If the District detectives are unable to take appropriate photographs, victims shall be accompanied to the Identification Unit by District detectives or police officers and are not to be sent on their own. If not accompanied, the services of the Photographic Unit will not be provided.
5. All explosive devices will be photographed by Department photographers prior to disposal, if this can be done in safety and under the direction of a Bomb Squad Supervisor.
6. All requests for photographic services shall be entered both into a log at the Identification Unit and into a computerized record of all such requests.
7. Color film will be processed once a day only. Any item received for processing after the start of color runs will be held for processing in the next day's work.

8. In the case of homicides or other serious crimes, the area or building shall, whenever possible, be cordoned off or closed to all but necessary personnel, such as investigators, until the completion of photographic and fingerprint services are completed. This will greatly enhance the investigation and provide the investigators with an unchanged view of the scene.

C. Mass Arrest and Prosecution Procedures

In incidents in which large numbers of arrests are necessitated, the following Mass Arrest and Prosecution Procedures will be implemented and followed consistent with the peculiarities of the particular incident.

After a staging area has been established in accordance with [Department Rule 200](#), Critical Incident Management, the Department photographers, formed into teams, will have the responsibility of taking photographs. The photographers will take both the badge number of the arresting officer and the name of the prisoner, where possible, on a pre-numbered sheet in the proper sequence as the pictures are taken. The arresting officer should always search the prisoner at the scene of the arrest. Whenever drugs or dangerous weapons or other contraband are found, the arresting officer should hold up these articles so as to be included in the arrest film. The photography team will remain at the arrest scene after the wagons are dispatched to the detention facility. A superior officer will be directing the film processing of multiple arrests.

Meanwhile, at the detention facility, a photography team will film the booking process with polaroid cameras. A fingerprint technician will then take a flat impression of one hand of the prisoner on a ten print card and staple the card to the polaroid picture. Both the picture and the ten print card with the flat print impression will be attached to the booking arrest form.

In court, the prosecuting officer must be able to locate and identify cases by means of associating pictures taken both at the scene of the arrest and at the detention facility. It will be the respective responsibility of the photography teams at both locations to coordinate their efforts in assisting the prosecuting officer.

Photographers at the arrest scene must arrange for their photographs to be correlated with the corresponding arrest form, with the polaroid picture attached, for presentation in court. Further, a fingerprint technician from the Identification Unit must be present in court in the event the technician is called upon to confirm the prints of the prisoner, when the latter denies the charge against him.

Arrangements will be made by the Commander, Technical Services Division to have sufficient officers present at the detention facility, especially booking officers, in order to safely process the prisoners and carry out a thorough searching operation. Lieutenants, sergeants and other sworn personnel in the District where the detention facility is located can be used for the booking process. If this should not prove expedient, other Districts will be called upon to provide the necessary personnel.

