

**SILVER BAY POLICE DEPARTMENT
SEQUENTIAL PHOTO DISPLAY FORM
(Witness Side)**

IR: _____ **ARRAY ID#** _____ **DATE/TIME:** _____

WITNESS: _____ **DOB** _____

OFFICER ASSIGNED _____ **ADMINISTRATOR:** _____

READ TO WITNESS BEFORE PHOTO DISPLAY:

___ 1. You will be asked to look at a series of photographs. The suspect may or may not be present in the identification procedure.

(SELECT ONE OF THESE OPTIONS AND READ.)

- ___ 2a. **(IA)** I don't know whether the person being investigated is included in this series **OR;**
___ 2b. **(FE)** I don't know the order of the photographs.
___ 3. Sometimes a person may look different in a photograph than in real life because of different hairstyles, facial hair, glasses, a hat, or other changes in appearance. Keep in mind that how a photograph was taken or developed may make a person's complexion look lighter or darker than in real life.
___ 4. You should not feel that you have to make an identification. It is just as important to clear innocent persons from suspicion as it is to identify guilty parties. Regardless of whether you make an identification, we will continue to investigate the incident.
___ 5. You will only see one photo at a time. The photographs are not configured in any particular order. Take as much time as you need to look at each photograph. If you make an identification, I would still ask that you view any photographs that remain in the photo line-up array.
___ 6. Since this is an ongoing investigation, you should not discuss the identification procedures or results.
___ 7. If you do identify someone, I will ask you to describe in your own words how certain you are.

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.)

**SILVER BAY POLICE DEPARTMENT
SEQUENTIAL PHOTO DISPLAY FORM
(Administrator Side)**

IR: _____ **WITNESS:** _____ **ARRAY 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.