

Line-up Form Information Sheet

Complaint or Case Report #: _____ Crime Committed: _____

Crime Date & Location: _____

Line-up Date _____

Location of Line-up: _____

Witness' Name: _____

Was Witness Transported? Yes: _____ No: _____

Transport Officer: _____ Rank: _____ Command: _____ ID #: _____

Case Officer: _____ Rank: _____ Command: _____ ID #: _____

Suspect's Name: _____ DOB: _____

Line-up Administrator: _____ Rank: _____ Command: _____ ID #: _____

Security Officer: _____ Rank: _____ Command: _____ ID #: _____

Supervisor Present: _____ Rank: _____ Command: _____ ID #: _____

Assistant District Attorney Present? Yes No

Name of ADA _____ Telephone # _____

Interpreter Present: Yes No Name: _____

Who selected the suspect's position? _____

Line-up Members

Name	Number Held	Position	Age	Height	Weight
1					
2					
3					
4					
5					
6					

Line-up Form

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Defense Counsel Sheet

Suspect's Attorney Present? Yes No

Defense Attorney: _____ Telephone: _____

- The Defense Attorney was instructed **not** to speak while in the viewing room with the witness. Yes No
- If Defense Attorney makes requests about the line-up, record the request and whether the request was agreed to or refused :

1. Request: _____

Agreed _____ Refused _____

Reason for Refusal _____

2. Request: _____

Agreed _____ Refused _____

Reason for Refusal _____

3. Request: _____

Agreed _____ Refused _____

Reason for Refusal _____

Line-up Form

Instructions to the Witness

Witness Name: _____

**LINE-UP ADMINISTRATOR MUST READ THE FOLLOWING TO THE WITNESS
PRIOR TO VIEWING THE LINE-UP**

- As part of our on-going investigation into a crime that occurred at _____ (*location*) on _____ (*date*) you are about to view a line-up.
(*Use similarly neutral language to invite witness to the identification procedure.*)
- You will look through a one-way mirror and see six people in the line-up. They will not be able to see you.
- There will be a number associated with each person on the other side of the mirror.
- Take whatever time you want to view the line-up.
- The perpetrator may or may not be among the six people in the line-up.
- Do not assume I know who the perpetrator is.
- Do not look to me or anyone else in the room for guidance during the procedure.
- Individuals presented in the line-up may not appear exactly as they did on the date of the incident because features, such as head and facial hair, are subject to change.
- After you have had an opportunity to view the line-up I will ask you the following three questions:
 1. Do you recognize anyone?
 2. If you do, what is the number of the person you recognize?
 3. From where do you recognize the person?
- I may ask you follow-up questions.
- After the identification procedure is concluded, do not discuss with other witnesses what was said or observed during this identification procedure.

WITNESS MUST INITIAL:

The above instructions have been read to me: _____ (initials). Date: _____

Line-up Form

Running the Line-up and Results

Instructions for Administrator When Entering the Viewing Room:

- Remain neutral. Do not comment on the identification before, during or after the identification procedure.
- Take a photograph of the line-up composition. Preserve the photograph and have the witness sign the photo, if possible.
- Take the witness into the viewing room.
- So as not to distract the witness, do not comment during the identification procedure.
- Introduce by name all individuals present in the viewing room to the witness.
- Tell the witness when the identification procedure will begin, e.g., “You will now look through the one way mirror.”
- If there is a need to have a line-up member speak, move, change clothing, or some other activity, then all the line-up members must do the same activity.
- While the witness is viewing the line-up, you should stand out of the witness’ line of sight, while still being in a position to observe the witness.

AFTER THE WITNESS HAS VIEWED THE ARRAY ASK THESE QUESTIONS AND RECORD THEIR ANSWERS AS SPOKEN:

- Did you recognize anyone in the line-up?: _____
- What is the number of the person that you recognize? _____
- From where do you recognize that person? _____

Record the words and gestures made by the witness:

If the Witness Gives a Vague Answer (for example: I think it is...” or “It might be...”)

Then say the following: **You said**____(*insert witness’ words, e.g. “I think it is...”*), **what do you mean by that?** Record the witness’ answer: _____

Date: _____ Time: _____ Witness Signature: _____

FINAL INSTRUCTION TO WITNESS: *Do not discuss with any other witness what you observed or said during this identification procedure.*