

Photo Array Form

CASE INFORMATION AND WITNESS INSTRUCTIONS

Complaint Report # _____ Crime Date & Location: _____

Photo Array Date _____ Time _____ Location: _____

Crime Committed: _____ Witness' Name: _____

Was Witness Transported? Yes: _____ No: _____

Transporting Officer: _____

Rank _____ Command _____ ID # _____

Photo Array Administrator: _____

Rank _____ Command _____ ID # _____

READ THE FOLLOWING TO THE WITNESS *PRIOR* TO SHOWING THE PHOTO ARRAY

- As part of the ongoing investigation into a crime that occurred on (*date*) at (*location*) you will view a photo array. (*Use similarly neutral language to invite witness to the id procedure.*)
- It consists of six photographs of individuals. Each photograph has a number underneath the photograph.
- Take whatever time you want to view the photo array.
- The perpetrator may or may not be among the pictures.
- Do not assume that 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 photo array 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.
- Photographs may not always depict the true complexion of a person; it may be lighter or darker than shown in the photo.
- Pay no attention to any markings that may appear on the photos, or any other difference in the type or style of the photographs.
- Do not discuss with other witnesses what you see, say or do during this procedure.
- After you have had an opportunity to view the photo array 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.

WITNESS MUST INITIAL:

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

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SHOWING THE PHOTO ARRAY

Witness: _____ Administrator: _____

Interpreter or Other Officers, if any: _____

Instructions to the Administrator Showing the Photo Array:

- Remain neutral. Do not comment on the identification before, during or after the identification procedure.
- Provide the photo array in an envelope or folder when handing it to the witness.
- Stand out of the witness' line of sight, where practical, but still observe the witness as the witness views the photo array.
- So as not to distract the witness, do not comment during the identification procedure.

AFTER THE WITNESS HAS VIEWED THE ARRAY, ASK THESE QUESTIONS:

- Did you recognize anyone in the photo array? _____
- If so, what is the number of the person that you recognize? _____
- From where do you recognize that person? _____

Record words and gestures of 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.*

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Information Sheet

***THIS PAGE OF THE FORM MUST NOT BE SHOWN
TO THE WITNESS***

ADMINISTRATOR TO FILL OUT THE AREA BELOW

The photo array:

- The original photo array MUST be preserved.
- Attach a copy of the photo array to this form and provide the information below, if available.

Position	Name	NYSID #	Date of Photo
1			
2			
3			
4			
5			
6			

Suspect's Name: _____ DOB: _____

Suspect's Position in the Photo Array: _____

Was Any Photo Altered? Yes: _____ No: _____

If yes, which photo? _____

Describe alteration: _____

Comments:

_____ Date: _____

Signature of Administrator