

## 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

## 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: \_\_\_\_\_

<b>LINE-UP ADMINISTRATOR MUST READ THE FOLLOWING TO THE WITNESS <u>PRIOR</u> TO VIEWING THE LINE-UP</b>
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- 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.

<b>WITNESS MUST INITIAL:</b>
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The above instructions have been read to me: _____ (initials). Date: _____
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# 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:

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**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: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

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