### CASE INFORMATION AND WITNESS INSTRUCTIONS

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complaint Report #</td>
<td>Crime Date &amp; Location:</td>
</tr>
<tr>
<td>Photo Array Date</td>
<td>Time</td>
</tr>
<tr>
<td>Crime Committed</td>
<td>Witness’ Name:</td>
</tr>
<tr>
<td>Was Witness Transported? Yes:</td>
<td>No:</td>
</tr>
<tr>
<td>Transporting Officer:</td>
<td>Rank Command ID #</td>
</tr>
<tr>
<td>Photo Array Administrator:</td>
<td>Rank Command ID #</td>
</tr>
</tbody>
</table>

#### 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>The above instructions have been read to me:</td>
<td>(initials) Date:</td>
</tr>
</tbody>
</table>

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### Photo Array Form

#### 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.*
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.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>NYSID #</th>
<th>Date of Photo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>6</td>
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</tr>
</tbody>
</table>

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