



## **8100 IDENTIFICATION**

### **8110 SERVICES** (Revised January 8, 2009)

Services for the Identification Section are broken down into the following categories:

- Field Services
- Photography (DIMS)
- Fingerprints (field and laboratory processing)
- Fingerprinting and AZAFIS
- In-house Services
- Mapping

#### **8111 Field Services**

Field services include any request for service involving the Crime Scene Unit. Such services include traffic or crime scene response, subject fingerprinting and identification, and any other services offered by the Identification Section outside the main office. These services are available 24 hours a day.

##### **8111.1 Authorization**

A Commander, sergeant or detective must approve all requests for field services before a request is made through TPD Communications. Criteria for determining the need for ID services include, but are not limited to, the following:

- Scenes involving shoeprints, tire tracks, latent prints, tool marks or any injuries requiring enlargement and 1:1 scale reference.
- Scenes requiring photographs of physical abuse injuries.
- Serious crimes which may produce physical evidence of value, such as homicides, sexual assaults, arsons, and robberies.
- Crimes involving the collection of trace evidence, such as blood, hair, DNA, biological evidence, paint and fibers.
- Scenes involving the need for special lighting and photography techniques.
- Scenes involving latent processing on surfaces not always conducive to the standard brush and powder methods (i.e. rough areas, human skin, and any items of question).
- Scenes involving the use of chemistry and equipment carried only by the Crime Scene Unit.

##### **8111.2 Procedures**

All requests for field services shall be made through TPD Communications. The ID superintendent must approve requests for services involving an outside agency, other than the Tucson Fire Department. Overtime involving a member of the ID Section can only be approved through the ID superintendent or a Crime Scene Specialist supervisor.



Calls for service are dispatched on a "first come, first serve" basis, unless it is necessary to prioritize them using the following criteria:

1. Loss of evidence.
2. Flow of traffic.
3. People vs. property crime, with crimes against people taking precedence.

A Commander, ID superintendent, or a Crime Scene Unit shift supervisor (Crime Scene Specialist supervisor) can reprioritize calls. The CSS can make this decision if they determine that response to a higher priority call is warranted. In the event that a CSS changes the priority, the ID superintendent will be notified.

An officer/detective will stand by at all times when the Crime Scene Unit is present, unless cleared by the Crime Scene Specialist. All scenes will remain secure until the arrival of the Crime Scene Unit, unless adverse conditions require evidence be protected prior to their arrival. Sworn personnel will be in charge of the scene and/or investigation, with the Crime Scene Specialist providing technical forensic support only.

Any evidence collected by a member of the Crime Scene Unit will be transported by the collector and secured according to proper procedures. This will be limited to digital/photographic images, latent prints, trace evidence, or evidence requiring specialized training for removal and packaging. All other evidence will be collected by the officer/detective for transport to an evidence storage area. However, due to unforeseen circumstances or the possible loss of evidence, this will be left to the discretion of the Crime Scene Specialist.

If no requests are made for a Crime Scene Specialist to process the scene, it will be the responsibility of the investigating officer to ensure that the scene is processed for all possible evidence, and the proper steps for its documentation, preservation and submission are taken.

### **8111.3 Mapping**

Crime scenes, other than traffic, requiring a detailed map will be done by the Crime Scene Unit (CSU). Homicides are currently the only major crime scene mapped by the CSU, but other scenes may be mapped with approval from the ID superintendent. A CSU mapping team will include no less than two (2) Crime Scene Specialists, with no more than three (3) Crime Scene Specialists. All mapping requests must be approved by the ID superintendent or a Crime Scene Specialist supervisor.

## **8120 PHOTOGRAPHY**

### **8121 Field Cameras**

The ID Section will train sworn and non-sworn department personnel in equipment and techniques for using digital field cameras, and use of the Digital Imaging Management System (DIMS). Field personnel will have access to field cameras for photographing scenes in which ID is not responding. The settings on field cameras are programmed by the ID Section, and shall not



be changed for any reason; images taken with a field camera shall include a case identifier at both the beginning and the end of the series of images. Members will record specific information pertaining to the images taken in their case report.

#### **8122 Crime Scene Photography**

Only cameras issued by the ID Section shall be used. The settings on these cameras are programmed by ID and shall not be changed.

- All cases shall have an identifier (slate) at the beginning and end of the images taken.
- All case images taken, regardless of quality, shall be downloaded into DIMS. At no time shall any images be deleted.
- No "personal" images shall be taken using department equipment.
- No official images shall be kept "locally" for any reason.
- At no time shall department members access image files (browse) in cases they are not connected with.
- Other than secure repository images (intelligence files); no member may print pictures or produce CDs. The ID Section Photolab is the only provider of "official" department images.
- Any images taken on an unauthorized camera shall have the memory medium packaged and placed into evidence. These images shall not be transferred into DIMS, and shall not be available for on-line viewing.
- Team cameras shall not be used to photograph any evidence requiring forensic comparison by the crime lab.
- All case images shall be downloaded during, or at the end of the member's shift.
- ID section personnel shall train all camera operators.
- The ID section shall administer DIMS security levels.
- No outside lab shall be used unless it is deemed necessary by the ID section photo lab.
- Any photographs, polaroid's, film or negatives recovered at a crime scene are to be considered evidence. These items shall be packaged and turned into the Evidence Section.
- All field cameras not functioning properly must be taken to the ID section for evaluation and possible repair.
- Correction requests on DIMS cases may be sent electronically via GroupWise to TPDDIMS.

#### **8123 Requests for Photographs**

Requests for CDs and photographs will be made using DIMS. Priority requests need the approval of the requestor's supervisor and are to be sent to the ID superintendent or Crime Scene Specialist supervisor via GroupWise or memorandum.

#### **8124 Requests for Mugshots**

Requests for mugshots may be made electronically via GroupWise to TPDMUGS and should include the subject's name, date of birth, case number, and mug number. Requests may also be made on a *Mug Download Request* form (Share Drive/Forms). Priority requests need the



approval of the requestor's supervisor and are to be sent to the ID superintendent or Crime Scene Specialist supervisor via GroupWise or memorandum.

Members are encouraged to use the Electronic Video Identification System (ELVIS) whenever possible. Members have access to all department arrests through ELVIS, and can access state and MVD mug/drivers license photos if authorized. To request access, the *MVDACCESSFORM* (Share Drive/Forms) is completed electronically and sent to the ID superintendent.

#### **8125 Public Requests for Photographs and Mugshots**

The public may order photographs and mugshots if authorized. Ordering must be done on company letterhead or request form, court order, or subpoena. Individuals or companies must request photographs and mugshots by using the *ID Section Photograph/Mugshot Order Form (TPD674)*, available at both the main ID facility and their office in Operations Division Midtown. Payment for all photographs or mugshots must be made in advance.

### **8130 FINGERPRINTS**

#### **8131 Fingerprints in the Field**

Officers will attend a fingerprint class during basic training at SALETC. All field personnel will be issued a fingerprint kit containing a brush and conventional powder. Members may carry magnetic powder in addition to the conventional powder. These are the only methods authorized for fingerprint processing in the field. All other methods of fingerprint processing will be done by Crime Scene Specialists.

Members processing for latent prints in the field will ensure that evidence is not contaminated with their own fingerprints or by other contaminants. All latent prints, regardless of quality, will be marked in accordance to department guidelines, and turned into evidence in a latent envelope (*TPD1054*) with a BEAST label by the end of the member's shift. No other evidence will be turned in using this envelope. Guns will not be processed in the field for latents or DNA, but turned into Evidence for processing at a later date by the ID Section Latent Processing Lab.

#### **8132 Biological Evidence Collection**

Any items that have suspected blood or DNA (such as a rock or piece of paper) that can be transported by field personnel to the Evidence Section do not require a Crime Scene Specialist. Items that cannot be transported to Evidence, or require forensic collection of blood or DNA (such as swabbing or trace collection techniques) in the field can only be done by trained Crime Scene Specialists or other trained and authorized personnel.

#### **8133 Fingerprint Processing and Requests**

Items containing latent print impressions left in dust, blood, or surfaces exhibiting raised latent prints require photographing by a Crime Scene Specialist. Crime Scene Specialists may be called to a scene to process it for latent prints if the scene requires more technical processing than can be accomplished by patrol units. If it is determined that the evidence would be better



processed in the ID Section Latent Processing Lab, the items shall be collected, packaged, and placed into evidence.

Requests to have evidence processed for latent fingerprints must be made using the IDLOG program. Priority requests need the approval of the requestor's supervisor and are to be sent to the ID Superintendent or dayshift Crime Scene Specialist Supervisor via GroupWise or memorandum.

#### **8134 Fingerprinting Subjects**

When in need of subject identification through fingerprints, officers/detectives shall contact Communications prior to transporting the subject to the ID Section at headquarters to determine if ID personnel are available. Other than taking fingerprints of a hospitalized or deceased John/Jane Doe for identification purposes, subjects will not be fingerprinted in the field. A TPD case number must be given before any services are rendered.

All subjects, under arrest and brought into ID at Headquarters, will be shackled in the ID waiting area and searched prior to being fingerprinted. Adult and juvenile arrestees will not be placed in the waiting area or fingerprint room at the same time. At no time will a subject be left unattended by an officer/detective when in the waiting area or fingerprint room. An officer/detective must be present when services are needed reference a victim or voluntary ID. Officers/detectives will not place members of the ID section in situations that may jeopardize their personal safety.

Subjects may be brought into the ID section at headquarters voluntarily to obtain a set of fingerprints and a mugshot. The taking of major case prints (i.e. finger joints, tips, sides, etc.) will not be done unless requested by the Crime Laboratory Latent Print Unit or prior approval has been given by the ID superintendent or Crime Scene Specialist supervisor.

At no time will arrestees be taken to the ID section office in EPIC at 945 E. Ohio.

#### **8135 Arizona Automated Fingerprint Identification System (AZAFIS)**

Only certified operators with the Tucson Police Department will have access to AZAFIS. The AFIS unit will process all arrests made by the department through AZAFIS if tenprints are available. All individuals brought into the ID section for fingerprinting, except crime victims or subjects manually verified by fingerprints, will have their fingerprints processed through AZAFIS. No outside agency request for AZAFIS will be done without the approval of the ID superintendent or Crime Scene Specialist supervisor.

### **8140 OTHER IDENTIFICATION SERVICES**

#### **8141 Mug Photos**

TPD arrest photos are downloaded from the Pima County Sheriff's Department and entered in the Electronic Video Identification System (ELVIS). If the requested download is not a TPD arrest, a temporary mug number will be assigned. The county is responsible for creating an identifying "name number" to associate with each arrest photo filed with their department. Arrest photos and



fingerprinting will generally take place as part of the booking process at the Pima County Jail. All TPD arrest photos entered into ELVIS will have a "mug number" assigned by the ID Section. Mug numbers can only be issued with verification of rolled fingerprints. If fingerprints cannot be verified, a temporary mug number will be issued for ELVIS entry. Mug numbers, if known at the time of booking, will be included on the *Arrest Information* sheets.

Only TPD employees will have access to the ELVIS system. Law enforcement personnel from an outside agency, in need of a mug photo or line-up, must have a member of TPD operate the system. No outside agency arrest photos will be downloaded without the approval of the ID Superintendent or Crime Scene Specialist supervisor and the originating agency. Mugshots or other ID type pictures scanned into the ELVIS system may have drapes added, jewelry removed, and backgrounds changed, but at no point may alterations be made to the subject's physical features. ID Section personnel will not create line-ups

#### **8142 Other Identification**

Subjects may also be referred to the ID section for the purpose of obtaining a set of fingerprints for personal reasons or by court order. This type of fingerprinting is done on Tuesday and Thursday only, from 0800-1500 at the Midtown Substation. Applicants for this type of fingerprinting must provide the fingerprint card and have a valid picture ID. There is a fee for this service.

Court-ordered fingerprinting related to criminal cases is considered an arrest, and an officer/detective must be present to process the subject. Court ordered fingerprinting is only done at Headquarters, and the request must be made through communications or arrangements must be made by calling the ID section in advance.

Subjects arrested under ARS 41-1750 for any felony, domestic violence, driving under the influence or any sex offense and issued a TPD Form 3200 (Mandatory Fingerprinting), must report to the Midtown Substation within seven (7) days of arrest. This type of fingerprinting is done on Tuesday and Thursday only, from 0800-1500.

#### **8143 Community Relations Photos**

All requests for public relation assignments will be made through the ID superintendent or dayshift Crime Scene Specialist supervisor. Requests shall be submitted on a *Special Event Request Form* (Share Drive/Forms). These requests can include promotions, awards, public service and internal needs for photographic services.

#### **8144 ID Section – Office Information**

The ID Section is classified as a secure area, and all persons entering the section shall be escorted by a member of the section at all times.