



Identification (ID) Policy

Policy

1. Introduction

1.1 To set out Surrey Police's position on the handling of Identification Procedures.

1. Statement

2.1 Surrey Police will comply with legislation relating to identification procedures as dictated by the [Police and Criminal Evidence Act 1984](#), [Human Rights Act 1998](#), other associated legislation and as described in the [College of Policing Approved Professional Practice Guidance on Detention & Custody](#) .

2.2 Compliance will be monitored through local and central quality control. Surrey Police will work with the College of Policing and the National Police Chiefs' Council (NPCC, formerly ACPO) to ensure that best practice is collected and disseminated.

Procedure

1. Introduction

1.1. An identification procedure must be held whenever:

1.2. A witness has identified suspect or purported to have identified a suspect prior to any formal procedures being held or,

1.3. There is a witness available who expresses an ability to identify a suspect or there is a reasonable chance they will be able to identify a suspect or,

1.4. The suspect disputes being the person the witness says they have seen.

2. An identification procedure is not required:

2.1. When it is not practicable,

2.2 When it would serve no useful purpose in proving or disproving the suspect committed the offence, for example, it is not disputed that the suspect is already well

known to the **witness** who claims to have seen them commit the crime or forensic evidence obtained from scene,

2.3 If the witness could describe clothing only or would not be able to recognize the suspect again.

3. Suspect Not Known

3.1 The following identification procedures are available to use when a suspect is not known:

3.2 Street identification – when a witness can be taken to a particular location to see whether an identification of a suspect can be made.

3.3 Showing photographs to a witness.

3.4 Showing video footage or photographs of an incident to a witness

3.5 Using facial imaging techniques which may include artists impressions, composites and electronic facial imaging technique (E-fit)

4. Suspect Known

4.1 A known suspect is someone who the Police have sufficient information to justify an arrest of that particular person as a suspect in that offence. Where a suspect is known and the witness is available to take part in an identification parade, the identification procedures should be used in the following sequence:

4.2 Formal identification parade (An 'identification parade' is when the eyewitness sees the suspect in a line of others who resemble the suspect.)

4.3 A video identification parade

4.4 A confrontation.

4.5 Surrey's default method of ID will be video identification parades. Consideration can be given to alternate methods of ID upon discussion between ID Officer and OIC.

5. Requesting an ID Parade

5.1. The ID Unit in Surrey are based at Woking and currently have viewing rooms for witnesses at Woking, Staines, and Wray Park.

Their operating hours are:

Monday to Thursday 0800 – 2200 hours

Friday 0800 – 2000 hours and

Saturday and Sunday 0800 – 1800 hours.

5.2. The ID Unit use an Identification Software package called Promat. Promat or its upgrade Promaps is used in 29 Forces where consented suspect captures are uploaded to a national gallery and made available to other Promat forces. The Team have capability to obscure identifying marks on suspects to ensure uniformity in the parade. Every effort should be made to ensure the capture is completed to an appropriate standard at source to minimize the necessity to conduct edits.

5.3. Where any of the above criteria are met for a 'known suspect', the officer in the case will need to prepare a 'Notice to Suspect' form and request an officer **not** connected to the investigation to serve the paperwork on the suspect. This can be either in custody or as a VA. One copy of the notice is to be retained by the Suspect and the other is sent electronically to the ID Unit which must be followed by the hard copy.

5.4. This notice must include the witness's first description which has been recorded. No witness may take part in an ID parade without first having provided a first description.

Please note; if the suspect is under the age of 18, parental consent must be obtained, and this can be over the phone.

5.5. In the event that the suspect declines to take part in the voluntary process, the ID Unit can still progress with an ID Parade using covert images instead. Please note, this process does take longer to complete. The ID Unit will **NOT** use custody images of suspects from Niche as distractors to minimize witness recognition of

local persons and to ensure no image due for destruction is used before this occurs. i.e. a NFA'd suspect.

5.6. Where the ID procedure is required as part of the evidential package to charge and remand the suspect, The ID unit will need to be notified at the earliest opportunity and the process of serving paperwork and obtaining the capture by custody staff expedited.

5.7. There may be some occasions where there are no suitable volunteers on the software to create a fair and reliable Parade. In these circumstances the ID Unit will reach out to other forces to see if they are able to match the suspect. If there are no suitable images to use in the parade, an identification procedure will not be possible.

5.8. It is the investigator's responsibility to ensure that the defence is aware if there have been any media releases related to the case for the suspect in

question. Copies of the release must be kept, and the suspect or solicitor shall be allowed to view it **BEFORE** an identification procedure.

6. Fast Time ID Request

6.1 Where the suspect is in custody, and an ID Procedure is required in order to secure a charge under the Threshold Test, the following must be followed:

6.2 Early consultation with ID Unit to check availability. The Unit will prioritise procedures in accordance with seriousness of the offence including any prebooked viewings they may have. If required consultation with ID Unit Inspector can be sought to determine which will take priority.

6.3 ID Unit are to be advised how many suspects are involved in the procedure and how many witnesses are available for the viewing to take place.

6.4 Timescales can be provided but are dependent on how quick the ID Capture and Paperwork can be completed and passed to the ID Unit.

6.5 Witness Information Form to be completed and sent to the ID Unit – before this process is followed ensure your witness has availability during the PACE detention clock.

6.6 Custody will send the ID Capture by email to the ID Unit.

6.7 It is the responsibility of the OIC to send the Notice to Suspect form to the ID Unit where, once received, work will begin on creating a video ID parade.

6.8 Before a Parade can be shown to a witness, the suspect and/or their solicitor must be given opportunity to view it. Once agreed the viewing can proceed.

6.9 Either the OIC or the ID Unit will contact the witnesses and arrange for the parade to be shown to them.

Please note, you do not have to wait for interview to serve the paperwork and due to the complexities of putting a parade together the team must be given ample notice.

7. The Unit work on the basis that it will take 4 hours (or more) to complete a parade, edit and viewing with one witness. It is recommended that you consult the ID Unit once, the capture and paperwork has been received as the timings may vary dependent on the case. It will be very unlikely that any request post 1800 hours, Monday to Thursday, post 1600 hours Friday and post 1400 hours on Saturday and Sunday will be completed and shown to a witness. If there are any concerns regarding this at the time of request, this can be raised with the ID Unit and if necessary, with the ID Inspector or in their absence the PACE Inspector.

It is a requirement for all persons under the age of 18, or those that are considered vulnerable, to have an appropriate adult with them for the parade viewing.

8. All other requests

8.1 Slow time ID request. ID Capture to be completed in any of the 3 custody suites and the paperwork forwarded onto the ID Unit. This will be the responsibility of the OIC to arrange for both suspects in and out of custody.

8.2 The ID Unit will create the parade and contact the witness to arrange a suitable date time and location for the viewing to take place. The ID Unit will make every effort to encourage witnesses to take part in the parade.

8.3 The Unit currently have three Viewing Rooms across the county: Woking, Staines and Wray Park. In some exceptional circumstances a home visit can be completed where the victim or witness are particularly vulnerable and/or suffer with mobility issues. This of course is subject to risk assessment on a case-by-case basis. There may also be occasions where OICs may be requested to collect the victim or witness for the viewing to take place.

8.4 E-Fit request - Completion of an E-FIT Application and email to the ID Unit..

8.5 Photo Album - Photo Album Application and email to the ID Unit

9. ID Capture

9.1 Where a suspect is in custody, following service of the Notice to Suspect, a Detention Officer will be assigned to complete the capture.

9.2 The capture will be completed on Promat VidCap.

9.3 The capture will be completed on a green background free from any background distractions.

9.4 The capture will follow the instructions provided without deviation to ensure standardization of all captures once compiled into a parade.

9.5 An entry will be added to the Custody Record indicating the ID capture has been conducted.

9.6 The Detention Officer will complete the relevant parts on the Notice to Suspect and either hand back to the OIC or send via internal post. Please ensure the correct details are linked on the Occurrence and Custody Record.

9.7 The capture goes directly to an ID Unit file location.

10. Post Capture Evidence

10.1 Once the all the viewings have been completed with the victim/witness the ID Unit staff will do the following:

10.2 Upload the Parade folder and associated files to NICE – **please note** these files are only readable with ID Unit software.

10.3 Create a working copy parade disk.

10.4 Upload the exhibit statement for the Parade to Niche

10.5 Upload the victim/witness viewing CCTV to NICE which can be played back.

10.6 Create a working copy DVD of the witness viewing.

10.7 Upload witness viewing booklet and the exhibit statement of the CCTV to Niche. The hard copy paperwork and working copy disks will be sent to the OIC.

10.8 Email the OIC with the results.

10.9 Once an E-Fit is completed the image will be uploaded to Niche with the operator's statement.

10.10 Once a Photo Album is complete, this will be found in Niche with an exhibiting statement.

11 Other

11.1 The ID unit can compile Parades for other forces to conduct witness viewings. When this is required, the ID Unit will create an unencrypted disk that can be sent to the respective ID Unit for them to complete. The OIC will have responsibility for requesting the assistance from the force in question and the safe delivery of the parade.

11.2 If during the course of the investigation additional witnesses come to light, or additional offences that were not included on the original Notice to Suspect then additional paperwork must be completed and served on the suspect or their legal representative. These can be served by anyone including the OIC and it does not need to be done in person.

11.3 In the event that you have a known suspect, but they are 'unavailable' either unreachable through multiple contact attempts or at large awaiting arrest, a covert parade may be possible. Please discuss with the ID Unit.

12 Data Retention of ID Unit Evidence

12.1 The parade files uploaded to Nice Investigate will be considered the 'Master' copy. These files can only be read by ID Unit Software and therefore requests will need to be made to the Unit in the event that copies are required.

12.2 The parade retained on Promat will be considered the 'working' copy and will be retained for a year in line with MOPI rules for digital working copies. This can be subject to review and extended on request. i.e. impending court case

12.3 Both E-Fits and Photo Albums are uploaded to Niche, which is already subjected to a review and retention process within the MOPI Team.

Team Custody