

Chief's Checklist For Eyewitness Identification

Department Policy

- Read the policy carefully to ensure and replace terminology that does not pertain to your department.
- Determine who would supervise a line-up and insert that person's title or rank.
- Insert the name of your department and logo.
- Issue the policy in accordance with department protocol.

Show-up Cards

- Print and laminate show-up cards, OR
- Incorporate the language from the cards into an item carried by all officers such as department notebooks or calendar books.
- Ensure one is issued to every sworn member of the department.

Instruction Documents

- Open each of the three instruction documents (photo array, line-up and voice line-up) and paste the department logo or heading used on departmental forms.
- Electronically save all three to the department's inventory of forms, and stock sufficient paper forms as necessary.

Training

- All police recruits should receive eyewitness identification training in the police academy.
- Send all detectives and other officers who conduct follow-up investigations to formal training on memory and eyewitness identification procedure.
- Conduct in-house training on recall memory and the conducting of show-ups. If patrol officers show photo arrays or are used as blind administrators, include training on these topics as well.
- Review show-up procedures (and photo array and blind administration as needed) once every six months at roll calls.