

# FLORENCE POLICE DEPARTMENT

## GENERAL ORDER

<b>Subject:</b> <p style="text-align: center;"><b>CRIMINAL INVESTIGATIONS</b></p>	<b>Procedure:</b> <p style="text-align: center;">General Order 20.1.1 CALEA 42.1.1</p>	<b>Total Pages:</b> <p style="text-align: center;">15</p>
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 7/17/17 <input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to actively pursue and engage in follow-up investigations into criminal activity, regardless of the offense, and also to comply with all constitutional requirements while conducting criminal investigations.

**II. PURPOSE**

This written order establishes operational and procedural guidelines pertaining to follow-up criminal investigations.

**III. SCOPE**

This written order is applicable to all sworn personnel.

**IV. GENERAL PROVISIONS**

- A. The Criminal Investigations Division is a specialized unit with the responsibility for handling those criminal investigations that require special expertise, or because of their complexity or geographical considerations that do not lend themselves readily to completion by patrol officers.
- B. Procedures to be used in criminal investigations include, but are not limited to:
  - 1. Development of information through witnesses, victims, informants, and other available sources;
  - 2. Interviews and Interrogations;
  - 3. Surveillance;
  - 4. Collection, preservation, and use of physical evidence; and
  - 5. Background investigations.
- C. Duties of investigators include conducting follow-up investigations into the following:
  - 1. Felonious crimes against persons;
  - 2. Felonious crimes against property;
  - 3. Identity crimes;
  - 4. All crimes involving juveniles, both felonious and misdemeanors;

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5. Sex crimes;
6. Missing and Exploited Children;
7. Any major disaster or incident; and/or
8. When an ongoing investigation by a patrol officer reaches the point where the investigator's expertise or flexibility is needed.

**V. ON-CALL SCHEDULE**

- A. Criminal Investigators are assigned 24 hour, on-call duty for a week's period of time on a rotating basis. During this on-call period, the on-call investigator will be required to respond and provide investigative services as needed after normal operating hours.
- B. The on-call investigator may, with the agreement of another off-duty investigator, and the approval of a supervisor, notify Dispatch that he/she will be unavailable and that the other off-duty investigator will handle any call outs.
- C. Dispatch will be notified of the on-call schedule.

**VI. CASE SCREENING SYSTEM:** A system of case screening will be used to determine whether or not follow-up investigation will be conducted on a specific case. The objective of case screening is to apply available manpower to those investigations that have the best chance of being solved.

- A. **DISTRIBUTION OF REPORTS:** Daily, copies of all offense reports are distributed to the Criminal Investigations Division.
- B. **SCREENING PROCEDURE:** During the distribution of reports, CID supervisors will review the reports to determine if the reported incident should be followed up by a criminal investigator. The criteria for determining if an investigative effort will be made will be:
  1. The seriousness of the offense;
  2. Solvability factors present. Solvability factors include:
    - a. The suspect and/or accomplice have been named (i.e. full name, partial name, nicknames, or aliases);
    - b. A full description of the suspect or accomplice;
    - c. Victim and/or Witnesses that could possibly identify the suspect or accomplice from a lineup;
    - d. Any property associated with the crime is traceable;
    - e. The suspect or accomplice's vehicle license number is known completely or sufficiently enough to be traceable;

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- f. A good description of the offender's vehicle is known or a partial description is known sufficiently enough to be traceable;
  - g. Valuable physical evidence is obtained;
  - h. An unusual, distinctive, or significant modus operandi pattern is identified; and/or
  - i. There was a definite limited opportunity for anyone except the suspect(s) to have committed the crime.
3. Whether resources are available;
  4. The value of property associated with the crime; and/or
  5. An assessment of whether the crime could be solved with a reasonable investigative effort.
- C. **ASSIGNMENT OF CASES:** Once the reports have been reviewed, CID supervisors determine which cases will be assigned for follow-up investigation. The supervisors make case assignments based on case load and specialization of the investigators. An exception is that an investigator may be assigned a case outside his/her area of discipline/specialization if that investigator is on call and gets called out after hours. This investigator may be assigned any type of case for which he responded while on call.
- D. **CASE SUSPENSION CRITERIA:** In the event that an investigator exhausts all current leads in an investigation and that case has not been brought to a satisfactory conclusion, the investigator may designate the case "inactive" and suspend the investigation pending new or additional information if one or more of the following criteria are met:
1. All leads are exhausted and no further solvability factors exist;
  2. Unavailability of investigative resources to continue the investigation; and/or
  3. There is an insufficient degree of seriousness associated with the offense.

**NOTE:** Major case investigations will continue indefinitely, and may be classified inactive only after supervisory review and approval.

**VII. CASE FILE MANAGEMENT:**

- A. All cases assigned to Investigators, whether actively investigated or not, will be recorded in Spillman's Case Management. Spillman's Case Management is a case status control system that tracks the following:
1. Name of the Investigator assigned to the case;
  2. Date assigned;
  3. Case number;

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4. Incident type;
  5. Narrative of the incident; and
  6. The status of the case.
- B. CASE STATUS CATEGORIES: All cases assigned to Investigators will be classified in one of the following categories:
1. Assigned – The case has currently been assigned and is actively being worked by an investigator.
  2. Closed: Referred to Grand Jury – The case has been closed in Case Management due to it being referred to the District Attorney’s office for presentation to a grand jury.
  3. Closed – Due to circumstances (i.e. death of suspect) the case is closed in case management. It is not possible to pursue the investigation any further without new or additional information.
  4. Closed: Referred for Prosecution – The case has been closed in Case Management due to it being referred to the District Attorney’s office for prosecution (i.e. issuance of a warrant).
  5. Exceptionally Clearance – The case is satisfactorily concluded and prosecution of the suspect(s) is not being sought.
  6. Inactive – All available leads have been exhausted, but the case has not yet been brought to a satisfactory conclusion and investigative efforts may be resumed. Only investigative supervisors can administratively close cases.
  7. Other Closure – the case is closed in Case Management for reasons such as lack of prosecution on the part of the victim. The case will not be investigated further.
  8. Patrol Arrest – A case where the suspect(s) connected with the investigation have been arrested and/or charged.
  9. Unfounded – The facts of the case reveal that the criminal offense alleged has not occurred.
- C. CASE FILE MAINTENANCE: Case files will be maintained on all cases in which investigative activities are ongoing.
1. Original Reports – All original reports (Incident Offense, Supplement, and Arrest) will be maintained in the Records Division of the police department.
  2. Investigator Case Files – In order to provide an immediate and easily accessible source of information about an active case, Investigators will maintain an accurate working case file on all ongoing investigations. This case file should include some combination of the following:

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- a. A copy of the offense reports;
  - b. Any statements from those associated with the case;
  - c. Results of any forensic examinations;
  - d. Copies of property receipts, or other relevant documentation;
  - e. Copies of audio, video, or photograph evidence;
  - f. Any relevant checklists;
  - g. Criminal history;
  - h. Spillman reports;
  - i. LETS reports; and/or
  - j. Copies of any other reports, documentation, or evidence pertaining to the investigation.
- D. ACCESSIBILITY: Investigative case files are considered the officer's work product. As such, they are subject to the same public information guidelines as those governing supplementary reports. Investigators have discretion to restrict access to any of their case files from individuals who are not in a "need to know" position. CID supervisors are in a "need to know" position.
- E. PROCEDURES FOR PURGING INVESTIGATOR'S CASE FILES:
1. Investigators case files will be purged in accordance with current ADAH (Alabama Department of Archives & History) guidelines. Closed files will be purged in a manner that ensures the security and confidentiality of the information contained in the file.
  2. Case files may be purged under the direction and approval of CID supervisors and will only involve those cases which are suspended, inactive, or in which the statute of limitations have expired.
  3. Any documentation associated with a case (i.e., original statements, forensic results, etc) will be included in the case prior to the case file being purged.
  4. When an investigator is either transferred out of CID, promoted, re-assigned, or is separated from employment, the following procedures will be implemented:
    - a. Depending on what division the investigator is vacating, property crimes for example, the respective Sergeant will reassign to other investigators those cases that are workable.
    - b. The cases that are reassigned will be changed in case management to reflect the reassignment to the appropriate investigator.
    - c. The remainder of the former investigator's cases will be on hand in CID for six months to account for the possibility that

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fresh evidence may be discovered and assist in solving those cases.

- d. After six months, the remaining cases will be taken to storage and remain readily accessible in the event that new evidence surfaces. The status of these cases will be changed to “Inactive” in case management.
5. Pursuant to this directive, at least quarterly, the CID secretaries will search for all open cases three years old or older and categorize each as inactive thereby purging them from active investigation unless new leads or additional information is obtained. Exceptions included homicides, rapes, robberies, and other violent felonies that will remain active and reviewed according to procedures.
6. Case files of all cases being prosecuted are maintained in CID for four years. Case files older than four years are sent to Lambert Storage.

**VIII. HABITUAL & SERIOUS OFFENDERS**

- A. It is the practice of the Florence Police Department to identify, apprehend and pursue the successful prosecution of habitual and serious offenders. Habitual offenders demonstrate the predisposition to continuously commit violations of state law. Therefore, special effort is placed on the prosecution of habitual offenders in order to ensure public safeguards against these individuals.
- B. DESIGNATION OF HABITUAL OFFENDERS: The State of Alabama defines a habitual offender as anyone having one prior felony conviction. It is prima-facie evidence that a person is a habitual offender (and the primary focus of this directive) if any of the following apply:
  1. After having been convicted of two or more felony offenses and having been imprisoned pursuant to sentence for any such offense, he/she commits a subsequent felony offense; or
  2. After having been convicted of one or more offenses of violence and having been imprisoned pursuant to sentence for any such offense, he/she commits a subsequent act of violence; or
  3. After having been convicted of one or more sex offenses as defined in Title 13A of the Criminal Code of Alabama and having been imprisoned pursuant to sentence for any such offense, he/she commits a subsequent sex offense; or
  4. After having been convicted of one or more felony drug related offenses as defined by the Criminal Code of Alabama and having been imprisoned pursuant to sentence for any such offense; he/she commits a subsequent felony drug related offense.
- C. HABITUAL OFFENDER CASES:

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1. It is incumbent on the Investigator to identify and bring the prosecution's attention to all cases involving habitual offenders.
2. Criminal histories shall be part of each investigative case file in which a felony warrant, or grand jury indictment is sought. This will enable the Investigator handling the case to determine whether the defendant falls within the "habitual offender" category.

D. CASE NOTIFICATION:

1. Once a habitual offender has been identified as a participant in a crime, the Investigator should bring this information to the attention of the District Attorney's Office for the purpose of setting an appropriate bond, revoking a bond, and/or to ensure that prosecution and sentencing recommendations are carried out to the fullest extent of the law.
2. Probation and parole personnel that may have control over the individual should also be notified of the habitual offender's recent criminal activity.

**IX. INVESTIGATIVE CHECKLISTS**

- A. The initial offense report serves as a checklist for most investigations. In addition, a checklist for major investigations is available for Major Crimes to help ensure that critical areas are not overlooked. An investigator may use the checklist for any case if he/she thinks that it may be beneficial. The use of a checklist is not mandatory, but is recommended for major investigations.
- B. When investigators are putting a case together for review by the District Attorneys' office, a "Case Content" checklist should be attached to the case packet. This page is designed to assist in the investigator in the proper organization and compilation of a thorough and complete case packet.

**X. PATROL SHIFT BRIEFING ATTENDANCE:**

- A. Criminal Investigators will periodically attend shift roll calls for patrol officers. In doing so, this will enable the investigators and officers to:
  1. Discuss any problems that have surfaced;
  2. Discuss and disseminate information that may have been received on an investigative matter;
  3. Discuss ongoing criminal investigations; and
  4. Discuss suggestions concerning how the two components can aid or assist each other.

**XI. INVESTIGATIVE TASK FORCES:**

- A. **AUTHORIZATION:** The Florence Police Department participates in those Investigative Task Forces deemed necessary by the Chief of Police. Participation requires the approval of the Chief of Police.
- B. **WHEN APPROPRIATE:** The use of a task force may be appropriate when:
  - 1. A major investigation requires more resources than are normally available from an individual unit or agency;
  - 2. A series of major crimes have occurred which have crossed the boundaries of multiple jurisdictions; and/or
  - 3. A crime problem is so extensive or wide spread that a large scale police operation with specific objectives is required.
- C. **ORGANIZATION AND ADMINISTRATION:** When a task force is selected to investigate a major crime, the group shall be furnished with:
  - 1. A written statement of purpose;
  - 2. A written chain of command and specific areas of responsibility;
  - 3. A statement of accountability for both supervision and line personnel; and
  - 4. A list of available resources.
- D. **MEMBERS FROM OTHER AGENCIES:** When the task force included members from other agencies, they shall be specifically advised about the chain of command and task force objectives, as well as their individual duties and responsibilities.
- E. **EVALUATION:**
  - 1. A designated supervisor should monitor the performance and productivity of the task force and provide regular updates to the Chief of Police, Bureau Commander, and/or the Task Force Board.
  - 2. An Investigative Task Force may be disbanded if in the judgment of the Chief of Police or Task Force Board, the task force has completed its objective, failed to complete its objective, or for any other sufficient cause.

**XII. DECEPTION DETECTING EQUIPMENT:**

- A. Polygraph examinations may be used to aid and/or enhance a criminal investigation.
- B. The polygraph examination will be administered by personnel who have been certified and are licensed to use the polygraph equipment.
- C. Investigators will determine that the person will voluntarily submit to a polygraph examination.

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- D. All persons to be examined as part of a criminal investigation will be advised of their constitutional rights. They will be asked to sign a polygraph examination waiver. If they refuse to sign, the examination will be terminated.

**XIII. IDENTITY CRIMES**

- A. **IDENTITY CRIME REPORTS:** All reports relating to “identity crime” and/or “identity theft” should be recorded on the standard Incident/Offense reports. There are no additional specialized forms for this type of incident.
- B. **AFFIDAVITS OF FORGERY:** Incident reports involving the crime of Forgery will require an Affidavit of Forgery. Victims can obtain these forms from their financial institution.
- C. **PROVIDING INFORMATION & ASSISTANCE:** It is recommended that Officers/Investigators provide Identity theft victims with crime prevention information and assistance to the extent they can.
1. When necessary, Identity crime victims should be referred to the three nationwide consumer reporting companies for additional assistance:
    - a. Equifax  
1-800-525-6285  
www.equifax.com
    - b. Experian (TRW)  
1-888-397-3742  
www.experian.com
    - c. TransUnion Corp.  
1-800-680-7289  
www.transunion.com
  2. Identity theft victims should be advised to close any accounts that the victim knows, or believes, was tampered with.
  3. Identity theft victims may wish to file a complaint with the FTC by calling their 800 number or using the FTC website.
- D. **COORDINATION OF INVESTIGATIONS WITH OTHER AGENCIES:**
1. According to Title 13 of the Alabama Criminal Code, an Identity Crime “shall be considered to be committed in any county in which any part of the crime took place, regardless of whether the defendant was ever actually present in that county, or in the county of residence of the person who is the subject of the identification documents or identifying information.”
  2. Therefore, when necessary, Florence Police officers/investigators will coordinate investigations with any outside agency or other

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jurisdiction to the extent possible to resolve cases of Identity Crimes.

- E. **IDENTITY CRIME PREVENTION:** If requested to speak to citizens or community groups, officers/investigators should be prepared to provide some general Identity Theft prevention tips. This information can be obtained through a White-collar criminal investigator, in the community policing office, at various financial institutions, or on the web.

**XIV. COLD CASES**

- A. **DEFINITION:** For the purposes of the Florence Police Department, a “cold case” shall be defined as any case investigated by the Criminal Investigation Division including, but not limited to: Murder, Robbery, Rape, Kidnapping, or Arson, whereas an arrest or indictment cannot be made based on current evidence AND all viable leads have been followed to their investigative end.
- B. **ESTABLISHING COLD CASE EVALUATION CRITERIA:** Any pending investigation deemed to be a Cold Case shall be periodically evaluated based on criteria set forth by the Commander of the Criminal Investigation Division. Factors to be considered in establishing the evaluation criteria shall include:
1. Any change/reassignment of the lead investigator of the Cold Case;
  2. Any new developments or leads regarding the Cold Case;
  3. Periodic reviews of the existing facts and evidence compiled on the Cold Case, including new investigative technology; and/or
  4. Information sharing/Intelligence Gathering with other agencies.
- C. **RECORDING AGENCY INVESTIGATIVE ACTIONS OR ACTIVITIES:**
1. The lead investigator shall maintain communication with the Commander of the Criminal Investigations Division regarding any new developments or evidence in the Cold Case.
  2. Absent any new leads, the lead investigator should, initiate regular reviews of the Cold Case including investigative actions or activities. A supplement report shall be completed any time new information or leads develop and shall be made part of the case file.

**XV. INTERVIEW ROOMS**

One of the primary responsibilities of any officer/investigator, whether uniformed or non-uniformed, involves interviewing victims, witnesses, and suspects. Recognizing the fact that interviews can occur practically anywhere, depending on the circumstances, during the course of an officer’s duties, this policy

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specifically addresses the designated rooms within our facility where officers/investigators, uniformed or non-uniformed, can conduct formal interviews/interrogations.

Formal interviews and/or interrogations may be custodial or non-custodial in nature. In custodial situations, the person being interviewed is either under arrest at the time, or is a suspect who is not free to leave. In non-custodial situations, the person being interviewed may be a suspect, who has voluntarily come to be interviewed, but is not being detained.

- A. **WEAPONS CONTROL:** Officers will secure all weapons prior to entering an interview room, processing or testing area. Weapons may be secured by leaving them in a locked police vehicle, locker, desk, or secured on the officer's person and under the immediate control of the officer.
  
- B. **SECURITY:** The Interview/Interrogation Room does have audio and video capabilities installed covertly. Every interview/interrogation should be monitored in another room by a second officer or investigator for security purposes. All suspects should be thoroughly searched for weapons prior to being placed in the interview room.
  
- C. **PERSONNEL ALLOWED IN INTERVIEW/INTERROGATION:**
  - 1. Under normal circumstances, one or two officers or investigators should be allowed in the Interview/Interrogation Room while the interview is being conducted.
  - 2. Attorneys may be present if requested by the person being interviewed.
  - 3. Parents of Juveniles being interviewed may also be present in the room during interview.
  - 4. Allowing relatives or friends of a victim to enter the interview room is at the discretion of the officer.
  
- D. **SUMMONING ASSISTANCE:** In the event, any person being interviewed becomes combative, the officer/investigator observing the interview shall summon assistance utilizing the phone or police radio, then provide direct assistance as needed.
  
- E. **EQUIPMENT:** Designated Interview/Interrogation rooms are located in the hallway near the Criminal Investigation Division. These rooms are designated as "sterile" Interview Rooms that are small with four walls, with a minimum of one table and two chairs. A covert camera has been installed. No other equipment is kept in the interview rooms.
  
- F. **ACCESS TO RESTROOMS, WATER, OR COMFORT BREAKS:**
  - 1. Restrooms are available for suspects, victims, and witnesses near the Interview/Interrogation rooms.

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2. Water is available from either the kitchen or water fountains near the restrooms.
3. In the event an individual being interviewed requests to smoke or stretch their legs, an officer/investigator shall escort them to do so at the officer's discretion.

**XVI. LINEUPS**

**A. COMPOSITION OF LINE-UPS:**

1. Photographic line-ups will be created using either 6 or 8 photographs. Filler photographs will be individuals who reasonably resemble the suspect in regard to age, height, weight, and general appearance and be of the same sex and race.
2. Photographs will not include any identifying information on the subjects in the photo line-up.
3. The photo line-up will be arranged with the same number of photographs across the top and bottom of the page.

**B. VIDEO AND/OR AUDIO RECORDING:**

1. If the photo line-up is conducted in an interview room, video and/or audio equipment may be used to document the administration of the photo line-up.

**C. MORE THAN ONE EYE WITNESS:**

1. Photo line-ups will not be administered with more than one witness present at a time.
2. If the line-up is conducted separately for more than one witness, the witnesses will not be permitted to communicate before viewing the line-up.
3. The same suspect will not be presented to the same witness more than once, or in more than one photograph.

**D. INSTRUCTING WITNESSES PRIOR TO VIEWING LINE-UP:** The officer conducting the photo line-up should instruct the witness of the following prior to viewing the line-up:

1. That the suspect may or may not be among the subjects in the line-up and that the witness is not compelled to make identification.
2. Will explain to the witness that the subject may not appear exactly as they did during the incident because features such as hair styles and facial hair may be changed; and that photographs also may not always depict the true complexion of the person and can be affected by the quality of the photograph.

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3. Words or conduct of any type by the officers that may suggest to the witness that an individual in the photo line-up is or may be involved in the incident will be strictly avoided.
- E. IDENTIFYING LEVEL OF CONFIDENCE EXPRESSED BY THE WITNESS:
1. The officer administering the line-up will ask the victim/witness to state their level of confidence regarding the identification.
- F. FEEDBACK PROHIBITED:
1. The officer will not provide feedback to the witness regarding status of the suspect or the identification.
- G. DOCUMENTING LINE-UP RESULTS:
1. If a victim/witness makes a positive identification, the victim/witness will sign and date the photo line-up, and indicated their selection by circling, or somehow clearly noting the chosen photograph.
  2. The officer/investigator administering the photo line-up will thoroughly document the results of the identification (positive or negative) made by the victim/witness.
  3. The officer/investigator administering the photo line-up will record the case number, the officer/investigator's name, and then note the date and time the photo line-up was viewed.
- H. SINGLE PHOTOGRAPH IDENTIFICATIONS:
1. Single photographic identifications are only acceptable for confirming a known, or partially known, identity. For example, if a witness knows the identity of a subject but only knows a partial name, or a nickname, single photograph identification may be used to confirm the identity.
- I. LIVE, IN-PERSON LINE-UPS: Live, in-person line-ups are not utilized by officers of the Florence Police Department.

**XVII. SHOWUPS**

- A. COMPELLING REASONS UNDER WHICH A SHOW-UP MAY OCCUR: Courts have been known to suppress identification evidence based on the use of show-ups due to the inherent suggestiveness of the practice, therefore the following guidelines should be followed:
1. Show-ups should be limited to situations where no other means of identification are practical or available, or where no other evidence exists to hold the suspect.

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2. Show-ups should be limited to crimes that were recently committed and the circumstances are such that the subject can reasonably be associated with the incident.
  3. Show-ups are authorized when exigent circumstances require the use of this form of identification.
  4. Show-ups will not be conducted when the suspect is in a cell or dressed in jail clothing.
  5. Show-up subjects will not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator, or to perform other actions of the perpetrator.
- B. TRANSPORTATION TO THE SHOW-UP:
1. The victim/witness will be transported to the location of the show-up. Under no circumstances will a suspect be transported to the scene of the incident.
  2. The subject of the show-up will, if practical, be taken out of a vehicle and stood up for the show-up. The victim/witness typically will be allowed to sit in a vehicle. Officers may use lights as necessary to illuminate the subject of the show-up and reduce the ability of the subject to see the witness.
- C. MORE THAN ONE EYE-WITNESS:
1. Show-ups will not be conducted with more than one witness present at a time.
  2. If the show-up is conducted separately for more than one witness, the witnesses will not be permitted to communicate before the show-up regarding the identification of the suspect.
  3. The same suspect will not be presented to the same witness more than once.
- D. INSTRUCTING WITNESSES PRIOR TO VIEWING SHOW-UP:
1. Words or conduct of any type by the officers that may suggest to the witness that the individual is or may be involved in the incident will be strictly avoided.
  2. The officer conducting a show-up will instruct the witness that the subject being presented is not necessarily the suspect of the incident and that the witness is not compelled to either positively or negatively identify the subject as the suspect in the incident.
- E. IDENTIFYING LEVEL OF CONFIDENCE EXPRESSED BY THE WITNESS:
1. The officer conducting the show-up will ask the victim/witness to state their level of confidence regarding the identification.

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- F. FEEDBACK PROHIBITED:
  - 1. The officer will not provide feedback to the witness regarding status of the suspect or the identification.
  
- G. DOCUMENTING SHOW-UP RESULTS: The officer conducting the show-up will document all aspects of the show-up which should include:
  - 1. Where and how the suspect was initially located;
  - 2. Where the show-up was conducted;
  - 3. Description of the suspect and clothing;
  - 4. The level of confidence expressed by the victim/witness.