

TUCSON POLICE DEPARTMENT

270 South Stone Avenue, Tucson, Arizona 85701



VOLUME 8 SUPPORT SERVICES

GENERAL ORDERS

8100 IDENTIFICATION Issued May 2001

8100 IDENTIFICATION (Revised January 29, 2024)

8110 SERVICES

The Identification Section provides services in the following areas:

- Patrol services (Crime Scene Unit)
- Photography
- Fingerprints (field processing)
- Fingerprinting and ABIS (Arizona Biometric Information System)
- In-house services
- 3-D Laser Scanning

8111 Patrol Services (Crime Scene Unit)

These include requests for service involving the Crime Scene Unit, such as traffic or crime scene response, subject fingerprinting and identification, and other 24-hour field services offered by the Identification Section.

8111.1 Authorization

A commander, sergeant, lead patrol officer, or detective must approve all requests for Crime Scene Unit response before a request is made through the Public Safety Communications Department. Criteria for determining the need for Identification Section 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, such as homicides, sexual assaults, arsons, and robberies
- Scenes involving the collection of trace evidence, such as blood, hair, DNA, other biological evidence, paint, and fibers
- Scenes involving the need for special lighting and photography techniques
- Scenes involving latent print processing on surfaces not always conducive to standard brush and powder methods (e.g., rough surfaces, human skin, etc.)
- Scenes involving the need for chemicals and equipment carried only by the Crime Scene Unit

8111.2 Procedures

All requests for Crime Scene Unit response shall be made through the Public Safety Communications Department. The Identification Superintendent must approve requests for services involving an outside agency other than the Tucson Fire Department. Overtime involving a member of the Identification Section can only be approved through the Identification Superintendent or a Crime Scene Specialist Supervisor. Calls for service are dispatched on a "first come, first served" basis, unless it is necessary to prioritize them based on the following criteria:

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- Potential loss of evidence
- Danger/inconvenience of disruption to traffic flow
- Crimes against persons take precedence over property crimes.

A commander, Identification Superintendent, Crime Scene Specialist Supervisor (CSSS), or Crime Scene Specialist (CSS) can reprioritize calls based on these criteria. If a CSS changes the priority, they shall notify the CSSS.

An officer/detective/community service officer will stand by at all times when a member of the Crime Scene Unit is present on scene, unless cleared by the Crime Scene Specialist. All scenes will remain secure until the arrival of a member of the Crime Scene Unit, unless adverse conditions require that 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 only technical forensic support. Sworn personnel will not dictate which forensic processes to use.

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, and/or evidence requiring specialized training for removal and packaging. All other evidence will be collected by the officer/detective/community service officer for transport to an evidence storage area unless determined otherwise by the Crime Scene Specialist.

If no request is 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 that the proper steps for its documentation, preservation, and submission are taken.

8111.3 3-D Laser Scanning

Crime scenes, other than traffic investigations, requiring a 3-D laser scan to record detailed measurements will be done by the Crime Scene Unit. Homicides and officer-involved shootings are generally the only scenes scanned by the CSU; however, other scenes may be scanned with approval from the Identification Superintendent or a Crime Scene Specialist Supervisor.

8120 PHOTOGRAPHY

8121 Field Photography

The Identification Section will train sworn and professional staff department personnel in techniques for crime scene photography. Members shall use their department-issued cell phones to photograph scenes for which the Crime Scene Unit is not requested. Images taken with department cell phones shall include a case identifier at the beginning and end of the series of images taken. Members shall record specific information pertaining to the images taken in their case report.

8122 Crime Scene Photography

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Only department-issued equipment shall be used to photograph crime scenes.

- All cases shall have an identifier (photographic slate) at the beginning and end of the series of images taken.
- No "personal" images shall be taken using department equipment.
- Department members shall not access, browse, copy, download, or print image files from cases unless they are related to their investigation.
- Case-related images taken using department equipment shall be kept in the department's records management system.
- Images taken using an unauthorized device shall have the memory medium packaged and placed into evidence, where practicable. Where not practicable, these images shall be transferred into the records management system and the report shall explain why an unauthorized device was used.
- Cell phones shall not be used to photograph evidence that requires forensic comparison by the Crime Laboratory.
- All case images shall be uploaded by the end of the member's shift.
- No outside image processing laboratory or company shall be used unless approved by the Identification Superintendent.
- Any photographs, film, or negatives recovered at a crime scene are to be considered evidence. These items shall be packaged and submitted to the Evidence Section.

8123 Requests for Photographs

Requests for photographs taken before April 21, 2021 will be made using the Digital Image Management System (DIMS). Priority requests need the approval of the requester's supervisor and shall be sent to the Identification Superintendent or a Crime Scene Specialist Supervisor via email.

8124 Requests for Mugshots

Requests for mugshots may be made via email 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. Priority requests need the approval of the requester's supervisor and shall be sent to the Identification Superintendent or a Crime Scene Specialist Supervisor via email.

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 Arizona Motor Vehicle Division photographs, if authorized. To request access, members shall complete the *MVD Access* form and email it to the Identification Superintendent.

8125 Public Requests for Photographs and Mugshots

The public may request photographs and mugshots through the Records Section. Requests must be submitted in writing, electronically, by court order, or subpoena. Payment for photographs and mugshots must be made in advance.

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8130 FINGERPRINTS

8131 Fingerprints in the Field

Officers and community service officers attend a latent print processing class during their basic academy training and will be issued a fingerprint kit used for latent print processing in the field.

Members processing for latent prints in the field will ensure that evidence is not contaminated with their own fingerprints or other contaminants. All latent prints, regardless of quality, will be marked in accordance with department guidelines and submitted to the Evidence Section in a latent envelope (*TPD1054*) with a Barcoded Evidence Analysis Statistical Tracking (BEAST) label by the end of the member's shift. No other evidence will be submitted using this envelope.

Firearms shall not be processed in the field for latent prints or DNA, and should be submitted to the Evidence Section for processing in the Crime Laboratory, with the exception of those submitted for National Integrated Ballistic Information Network (NIBIN) entry, which may be swabbed by NIBIN detectives in the field.

8132 Biological Evidence Collection

Disposable face masks shall be worn when collecting blood or DNA evidence. Items that have suspected blood or DNA that can be transported by patrol officers to the Evidence Section (such as a rock or a piece of paper) do not require a Crime Scene Specialist to collect the items. Items that cannot be transported to the Evidence Section or that require forensic collection of blood or DNA in the field (such as swabbing or trace collection techniques) shall be documented/collected 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 officers or community service officers. If it is determined that the evidence would be better processed in the Crime Laboratory, the items shall be collected, packaged, and submitted to the Evidence Section.

Requests to have evidence processed for latent prints must be made in Property Connect by choosing exam type "Fingerprints: Process Evidence for Latents." Priority requests need the approval of the requester's lieutenant or higher in the chain of command and are made via email or phone call to the Latent Print Unit Coordinator or Crime Laboratory Superintendent.

8134 Fingerprinting Subjects

When in need of subject identification through fingerprints, officers/detectives shall contact the Public Safety Communications Department before transporting the subject to a holding facility, to determine whether Identification Section 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 services are rendered.

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All subjects under arrest and brought into a holding facility will be shackled and searched before being fingerprinted. Adult arrestees will not be placed in the waiting area or fingerprint room with juvenile arrestees. At no time will an arrestee be left unattended by an officer/detective when in the waiting area or fingerprint room. An officer/detective must also be present when services are needed regarding a victim or voluntary identification of a subject. Officers/detectives will not place members of the Identification Section in situations that may jeopardize their personal safety.

Subjects may be brought into the fingerprint room 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 Identification Superintendent or a Crime Scene Specialist Supervisor.

At no time will arrestees be taken to the Identification Section office at the Evidence, Property, and Identification Center (EPIC) building at 945 East Ohio Street.

8135 Arizona Biometric Information System (ABIS)

Only certified operators with the Tucson Police Department Automated Fingerprint Identification System Unit (AFIS) will have access to ABIS. The AFIS Unit will process all arrests made by the department through ABIS if tenprints were taken. Individuals brought into the Identification Section for fingerprinting, except victims or subjects manually verified by fingerprints, will have their fingerprints processed through ABIS. No outside agency request for ABIS will be done without the approval of the Identification Superintendent or the AFIS Supervisor.

8140 OTHER IDENTIFICATION SERVICES

8141 Mugshots

TPD arrest photographs 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 photographs and fingerprinting will generally take place as part of the booking process at the Pima County Jail. All TPD arrest photographs entered into ELVIS will have a "mug number" assigned by the Identification 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 mugshot or line-up must have a TPD member operate the system. No outside agency arrest photographs will be downloaded without the approval of the Identification Superintendent or a 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. Identification Section personnel will not create photographic line-ups.

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8142 Other Identification

Subjects may also be referred to the Identification Section to obtain a set of fingerprints for personal reasons or by court order. This type of fingerprinting is done by appointment only at the Operations Division Midtown (ODM) substation. Information on making appointments is available on the TPD website. 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 is done by appointment only. Information on making appointments is available on the TPD website.

Subjects arrested under A.R.S. §41-1750 and given a *TPD Mandatory Fingerprinting 3200* form must report to the ODM substation within seven (7) days of arrest. This type of fingerprinting is done by appointment only. Information on making appointments is available on the TPD website.

8143 Community and Public Relations Photographs

Requests to photograph community and public relations events shall be submitted on a *TPD Special Event Photo/Video Request* fillable form on the department's OneTeam site.

8144 Identification Section – Office Information

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

8150 FACIAL RECOGNITION SOFTWARE

Facial recognition software (FR) is an investigative tool which may be used to develop investigative leads on criminal activity and reduce imminent threats to public health or safety. It uses biometric technology to analyze, process, and measure digital representations of facial patterns. The purpose of this section is to set forth the limitations of this technology and to ensure that its use balances the need for effective, accurate law enforcement investigations, and the need to protect the privacy of others.

8151 Prohibited Uses

The Department will not perform or request facial recognition searches on individuals or organizations based solely on their religious, political, or social views or activities; their participation in a particular noncriminal organization or lawful event; or their race, ethnicity, citizenship, place of origin, age, disability, sex, gender identity, sexual orientation, or other classification protected by law.

FR searches resulting in a potential match are advisory in nature and considered to be an investigative lead only. FR shall not be used as the sole basis for any decision, nor does it represent a definitive, forensic level confirmation of an identity "match" or "non-match," and therefore is not considered positive identification and does not establish probable cause without further investigation.

Members shall not employ this technology to conduct dragnet surveillance of individuals, nor shall it be used to facilitate ongoing surveillance of individuals or groups. Ongoing surveillance is the

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use of FR technology to track the physical movements of a person or persons through public places.

Members shall not use third-party commercial facial recognition services or conduct facial recognition searches on behalf of outside agencies. FR will only be requested from authorized government entities with FR platforms and policies, such as the Federal Bureau of Investigation or the Arizona Department of Public Safety.

Images provided by authorized government entities will not be altered, changed, or modified, in order to protect the integrity of the image.

Absent a specific criminal investigation, BWC data will not be shared for the purpose of providing surveillance data.

At no time is the use of force permitted to capture a subject's image.

8152 Authorized Uses

Facial recognition shall only be used during the course of an officer's official duties, in furtherance of law enforcement purposes, and in accordance with A.R.S. §41-1756.

FR shall only be used to help identify an unknown individual as part of an active or ongoing violent felony criminal investigation. This includes the identification of potential witnesses and/or victims of crime.

FR is limited to a post-event investigative tool and is a supplement to, not a substitution for, a thorough investigation.

Before using a facial recognition search on an unidentified victim, the member should first attempt to ascertain the individual's identity by other means, such as using a fingerprint scanner, etc.

Any requests for FR comparisons shall require approval from a Central Investigations Division (CID) commander.

All FR use and results/reports shall be documented in a case report or supplement detailing the type of criminal investigation being conducted, what results were obtained from FR technology, and what follow-up investigation was done. FR search request forms will be incorporated into the investigative case file.