

LINEUPS AT JUVENILE HALL

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-2-029, dated 09/28/15 (Recertified)

FORMS: Lineup Volunteer Waiver (F057-6272)

PURPOSE: To outline uniform methods for conducting identification lineups at Juvenile Hall and providing photo lineups ("six packs") to law enforcement agencies.

I. GENERAL INFORMATION

- A. Lineups are held to allow victims, witnesses, etc., to view suspects for identification purposes. Other youth volunteer to appear for comparison and to contribute to the objective purpose. Generally, a court order is needed to conduct a line-up.
- B. A Supervising Juvenile Correctional Officer (SJCO) of the Institutional Security Unit (ISU) or designee will coordinate lineups, at the direction of the Juvenile Hall Assistant Division Director (ADD).
- C. Lineups are held any time during waking hours of the youth, except during meals and visiting hours.
- D. If all interested parties are not present, Juvenile Hall staff will proceed with the lineup in their absence or cancel it at their discretion.
- E. The role of the involved attorneys is "silent observers" only. They are not to direct questions to the witnesses nor give instructions to the lineup participants.
- F. Interested parties must deliver a copy of the order directing the lineup to Juvenile Hall and request a specific time for the lineup to be held at least 24 hours in advance of the lineup date.
- G. If the subject of the lineup is not in custody at Juvenile Hall, he/she must report to Juvenile Hall 30 minutes in advance of the lineup time.
- H. Attorneys or the involved police agency must make arrangements for interpreters in advance.
- I. All lineups will be held on the first floor of Juvenile Hall Administration. The viewing room is Room #A109.
- J. ISU maintains witness instructions, wooden numbers and lineup files.
- K. Create a separate file for each lineup to include the court order, lineup log, photographs, Subject Identification form and other related documents.

II. PROCEDURE

- A. Several days prior to the lineup, the lineup coordinator will:
1. Personally view the subject of the lineup if he/she is in custody.
 2. Note the physical description of the subject on the court order and examine a recent photograph (if available) if he/she is not in custody.
 3. Locate five (5) other youth in Juvenile Hall who match the general description of the subject to serve as "fillers". Pay particular attention to height, weight, as well as hair color, length and style.
 4. The "fillers" are used on a voluntary basis only and each must sign the Lineup Volunteer Waiver form prior to participation in the lineup.
- B. Approximately 30 minutes prior to the lineup:
1. Assemble the subject and the five fillers at the Control Station.
 2. Examine the six (6) youth to ensure there is a sufficient likeness for a fair and impartial lineup.
 3. Explain the procedure to all participants.
 4. Arrange the youth in the order they will be viewed and allow the subject of the lineup to select his/her position.
 5. List the participants including name, J/DL#, and position number on the lineup log.
- C. Immediately prior to the lineup:
1. Verify that the witnesses are secured in the viewing room.
 2. Walk the six youth to the Lineup Room, maintaining the chosen order.
 3. Prior to entering the Lineup Room, place a number, 1 through 6, around the neck of each youth.
 4. Advise the youth to stand straight with hands at their sides in a relaxed position.
- D. The viewing room:
1. Upon arrival, escort the witnesses (one at a time), police officer, prosecutor and defense attorney to the viewing room.
 2. Keep additional witnesses and police officers in the Juvenile Hall lobby.
 3. Ensure that the viewing room door remains closed, that the curtains are drawn and that the lights are off during the lineup procedure.

4. Ask each person in the viewing room to sign the lineup log.
5. The lineup coordinator will read and clarify the witness instructions for each witness prior to the viewing and provide him/her with a Subject Identification form.

E. During the lineup:

1. Give the youth instructions as directed from the viewing room (i.e., one-quarter turns, verbal statements, etc.)
2. Close the curtain, as directed, between witnesses and seat the youth pending the next viewing.

F. After the lineup:

1. Take a photograph of the lineup (two if necessary) in the order it was viewed.
2. Collect the wooden numbers from the youth.
3. Ensure that the witnesses have been removed from the facility or that they will remain secured in the viewing room prior to walking the youth to Control.
4. Send the participating youth back to their respective units.
5. Give a copy of each completed Subject Identification form to the attorneys.
6. Return the wooden numbers, witness instructions, lineup file, etc., to the ISU.

G. Photo Lineups Procedure

At the request of law enforcement agencies and with the approval of a Juvenile Hall administrator, the Juvenile Hall Intake and Release Center staff may provide a photo lineup of youth from facility booking photos.

1. Provide one copy to the law enforcement officer.
2. Print a second copy and on it clearly document the following:
 - a. Date
 - b. Name of the requesting law enforcement agency
 - c. Name of the requesting officer
 - d. Agency report number (DR #)
 - e. Name and DL # of the youth who is the subject of the investigation.

This copy will be kept on file by the SJCO for the IRC.

3. Record this activity and information in ICMS.

REFERENCES:

Procedures:	3-1-003	Deterrence of Unacceptable Behavior
	3-1-022	Minors' Rights
	3-1-023	Rules of Conduct
	3-1-025	Attorney Contact with Incarcerated Youth
	3-1-302	Request for Contact via Mail
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	A-21	Liability
	B-1	Case Confidentiality – Client's Right to Privacy
	C-16	Employee Conduct-On Duty
	E-5	Advisement of Rights
G-3	Building Security and Safety	

J. Medina

APPROVED BY: