

DATE:	MAY 20, 2016
NUMBER:	I.49
SUBJECT:	INMATE LINE-UP PROCEDURES
RELATED SECTIONS:	

PURPOSE

To establish a uniform procedure for conducting in-custody and out-of-custody line-ups within the detention facilities.

POLICY

Identification line-ups will be provided pursuant to request from the Office of the District Attorney, police agencies or upon competent court order.

PROCEDURE

I. LINE-UP ROOM LOCATIONS

The San Diego Central Jail (SDCJ) and the Vista Detention Facility (VDF) are the only two facilities that can accommodate an identification line-up.

II. IN-CUSTODY LINE-UPS

- A. All line-ups will be scheduled by the on duty court deputy or in his/her absence; a control deputy will coordinate the event with the watch commander.
- B. To ensure that inmates housed at other facilities arrive at SDCJ or VDF for their line-up, the court deputy will schedule the suspect for a live line-up and the following should be completed in JIMS. To schedule an inmate for a line-up, complete the following steps in JIMS: Go to IMS; click on schedule; click on schedule events; type in booking number; go to find; click on add; type in line-up in Event Type; schedule date and time of line-up; and, under comments, type in line-up for the designated deputy (name and arjis).
- C. Line-ups will be scheduled Monday through Friday (except holidays). No more than two line-ups should be scheduled in the morning, or afternoon; times will be established by each facility.
- D. Line-ups should not be accepted with less than two working days notice in order to facilitate a search for similar appearing inmates to form a line-up panel. Under exigent circumstances (i.e., the suspect will be released without a complaint being filed unless identification is made), requests for live line-ups may be on shorter notice with the approval of the watch commander
- E. All inmates participating in line-ups for the purpose of identification as a suspect shall have legal counsel present at the line-up. If the inmate does not have retained or

appointed counsel present, an attorney may be obtained by contacting the Public Defender's Office.

- F. Inmate participants (excluding the subject of the line-up), shall receive either two welfare packs or grilled food (i.e. hamburger and fries) from the kitchen. It is the discretion of the court deputy whether he/she will allow the participating inmates a special one hour social visit or allow the inmate to have one free telephone call.

III. OUT-OF-CUSTODY LINE UPS

- A. Out-of-custody line-ups will be conducted pursuant to a valid court order and subject to all of the requirements of the foregoing.
- B. Scheduling of out-of-custody line-ups will not be considered complete until all of the following items and/or requirements are received:
 - 1. Valid court order
 - 2. Recent color photograph.
 - 3. Complete physical description.
- C. The subject of an out-of-custody line-up will report to SDCJ or VDF one hour prior to the scheduled line-up. Upon arrival, the court deputy or other designated personnel will be provided with a copy of the court order for an out-of-custody line-up and a valid picture I.D.
- D. The subject of an out-of-custody line-up, upon entry to SDCJ or VDF, will be subject to all rules and regulations governing within that particular facility.
- E. The court deputy or other designated personnel will prepare and attach to the subject's left wrist a blue jail I.D. band containing the subject's last name, first name, middle initial, date of birth and the words "line-up".
- F. The subject of the line-up will be searched and dressed out in jail clothing. Then he/she and his/her clothing will be turned over to the court deputy in the line-up holding area.
- G. At the conclusion of the line-up, the court deputy will arrange to have the subject dressed out in his/her street clothes, property returned, and released.
- H. Any weapon entering the facility with the subject of an out-of-custody line-up will be placed into a weapons envelope and taken to the information window where the subject may claim it after release.