

**NOT PROTECTIVELY MARKED**

Published

Event History

**Policy owned by Operational Services  
Identification (ID) Unit****1. Policy Purpose and key drivers**

This policy and associated procedures set out a formal framework for officers to follow when dealing with identification procedures taking into account legislation and best practice the aim being to ensure that Identification procedures carried out by officers and staff of Staffordshire Police do so within the law (compliant with the principles of the Police and Criminal Evidence Act 1984 and the Codes of Practice pursuant to it), are of the highest integrity and are efficient and effective contributing to the force priorities. They also provide a focus on roles and responsibilities and encourage greater awareness of identification procedures and wider related issues generally.

This policy (and associated procedures) is also designed to assist in the detection of crime and to protect the rights and freedom of others and in so doing it support the Force mission to keep our communities safe and reassured.

**Related Documents**

Links to related documents:

[ID Unit - Flow Chart – Arrangements for Capture & Witness Viewing \(Procedure\)](#)

[ID Unit - Flow Chart – Service of 'Notice to Suspect' – Form A \(Procedure\)](#)

[ID Unit - General Information \(Procedure\)](#)

[ID Unit - Identification Procedures & Internet Social Networking Sites \(ISNS\) \(Procedure\)](#)

[ID Unit - Identification/Recognition of Suspects by Police Officers/Staff from CCTV or Still Images \(Procedure\)](#)

**Gatekeeper** - the Author suggested the following Procedure document(s) to link to.

ID Unit - General Information; ID Unit - Suspect Consents (Overt); ID Unit - Suspect Refuses (Covert); ID Unit - Witness Viewing Procedures

**Relevant Dates and Review Period**

Effective Date: 23/12/2014

Review Date: 07/08/2018

Review Frequency: Annually

**Policy Basis and Implications****2. Legal Basis:**

The Police And Criminal Evidence Act 1984 and the Codes of practice pursuant to it in particular Code D. Criminal Procedure and Investigations Act 1996 (CPIA) and associated Codes of Practice - covers the recording, preservation and disclosure of material obtained during a criminal investigation. (Failure to comply with the code may result in evidence being inadmissible.)

**3. Management of Police Information (MoPI):****MoPI Policing Purpose:**

Bringing offenders to justice, Any duty or responsibility arising from common or statute law

**MoPI Review, Retention and Disposal addressed as follows:**

APP Management of Information, Retention and Disposal addressed as follows:

All papers and statements concerned with the Identification Procedures are filed with, and reviewed as part of the crime file in accordance with the MOPI Category.

The VIPER Bureau maintains and retain secure digital master of videos, images and compilations prepared; these are retained for seven-years as part of the national Service Level Agreement, and are retrievable and fully audited.

Local copies of VIPER parades are working copies and are disposed of after a suitable period, unless identified as requiring retention for longer than seven-years in accordance with CIPA.

Retention of images is also subject to the Protection of Freedoms Act 2012.

Recordings of Witness Viewings are exhibits and retained in accordance with the needs of the case and CIPA.

4. Associated Benefits:	Justice Services and the Identification Unit in particular is committed to providing an outstanding service to victims and eye-witnesses, to officers and members of the Criminal Justice System, by the lawful, ethical and effective use of Identification Procedures in Staffordshire. This in turn will enhance the ability of the Force identify suspects, or prevent miscarriages of justice, and support the prosecution of criminals affecting local communities.
5. Consultation:	Identification Officers National Visual and Voice Identification Strategy Group (NVVIS) Unison Police Federation Superintendents Association
6. Financial Implications:	There are minimal financial implications with regard to the implementation of this policy.
7. Human Resources / Training:	Training is given to specific members of staff within the ID Unit to enable them to carry out their roles and functions, in particular the operation and access of technology to create and then facilitate the viewing of video image compilations for identification procedures. The Identification Unit delivers awareness sessions to appropriate audiences in support of Learning and Development, in particular ensuring all new investigators (police or support staff) attend as part of their training.
8. Associated Policy:	Nil

**FOI, Human Rights and Equality Impact Assessment Indicators**

FOIA:	Release to Public	
ECHR:	Compliant with proportionality test	<b>Articles engaged:</b> Article 5 Right to Liberty and Security; Article 6 Fair Trial; Article 7 No Punishment without Law; Article 8 Right to respect for Private and Family life; Article 14 Prohibition of Discrimination
EIA:	Compliant	

**Indexing**

Categories:	Crime Investigation Custody Victims and Witnesses
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