

FEDERAL LAW ENFORCEMENT TRAINING CENTER

Department of the Treasury



POLICE TRAINING DIVISION

DESCRIPTION AND IDENTIFICATION

TEXT

306

(4-76)

CAVEAT

This material was prepared by the Federal Law Enforcement Training Center for use in its training programs. Consequently, all reasonable efforts were made to make the policies and procedures set forth herein be in conformance with Federal law and regulations at the time of printing.

Anyone using this material for any other purpose should consider the possibility that Federal legislation and/or court interpretations after this material was sent for printing have made parts of the material obsolete and take appropriate action to satisfy themselves that the material is current.

TABLE OF CONTENTS

	Page
CHAPTER 1: EYEWITNESS RELIABILITY	
11.	Some True Stories 1
11.1	Herbert T. Andrews 1
11.2	Mrs. Dorothy Wilson Moerer 1
11.3	The Rape 1
11.4	Charles Reeves 2
12.	Some Considered Opinions 2
12.1	Unsafe Basis For A Verdict 2
12.2	Causes Miscarriage of Justice 2
12.3	Least Reliable Form of Testimony 3
12.4	No Witness Tells The Whole Truth 3
CHAPTER 2: THE PSYCHOLOGY OF PERCEPTION	
21.	The Observation Process 5
21.1	People Are Different 5
21.2	Visual And Auditory 5
21.3	Color 5
21.4	Impairments 6
21.5	Personality 6
22.	Memory 6
22.1	Where Does It Go? 6
22.2	Selectivity 6
22.3	Suggestibility 6
22.4	Some Strange Facts 7
23.	The Articulation of Memory 7
23.1	Nobody Says What He Means 7
24.	The Need For Accuracy 7
24.1	Error Is The Fault of The Investigator 7
25.	Ground Rules For Interviewing 8
25.1	Could He Have Seen It Happen? 8
25.2	Is He Able To Remember? 8
25.3	Help Him To Tell You The Truth 8
CHAPTER 3: HOW THE EYE SEES	
31.	The Fovea 9
31.1	Two Degrees In The Angle Of Vision 9
32.	The Saccade or Eye-Jump 9
32.1	Five-Hundred Degrees Per Second 9
33.	Knowing What To Look For 9
33.1	If You Are Not Looking For It You Won't See It 9
34.	The Man With The Camera Eye 10

CHAPTER 4: DESCRIPTION AND IDENTIFICATION OF PERSONS		Page
41.	Standard Formats	11
42.	The Thumbnail Description	11
42.1	Remember The Format	11
42.2	Race	12
42.3	Age, Height, And Weight	12
42.4	Color of Hair	12
42.5	The Clothing Worn	12
42.6	The Unique Characteristic	13
43.	Developing Observational Skill and Descriptive Ability	13
43.1	The Secret	13
43.2	Don't Look Him in the Eye	13
43.3	Look for the Obvious	14
43.4	Some Illustrations of Descriptors	14
	Exhibit 1 - Hairlines	14-15
	Exhibit 2 - Hair-Styles	16-17
	Exhibit 3 - Eyes	18-19
	Exhibit 4 - Noses	20-21
	Exhibit 5 - Lips	22-23
	Exhibit 6 - Chins	24-25
	Exhibit 7 - Ears	26-27
44.	Mug Shot Identifications	28
45.	Use of Identi-Kit	28
46.	Wanted Persons	29
46.1	Requirements for a Warrant	29
46.2	The Most Useful Information	30
46.3	The Information Required by NCIC to Make Entry in the NCIC Index	31
46.4	Information Needed to Make an Inquiry in the NCIC System	32
46.5	Treasury Enforcement and Communications System (TECS)	32
47.	The Line-Up	34
47.1	Critical Phase of the Prosecution	34
47.2	Procedure	34
47.3	When an Identification is Made	35
CHAPTER 5: THINGS		
51.	The Particularity of Things	37
52.	Guns	37
53.	Securities	37
54.	Vehicles	38
55.	Other Articles	38

CHAPTER 6: BUILDINGS AND PLACES

61.	The Particularity of Places	39
61.1	The Fourth Amendment Requirement	39
61.2	Embarrassing Moments	39
62.	A Format For Buildings And Places	39
63.	Size	40
63.1	Residential Buildings	40
63.2	Other Types of Buildings	40
64.	Functional Type	40
64.1	Residential	40
64.2	Other Categories	40
64.3	Agricultural	41
64.4	Commercial	41
64.5	Industrial	41
64.6	Institutional	41
65.	Basic House Types - Exhibit 8	43-44
66.	Roofs	45
66.1	Types - Exhibit 9	45-46
66.2	Roofing Materials	45
67.	Windows	47
68.	Exterior Walls-Exhibit 10	48
69.	Other Features	48
610.	Architectural Style	50
611.	Sample Descriptions	52
612.	Location	52
	Architectural Styles	53-56

DESCRIPTION AND IDENTIFICATION
Eyewitness Reliability

CHAPTER 1 EYEWITNESS RELIABILITY

11. SOME TRUE STORIES

11.1 HERBERT T. ANDREWS

On February 26, 1914, Herbert T. Andrews was convicted in Boston, Massachusetts, of forging and uttering over forty bad checks. His conviction was based on the testimony of seventeen eyewitnesses that he was positively the man who had passed the checks. However, bad checks continued to be passed, and the real culprit was finally apprehended. The real culprit confessed and cleared Andrews. The prosecutor, Mr. Lavelle, in commenting on this case some years later, said there were several inches difference in height between the two men and they were "as dissimilar in appearance as could be." ^{1/}

11.2 MRS. DOROTHY WILSON MOERER

On October 4, 1955, Mrs. Dorothy Wilson Moerer, a farm wife from Chanute, Kansas, was convicted of passing bad checks on the testimony of three shop owners and a customer, who had been present when one of the checks was cashed. Mrs. Moerer was released on parole but was charged again in February 1957, on subsequent new counts. Mrs. Moerer's husband was forced to sell their farm and use their life savings for legal fees to help his wife. Before she was brought to trial the second time, the real check passer was discovered and arrested. In the aftermath of this case it came to light that two other women had also been arrested for passing these bad checks: Mrs. Minnie Pence of Fayetteville, Arkansas, who served time from October 1955 to July 1956, and Mrs. Lois Palmer of Harrisonville, Missouri, who was then in jail awaiting trial, like Mrs. Moerer had been, for the second time. In all, it was discovered that a dozen eyewitnesses in three different states had positively identified three totally different women as the one who had passed the bad checks. The only thing these three women had in common with the real check passer was that they all were short and heavy-set. ^{2/}

11.3 THE RAPE

Perhaps the most incredible example of the fallibility of eyewitnesses is this recent case: After burglarizing one home, a man in a military uniform entered another home where he committed rape and armed robbery. The rape was committed in the presence of five members of the rape victim's family, who were bound and gagged but able to see what was happening. The victim was raped three times over a period of three hours and the man paraded nude before

^{1/} Convicting The Innocent. Edwin M. Borchard, Yale University Press, 1932

^{2/} The Innocents. Edward D. Radin, William Morrow & Co., 1964

DESCRIPTION AND IDENTIFICATION
Eyewitness Reliability

the other members of the family. He then ordered the victim's husband to drive him to another city. This trip took two and a half hours. On the basis of the description given by the victim and the witnesses a soldier was arrested. He was identified as the rapist by the rape victim and her family, and then by six other witnesses as the person they had seen leaving the scene of the original burglary. However, at the trial he was able to prove that he was 400 miles away at the time the offenses were committed. Subsequently, the real criminal was arrested. The real criminal was a marine and not a soldier and he was five inches shorter than the soldier. In addition, his hair and skin coloring were markedly different. The only thing these men had in common was they were both Negroes. 3/

11.4 CHARLES REEVES

The taint of fallibility extends to the investigator as an eyewitness. Unless he is scrupulously alert to the possibility of error, even the trained investigator can be trapped. For example, on September 18, 1968, in Washington, D. C., two Tenth Precinct policemen, in the U. S. District Court, solemnly identified Gerald Reeves as the man they caught burglarizing a Northwest Washington liquor store on April 21, 1968. Subsequently, the deputy U. S. marshal informed the court that the true defendant, Charles Reeves, was still in the cell block. A mistrial was declared. Strangely, Charles Reeves' attorney, although he conferred with his client less than a week before, also failed to notice the difference when Gerald rather than Charles was brought into the courtroom. 4/

12. SOME CONSIDERED OPINIONS

12.1 UNSAFE BASIS FOR A VERDICT

"Evidence as to identification based on personal impressions, however bona fide, is perhaps of all classes of evidence the least to be relied upon, and therefore, unless supported by other facts, an unsafe basis for the verdict of a jury." 5/

12.2 CAUSES MISCARRIAGE OF JUSTICE

"Eyewitness identification and description is regarded as a most unreliable form of evidence and causes more miscarriages of justice than any other method of proof." 6/

3/ From Evidence To Proof, Marshall Houts, Charles Thomas Publisher, 1956, p. 11-13

4/ The Washington Post, September 19, 1968

5/ Invisible Witness, William W. Turner, Bobbs-Merrill Co., 1968, p. 104

6/ From Evidence To Proof, op. cit., p. 10

DESCRIPTION AND IDENTIFICATION
Eyewitness Reliability

12.3 LEAST RELIABLE FORM OF TESTIMONY

"The carelessness and superficiality of observers, the variety of powers of graphic description, and the different force with which the peculiarities of form or color or expression strike different persons, make recognition or identification one of the least reliable facts testified to even by actual witnesses who have seen the parties in question." 7/

12.4 NO WITNESS TELLS THE WHOLE TRUTH.

"Psychology has long questioned the naive acceptance by courts of the law of testimony by eyewitnesses. The old experiment, common in college psychology classes, of staging an unexpected incident and asking students to describe afterward what they saw, convinces anyone who has ever participated in it that no witness tells the whole truth and that most witnesses in all good faith tell many untruths regarding what happened right in front of their eyes. This has been studied many times in the psychological laboratory without the slightest impact upon the rules and procedures of the courtroom." 8/

7/ Eyewitness Identification. Patrick Wall, Charles Thomas Publishers, 1967, p. 6

8/ The Crime of Punishment. Karl Menninger, M.D., The Viking Press, 1968, p. 57

DESCRIPTION AND IDENTIFICATION
Eyewitness Reliability

NOTES

DESCRIPTION AND IDENTIFICATION
The Psychology of Perception

CHAPTER 2 - THE PSYCHOLOGY OF PERCEPTION

21. THE OBSERVATION PROCESS

21.1 PEOPLE ARE DIFFERENT

Studies in experimental psychology ^{9/} have established quite firmly that no two individuals observe any complex occurrence in precisely the same manner. All persons are subject to certain tendencies toward perceptual distortion. Perception of where a thing is depends on perception of what a thing is and when it is perceived. The observations of all persons are subject to this interdependence and this interdependence applies to aural as well as to visual perceptions.

21.2 VISUAL AND AUDITORY

Visual durations that are the same as auditory durations tend to be underestimated in comparison. In other words, events which we see happen seem to us to take less time to occur than events we hear happen. Events that we only hear about tend to be accredited by us to our own perceptions. If someone tells us about an event and we are asked about it later we tend to remember the event as though we had seen it ourselves. Danger and stress situations cause us to overestimate duration and distance, the degree of variance depending on the degree of danger and stress. People invariably overestimate the length of verticals and underestimate the width of horizontals, and older people are less accurate in spatial judgments and depth perception.

21.3 COLOR

The retina of the eye is made up of two types of receptor cells called rods and cones. The cone cells are sensitive to the wave length or color of light. The rods are more sensitive to the intensity of light but do not distinguish between wave lengths as readily as the cones. Thus, accurate color identification is more difficult in low light levels, and objects seen at night tend to appear as varying shades of grey. When the intensity of a pinpoint of light is varied against a dark background we tend to see it as moving toward us or receding in the distance. Light colored objects seem heavier and nearer than dark objects of the same size at the same distance away.

^{9/} Law and Psychology in Conflict. James Marshall, Bobbs-Merrill Co., 1966

DESCRIPTION AND IDENTIFICATION

The Psychology of Perception

21.4 IMPAIRMENTS

Individual physical or physiological impairments cause variations in perceptual ability. About nine percent of all males are color-blind to some extent. Most of these men see reds and greens as shades of grey, and some are totally unable to distinguish between red and green. Other common impairments are nearsightedness, farsightedness, binocular or binaural imbalance, tone deafness, and plain deafness. Observations made under the influence of alcohol, narcotics, or drugs generally, are subject to serious distortions.

21.5 PERSONALITY

Finally, the significance we assign to objects and events that we observe is molded by our personal values and attitudes which are derived from our total past experiences and these vary with race, nationality, sex, profession, and religion.

22. MEMORY

22.1 WHERE DOES IT GO?

Not only are events transformed and modified as they are perceived but also while they are being stored in our minds. People commonly see more than they can report. It has been found that at the time of exposure and for a few tenths of a second thereafter, people have two or three times as much information available in their heads as they can later report. The availability of this information declines rapidly. The information, however, is not just forgotten. Some of it is subliminal, and some of it is suppressed or repressed in its interaction with our personalities. A great deal of it can be brought back to consciousness by the stimulus of a careful interview.

22.2 SELECTIVITY

Memory is selective. Decisive people tend to recall their failures. The indecisive recall their successes. An individual tends to note and remember material which supports his social attitudes better than material which conflicts. There is a tendency to recall separate disconnected events which are experienced under the same heightened emotional state as a single casually connected event. There is a tendency also to remember single events that happened in childhood as though they had happened many times.

22.3 SUGGESTIBILITY

There is a startling propensity in some people to remember suggested events in all good faith as though the events had in fact occurred. The impact

DESCRIPTION AND IDENTIFICATION

The Psychology of Perception

of suggestion on recollection cannot be exaggerated in this context. It is of great importance to the criminal investigator. A person who is oriented to personalities, who gets his cues from people with authority or status, tends to be suggestion-prone. There is an urge in certain of these people to conform, to not stand out; and if other people make statements which are slightly different from what such a person has previously said, his confidence in his own perceptions tends to be weakened and his confidence that the views of others may be the correct views increases. Such a person is likely to deny the evidence of his own senses and to alter his statements to concur with those of the others.

22.4 SOME STRANGE FACTS

Generally, the more educated a person the more complete and accurate will be his description of an event. People remember actions or events more readily than objects. Memory of precise language or words is extremely unreliable. Persons who are required to write out their observations remember more and remember more accurately. The more punitive the nature of the witness the more accurate his recall. Repugnant things tend to be forgotten. Events with a sexual overtone are more easily remembered. The higher the status of the person conducting an interview the more the witness will recall and the more accurate will be his recollection.

23. THE ARTICULATION OF MEMORY

23.1 NOBODY SAYS WHAT HE MEANS

There is an irresistible tendency for people to report whatever is in their minds, no matter how it may have come to them, as concrete and absolute events. This tendency is a common, almost necessary accommodation to the practicalities of vocal intercourse. There is no remedy for this except careful evaluation by the recipient of the information. For example, if a person says, "It was raining and the sky was gray," it should not be assumed that the person actually recalls both facts. It is quite possible that he recalls one fact and infers the other; or has deduced both from a third recollection; or has inferred one or both facts from a statement made by another witness, or from a statement suggested to him by a third person who could not possibly know. The matter must be pursued if it is necessary to know the true facts of the matter.

24. THE NEED FOR ACCURACY

24.1 ERROR IS THE FAULT OF THE INVESTIGATOR

The number of persons convicted of crimes on the testimony of an unreliable eyewitness is probably not large compared with the total number of persons convicted. However, this is small comfort for the innocent. When such a miscarriage of justice occurs it is usually the fault of the investigating officer, and

DESCRIPTION AND IDENTIFICATION

The Psychology of Perception

rarely the fault of the witness. The officer is the one who obtains, verifies, evaluates, transmits, and reports what a witness has said. The courtroom scene where the witness testifies is only the last act of a drama which has, up to that point, largely been written and directed by the criminal investigator whose obligation was as much to expose the unreliable witness as it was to locate a reliable one. The reliability of a witness is judged by the accuracy of his information. If his information is accurate then he can be considered reliable. Sometimes speed is an important factor and a quick rather than a complete rundown of information is needed; but even here accuracy must not be sacrificed. An accurate though incomplete statement or description of persons or events may be acceptable, but a complete syllabus if it is not accurate may well be useless or even dangerously misleading.

25. GROUND RULES FOR INTERVIEWING

25.1 COULD HE HAVE SEEN IT HAPPEN?

Before accepting as true any statements of a potential eyewitness, no matter how cooperative or convincing he may be, the investigator should verify independently whether the person was actually in a position to see or hear what he is reporting. Were there obstructions to his line of vision? Was the light sufficient? Could he actually have heard what he says he heard? Is his vision adequate? Is he color-blind? Has he talked to other witnesses or discussed the event with anyone else?

25.2 IS HE ABLE TO REMEMBER?

Extreme emotion, especially fear, materially reduces the ability of a potential witness to give accurate information. Prejudice also impairs the ability of a potential witness to report accurately what he has seen or heard. An extremely prejudiced person will unconsciously report what he expected to see, what his prejudgment concluded, and not what actually occurred. When fear and prejudice are combined in the same potential witness the investigator must find independent corroboration of the facts reported.

25.3 HELP HIM TO TELL YOU THE TRUTH

Since some people are susceptible to suggestion, especially if the suggestion comes from a respected law enforcement officer, the investigator should carefully avoid the use of leading questions when interviewing potential witnesses. Unless there is a good reason for doing otherwise the officer should question witnesses separately so they do not overhear each other's statements. He should interview witnesses at the earliest practical time and he should begin by interviewing the witness he considers most likely to have important information.

DESCRIPTION AND IDENTIFICATION

How The Eye Sees

CHAPTER 3 - HOW THE EYE SEES

31. THE FOVEA

31.1 TWO DEGREES IN THE ANGLE OF VISION

The act of observing is the act of turning one's eyes so that the observed image falls on the fovea, a specialized area smaller than the head of a pin near the center of the retina. This small area is the only part of the retina with a sufficient number of receptor cells to provide detailed vision. It provides detailed vision for only about two degrees of the field of vision. At a distance of five feet the two degrees subtended by the fovea provide detailed vision for an area approximately two inches in diameter. At fifty feet the area of distinct vision is about one foot in diameter. However, even though the part of the retina outside the fovea is poorly equipped for resolving detail, it is very sensitive to movement in the field of vision and functions as an early-warning system. A movement seen in the corner of the eyes, the part of the retina outside the fovea, causes the eyes to jump involuntarily so that the area of the movement is focused on the two foveas where it can be perceived in detail.

32. THE SACCADE OR EYE-JUMP

32.1 FIVE-HUNDRED DEGREES PER SECOND

The eye picks up whatever image is focused on the fovea and the image is transmitted through the optic nerve to the brain where it becomes an observation. While the mind is observing, the eyes are jumping from point to point across the scene. These jumps are called saccades and are so frequent and rapid that they can be recorded only by special instruments. The speed of the movement from fixation to fixation is measured in milliseconds. It approaches an angular velocity of 500 degrees per second. The duration of a particular fixation between jumps varies depending on the observer and the nature of the scene. However, regardless of the actual duration of a fixation, the eye picks up the image in the first half-second or less.

33. KNOWING WHAT TO LOOK FOR

33.1 IF YOU ARE NOT LOOKING FOR IT YOU WON'T SEE IT

Studies ^{10/} into the mechanics of where people look in the course of activities such as driving, flying, looking at pictures, reading, and examining X-rays indicate that feed back occurs in the link between the image picked up by the eye and the subsequent observation accomplished in the mind. The brain

^{10/} Movements of The Eye. E. Llewellyn Thomas, Scientific American, July 1968

DESCRIPTION AND IDENTIFICATION
How The Eye Sees

does not receive the image passively but partly controls what it receives in accordance with the observer's prior specific training and general experience. In other words, knowing what to look for enables the observer to recognize it when he sees it. If he does not know what he is looking for, the observer may not recognize or understand what he is looking at, even after prolonged study. On the other hand, if he is prepared, the observer may recognize and understand what he sees in a fraction of a second and without looking again be able to describe it accurately in detail.

34. THE MAN WITH THE CAMERA EYE

Although the ordinary citizen may not perform reliably as an eyewitness, this fallibility stems mainly from lack of experience and not usually from inherent disability. The veteran investigator knows this is true from his experience with potential witnesses, and from the fact that his own ability as a witness has improved with his years of experience. But experience is only a form of practice. Practice is the key to success. The importance of practice is well illustrated by the achievements of Constable Dennis Lannon of the Vancouver, British Columbia Police Department. In 1963 the Department began to publish a weekly "Most Wanted Bulletin" with pictures and descriptions of suspects for whom warrants were outstanding. Shortly thereafter Constable Lannon recognized and arrested one of the suspects. Then he saw and arrested another. Then another. And another. In the following months he astonished his partners and amazed his superiors by continuing to recognize and arrest wanted suspects during his tour of duty. By March of 1966, when his feats were first publicized, Constable Lannon had arrested 125 suspects after recognizing them on the streets of Vancouver in the ordinary course of his patrol. In an interview Constable Lannon admitted that he kept a complete file of mug shots from the Vancouver Police Department, the R.C.M.P., and outside agencies, and that he studied them constantly to refresh his memory. He said:

"There really isn't very much to it. Everyone is different but all look like someone else. When I see a picture I examine the nose and eyes especially, or any outstanding feature such as very prominent scars. Mostly though, I compare the picture to someone I know that it resembles. In this way, I go looking for the person I know, or the person who looks like him until I run across the man wanted on the warrant. It is hard to remember a lot of pictures but if a person studies the picture and compares it with 'Joe Doaks,' the grocer down the street who looks a great deal like the picture, the picture can be remembered. The best way to find out is to try it. When a policeman, after trying this method and studying the picture a lot, makes his first arrest from memory, he has proven to himself that it is possible and it seems that with this confidence the game becomes easier." 11/

11/ R.C.M.P. Gazette, March 1966 (Vol. 28 No.3)

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

CHAPTER 4 - DESCRIPTION AND IDENTIFICATION OF PERSONS

41. STANDARD FORMATS

In the field of criminal investigation the efficient and effective description of persons, as well as of places and things, has always depended on the use of standardized formats. However, until recently national standards did not exist. Standardization was effective within agencies and departments but not between agencies and departments. The need for national standards became apparent in the early stages of planning for the NCIC, the National Crime Information Center, which was conceived as a service for the exchange of information between all levels of the nation's law enforcement agencies. On March 23 and March 24, 1966, in Washington, D. C., the Committee on Uniform Crime Records, International Association of Chiefs of Police, met with representatives of the major city police departments, state police agencies, and the FBI to develop uniform standards. On January 27, 1967, the NCIC computer center at FBI Headquarters in Washington, D. C. was able to commence operations using the adopted formats. Wherever applicable the descriptive formats developed for NCIC have been used in this text.

42. THE THUMBNAIL DESCRIPTION

42.1 REMEMBER THE FORMAT

After a violation has been discovered the next step is usually to identify the violator. A criminal case rarely gets off the ground until this has been done. However, unless the violator was caught in the act or leaves a classifiable set of fingerprints behind, his identification will probably hinge on an accurate description from witnesses who are untrained, sometimes reluctant, and occasionally hostile. The investigator's responsibility is to quickly draw out a description of the suspect which is accurate, complete, and concise, and then transmit this description to other officers who can assist in capturing the suspect before the trail gets cold. This is not a simple assignment. Even when the investigator himself is the eyewitness there are problems to overcome. During surveillance of such things as still sites, moving convoys, smuggling operations, and similar activities light levels are often too low, distances too great, or glimpses too fleeting to permit a good look at the people involved. Yet, granting the importance of the investigator's skill in interviewing and conducting surveillances, his ability to obtain a useful description depends just as much for success on one more thing; mastery of the use of the following six-element format:

- (1) Sex
- (2) Race
- (3) Age
- (4) Height

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

- (5) Weight
- (6) Color of Hair

42.2 RACE

Designation of race for emergency thumbnail descriptions can generally be limited to one of these four: **White, Negro, Indian, Oriental**. The vast majority of people in the United States can be classified by how they look under one of these four racial descriptors. It does not matter for the purposes of a thumbnail description that a person is actually White if he looks Indian, or vice versa. He should be classified according to how he looks. The object here is not anthropological correctness but descriptive pertinence. As a rule Mexicans and Latins are classified as White although in some areas it may be more helpful to make a distinction. Similarly, in international areas it may be important to distinguish, if possible, between Chinese and Japanese, or between some of the other groups such as Asian Indian, Filipino, Korean, Indonesian, Polynesian, or even Eskimo. In most cases though, it won't be necessary to go beyond one of the first four groups.

42.3 AGE, HEIGHT, AND WEIGHT

Age should be estimated in five year spans, height in three-inch spans, and weight in ten pound spans. More accuracy is generally not possible, and not at all necessary for emergency purposes. Of course, if the exact age, height, or weight is known, it should be given.

42.4 COLOR OF HAIR

Hair color should be given as Black, Brown, Blond, Red, White, Gray or Partially Gray, Sandy, or Bald. In this context Bald means hairless. Designations such as Dark, or Light can be used to modify the colors but should not be used alone unless more accurate information cannot be obtained.

42.5 THE CLOTHING WORN

In the category of emergency or thumbnail description there are two additional and supplementary elements to be considered. These are (1) The clothing worn, and (2) The unique characteristic. Most flash descriptions will include after the physical description a run down of what the suspect was last seen wearing. Although this can be of great importance, it should not be used in lieu of a physical description. As a rule descriptions of clothing should be obtained from witnesses after the physical description simply to ensure that a physical description is obtained. A description of a suspect based only on what he was last seen wearing begins to lose its value as soon as he takes off his coat, or hat, or changes his clothes in any way.

DESCRIPTION AND IDENTIFICATION

Description and Identification of Persons

42.6 THE UNIQUE CHARACTERISTIC

Often there is one unique characteristic of an individual that distinguishes him from other people. This could be a missing finger; a scar across the cheek; a cauliflower ear; a distinct limp; a peculiarity of gait, speech, or mannerism that sets him apart. One physical characteristic that is outstanding and unique can help to identify a person beyond a reasonable doubt. Such a unique feature combined with the six other physical descriptors will make an identification all but certain. Unique distinguishing characteristics should be stressed in any description but are not enough by themselves to insure identification. They should be used as a supplement to the other physical descriptors.

43. DEVELOPING OBSERVATIONAL SKILL AND DESCRIPTIVE ABILITY

43.1 THE SECRET

Practice, of course, is the only means by which a measure of skill and ability can be developed. The question is how to practice. Traditionally, texts on the subject have included exhaustive lists of descriptors with an admonition to become familiar with them as a first step. Actually this is not a good first step. It is asking too much of the student and not giving him enough in return, because when he has memorized the list he is still not able to observe and describe. The proper method for developing observational skill and descriptive ability is the two-fold method; 1) Observe a person, and 2) Describe him. The secret of great skill is knowing what to look for and to always observe and describe in the same sequence, in a systematized manner. First, get this information;

- (1) Sex
- (2) Race
- (3) Age
- (4) Height
- (5) Weight
- (6) Color of Hair

When that information is firmly in mind then try for this;

- (7) Style or Cut of Hair
- (8) Eyes
- (9) Nose
- (10) Lips
- (11) Chin
- (12) Any Unique Feature

43.2 DON'T LOOK HIM IN THE EYE

Don't look into the subject's eyes while attempting to get his description. When we look into people's eyes we generally do so to sense what they are thinking

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

or how they feel. This is so habitual that the mind automatically tends to disengage from whatever else it is thinking in order to open up the "attitude-sensing" channel, even when we catch somebody's eye by accident. The description-getting process may be short-circuited if we look into the subject's eyes.

43.3 LOOK FOR THE OBVIOUS

Look only for the obvious or distinctive qualities. If all you notice about the nose, or mouth, or ears is "normal" or "medium" or "average," forget it. Look for something else. Find the distinctive, concrete thing about the feature or go on to the next one. Don't ignore or disregard anything that is conspicuous about a person, like a missing arm for example; but concentrate first on obtaining the features listed above. With very little practice you should be able to provide an excellent description of a person after looking at him for only a few seconds.

43.4 SOME ILLUSTRATIONS OF DESCRIPTORS

Illustrations of some of the more common descriptors are set forth on the following pages. These are only a few of the possibilities.

EXHIBIT 1
Hairlines

Style or Cut of Hair

After the color of hair has been determined, or at the same time that it is being determined, characteristics of style and cut should be noted, especially the hairline.

- Straight, Curved, Widow's Peak, Low, High, Receding
- Bald (hairless), Partially Bald or Balding qualified as to whether Occipital, Frontal, or Temporal.

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Hairlines



Straight



Curved



Widow's Peak



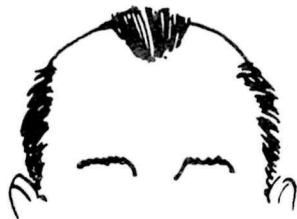
Low



Occipital Balding



Frontal Balding



Temporal Balding

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

EXHIBIT 2
Hair Styles

Characteristics of hair styles should be noted.

- Curly, Straight, Wavy, Kinky or Woolly
- Crew-cut, Butch, Pompadour, Unruly, Unkempt, Shoulder Length
- Bleached, Streaked, Tipped
- Parted on Left, Right, or Middle

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Hair Styles



Well Groomed,
Left-hand part



Unruly



Curly



Close Cropped



Butch



Unkempt



Pompadour



Slicked Down

DESCRIPTION AND IDENTIFICATION
Description and Identification of Person

EXHIBIT 3

Eyes

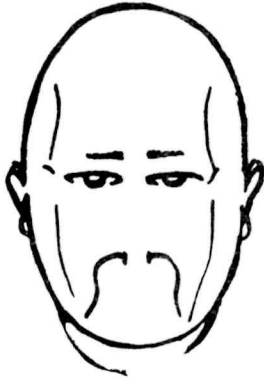
Occasionally, the two eyes may be different colors, or the same eye may contain two distinct colors. For descriptive purposes this should be noted as a unique feature. However, eye color is not as useful a descriptor as other features of the eye or as other facial characteristics. Eye color often seems to vary with lighting conditions, in some cases with emotional state. There is a middle range of color which sometimes seems to be brownish, sometimes bluish or even greenish. This color is usually denoted as Hazel. When eye color is obvious and distinctive it should be stated. If there is a question about the color it should probably be described as Hazel, or simply as Dark, or Light, or Pale.

- Sunken or Deep-set, Wide-set, Close-set, Bulging or Popeyed, Crosseyed, Cockeyed, Narrow or Squinty, Oriental or Slanted

- Piercing, Dull, Shifty, Bloodshot, Watery, Blinking

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

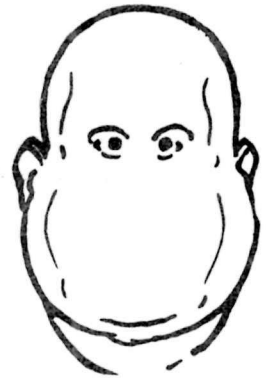
Eyes



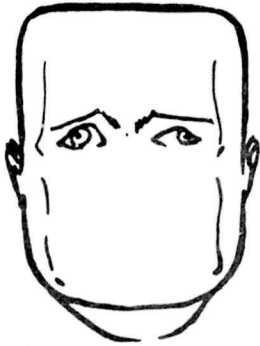
Oriental



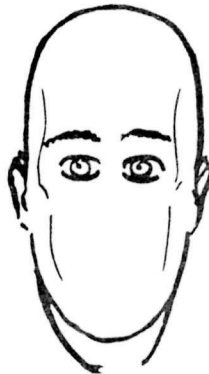
Wide-Set



Close-Set



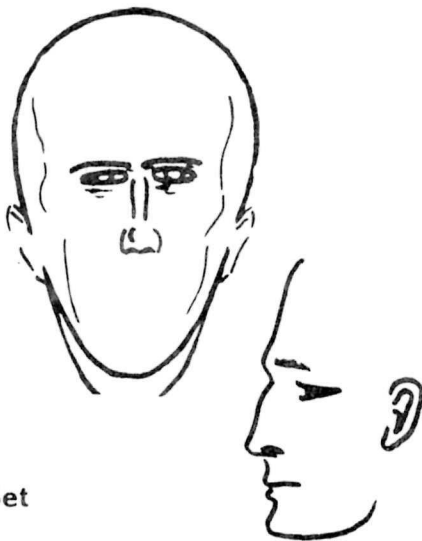
Cockeyed
(Manifest Strabismus)



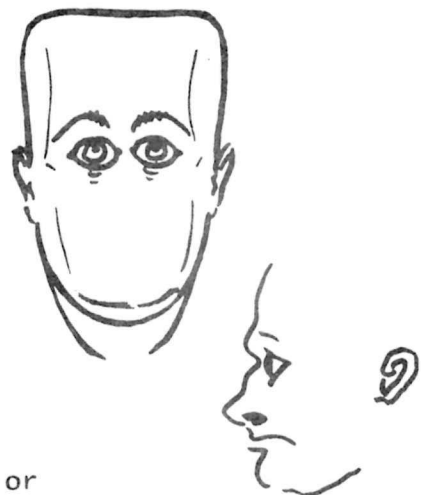
Wide Eyed



Squint Eyed



Deep-Set



Pop or
Bulging Eyes

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

EXHIBIT 4

Noses

- Short, Long, Thin, Thick, Flat, Broad, Pointed, Bulbous,
- Ski-jump (concave), Hooked, Roman, Aquiline, Broken, Twisted, Bashed in, Humped (undulating)
- Red, Blue, Veined, Hair in nostrils, Runny

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Noses



Concave or Ski



Hooked, Roman, Aquiline



Humped



Upturned



Downturned



High Bridge



Low Bridge
(Deep Root)



Small, Short



Large, Long



Pointed



Bulbous

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

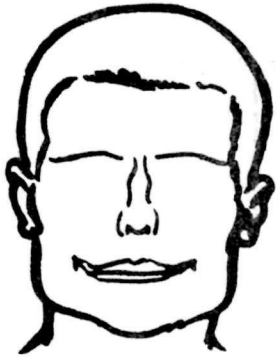
EXHIBIT 5

Lips

- Thick, Puffed, Thin, Harelip, Puckered, Rosebud, Flabby, Cupid's Bow, Protruding lower or upper
- Red, Blue, Pale
- Large or Small Mouth, Bad Teeth, Buck Teeth, Stained Teeth, Missing Teeth, Perfect Teeth

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

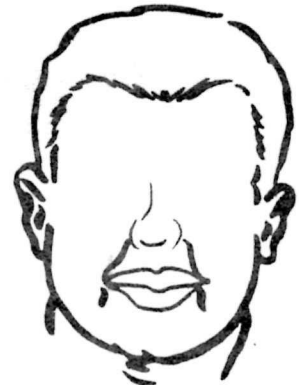
Lips



Large, Wide



Tiny, Rosebud



Thick, Fat



Harelip



Cupid's Bow



Thin



Protruding Lower Lip



Protruding Upper Lip

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

EXHIBIT 6

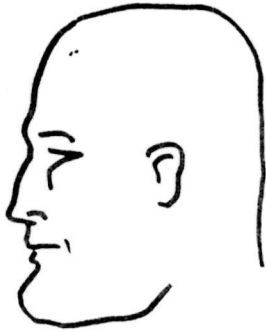
Chins

- **Receding, Jutting, Large, Small, Pointed, Square, Cleft, Dimpled, Double**

- **Strong, Weak, Creased (horizontal wrinkle under lower lip)**

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Chins



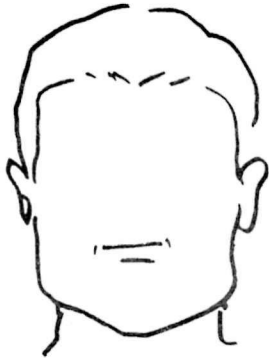
Strong, Jutting



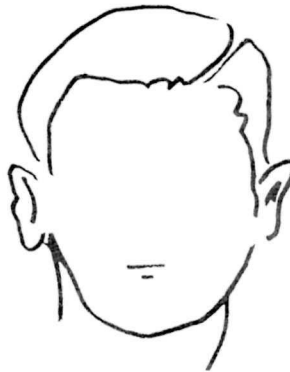
Weak, Receding



Pointed



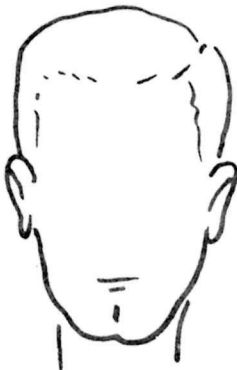
Square



Round



Pointed



Cleft



Sharp



Round

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

EXHIBIT 7

Ears

The items previously listed are the key features for effective description. They are the features that people usually notice and are best able to comment upon when attempting to describe one person to another. Other features that draw attention if present or outstanding in any way are:

- (1) Age Lines
- (2) Ears
- (3) Eyebrows
- (4) Face Colors (complexion)
- (5) Scars
- (6) Beards, Mustaches
- (7) Glasses
- (8) Head Gear

Ears in particular are important for identification purposes because they form patterns and shapes which are as unique for each individual as fingerprints. Positive identifications can be made from ear characteristics alone, although this is not often done as a practical matter.

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Ears



Large Lobe



No Lobe



Pointed



Flat on Top,
Pointed



Round



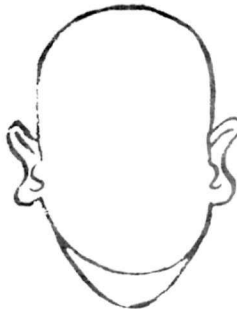
Square or
Diamond Shaped



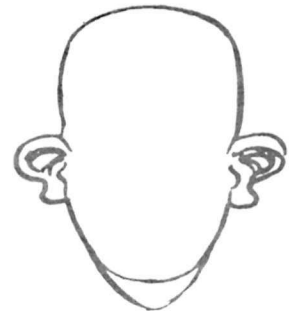
Triangular



Large, Bat, or
Rabbit Ears



Pinched



Protruding

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

44. MUG SHOT IDENTIFICATION

In a recent case 12/ the Supreme Court held that photographic identification must be accomplished in a manner which is not "unnecessarily suggestive." If the identification procedure is found to be "unnecessarily suggestive," the court may suppress identification testimony of witnesses who viewed the photographs. "Unnecessary suggestion" can be avoided:

- (1) By showing the photographs to each witness separately.
- (2) By showing photographs of several persons, not merely of the suspect, to the witness.
- (3) By not indicating in any way to the witness which pictured individual is the suspect.
- (4) By using photographic identification only when it is impossible or impractical to conduct a line-up.

Photographs which are shown to witnesses for identification may be subject during trial to discovery under Rule 16 of the Federal Rules of Criminal Procedure (Jencks Act) and should be preserved for this purpose. Each photograph used for identification purposes should be numbered or labeled appropriately so as not to disclose the identity of the subject, and a complete record should be kept of which pictures were shown, and to whom they were shown.

45. USE OF IDENTI-KIT

(1) When mug shots are not available the time-honored technique of having an artist draw the suspect's likeness from a verbal description is a possible solution. The problem is that there usually aren't enough artists to go around. If an artist happens to be available it still takes anywhere from several hours to a full day to complete a sketch.

(2) A more efficient way is to make use of the Identi-Kit. This is a portable box containing 544 component facial features divided into 12 categories and printed on transparent film. The twelve categories are:

- | | |
|--------------------------|----------------|
| A - Age Lines | C - Chin Lines |
| B - Beards and Mustaches | D - Eye Brows |

12/ Simmons v. United States, 390 U.S. 377 (1968)

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

E - Eyes	T - Head Gear
F - Face Colors	L - Lips
G - Glasses	N - Noses
H - Hair	S - Scar Grid

The eye category contains 102 sets ranging from pop to squinty. There are 33 sets of lips ranging from thin to sensuous, 52 chins, 37 noses, 25 sets of wrinkles, and 130 hairlines. The witness simply picks the open transparency from each of these six basic categories that most closely resemble the suspect. Glasses, head-gear, scars and the like are added if appropriate. The transparencies are laid one on top of the other in a translucent white tray. The portrait emerges step by step, usually in less than 20 minutes. The likeness can then be reproduced for wanted notices and distribution to other departments and agencies. Transmission of the likeness is facilitated by an alphanumeric code which appears on the completed portrait. Each transparency has its own mark. For example, "E-3" would be the third transparency in the Eye series. These marks are offset for each category so that the entire code appears in the finished portrait. The code can be transmitted and the portrait reassembled by any recipient who has an Identi-Kit.

(3) The Identi-Kit is now in use by well over a thousand domestic law enforcement organizations, including the FBI; and it has been accepted by dozens of foreign police agencies as an integral part of their identification systems.

46. WANTED PERSONS

46.1 REQUIREMENTS FOR A WARRANT

When a name can be associated with the description of the suspect, or when a suspect has been identified but not yet apprehended, it may be advisable to obtain a warrant for his arrest or to circulate wanted notices, or even to enter his name in the NCIC index. With respect to obtaining a warrant, the Fourth Amendment requirement for particularity of description has been interpreted by the Supreme Court in a negative way. In the leading case on this issue ^{13/} the Court said:

" . . . The requirement (of particularity) applies both to arrest and search warrants. A description of a suspect merely as "Blackie Toy" operator of a laundry somewhere on Leavenworth Street, hardly is information particularly describing . . . the person . . . to be seized."

^{13/} Wong Sun v. United States, 83 S.Ct. 407, 371 U.S. 471 (1963)

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Clearly the Court has not said what sort of personal description would be adequate. However, judging by the Court's rulings regarding particularity as to places and things, it would be safe to say the description of a person must enable the officer with the warrant to identify the person intended with no chance of error. In point of fact, a person's name and address are often all that is set forth on a warrant, and it is not necessary to use a person's true name if he is known by another. Further, a warrant can be issued for a person whose name is unknown if other descriptive information is available to insure positive identification of the person intended.

46.2 THE MOST USEFUL INFORMATION

Descriptions for wanted circulars and for entry in the NCIC index must contain more information than emergency thumbnail descriptions. The list below includes the items of information that have proved to be the most useful to enforcement officers in locating and apprehending wanted persons. The list developed by NCIC, is the result of a continuing analysis and evaluation of the needs of law enforcement officers at all levels of government who are tied into the NCIC system. This list constitutes the first truly national standard for interagency communication of information about wanted persons. It should be memorized and used by investigators as a mental checklist to insure that they obtain the most useful information about suspects. The list, however, is not all-inclusive; thus, when other information is useful it should be added. If a suspect's occupation, for example, is pertinent to a particular investigation, the appropriate information should be added to the list. Such additional information is entered in the NCIC index following the other items on the list.

- | | |
|----------------------------------------|----------------------------------|
| (1) Caution | (11) Numbers |
| (2) Name | (a) Fingerprint classification |
| | (b) Social Security number |
| (3) Sex | (c) FBI number |
| (4) Race | (12) Drivers license information |
| (5) Nationality | (a) Number |
| | (b) State |
| (6) Date of Birth | (c) Expiration date |
| (7) Height | |
| (8) Weight | |
| (9) Color of hair | |
| (10) Visible scars, marks, and tattoos | |

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

(13) Vehicle owned or used

- (a) License number, state and year
- (b) Identification number
- (c) Year and make
- (d) Model, style, and color

(14) Administrative Information

- (a) Offense or charge
- (b) Date of warrant
- (c) Agency holding warrant, case number

The "caution" element, (1), when used, serves to warn officers to use caution in apprehending or detaining the subject of the wanted person record. In the NCIC system, the character "C" is added to the entry code and the reason for the caution is entered as the first item in the miscellaneous field. For example, ARMED AND DANGEROUS, SUICIDAL TENDENCIES, or PREVIOUSLY ESCAPED CUSTODY.

46.3 THE INFORMATION REQUIRED BY NCIC TO MAKE ENTRY IN THE NCIC INDEX

All wanted person entries must contain:

- (1) name and descriptive data (sex, race, height, weight, color hair)
- (2) at least one numerical identifier (if date of birth is the only numerical identifier, it must be complete -- month, day and year, as inquiries cannot be made on a partial birth date)
- (3) offense
- (4) date of warrant
- (5) originating agency identifier
- (6) originating agency case number

When an operator's license number is used, the state of issue and the expiration date must be included. When a vehicle identification number is used, the make of the car must be included, and if a license plate number is used, the state, and year, (and, where appropriate, type) must be included.

Duplicate entries concerning the same individual will be accepted providing the originating agencies are different. This would, of course, indicate that the individual is wanted by two agencies. The agency making the second

DESCRIPTION AND IDENTIFICATION

Description and Identification of Persons

entry will receive as a positive response (hit) the record already in file at the time the second entry is acknowledged. Should the second wanted person entry contain data concerning a vehicle or license plate which has already been entered separately in the Vehicle or License Plate file (see Section 54), the agency making the second entry will also be furnished the record on the vehicle or license plate at the time the wanted person entry is acknowledged.

Ordinarily, only individuals for whom warrants are outstanding may be entered in the NCIC index. However, a "Temporary Felony Want" may be entered even though a warrant has not yet been issued when a law enforcement agency must take prompt action to apprehend a suspected felon who may seek refuge by fleeing across jurisdictional boundaries. A "Temporary Felony Want" must be specifically identified as such and must be verified and supported by a proper warrant within 48 hours following the initial entry in order to make it a permanent entry. If not made permanent, a "Temporary Felony Want" is automatically removed from file after 48 hours.

46.4 INFORMATION NEEDED TO MAKE AN INQUIRY IN THE NCIC SYSTEM

(1) Inquiries of the Wanted Person file may be made by:

(1) name, and

(2) one or more of the following numerical identifiers:

- (a) complete date of birth - month, day and year; FBI number, miscellaneous number
- (b) Social Security number
- (c) operator's license number
- (d) originating agency's case number

(2) When making an inquiry using the date of birth as the only numerical identifier, sex and/or race should also be included if known. In these instances positive responses (hits) will be furnished only if all data included in the inquiry matches the information contained in the record on file. If special circumstances indicate the need for a search by name only, this can be done off-line. However, since an off-line search requires more time, requests for off-line searches must be kept to a minimum and should be made only where special circumstances warrant.

46.5 TREASURY ENFORCEMENT AND COMMUNICATIONS SYSTEM (TECS)

(1) During the latter part of 1972 and early 1973 the New Treasury Law Enforcement Information and Communications System (TLEICS, later shortened to TECS) became operational. The system is designed to provide terminals tied in to a central computer for the storage and dissemination of

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

Investigative information. This system replaces the former Bureau of Customs Automatic Data Processing Intelligence Network known as CADPIN. The computers for TECS are located in the U.S. Customs Service at San Diego, California. Customs personnel program and operate the computers 24 hours a day, seven days a week. The purpose of TECS is to make available to law enforcement personnel of the Treasury Department, intelligence information on suspected individuals, businesses, vehicles, aircraft and vessels. Intelligence data is collected centrally from all areas, placed in data banks, and made immediately available to authorized personnel. In design and operations, it cuts across traditional organizational lines and brings local and regional parts of separate national structures into closer and more frequent direct communication on intelligence matters than ever before.

(2) TECS users are the law enforcement agencies of the Department of Treasury, namely U. S. Customs Service, Bureau of Alcohol, Tobacco and Firearms, IRS-Intelligence Division, IRS-Inspection Service, and the U. S. Secret Service.

(3) At present there are approximately 500 terminals in operation from coast to coast and border to border, the majority of which are used by the Customs Service. The system has been designed to allow for expansion and re-configuration as requirements change and additional terminals can be added as needed.

(4) Future plans provide for installation of terminals in most District offices and perhaps even in some of the larger post of duty locations.

(5) The TECS will provide to the Treasury law enforcement agencies:

- (a) The Customs Automated Data Processing Intelligence Network (CADPIN) files which are of common interest to the Treasury enforcement agencies.
- (b) On-line access to the National Crime Information Center (NCIC) and its Computerized Criminal History (CCH) section. (In addition to the wanted persons and stolen article files contained in NCIC, there is also a computerized Criminal History file which contains a summary record of the criminal history on approximately 400,000 individuals.)
- (c) Law enforcement officers from other Federal agencies having a valid need and upon presentation of proper credentials at any Treasury agency terminal location could have access to information from the N.C.I.C. and certain information contained in TECS files (such as fugitive warrants, etc).

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

(6) Each of the participating Treasury agencies will be able to obtain information which is not exempt from disclosure in accordance with individual agency regulations. However, each agency will also be able to store information which can be retrieved only by that particular agency.

47. THE LINE-UP

47.1 Critical phase of the prosecution

(1) It may be desirable to conduct a line-up for witnesses if the suspect is available. The suspect's appearance in a line-up may constitute a critical phase of the prosecution and as such would be subject to stringent controls, including the notification of the suspect's attorney and the attorney's presence at the line-up. According to a Supreme Court decision ^{14/} this critical stage occurs after the indictment stage of the prosecution. In a more recent decision by the Supreme Court ^{15/} the court held that a line-up may be held after an arrest without the suspect's attorney present provided that the line-up takes place before the suspect is formally charged by indictment or information.

(2) Under certain circumstances it may be more practical to conduct a photographic line-up of a suspect by using his photograph compared with photographs of several similar suspects. The Supreme Court has held ^{16/} that such displays do not violate the accused's sixth amendment rights even after indictment.

47.2 PROCEDURE

(1) The suspect should be presented in a group with at least five other persons who fit the general description previously given by the witness. All persons should wear clothing similar to that reportedly worn by the suspect when he was first seen by the witness. All persons in the line-up must be unknown to the witness. A suspect should be allowed to select his own position in the line-up and to change his position between viewing if there is more than one showing. Persons in the line-up should stand side by side facing the witness. If necessary they can be instructed to face left, or right, or turn around, and to take other positions to approximate the position in which the suspect was originally seen by the witness. There should be no conversations between persons in the line-up and the witness or investigator.

(2) The investigator must be careful to avoid leading questions or behavior which might suggest the identity of the suspect. If at all possible, the line-up should not be made up of police officers. The courts have held

<u>14/</u>	<u>United States v. Wade</u>	388 U.S. 218 (1967)
<u>15/</u>	<u>Kirby v. Illinois</u>	406 U.S. 682
<u>16/</u>	<u>United States v. Ash</u>	93 S. Ct. 2568

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

that police officers have a tendency to turn their eyes in the direction of the suspect, thus influencing the identification.

(3) If there is more than one witness, separate showings should be conducted for each one out of sight and hearing of the others. If the witness is female or a child it may be preferable to arrange for viewing through a two-way mirror, or under lighting conditions which shade the witness and place a strong clear light on the line-up. In some situations it may be necessary to hold the line-up under conditions of lighting approximating those under which the suspect was first seen.

47.3 WHEN AN IDENTIFICATION IS MADE

When the witness indicates that he has recognized a suspect, he should be requested to point him out. The person in the line-up who was pointed out should then be required to step forward and the witness asked to confirm positively that this is the person he identifies. Photographs should be taken immediately showing all members of the group and the position of the suspect when the identification was made. The photographs should be appropriately labeled, dated, and marked with identifying data for possible use as evidence to support an in-court identification at a later date.

DESCRIPTION AND IDENTIFICATION
Description and Identification of Persons

NOTES

DESCRIPTION AND IDENTIFICATION
Things

CHAPTER 5 - THINGS

51. THE PARTICULARITY OF THINGS

(1) Cases on the Fourth Amendment requirement for particularity of description of things to be seized hold that if the property is contraband it doesn't have to be described in too much detail, but if it is goods or merchandise it must be more carefully described. The requirement is not for a technical description but for sufficient detail to allow for positive identification. For purposes of positive identification the most useful descriptor is usually a serial number. Serial numbers, simply because they are numbers, have become of great value for another reason. Modern record keeping systems are becoming computerized and computers live on numbers. If an article has a number, or if it can be given a number, records concerning it can be stored and processed in a computer with tremendous advantages in speed of handling and accessibility.

(2) The National Crime Information Center is predicated on this fact and NCIC descriptive formats all call for a serial number as part of the description. Generally, the description of goods or merchandise that appears on a commercial invoice, or on a document representing ownership of the property for business purposes, can be considered adequate.

52. GUNS

Most guns can be adequately described in these terms:

- (1) Serial Number
- (2) Make
- (3) Caliber
- (4) Type

In order to enter a stolen or missing gun in the NCIC file the date of the loss or theft, the identity of the agency holding the report, and the case number must also be furnished. The NCIC gun file can be searched if the serial number and make are furnished. If a gun is recovered and a search of the file reveals no theft report, the weapon can still be entered as recovered. Then, if a theft report is later made a search will reveal that the weapon has already been recovered.

53. SECURITIES

Securities include both real and counterfeit currency, stocks, bonds, warehouse receipts, traveler's checks, and money orders. Sometimes this category includes personal notes and checks, officer's checks, and certified checks, but these latter are not yet enterable in the NCIC file. Securities are described in terms of:

DESCRIPTION AND IDENTIFICATION
Things

- (1) Type
- (2) Serial Number
- (3) Denomination
- (4) Issuer
- (5) Owner (social security number)

In order to enter a stolen, embezzled, or missing security in the NCIC file the date of loss or theft, the identity of the agency holding the report, and the case number must also be included. To search the file it is necessary to furnish at least the type, serial number, and denomination of the security.

54. VEHICLES

Descriptions of vehicles should include the following information:

- (1) License number, state, year, and type if pertinent
- (2) Identification number
- (3) Year
- (4) Make
- (5) Model
- (6) Style
- (7) Color

NCIC maintains a separate file for license plates but the license plate file and the vehicle file are closely related. To search both files all that is needed is the vehicle identification number or the license number and the state of registration. To enter a stolen plate or vehicle it is necessary also to provide the date of theft, the identity of the agency holding the report, and the case number.

55. OTHER ARTICLES

Property not designated under one of the above classifications must be described in accord with its peculiar characteristics. Any description should include the following information:

- (1) Type
- (2) Brand name
- (3) Serial number
- (4) Model

In addition, the date of theft, the identity of the agency holding the report, and the case number must be provided if the article is to be entered in the NCIC file. There is no bar to entering articles of small value if entry is justified for investigative purposes. Otherwise only articles valued at \$500 or more should be entered.

DESCRIPTION AND IDENTIFICATION
Buildings and Places

CHAPTER 6 - BUILDINGS AND PLACES

61. THE PARTICULARITY OF PLACES

61.1 THE FOURTH AMENDMENT REQUIREMENT

The leading case on the Fourth Amendment requirement for particularity of description of the place to be searched was decided in 1925. ^{17/} The Court held that a warrant is sufficient if the description is such that the officer can with reasonable effort ascertain and identify the place intended. What this means is that the description must clearly and definitely identify the premises where the search is to be conducted with no chance of mistake. If the search is to take place in an apartment building the apartment must be named. If known, the name of the owner or the tenant should be included in the description. If necessary, a diagram locating the property should be drawn.

61.2 EMBARRASSING MOMENTS

As simple as this may seem, the ability to describe buildings and places is usually the investigator's least developed descriptive skill. It may be that the investigator just isn't called upon to describe buildings as often as he is people and things, but lack of skill in this area can be just as dangerous and embarrassing as lack of skill in the other areas. For example, on the evening of November 7, 1968, in Oakland, California, narcotics agents raided a party in a private home. They fired two shots through a window, kicked in a door, and forced everybody to lie on the floor -- before they discovered they were in the wrong place. They apologized and hurried to the next house down the road where they arrested Walter Pierce and 11 others, and seized 220 pounds of marihuana. Quoting from the newspaper account which appeared the following day.

"Police said the confusion stemmed from the fact that both houses looked very much alike and are in a heavily wooded area."

"Dr. John Derdivanis and his wife (victims of the mistake), (were) extremely irate over the intrusion (and) entertained still another guest after the wild affair -- their attorney, William Parrish." ^{18/}

62. A FORMAT FOR BUILDINGS AND PLACES

The items of information listed below should be considered when putting together a description of a building. Format and sequence of information are not

^{17/} Steele v. United States, 267 U. S. 498 (1925)

^{18/} The Washington Post, November 9, 1968 (UPI)

DESCRIPTION AND IDENTIFICATION

Buildings and Places

as important for the efficient description of buildings as they are for persons but the descriptors for buildings are more varied and complex. Some of the items are covered in more detail on following pages.

- | | |
|-----------------------------------------------|---------------------------|
| (1) Size | (7) Location |
| (2) Functional Type | (8) Owner or Tenant |
| (3) Basic House Type | (9) Access Route |
| (4) Roof, Window, and
Exterior Wall Detail | (10) Means of Entry |
| (5) Other Features | (11) Lighting and Hazards |
| (6) Architectural Style | |

63. SIZE

63.1 RESIDENTIAL BUILDINGS

For residential buildings, size usually means the number of stories, the number of family units, or both. For example:

- (1) one-and-a-half-story, single-family
- (2) three-story, 7-family

63.2 OTHER TYPES OF BUILDINGS

For other types of buildings, size can mean the number of stories, the floor area, the number of units, or rooms, or the capacity of its functional purpose. For example:

- (1) Ten-story hotel
- (2) Twenty-unit apartment building
- (3) Fifty-car drive-in
- (4) Thirty-bed hospital
- (5) Ten-lane bowling alley
- (6) Three-hundred-seat theater
- (7) Nine-pump service station

64. FUNCTIONAL TYPE

64.1 RESIDENTIAL

Most buildings can be described in one of these single-family categories:

- (1) Residence
- (2) Cottage
- (3) Mobile home

64.2 OTHER CATEGORIES

DESCRIPTION AND IDENTIFICATION
Buildings and Places

Other buildings are grouped under four broad overlapping categories: Agricultural, Commercial, Industrial, and Institutional. The variety of functional types within these categories is large and the proper designation should be used for the particular building being described. The following list includes practically every functional type that an investigator may be called on to describe:

64.3 AGRICULTURAL

- | | |
|--------------------------|------------------------------|
| (1) Barn | (10) Grain Bin |
| (2) Barn with Loft | (11) Hay Shed |
| (3) Milk House or Parlor | (12) Swine Farrowing Barn |
| (4) Livestock Barn | (13) Poultry House |
| (5) Machinery Shed | (14) Corn Crib |
| (6) Cattle Feed Bunk | (15) Potato Storage Building |
| (7) Stock Waterer | (16) Tobacco Barn |
| (8) Tower Silo | (17) Farm Shop Building |
| (9) Bunker Silo | (18) Greenhouse |

64.4 COMMERCIAL

- | | |
|------------------------|--------------------------|
| (1) Apartment Building | (13) Laundry |
| (2) Bank | (14) Lumber Storage Shed |
| (3) Boiler House | (15) Motel |
| (4) Bowling Alley | (16) Nurse's Residence |
| (5) Clinic | (17) Nursing Home |
| (6) Club Building | (18) Office Building |
| (7) Drive-in | (19) Service Station |
| (8) Parking Garage | (20) Store or Shop |
| (9) Service Garage | (21) Supermarket |
| (10) Grain Elevator | (22) Theater |
| (11) Hospital | (23) Truck Terminal |
| (12) Hotel | (24) Warehouse |

64.5 INDUSTRIAL

- | | |
|--------------------|---------------------------|
| (1) Bakery | (6) Heavy Warehouse |
| (2) Bottling Plant | (7) Boiler House |
| (3) Cannery | (8) Cold Storage Building |
| (4) Dairy | (9) Textile Mill |
| (5) Assembly Plant | (10) Manufacturing Plant |

64.6 INSTITUTIONAL

- | | |
|------------------------------------|-------------|
| (1) Classroom Building -
School | (5) Church |
| (2) Dormitory | (6) Convent |
| (3) Gymnasium | (7) Rectory |
| (4) Library | |

DESCRIPTION AND IDENTIFICATION
Buildings and Places

The size of a building and its functional type are probably the most useful descriptors in most instances. In residential areas, however, functional type is not so pertinent as other characteristics such as basic house type; kind of roof, windows, and exterior walls; or architectural style. This information, in addition to the location, is needed to insure that the officer with the warrant will find the right house with no chance of error.

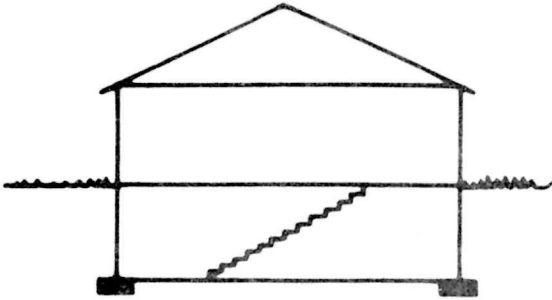
DESCRIPTION AND IDENTIFICATION
Buildings and Places

65 BASIC HOUSE TYPES (EXHIBIT 8)

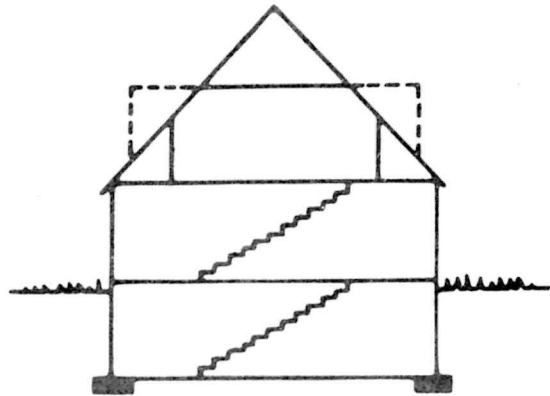
- (1) **One-Story**
With or without basement, most prevalent
- (2) **One-and-one-half Story**
With or without basement, allows for living area on second floor. Dormers can be added to provide a view
- (3) **Two-Story**
With or without basement, provides maximum living area at least cost
- (4) **Bi-Level**
With or without basement, used for hillside locations
- (5) **Split-Level**
Provides distinct separation of living functions, often on three levels with an optional fourth level basement. Best for sloping lots
- (6) **Split-Level Foyer**
Feature of this is the split-level foyer between two full living levels. May be used as sunken two-story house without basement or as raised one-story house with finished basement

DESCRIPTION AND IDENTIFICATION
Buildings and Places

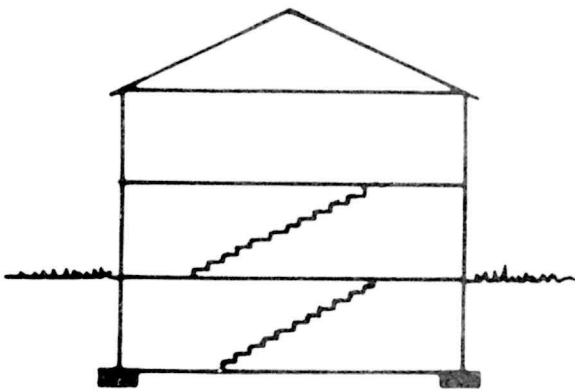
BASIC HOUSE TYPES



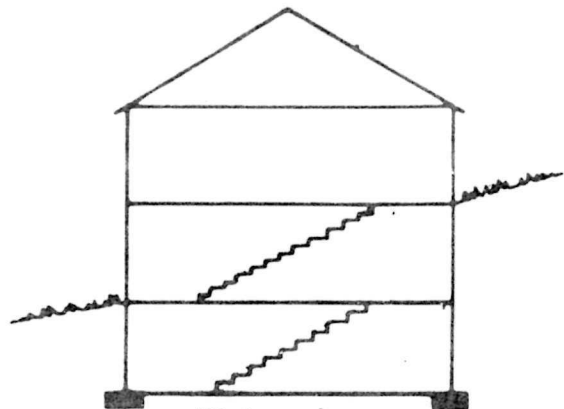
One Story



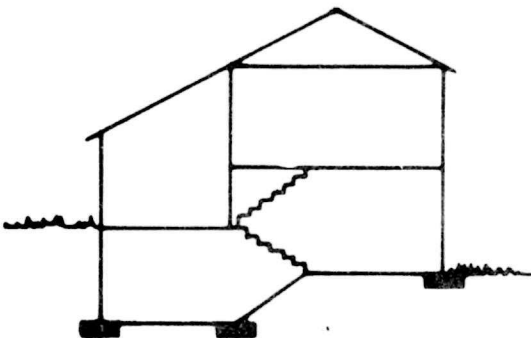
One and One-half Story



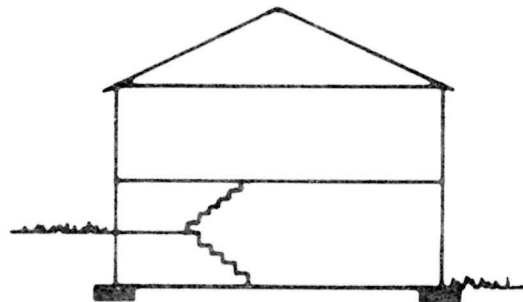
Two Story



Bi-Level



Split-Level



Split-Level Foyer

DESCRIPTION AND IDENTIFICATION
Buildings and Places

66. ROOFS

66.1 TYPES (EXHIBIT 9)

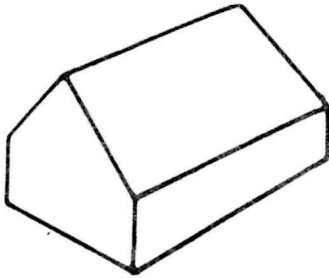
- (1) **Gable, Gambrel, Hip, and Mansard**
residential varieties
- (2) **Monitor**
industrial variety
- (3) **Saw-Tooth, Barrel or Arch, Dome, Lean-To, and Shed**
industrial and commercial varieties which are
self-describing
- (4) **Skylight**
glassed over opening in roof, usually fixed
- (5) **Dormer**
box-like projection through roof for a window
- (6) **Cupola**
small stand or tower on roof, usually topped with a
weather vane

66.2 ROOFING MATERIALS

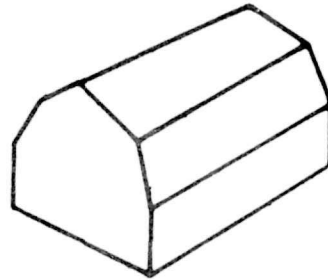
- (1) **Shingles**
machine-formed of wood, asphalt, or asbestos
- (2) **Shakes**
hand-split cedar wood shingles
- (3) **Tile**
usually rounded, reddish, called Spanish Tile
- (4) **Slate**
heavy gray split-rock shingles

DESCRIPTION AND IDENTIFICATION
Buildings and Places

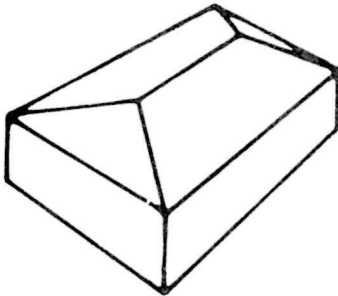
ROOFS



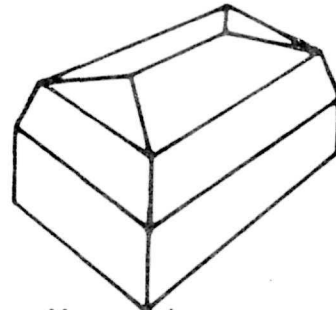
Gable



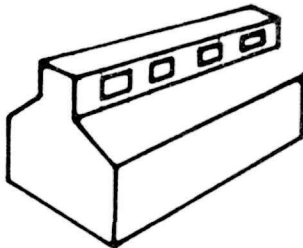
Gambrel



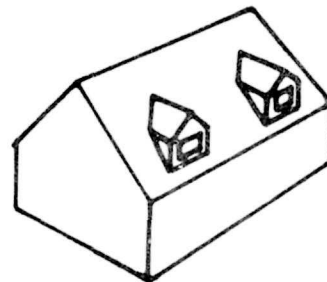
Hip



Mansard



Monitor



Roof with Dormers

DESCRIPTION AND IDENTIFICATION
Buildings and Places

67. WINDOWS

- (1) Casement
hinged at side, opens outward
- (2) Awning
hinged at top, open outward
- (3) Basement
hinged at top, opens inward
- (4) Hopper
hinged at bottom, open inward
- (5) Double, Single-Hung
sash slides up and down in frame
- (6) Sliding
sash slides horizontally in frame
- (7) Jalousie
also called Louver window, operates like venetian
blinds to open and close
- (8) Picture
any large fixed window
- (9) Bay
build out from house wall for visibility to sides of
house, called an Oriole if at second or higher floor level
- (10) French
casement windows that go all the way to floor, are really
glass doors

DESCRIPTION AND IDENTIFICATION
Buildings and Places

68. EXTERIOR WALLS

- (1) Beveled Wood Sliding
 same as clapboard
- (2) Rough Cedar Board
- (3) Brick
 variety of Pattern Bonds
 (Exhibit 10)
- (4) Native Stone
- (5) Stucco
- (6) Board and Batten
 vertical wood boards with narrow strips
 at seams
- (7) Aluminum Sliding

69. OTHER FEATURES

- (1) Garage, attached, detached, or basement
- (2) Carport
- (3) Sun Deck
- (4) Porch, open, screened, or enclosed
- (5) Breezeway, open, roofed, or roofed and screened
- (6) Chimney, brick, or stone
- (7) Driveways and Walks, concrete, asphalt, or gravel
- (8) Terrace or Patio, concrete block, brick, or flagstone
- (9) Fences, stockade, picket, rail, basketweave, redwood,
 or chain link
- (10) Swimming pool, full, or empty

DESCRIPTION AND IDENTIFICATION
Buildings and Places

EXHIBIT 10 - PATTERN BONDS



Each row of bricks is a
Course

Bricks are named according to
face exposed

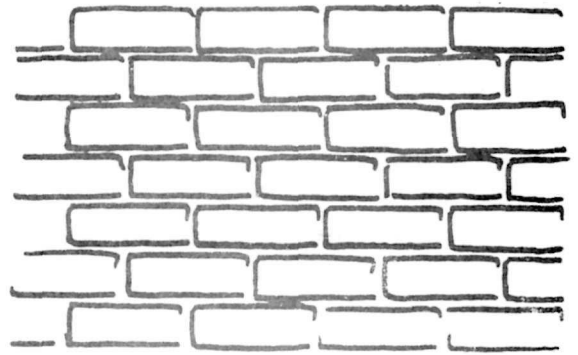


Stretcher



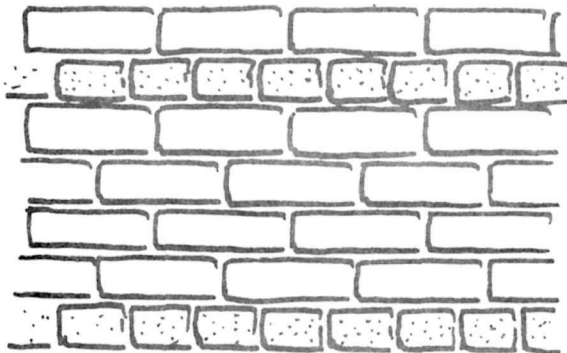
Header

Running Bond



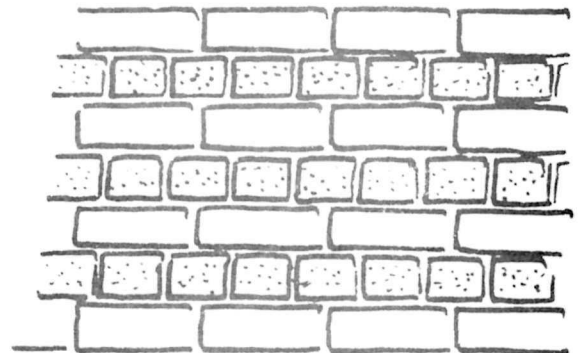
No Headers

Common Bond



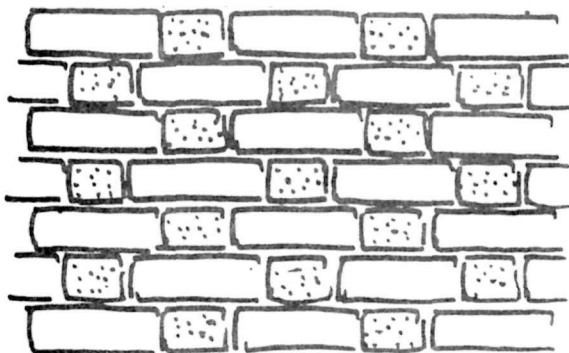
Every fifth course is Headers

English Bond



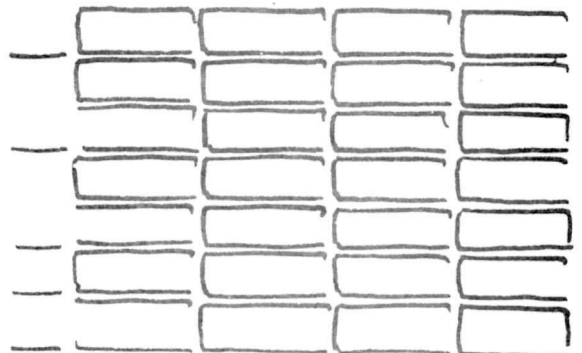
Every other course is Headers

Flemish Bond



Every course has alternate
Stretcher and Headers

Stack Bond



DESCRIPTION AND IDENTIFICATION
Buildings and Places

610. ARCHITECTURAL STYLE

Architectural style is an ambiguous phrase. It means different things to different people. Usually it refers to the historical style of residential homes. Some people use the term to include modern innovations of style but still in connection with residential buildings. Perhaps 15 to 20 percent of all residences in the United States can be classified as belonging to an architectural style. The other 80 to 85 percent cannot be classified. (For example, the tri-level on page 54.) Nevertheless, when it is obvious, the architectural style of a building should be made part of its description. The various styles and their chief distinguishing characteristics are listed:

- (1) Cape Cod Colonial: (see page 53)
very small, symmetrical, gable roof
- (2) Cape Ann Colonial
very small, symmetrical, gambrel roof
- (3) Garrison House Colonial: (see page 53)
second story overhang in front, symmetrical
- (4) New England Colonial: (see page 52)
a two-story Cape Cod
- (5) Dutch Colonial
small, symmetrical, low gambrel roof,
stone walls, Dutch front door
- (6) Salt-box Colonial
large, two-story, long rakish roof line
descending to one-story at rear
- (7) Pennsylvania Dutch Colonial
large, symmetrical, two-story, thick gray stone
walls, steep gable roof
- (8) Georgian Colonial
large, two-story, strictly symmetrical, formal, brick
walls, small windows at entrance
- (9) Southern Colonial
large, strictly symmetrical, two-story
columns in front forming colonnade
- (10) Elizabethan, Tudor, and Jacobean: (see page 51)

DESCRIPTION AND IDENTIFICATION
Buildings and Places

one-and-one-half or two-and-one-half story, slate roof with dormers, stone walls, massive chimney, leaded casement windows

- (11) Elizabethan Half-Timber
as above with protruding timber faces

- (12) Regency: (see page 52)
low hipped roof, small octagonal window over front door, symmetrical, secondary roofs of copper

- (13) Cotswold Cottage
unsymmetrical, high steep roof, large chimney, leaded casement windows

- (14) Victorian: (see page 52)
elaborate fretwork, scrollwork, bays, turrets, parapets, and so on. Mansard roof

- (15) French Farmhouse
large, very steep hip roof, large dormers front courtyard, balanced wings

- (16) French Provincial
large, very high roof, large french windows, dormers, grandiose effect

- (17) French Normandy
unsymmetrical, large chimney, turrets

- (18) Italian
large wall areas, red tiled roof, oval topped windows, formal

- (19) Spanish
red tile roof, oval topped windows, stuccoed walls, wrought-iron exterior decoration

- (20) California Bungalow
low-pitched roof, many windows, no basement, one story

- (21) Ranch-House or Western: (see page 51)
centered around a patio, flat roof, large windows, one-story

DESCRIPTION AND IDENTIFICATION
Buildings and Places

- (22) **Northwestern or Puget Sound**
hip or gable roof with moderate pitch,
partial stained or varnished wood exterior

- (23) **Adobe or Pueblo**
made of adobe bricks, roof beams protrude
through walls

- (24) **Functional**
sheets of glass or glass bricks around steel frame,
movable partition walls, flat roof, unsymmetrical

611. **SAMPLE DESCRIPTIONS**

See page 53

612. **LOCATION**

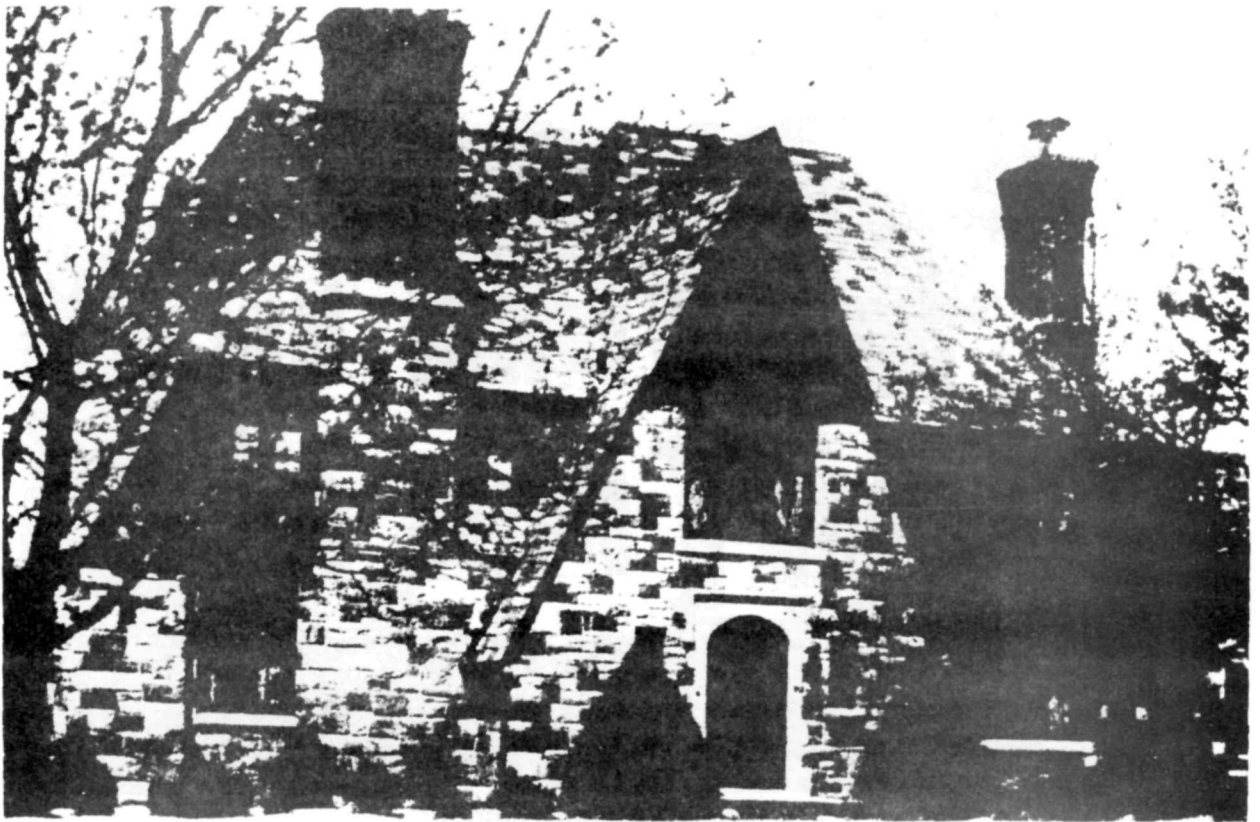
For law enforcement purposes the location of a building is as much a part of the description as the size and type of building itself. The identity of the premises must be established beyond any chance of error. A mistake in the address in an affidavit for a search warrant could nullify a search even if it was conducted on the premises intended. The purpose of describing buildings and places in search warrants is to define the area to be searched and to ensure that the wrong place will not be entered. Sometimes a street address is enough to accomplish this purpose. Generally more than that is required. In addition to a description of the house with its street address, it is usually necessary to say that it is, for example:

- (1) the third house from the corner on the south side
of the street, or

- (2) one-hundred yards north of the intersection of
X Avenue and Y Street

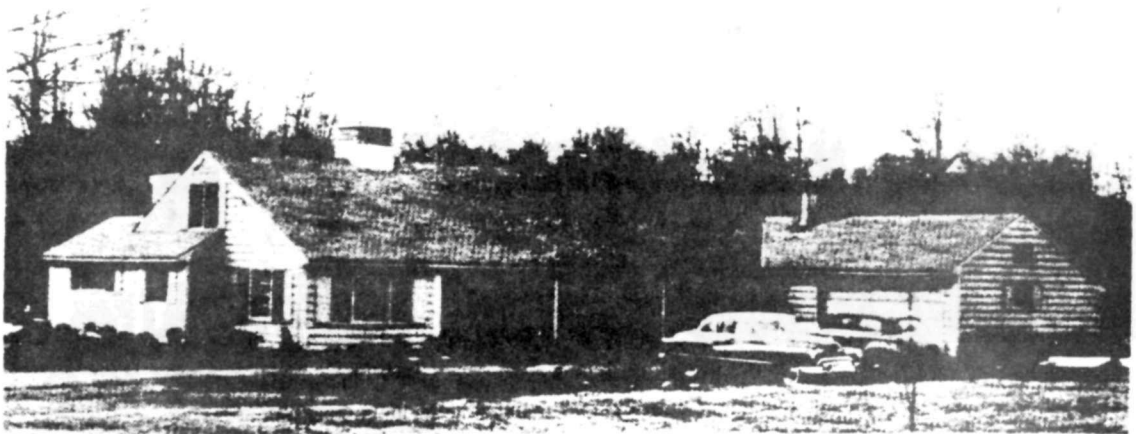
It is also necessary to identify the city, township, county, or district and state where the place to be searched is located.

DESCRIPTION AND IDENTIFICATION
Buildings and Places



English Elizabethan

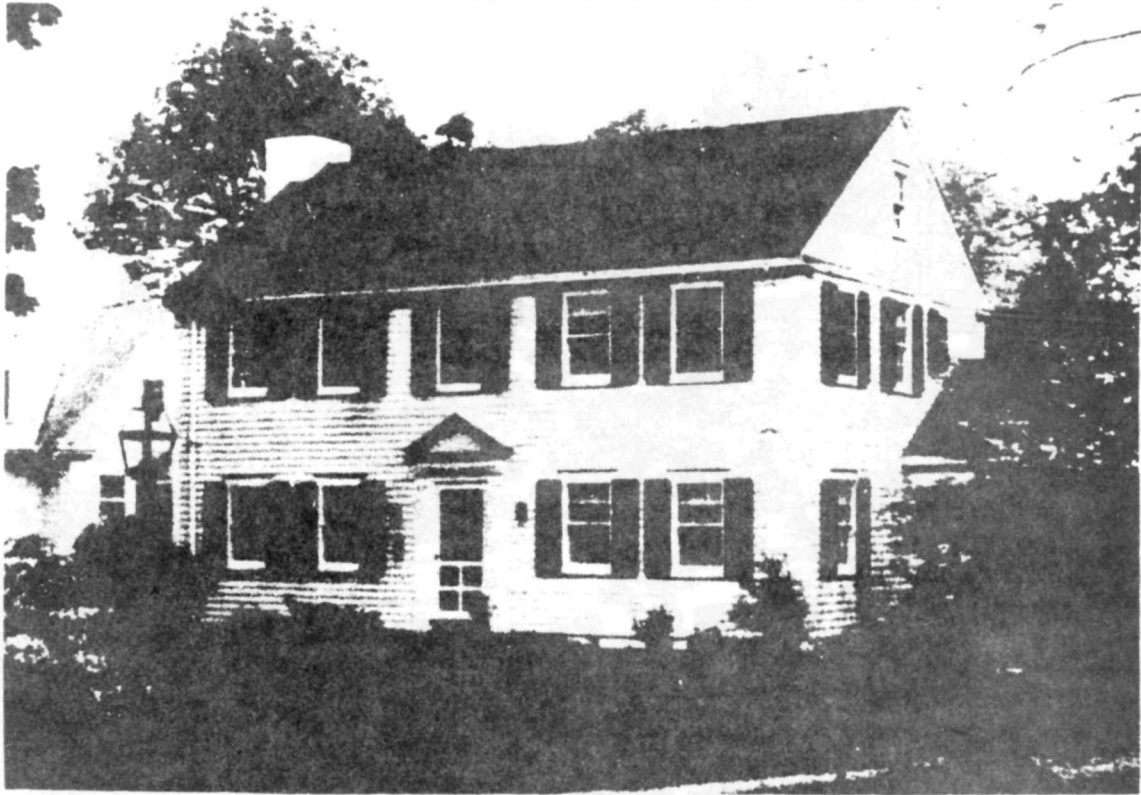
Massive chimney, complicated roof, stone walls, leaded casement windows



Ranch-house or Western

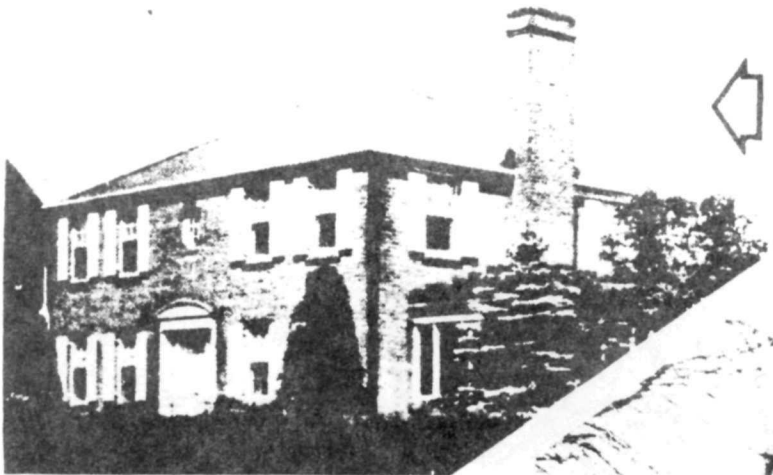
Centered around a patio, flat roof, large windows, usually one story, now sometimes split-level

DESCRIPTION AND IDENTIFICATION
Buildings and Places



New England Colonial

Two story, simple, symmetrical, gable roof

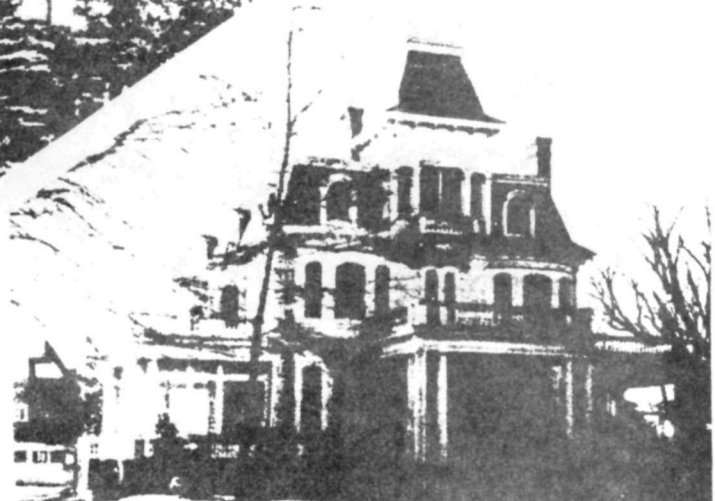


English Regency

Usually brick, hip roof,
symmetrical, octagonal
window over door

English Victorian

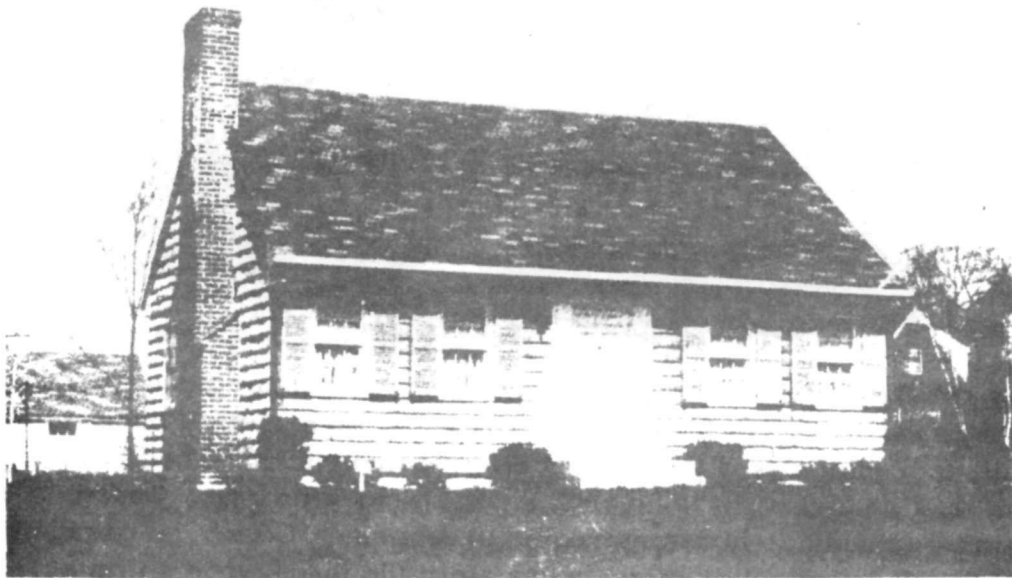
Much scroll work, fussy detail,
parapets, mansard roof



DESCRIPTION AND IDENTIFICATION
Buildings and Places



Garrison House Colonial
Second story protrudes in front, House is otherwise symmetrical



Cape Cod Colonial
Small, simple, symmetrical, gable roof

DESCRIPTION AND IDENTIFICATION
Buildings and Places



Tri-level residence facing south, second floor on east overhangs first floor approximately two feet, has two windows with shutters and small octagonal design or vent near apex of gable type roof. Garage is enclosed on first floor level. Mid level has large compound picture window on the front, chimney on west. Siding is light painted clapboard. There are six steps to front entrance with iron guard rails, very tall bush just west of the steps.



Two story residence, saltbox colonial style with long sloping roof to first floor in rear. Symmetrical front facing south, three cornice-cutting dormers at second floor level, four windows with shutters on first floor level. Shed type canopy over front door, a bay window on west side, chimney on east. Garage is detached on east side connected to house by roofed breezeway. Cupola on garage roof. Garage siding is board and batten, house siding is large wood shingles.

(Photos on this page courtesy of Boeckh Division, American Appraisal Company)

