

To obtain this leaflet in an alternative language, larger print or on tape please call our Corporate Communications Department on 0845 60 70 999.



**COMMUNITY & JUSTICE DEPARTMENT
FORCE IDENTIFICATION UNIT**

Sussex House Crowhurst Road Hollingbury Brighton BN1 8AF
Telephone 01273 665760 Fax (01273) 404280

Website: www.sussex.police.uk



Community & Justice Department
Identification Unit

WITNESS INFORMATION



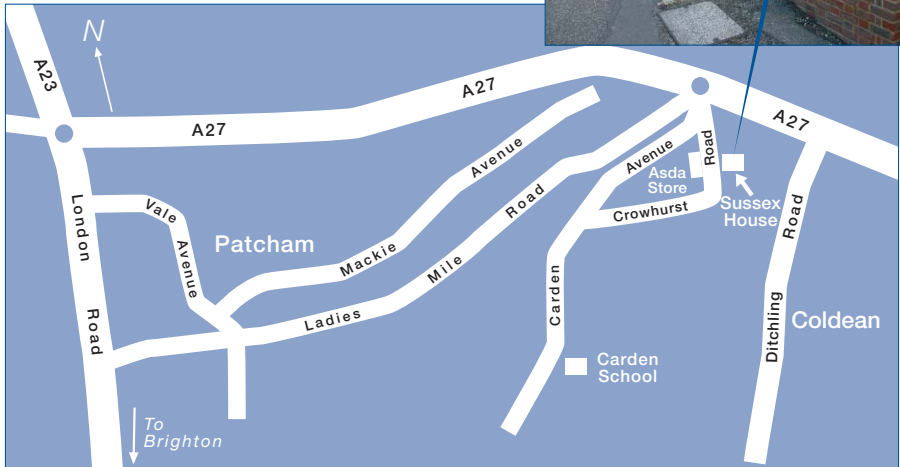
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Where to find us

The Brighton Identification Unit is situated in Sussex House on the Hollingbury Industrial Estate, just off of the A27, accessible by car and public transport bus routes. There is limited on-street parking.

If you are making your own way to the Identification Unit it may be prudent to ring the Identification Unit beforehand so that we can advise you of how long the procedure is likely to take. This will help you decide if accepting a lift from your witness support officer is a better option.

Sussex House
Crowhurst Road Hollingbury
Brighton BN1 8AF
Tel: 01273 665760



The Force Identification unit have three smaller units located at Crawley, Eastbourne and Worthing. They are open one day a week. Please let staff know if you would prefer to visit one of these locations rather than coming to main office in Brighton and staff can give you the address for the unit you would prefer to visit.

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Introduction

Sussex Police have requested that you attend a Video Film Identification Parade as a witness. To make the process as clear as possible, we have produced this information booklet and accompanying DVD to explain the identification procedure.

The main purpose of an identification parade is to find out if a witness or victim is able to identify the person they saw at an incident (if that person is included in that identification parade).

We are aware that you may feel anxious about taking part in an identification parade, for example;

- You may feel that your memory of the person that was involved in the incident is not that good
- You may feel anxious about seeing them again
- Or you may be worried about what will happen after the ID Parade

For these reasons, we want to explain to you what will happen during an identification parade to help reassure you.

All the information contained in this booklet is also included on the DVD attached to the back page.

What is an Identification Parade?

Facial identifications play a vital part in many investigations and we very much appreciate the contribution that a witness can give. Today, identification parades are compiled on video tape, CD and DVD and shown on a TV or computer screen. This means that a video clip of the suspect is included in a film, which will also contain clips of a number of other people. Because the suspect is not physically present in the building, there is no possibility that you can meet them.

A Witness Support Officer (WSO) will contact you about 3 days before your appointment to discuss the arrangements with you. If you do not hear from us within this time please contact your WSO at the Identification Unit.

Our contact details can be found on the back page of this booklet.

You will be offered transport to the Identification Unit in Brighton. However, should you decide to make your own way there details of where we are and a map are on the inside cover of this booklet.

What do I do when I get to the ID Unit?

Once you have arrived at Sussex House pedestrian gates located to the right of the large main green gate please use the intercom provided. Once answered let staff know you have come for the identification unit as a witness. They will let you into the main Custody Reception area and advise you where to go. Once in the ID Unit reception room, there is a telephone, which is linked directly to our main office. Please use this to inform us that you have arrived.

Viewing the identification parade

You will be asked to go into a viewing room where the staff will give you some instructions before you see the parade, so that you understand exactly what you need to do. Please feel free to ask any questions and ask for clarification if you do not understand what they have said.

Parades in Sussex are usually made up of nine clips of different people, one of whom may be the person involved. You will see each member of the parade one at a time and you will see just their head and shoulders. The film will either be a moving parade, where you'll see the people on the film, facing the front and turning their head to the left and then to the right, or alternatively you will see a 'still parade' which will consist of still photographs on the screen.



They will appear on the screen one at a time and one of the images may be of the suspect. You will see each person on the screen for about fifteen seconds and they will be labelled by a number shown on the screen along side each image.



Our staff will ask you to view the film twice before you make any comments. You will then have the option to see the whole parade, or any part of the parade or any of the numbered images as many times as you like. You can also ask to see any images paused to allow you to get a clearer look at the person.

Please remember that the person you saw when the incident took place, may or may not be on the film and if you cannot make an identification you should say so.

Everyone's memory is different, so it is important that you take your time and do not feel pressured. If you cannot make an identification it does not mean that the police will not be able to continue with the investigation. Whether the police are able to take a person to court may depend on other evidence and factors.

Please remember that the suspect will not be present in the room where you will view the identification parade. He or she however has a legal right in law, to have a legal representative present in the viewing room. This person is there to observe the parade on behalf of the suspect and this person will not speak to you or ask you any questions. Any comments or questions the representative has, will be directed at the member of staff running the ID parade.

In most cases the whole process of a witness viewing an ID parade will be recorded on a film so that we are able to show to a court that the ID Procedure was conducted fairly and fully in accordance with the law. The procedure recording will show the people present and the room in which the ID parade is conducted.

Once the procedure is complete, you will be shown into a different room and asked to wait there until the member of staff who conducted the ID, can speak to you. Please note that the member of staff will not be able to tell you if you have made an identification or not. This is because a legal judgement decided that to do so would not be fair.

Normally the parade takes between 20 and 25 minutes per suspect, but bear in mind that there may be more than one film to view if there is more than one suspect involved in the incident you witnessed.

Frequently Asked Questions

How certain do I have to be that a person on the ID parade is the person that I saw?

You do not have to be certain to make an identification, the law however, states that if you are unable to make a positive identification, you must say so.

Will I meet the person who committed the particular incident that I witnessed?

No. The suspect is not allowed to be present in person.

Will I be allowed to take someone with me to view the identification parade?

A friend or relative can accompany you to the ID Unit but unless you are a vulnerable witness or under the age of seventeen, they will not be allowed to attend with you for the actual viewing.

Do you have any special needs?

Your witness liaison officer will assist you. Let them know if you have any specific access needs.

If you are making your own way to the unit and have a disability, please advise the ID Unit as soon as possible so that we can arrange for you to be assisted via the most appropriate access point.

Will I need to bring anything with me?

If you normally wear glasses, please remember to bring them with you. Though our staff will complete your viewing as quickly as possible, you may have to wait a short while, so you may wish to bring something with you to read. Drinks are provided.

What happens if I am unable to identify the suspect?

You should not worry if you are unable to identify the suspect and if you cannot make an identification then you should say so. Everyone's memory is different and if you can't make an identification, it does not mean that the police will be unable to continue with their investigation. Whether the police are able to take a person to court may depend on other evidence and factors.

What happens if I identify someone other than the suspect?

Incorrect identifications do occur and you should not worry if this happens. The Police have procedures in place to deal with this and if you make an incorrect identification that person will not be arrested.

What happens if I identify the suspect?

There is a possibility that you may have to go to court and be called as a witness. You will be informed if this is the case in due course.

What happens if I have to go to court?

A witness liaison officer will send you an information pack explaining the whole process and you can request assistance if you are concerned in any way.

Thank you for your assistance

We would like to thank you for taking the time to read this booklet. If for some reason, the information in the booklet has not answered all of your questions then please do not hesitate to contact us.

We have a dedicated team of staff at the Identification Unit who are always happy to help, to make your visit as comfortable and as stress free as possible. Our contact details can be found on the back page of this booklet.