

# **Seattle Police Manual**

## **DRAFT – Booking Photo Comparison Software**

**Effective Date: x/x/xx13**

### **12.045-POL**

This policy applies to the usage of Booking Photo Comparison Software (BPCS) for biometrics processing.

- 1. In Order to Utilize This Software, a Crime Must Have Occurred**
- 2. This Software Will Only be Used to Compare Unknown Subjects to Images in JEMS and Will Not be Used to Positively Identify a Subject**
- 3. Recovered Images Will be Reviewed After a Crime has Been Committed**
- 4. No Operator May Monitor Any Live Video Feed for This Program**
- 5. Only Trained Photo Lab Personnel Will Use BPCS**
- 6. Photo Lab Personnel Will Use an Archived Version of JEMS to Compare Photos**
- 7. The Photo Lab Maintains BPCS Statistics and Data**
  - All data governing the usage of this system is retained for a period of 42 months
- 8. No Camera System, Including any Owned or Controlled by the City of Seattle, Will be Connected to This Software**
  - Images captured by City camera systems may be used only after all other conditions referenced in this policy have been met
- 9. All Outside Agencies Utilizing BPCS Comply With This Policy**
  - Any agency requesting SPD assistance with an investigation must satisfy all criteria in this Manual section

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### 12.045-PRO-1 Procedures for Using BPCS to Identify a Potential Subject

#### The Officer/Detective:

1. **Establishes** that a crime has occurred
2. **Contacts** the SPD Photo Lab with the GO Number
3. **Presents** the captured image of a potential subject to Photo Lab personnel

#### Photo Lab Personnel:

4. **Download** the image into BPCS
5. Using the software, **compare** this captured image to those stored in JEMS
6. **Present** the images of any possible subject(s) to the investigating officer/detective

#### The Officer/Detective:

7. **Uses** the possible subject image(s) to further an investigation