

# Seattle Police Manual

## 12.045– Booking Photo Comparison Software

**Effective Date: February 19, 2014**

### 12.045-POL

This policy applies to the usage of Booking Photo Comparison Software (BPCS) for biometrics processing. The intent is to regulate the use of this technology to allow for legitimate law enforcement purposes while protecting privacy.

#### **1. Usage of BPCS is Limited to the Comparison of Unidentified Images to Booking Photos**

BPCS may only be used in an attempt to identify a person whom an officer reasonably suspects may be involved in criminal activity.

#### **2. Only Department-Trained Photo Unit Personnel Will Use BPCS**

#### **3. Any Agency Requesting SPD Assistance with an Investigation Must Satisfy all Criteria in this Manual Section**

#### **4. BPCS may Not be Used to Connect with 'Live' Camera Systems**

#### **5. The Photo Unit Maintains BPCS Statistics and Data**

All data governing the usage of this system is retained for a period of 42 months. See 12.045-PRO-2

#### **6. No Personnel may use BPCS to Identify Individuals for Identification Purposes who do not Meet the Listed Criteria**

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## 12.045-PRO-1 Procedures for Using BPCS to Identify a Possible Suspect

### The Officer/Detective:

1. **Establishes** a reasonable suspicion that there is a suspect involved in criminal activity
2. **Contacts** the SPD Photo Unit with the GO Number, if applicable
3. **Presents** the captured image of a possible suspect to Photo Unit personnel

### Photo Unit Personnel:

4. **Download** the image into BPCS
5. Using the software, **compare** this captured image to those stored in a booking photo database
6. **Present** the images of any possible suspect(s) to the investigating officer/detective
7. **Retain** certain BPCS data

See 12.045-PRO-2

### The Officer/Detective:

8. **Uses** the possible suspect image(s) to further an investigation

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## 12.045-PRO-2 Procedures for Retention and Auditing of BPCS Data

### Photo Unit Personnel:

1. **Retain** all data associated with BPCS for a period of 42 months
2. **Maintain** a log at the BPCS workstation which records the following information:
  - Date of inquiry
  - Name of operator making inquiry
  - Name of officer requesting inquiry
  - Description of incident that satisfies all the criteria in this manual section
  - GO Number, if applicable

### APRS Personnel:

3. **Audit** all usage of BPCS on an annual basis