

# SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

## TRAINING BULLETIN

*"Education promotes professional and responsive law enforcement"*

### Use of In Force Arrest/Booking "AB" System

#### Purpose

The purpose of this bulletin is to establish procedures on the use of the In Force Arrest and Booking System (also referred to as the AB System).

#### Introduction

It is the policy of the Santa Ana Police Department that all persons arrested or detained for suspicion of a crime and transported to the Santa Ana Police Department have their photograph taken with the AB System (refer to D.O. #335). These photographs are used extensively in photographic line-ups by officers and detectives. Good quality, updated mug shots, allow for a more accurate search of and identification of possible offenders.

During the course of a normal adult arrest, the arrestee is transported to the Santa Ana Detention Facility and is photographed by jail staff using the AB System. Whenever a juvenile is arrested, an AB System photograph is not automatically taken by the Detention Facility personnel. This Training Bulletin will provide step-by-step instruction on how to take a photograph in the AB System. Arrangements may also be made by calling jail control and requesting a detention officer to photograph your subject.

Outlined in this bulletin are the basic procedures for taking an AB System photograph, searching for a photograph that is stored in the database, and creating a photographic line up. The camera for taking mug shots is located on the second floor print room.

#### I. Procedure for Taking an AB System Photograph

1. Click on the Arrestee button in the middle of the AB System face page.
2. Click on Create New Incident.
3. Starting at the top of the page, enter all pertinent information i.e. Case #, Last Name, First Name, Description Info, etc.
4. Click on the Green (top of page) to activate the system's camera. Make sure that the light is turned on (light switch is located on the wall, to the right of the AB computer).

5. In the PIN icon, enter your badge number (this step will enable you to search saved records under your badge number) and click ok.
6. Click on Capture (after ensuring that the subject is wearing an SAPD green smock, his chest is touching the podium and the photo appears centered on the screen. (Click and drag the red box from left to right to center the picture.)
7. Click on the Ok button to save the image.

This photograph is now saved in the system for future use in lineups (follow below steps) or for creating a wanted flyer, a booking report, a 4-mugshot page, or a wristband printout. If a juvenile is being booked at Juvenile Hall, it is recommended that a wristband printout be created and attached to your report.

## II. Procedure for Searching for Photographs

1. Follow the above procedure for logging into the system from the “In Force-AB” user page.
2. Click on Arrestee button in the middle of the screen.
3. Enter your suspect’s information and click the Search button.
4. If your subject has been previously photographed, all previous photographs will be listed.
5. Right click on your subject and choose the view record option.
6. Click on print if you need a copy of the photograph and close the requested report.
7. Click ok to print; click on printer icon; click ok.

## III. Procedure for Creating Photographic Lineups

1. Click on Arrestee button in the middle of the screen.
2. Enter your suspect’s information and click the Search button.
3. Click on the lineups tab in the middle of the screen.
4. Right click your suspect and click Add to Lineup then click New Search
5. Enter descriptors to narrow down your other subjects who will be placed in the lineup and click Search.
6. Click on Gallery to view the other subjects’ mug shots.
7. Scroll down and choose similar subjects and click Add to place them in the lineup (adding more than 6 may be beneficial as the extra photos can be removed later, but more cannot be added once the lineup is generated).
8. Click Generate Lineup and fill in the lineup session info (name, pin # badge), click ok.
9. Click Random to move your suspect from the #1 position,
10. Click on any subject from your lineup that you wish to remove and click on the remove button to do so.
11. Click Save.

12. Click Print and select 6 Up Photo Lineup, then click OK.
13. Your lineup is now ready. Print by clicking the printer icon, click ok.
14. Remember to turn off the camera light and exit the system for the next user.

## Summary

This is an overview of the most common uses for the AB System. After training is complete you should refer to this training bulletin if you have problems using the system. Remember, it benefits everyone if a good photograph is taken of every arrest/detention you make that is transported to the SAPD.

**Acknowledgment:** This training bulletin was revised by Detective Corporal. A. Silva on 02/07/2012.

**Reviewed By:**

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