



SUBJECT

MUG SHOTS

NUMBER

402/31

EFFECTIVE DATE:

08-25-09

AMENDS:

07-09-08

RESCINDS:

DISTRIBUTION: Administration, CID, Patrol, Communications, Clerical

REFERENCES:

CALEA 1.2.5, 82.3.6 / IACLEA / TPCFA

- .10 Photo mug shots shall be taken of every person arrested who does not have a Bexar County SID number already assigned.
- .20 Photo mug shots may be taken when a suspect's identity is in question, computer files indicate no prior booking record, or at the request of a Supervisor or Investigator.
- .21 Photo mug shots will be taken with the prescribed camera and supplies when available.
- .22 A person whose photo mug shot is being taken should remove all head coverings such as ball caps, hats, shower caps, etc.
 - A. If a head cover was worn during the commission of a crime for which the subject is being detained or identified, a photo mug shot should be taken with and without the head cover.
 - B. Persons wearing prescription glasses, which are worn all the time, will be photographed with glasses.
 - C. A person who wore glasses or sunglasses before, during, or after a crime will be photographed with and without glasses or sunglasses.
- .23 Mug shots will be uploaded into the individual's arrest/booking / master name entry in Crimestar.
- .30 Officers will use extreme care and use of a back-up Officer when available while photographing prisoners or suspects due to the close proximity, which must be maintained for proper focus.
- .40 Violent, irrational, or excited persons will not be photographed until at a safe state of being.
 - A. Prisoners or suspects will not be physically restrained by Officers to obtain a photo mug shot.