

<b>COURSE:</b> Police Academy Recruit School	<b>TRAINEE LEVEL:</b> Recruit Officer
<b>LESSON:</b> COURT APPEARANCES	<b>TIME REQUIRED:</b> Approximately 3 hours
<b>PREPARED BY:</b> New York City Police Academy, Training Assessment Unit	<b>DATE PREPARED:</b> 8/12/03
<b>REVISED BY:</b> New York City Police Academy, Training Assessment Unit	<b>DATE REVISED:</b> January, 2006
<b>INSTRUCTIONAL GOAL:</b>  At the end of this lesson, the recruit officer will be able to describe the courtroom process as it relates to Police Officers.	
<b>PERFORMANCE OBJECTIVES:</b> <i>At the conclusion of this lesson, the student will be able to:</i>  I. Describe the process of court proceedings and the role of a Police Officer in this process.  II. Identify the components of legal procedure.  III. Describe the course of a trial and various tactics that may be employed.  IV. Explain the courtroom testimony checklist.  V. Describe the Police Officers responsibilities regarding traffic court testimony.  VI. Recognize perjury and related offenses.	
<b>METHOD OF PRESENTATION:</b> Lecture, Question and Answer, Group Discussion	<b>CLASSROOM REQUIREMENTS:</b> Formal Classroom Seating
<b>STUDENT MATERIAL:</b> Notebook and Pen	
<b>TRAINING AIDS, SUPPLIES, EQUIPMENT:</b> Computer and Monitor, PowerPoint	<b>BIBLIOGRAPHY:</b> NYPD Police Student Guide New York State Penal Law sections 210 and 215

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<b>INSTRUCTIONAL CONTENT</b> <p style="text-align: center;"><b>INTRODUCTION</b></p>	<b>INSTRUCTOR CUES:</b>
<p>This chapter is designed to help you become an effective witness in judicial proceedings. Effective witnesses come to court prepared; they make certain that they have properly documented events and that they have properly processed any evidence for which they are responsible.</p> <p>In our system, the only two outcomes of criminal trials generally are those in which prosecutors succeed in proving guilt beyond a reasonable doubt and those in which prosecutors fail to prove guilt beyond a reasonable doubt. Thus, in our system, it is critically important that officers testify credibly, honestly, knowledgeably, and convincingly in criminal cases. Police testimony is evidence, and when evidence is presented improperly, it results in lost cases and injustice.</p> <p>Although most police testimony occurs in criminal, juvenile, or traffic proceedings as a result of law enforcement actions, officers also testify in civil proceedings in which they, the Department, or others are the accused parties. In these cases as well, it is critical that officers know how to be effective, honest, and credible witnesses.</p> <p>At the conclusion of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the process of court proceedings and the role of a Police Officer in this process.</li> <li>• Identify the components of legal procedure.</li> <li>• Describe the course of a trial and various tactics that may be employed.</li> <li>• Explain the courtroom testimony checklist.</li> <li>• Describe the Police Officers responsibilities regarding traffic court testimony.</li> <li>• Recognize perjury and related offenses.</li> </ul>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p><b>I. THE CRIMINAL JUSTICE SYSTEM</b></p> <p><b>A. The Role of the Police Officer</b></p> <ol style="list-style-type: none"> <li>1. The moment you first take action, you may have to testify about everything you have seen and done.</li> <li>2. Good preparation for court testimony encompasses the entire investigative process:             <ol style="list-style-type: none"> <li>a. Facts of the offense,</li> <li>b. Location of the witnesses,</li> <li>c. Discovering, preserving, and marking evidence,</li> <li>d. Recording events that led to the apprehension of the defendant, and</li> <li>e. Other incidents pertaining to the arrest.</li> </ol> </li> <li>3. One of the most important aspects of an investigation is the gathering of materials that may become evidence at a later trial.             <ol style="list-style-type: none"> <li>a. Taking note of details that you may be asked to recall later.</li> </ol> </li> <li>4. Discuss the examples listed in Student Guide.</li> </ol>	<p>Performance Objective #1</p> <p>Refer to questions in hypothetical case in Student Guide Chapter, <i>Court Appearances</i>, under sub heading The “Role of the Police Officer in the Criminal Justice System,” page 3</p>

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<p><b>B. IMPORTANT ASPECTS OF THE COURT EXPERIENCE</b></p> <ol style="list-style-type: none"> <li><b>1 The Precise Time of Important Events</b> <ol style="list-style-type: none"> <li>a. When the crime was committed</li> <li>b. Officer first received the call</li> <li>c. Officer responded to the scene</li> <li>d. Officer first saw defendant</li> <li>e. Defendant taken into custody</li> <li>f. Any post-arrest identification by a witness</li> <li>g. Any post-arrest statements</li> </ol> </li>   <li><b>2 The Time Elapsed Between Important Events</b> <ol style="list-style-type: none"> <li>a. In a chase situation, the time between the first sighting of the defendant and the time of his or her apprehension.</li> <li>b. The time between statements made by defendants</li> </ol> </li>   <li><b>3 Layouts of Indoor Locations</b> <ol style="list-style-type: none"> <li>a. Number of rooms</li> <li>b. Arrangement of furniture</li> <li>c. Condition of rooms</li> <li>d. Evidence of occupation</li> <li>e. Number of beds</li> </ol> </li>   <li><b>4 Configuration of Streets at Outdoor Locations</b> <ol style="list-style-type: none"> <li>a. Intersections</li> <li>b. Direction of street (north/south/east/west)</li> <li>c. Type of street (e.g., two-way, dead end, etc.)</li> </ol> </li>   <li><b>5 Exact Street Addresses</b> <ol style="list-style-type: none"> <li>a. Apartment number, floor</li> <li>b. Cross streets</li> <li>c. Location on block (middle, corner)</li> </ol> </li> </ol>	

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<p><b>6 Lighting at Crime Scenes</b></p> <ul style="list-style-type: none"> <li>a. Location of street lamps</li> <li>b. Amount of natural light</li> </ul> <p><b>7 The Weather</b></p> <ul style="list-style-type: none"> <li>a. Sunny/rainy</li> <li>b. Clear/overcast</li> <li>c. Warm/cold</li> <li>d. Rain/sleet</li> </ul> <p><b>8 Physical Characteristics and Clothing of Suspects</b></p> <ul style="list-style-type: none"> <li>a. Age</li> <li>b. Approximate height</li> <li>c. Approximate weight</li> <li>d. Description of face</li> <li>e. Description of hair</li> <li>f. Description of multiple articles of clothing</li> <li>g. Unusual features (tattoos, scars, etc.)</li> </ul> <p><b>9 Statements Made by Defendants</b></p> <ul style="list-style-type: none"> <li>a. Need not be a signed confession</li> <li>b. Get the full details of the statement, including:             <ul style="list-style-type: none"> <li>i. Time</li> <li>ii. Location (including officers)</li> <li>iii. Exact wording</li> <li>iv. Circumstances of warnings given</li> </ul> </li> </ul> <p><b>10 Names of Other Officers Assigned to Case</b></p> <ul style="list-style-type: none"> <li>a. Includes their location, and what actions each officer performed.</li> <li>b. The officer assigned to secure a crime scene must make an activity log entry of the rank, name, and command of every person that enters the crime scene area.</li> </ul>	

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<p><b>11 Exact Location of Seized Contraband</b></p> <ul style="list-style-type: none"> <li>a. Record the location on defendant items found.</li> <li>b. If near defendant, approximate distance from defendant.</li> <li>c. If indoors, whether in plain view or hidden, and where found.</li> </ul> <p><b>12 Chain of Custody</b></p> <ul style="list-style-type: none"> <li>a. From the time evidence has been seized to the time it is presented in court, there should be a record of the location of the evidence.</li> </ul> <p><b>13 Recording the Facts</b></p> <ul style="list-style-type: none"> <li>a. Your activity log entry should contain:           <ul style="list-style-type: none"> <li>i. Defendant’s full name, alias, address, age, occupation, physical description of the clothes worn at time of the offense.</li> <li>ii. The acts committed.</li> <li>iii. The names of any complainant or witness and statements.</li> <li>iv. Description of the crime scene.</li> <li>v. Weather conditions, lighting conditions,</li> <li>vi. The exact time of response to the crime scene</li> <li>vii. A detailed description, including serial or identification numbers, of any property stolen.</li> </ul> </li> <li>b. Keep records of procedures conducted that involve the defendant’s constitutional rights.           <ul style="list-style-type: none"> <li>i. These include taking statements, conducting a show-up, and arranging for a lineup.</li> </ul> </li> </ul>	

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<p><b>C. THE ROLE OF THE DISTRICT ATTORNEY</b></p> <ol style="list-style-type: none"> <li>1 The E.C.A.B. (Early Case Assessment Bureau) assistant       <ol style="list-style-type: none"> <li>a. Is the first prosecutor you will meet.</li> <li>b. Will decide on the basis of those facts what charges to file against the defendant.</li> <li>c. Will prepare a write-up based upon the facts as you relay them. It may be used to discredit you.</li> </ol> </li> <li>2 The A.D.A assigned to the case:       <ol style="list-style-type: none"> <li>a. Will assist the Police Officer in preparing his or her testimony.</li> <li>b. Will present the case and argue the applicable law opposite the defense attorney.</li> <li>c. May allow the facts to speak for themselves because the evidence is strong or may rely almost entirely on witness testimony as a trial strategy.</li> <li>d. Has the power to charge either a felony or a misdemeanor.</li> <li>e. May offer a plea bargain, because the case appears weak or because the defendant has agreed to cooperate on other matters.</li> <li>f. Will take into account such factors (recorded on police reports) as the extent of injuries sustained by the victim, the presence of a weapon, the existence of incriminating statements by the defendant when offering a plea.</li> </ol> </li> </ol>	

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<p><b>II. PARTICIPATION IN COURT PROCEEDINGS</b></p> <p><b>A. Preparation for Hearings and Trials</b></p> <ol style="list-style-type: none"> <li>1 You have the right and duty to insist on a thorough preparation before placing your credibility and the Department's prestige on the line.</li> <li>2 Good preparation by the D.A. ensures that a Police Officer witness:       <ol style="list-style-type: none"> <li>a. Understands his or her role in the case, and may even be able to anticipate hostile defense questions.</li> <li>b. Is acquainted with the prosecutor's theory of the case;</li> <li>c. Conveys vital information to the District Attorney</li> <li>d. Aid in refreshing his recollection making him or her sharpened and focused.</li> <li>e. Comes across to the jury as a competent, knowledgeable, objective professional whose testimony can be relied upon.</li> </ol> </li> <li>3 A poorly prepared witness may:       <ol style="list-style-type: none"> <li>a. Fumble or back track.</li> <li>b. Rifle through papers in a frantic attempt to locate a vital fact.</li> <li>c. Erupt in a hostile outburst at the defense lawyer whose questions seem irrelevant.</li> <li>d. Cause the jury to choose to believe the defense version of events.</li> </ol> </li> </ol>	Performance Objective #2



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<p><b>B. Procedures for Court Appearances (Patrol Guide 211-01)</b></p> <p>When a Uniformed Member of the Service is required to appear in court, before a Grand Jury or other government agency:</p> <p><b>1 WEAR PROPER ATTIRE</b></p> <p>a. Appear in uniform if assigned to duty in uniform except if:</p> <ul style="list-style-type: none"> <li>i. <b>Off duty</b></li> <li>ii. <b>On sick report or</b></li> <li>iii. <b>Authorized by Commanding Officer</b></li> <li>iv. <b>Required to arraign deferred or holdover prisoner</b></li> <li>v. <b>Restricted duty</b></li> </ul> <p style="padding-left: 40px;">When reporting in uniform, the uniform shirt and tie <b>MUST</b> be worn if the outermost garment is to be removed.</p> <p>b. If appearing in civilian clothes:</p> <ul style="list-style-type: none"> <li>i. <b>Wear shield on outermost garment at all times when in courtroom or within court building.</b></li> </ul> <p>c. <b>Have ACTIVITY LOG and evidence available at each appearance regardless of attire worn.</b></p>	

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<p><b>2 SIGN IN</b></p> <ul style="list-style-type: none"> <li>a. Report to the Police Sign-In Room and submit I.D. card and COURT ATTENDANCE RECORD to Supervisor / Designee.           <ul style="list-style-type: none"> <li>i. Inform Supervisor/Designee if scheduled to appear in more than one part of court, before another government agency, or if on a court alert.</li> <li>ii. Notify Supervisor/Designee if appearing on off-duty time.</li> </ul> </li> </ul> <p><b>3 MEAL</b></p> <ul style="list-style-type: none"> <li>a. Take meal period when court is in recess.</li> <li>b. Enter meal location in ACTIVITY LOG.</li> </ul> <p><b>4 SIGN OUT</b></p> <ul style="list-style-type: none"> <li>a. Report to the Police Room if you are required to leave the court building for reasons other than meal, and upon return.</li> <li>b. Request adjournment to a day when performing duty on a second platoon. Inform the judge if the adjourned date is on a scheduled day off.</li> <li>c. Make Activity Log entry if re-scheduling is impossible. Such entry must include:           <ul style="list-style-type: none"> <li>i. Name of the Judge and Assistant District Attorney - Date of appearance</li> <li>ii. Adjournment date</li> <li>iii. Court and part</li> </ul> </li> <li>d. Report to the Police Room upon completion of court appearance and obtain a completed COURT APPEARANCE RECORD.</li> </ul>	

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<p style="text-align: center;">e. Return evidence, if any, to Property Clerk.</p> <p style="text-align: center;">i. Notify the Desk Officer by phone upon dismissal from Police Sign-in Room and comply with instructions.</p> <p><b>C. Preparing to Testify</b>          On or before meeting with the Assistant District Attorney the officer should take the following steps in order to make the task of testifying easier:</p> <ol style="list-style-type: none"> <li>1 Review your notes, reports, and previous testimony.</li> <li>2 Review the case with other officers that were present.</li> <li>3 Review the case with the prosecutor.</li> <li>4 Have all evidence available.</li> <li>5 Assist the Prosecutor in making sure that all witnesses show up.</li> <li>6 Show the witnesses their statements and let them review them.</li> <li>7 Put the witnesses at ease - explain the court system to them.</li> </ol>	

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<p><b>III. UNDERSTANDING LEGAL PROCEDURE</b></p> <p><b>A. Understanding the Theory of the Case</b></p> <ol style="list-style-type: none"> <li>1 The ability of a witness to testify effectively is enhanced when the witness understands the purpose for which he or she is called and where his or her testimony fits into the case as a whole.</li> <li>2 An experienced District Attorney will often be able to anticipate the type of cross-examination you will face in the courtroom.</li> </ol> <p><b>B. Conveying Information to the Prosecution</b></p> <ol style="list-style-type: none"> <li>1 You can educate the prosecutor on such topics as: routine police actions, the requirements of the Patrol Guide, and the many types of reports that may be filed on a given case.</li> <li>2 An experienced Police Officer can often help a prosecutor understand the motives and methods of those who commit crimes.</li> <li>3 An officer that has an ongoing relationship with the defendant can illuminate the defendant's family relationships and prior conduct for the benefit of the D.A.</li> <li>4 Bring your Activity Log, ALL reports, and documents connected with the case to the prosecutor.</li> <li>5 Make the D.A. aware of any discrepancies in paperwork preparation.</li> </ol> <p><b>C. Refreshing Your Recollection</b></p> <ol style="list-style-type: none"> <li>1 Any memory aids that will help you to recapture a vivid and complete recollection should be used.</li> <li>2 Reviewing your own and other officer's paperwork.</li> <li>3 You may wish to discuss the case generally with your partner, or other fellow officers who were present on the scene.</li> </ol>	Performance Objective #3

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<p><b>D. Explaining Discrepancies</b></p> <ol style="list-style-type: none"> <li>1 If you can't recall it, "Say I don't recall".</li> <li>2 Discrepancies occur in almost every case that has ever been tried.</li> <li>3 The defense attorney will attempt to exploit minor discrepancies.</li> <li>4 Answer clearly and truthfully as much as his or her memory allows.</li> <li>5 NO CASE IS WORTH PERJURY!</li> </ol> <p><b>IV. THE COURSE OF TRIAL: AN OVERVIEW</b></p> <p><b>A. Pre-trial:</b></p> <ol style="list-style-type: none"> <li>1 Suppression hearing             <ol style="list-style-type: none"> <li>a. The defense will try to have evidence excluded from trial.</li> </ol> </li> <li>2 A jury will be impaneled.             <ol style="list-style-type: none"> <li>a. Both the D.A. and defense counsel are permitted to question prospective jurors during jury selection in order to insure impartiality.</li> </ol> </li> </ol> <p><b>B. The Trial</b></p> <ol style="list-style-type: none"> <li>1 Opening statements.</li> <li>2 Testimony begins with the D.A. calling witnesses.             <ol style="list-style-type: none"> <li>a. Direct Examination by D.A.</li> <li>b. Cross Examination by Defense</li> <li>c. Redirect by D.A (possible)</li> <li>d. Recross by Defense (if redirect by DA)</li> </ol> </li> <li>3 D.A. rests his case.</li> <li>4 Defense counsel will move to dismiss the charges.</li> </ol>	<p style="text-align: center;">Performance Objective #4</p>

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<ol style="list-style-type: none"> <li>5 If charges still stand, defense witnesses are questioned in the same manner as prosecution witnesses.</li> <li>6 The prosecution may call additional witnesses to the stand after the defense has rested its case. This is known as rebuttal, and is permitted only where the defense has raised issues of fact not already covered in the prosecution's defense case (e.g., evidence tending to disprove a defendant's alibi).</li> <li>7 When all testimony has been received, both attorneys deliver summations to the jury.</li> <li>8 The judge delivers a charge on the law, and the jurors retire to consider their verdict.</li> </ol> <p><b>C. Direct Examination</b></p> <ol style="list-style-type: none"> <li>1 Straightforward, open-ended questions are asked by the D.A.</li> <li>2 The key to persuasive direct testimony is good preparation.</li> <li>3 Most physical evidence is introduced.           <ol style="list-style-type: none"> <li>a. When looking at the evidence, note any identifying marks you made when vouchering the evidence.</li> <li>b. You may need to refresh your recollection from the voucher or the ballistics report; do not hesitate to ask the court's permission to look at relevant documents.</li> </ol> </li> </ol>	

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<p><b>D. Eliminating Problems During Direct Examination</b></p> <ol style="list-style-type: none"> <li>1 Don't use Police Jargon, use natural language.</li> <li>2 Don't give your opinion unless you are an expert witness.       <ol style="list-style-type: none"> <li>a. Merely being there as a P.O. doesn't make you an expert; training and experience does.</li> <li>b. You are there to testify to facts.</li> </ol> </li> <li>3 Speculation is also precluded.       <ol style="list-style-type: none"> <li>a. One exception is when testifying at a suppression hearing about probable cause to search or arrest.</li> </ol> </li> <li>4 Speak with the D.A. prior to testifying regarding background material prior to testifying.</li> </ol> <p><b>E. Hearsay</b></p> <ol style="list-style-type: none"> <li>1 Precludes testifying to anything that was said to you by a third party.</li> <li>2 The theory is that each witness testifies only to what he or she saw and heard first-hand.</li> <li>3 There ARE exceptions to the hearsay rule.       <ol style="list-style-type: none"> <li>a. You may testify to any admissions or confessions made by the defendant.</li> <li>b. Spontaneous utterances</li> <li>c. Dying declarations</li> </ol> </li> </ol>	

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<p><b>F. Cross-Examination</b></p> <ol style="list-style-type: none"> <li>1 Cross-examination is designed to lay the foundation for the arguments the lawyer intends to advance in summation.</li> <li>2 Each cross-question is a building block for the structure to be built in summation.</li> <li>3 Defense counsel’s questions will be designed to demonstrate to the jury those facts in the defendant’s favor.</li> <li>4 Defense counsel may attempt to break the rhythm of testimony and bring out inconsistencies by jumping around from questions regarding arrest procedure.</li> <li>5 Police Officers must remain cool, detached, and professional.</li> <li>6 The cross-examiner’s purpose is to chip away at the incriminating facts presented on direct; to highlight those elements favorable to the defense; and to underscore any omissions, inconsistencies, and mistakes that tend to cast doubt on the case.</li> </ol> <p><b>G. Types of Cross Questions</b></p> <ol style="list-style-type: none"> <li>1 Did you discuss this case with anyone prior to testifying?</li> <li>2 A type of question highlighting your interest in the outcome of the case. (The questions may center on a supposed bias you hold toward the defendant or upon the notion that you will earn departmental rewards through making arrests, especially those that result in convictions.)</li> <li>3 Highlighting police work NOT done in the course of an investigation.</li> <li>4 Questions about time and distance can cause difficulty on cross-examination.</li> </ol>	



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<p><b>H. Cross-Examination Tactics</b></p> <ol style="list-style-type: none"> <li>1 Questions may seem to jump around and catch you by surprise, to create inconsistencies, and to break the rhythm of your testimony.</li> <li>2 Listen carefully to every question, making certain you understand it fully before answering, think before you speak, respond in a calm deliberate voice that refuses to be hurried by the defense lawyer's haste.</li> <li>3 You may ask to have a question you did not hear repeated, and to have a question you did not understand explained.</li> <li>4 Defense attorneys bring different styles into the courtroom.</li> <li>5 The more you are able to remain calm, polite, and in control, the more you will show the jury that you are a thorough professional who is simply telling the truth about actions you took in the line of duty.</li> </ol> <p><b>I. Defense Attorney Tactics</b></p> <ol style="list-style-type: none"> <li>1 Defense attorneys sometimes follow a particular style that works for them and are sometimes guided by the D.A.</li> <li>2 If the trial is a bench trial (before a judge, not a jury) or a jury trial, the defense attorney will attempt to argue his or her case in such a way as to favor his or her client.       <ol style="list-style-type: none"> <li>a. In a jury trial the defense attorney will attempt to pick jurors at the selection (voir dire) stage, for the purpose of assessing their fitness to pass judgment in a particular case.           <ol style="list-style-type: none"> <li>i. Defense attorneys may exclude potential jurors via peremptory challenges</li> <li>b. Often defense attorneys will attempt to either discredit a Police Officer witness or to plant in the minds of jurors the idea that the Police Officer is either lying or unsure of his or her testimony.</li> </ol> </li> </ol> </li> <li>3 Tactics vary from attorney to attorney. One defense attorney may be direct and argumentative while another will be more subtle, both with the same goal, to discredit the officer in an attempt to show their client in a more favorable light.</li> </ol>	<p><b>Voir dire-</b>          Selection of jurors</p>

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<p><b>J. Redirect and Recross</b></p> <ol style="list-style-type: none"> <li>1 After the defense attorney concludes his or her cross-examination.</li> <li>2 The District Attorney may have more questions to put to you on redirect examination to give the full explanation you were not permitted to present on cross.</li> <li>3 Redirect is not designed to repeat the entire direct, but is limited to matters raised on cross.</li> <li>4 Recross may follow redirect.</li> <li>5 A defense lawyer must limit questions to matters raised on redirect.</li> </ol> <p><b>V. COURTROOM TESTIMONY CHECKLIST</b></p> <p><b>A. At Time of Arrest</b></p> <ol style="list-style-type: none"> <li>1 Officers should start preparing for trial the moment they make arrests.</li> <li>2 All arrests should be made assuming that the case will ultimately go to trial.</li> <li>3 What was your assignment that day? Operator, recorder, foot post, etc.</li> <li>4 Why did you respond to the job? (e.g., pickup, the communications unit, from the station house)</li> <li>5 What kind of description did you receive?</li> <li>6 What time did you receive the assignment?</li> <li>7 What time did you arrive at the scene?</li> <li>8 What time did you depart?</li> <li>9 Are you the apprehending officer or the arresting officer?</li> </ol>	<p>Performance Objective #5</p> <p>Refer to Student Guide Chapter, <i>Court Appearances</i>, under topic "Court Testimony Checklist," p.36 - 40</p>

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p>10 Did you indicate location of crime and location of arrest?</p> <p>11 Was force used to make the arrest or Stop and Question?</p> <p>12 What was the direction of the chase?</p> <p>13 Did you lose sight of suspect or contraband? How long?</p> <p>14 A diagram of arrest scene should be drawn on back page of memo book.</p> <p>15 A list of officers who were present at arrest scene should be kept.</p> <p>16 Make sure Miranda warnings are given.</p> <p>17 All statements made by the suspect should be recorded in your memo book, in quotes.</p> <p>18 What officer searched the suspect and who found what and where?</p> <p>19 Make sure the least amount of people are involved in the chain of evidence.</p> <p>20 Regarding all evidence found. Where it was found and by whom.</p> <p>21 Make sure you ID evidence properly.</p> <p>22 How was the prisoner transported and to where? Were any statements made by the prisoner while en-route?</p> <p>23 Record all voucher numbers, arrest numbers, etc.</p> <p>24 Review all paperwork and check for accuracy.</p>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p><b>B. Prior to the Court Appearance</b></p> <ol style="list-style-type: none"> <li>1 Review your memo book and all other written reports pertinent to the case.</li> <li>2 Review the case with other officers who were involved.</li> <li>3 Discuss the case with the A.D.A. assigned to it. Readily admit this during trial; if the A.D.A. has not, notify all witnesses of the court date.</li> <li>4 Review those laws and court decisions affecting the case.</li> </ol> <p><b>C. The Court Appearance</b></p> <ol style="list-style-type: none"> <li>1 Arrive early.</li> <li>2 If in civilian clothes, dress in conservative business attire. If you are in uniform, make certain it is clean and pressed.</li> <li>3 Bring your memo book and all necessary reports (e.g., laboratory, ballistics, intox test reports, Miranda Warning memo book inserts).</li> <li>4 Have all physical evidence (obtained from the Property Clerk).</li> <li>5 Insure the presence of required witnesses.</li> </ol> <p><b>D. The Testimony</b></p> <ol style="list-style-type: none"> <li>1 Take the oath solemnly and seriously.</li> <li>2 Speak clearly and loudly enough to be heard by the judge and jury. Turn your body slightly to the jury when speaking.</li> <li>3 Don't be arrogant when testifying – be professional.</li> <li>4 Avoid the use of police <i>jargon</i> (e.g. using the term “61” when referring to a complaint report, or the term “in the bag” when referring to in being in uniform). Use of police jargon tends to annoy and confuse the jury. It also tends to make the jury resent and even distrust the Police Officer/witness.</li> </ol>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<ol style="list-style-type: none"> <li>5 Keep your answers brief and to the point. If you can answer by a simple <i>yes</i> or <i>no</i>, do so.</li> <li>6 If required to give a narrative, recite it in a logical and chronological manner.</li> <li>7 If you don't understand the question, say so and ask that it be rephrased.</li> <li>8 Use the term <i>approximately</i> when testifying about time, distance, or dimensions unless you are absolutely certain.</li> <li>9 If you don't remember certain facts, ask the court's permission to refresh your recollection by using your memo book.</li> <li>10 If you don't know the answer, say so: don't concoct one.</li> <li>11 Don't blurt out answers - think, then answer (this also allows the A.D.A. time to object to that question).</li> <li>12 Don't be argumentative with the defense counsel and, certainly, not with the judge. Don't try to match wits.</li> <li>13 Examine the physical evidence to make certain of identification before testifying.</li> <li>14 Refer to "the defendant" as "Mr." or "Ms." Jones; and not as "the perpetrator."</li> <li>15 Avoid technical language. If used, try to clarify it.</li> <li>16 Watch your body language. Keep your hand away from your mouth.</li> <li>17 Make up your mind that the defense will do whatever is necessary to win.</li> <li>18 Defendants will lie under oath - what do they have to lose?</li> <li>19 Don't get personal during testimony.</li> <li>20 Try to avoid any annoying habits in speech or action that you may have.</li> </ol>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p>21 Make sure that you can identify the defendant.</p> <p>22 Make eye contact with the jurors while testifying.</p> <p>23 Unless you are an expert, don't present yourself as such.</p> <p>24 Body Language - identifies you in the courtroom:</p> <ul style="list-style-type: none"> <li>a. Your entrance</li> <li>b. Your exit</li> <li>c. The stand</li> <li>d. Your demeanor and facial expressions</li> <li>e. Try to keep your feet and hands still</li> </ul> <p>25 Pay attention - don't daydream.</p> <ul style="list-style-type: none"> <li>a. Wait for the completed question before answering. Don't anticipate the question.</li> </ul> <p>26 Unless asked, don't give opinions.</p> <p>27 If possible, avoid such phrases as "I think", "I suppose", "I guess", or "I believe."</p> <p>28 Admit, if asked, that you discussed the case with the A.D.A., assisting officers, and victims. This is the normal procedure in order to refresh your recollection.</p> <p>29 Always testify accurately, even if it appears after the fact that your actions may have been unconstitutional. Searches conducted on the street may prove to be illegal when examined at a later date. Never attempt to fix the illegality of a search by perjuring yourself regarding the specific facts of the encounter. Police Officer witnesses must simply testify as to what happened.</p> <p>30 It is incumbent upon the court to determine what factors negate the legality of a particular search or street encounter.</p> <p>31 <b><i>TELL THE TRUTH – NO CASE IS WORTH PERJURY.</i></b></p>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p><b>VI. TRAFFIC COURT TESTIMONY</b></p> <p>The most common form of courtroom testimony given by patrol officers. Lack of documentation such as an incomplete summons or an insufficient Activity Log entry will severely hinder the case. The summoning officer must be adequately prepared in order to present a professional image and to enhance the effectiveness of your testimony. The laws of perjury, of course, also apply to traffic court.</p> <p><b>A. The Importance of Detailed Notes</b></p> <p>Uniformed members of the service must be able to testify to all facts stated on the summons.</p> <ol style="list-style-type: none"> <li>1 The direction traveled by the violator's vehicle</li> <li>2 Which directions were controlled by traffic control devices</li> <li>3 Where the officer was positioned when the violation was observed</li> <li>4 The exact location of any cross-walk or stop line at any given intersection</li> </ol> <p><u>Note:</u> This diagram can be drawn on the rear (unlined) side of your Activity Log page.</p> <p><b>B. Officers' Testimony Should Address the Following Important Points:</b></p> <ol style="list-style-type: none"> <li>1 The date, time and location of the offense</li> <li>2 The officer's location and direction of the R.M.P. at the time of the offense</li> <li>3 The officer's assignment</li> <li>4 Weather conditions</li> <li>5 Road conditions and visibility</li> </ol>	<p><b>Performance Objective #1</b></p> <p>Refer to Student Guide Chapter, <i>Court Appearances</i>, under topic "Introduction to Traffic Court Testimony Checklist," p.40 - 51</p>

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<ol style="list-style-type: none"> <li>6 A description of the area (traffic control residential/highway) including names of streets.</li> <li>7 The direction that the motorist was traveling</li> <li>8 Exactly where the vehicle was stopped and the manner in which the driver was pulled over</li> <li>9 Constant observation of vehicle from initial time of violation to time vehicle stopped</li> <li>10 The relative distance of the violator's vehicle from the Police Officer at the time violation was observed</li> <li>11 A description of the vehicle (color, make, year, model and plate number)</li> <li>12 Secondary characteristics of the vehicle (for example, raised rear end, side exhaust, thick racing tires, etc.)</li> <li>13 Identification of the defendant as the driver of the vehicle and any other conduct</li> <li>14 Any conversation with the operator</li> <li>15 Elements of the offense.</li> <li>16 A specific reference to the fact that a summons was issued</li> </ol>	



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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p><b>C. Three Components of Traffic Court Testimony</b>          When providing traffic court testimony, officers are required to relate the series of events surrounding the violation exactly as they occurred. Therefore, such testimony should resemble a story, with a beginning, middle, and an end.</p> <ol style="list-style-type: none"> <li>1 The Beginning: Introducing Yourself and the Location of the Violation           <ol style="list-style-type: none"> <li>a. Name, rank, shield number, and command</li> <li>b. Time of violation</li> <li>c. Date of violation</li> <li>d. Location of violator's vehicle, including a description of the location.</li> <li>e. Officer's position relative to violator's vehicle at time of violation.</li> </ol> </li> <li>2 The Middle: Describing the Facts and Circumstances of the Violation           <ol style="list-style-type: none"> <li>a. Provide defendant and vehicle information</li> <li>b. Observation of direction/distance of vehicle.</li> <li>c. A statement that the officer observed that the traffic signal was functioning.</li> <li>d. Statements regarding:               <ol style="list-style-type: none"> <li>i. the number of passengers and where seated</li> <li>ii. weather conditions</li> <li>iii. other relevant road markings</li> <li>iv. any traffic agents directing traffic</li> </ol> </li> </ol> </li> </ol>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p>3 The End: Describing Your Interaction with the Violator</p> <ul style="list-style-type: none"> <li>a. Any statements made by the violator</li> <li>b. Continuity of eye contact, length of observation</li> <li>c. Summons served</li> </ul> <p><b>D. THE CHECKLISTS:</b></p> <p>(See also Memo Book Card “Traffic Violation Courtroom Testimony” (Misc. 4217) (Rev. 6-00))</p> <p><b>1 RED LIGHT TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. Date of violation</li> <li>b. State the intersection of occurrence and a brief description.</li> <li>c. Observed traffic signal and it was functioning properly.</li> <li>d. State your location and whether you had a clear, unobstructed view of the intersection.</li> <li>e. Approximate time of violation</li> <li>f. State you observed the light change to red.</li> <li>g. Observed motorist an approximate distance (in car lengths) from stopping point while light was red.</li> <li>h. Observed motorist pass required stopping point (marked crosswalk, etc.) while light was red and motorist made no attempt to slow down.</li> <li>i. Motorist was stopped and identified, did not lose sight of vehicle at anytime. Include driver’s statements.</li> <li>j. Returned to check traffic signal to see if it was still operational.</li> </ul>	<p style="text-align: center;">Traffic Signal</p>

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p style="text-align: center;"><b>2 TRAFFIC DEVICE TESTIMONY</b></p> <ol style="list-style-type: none"> <li>a. Date of violation</li> <li>b. State the intersection of occurrence and a brief description (include description of sign, light, etc.)</li> <li>c. Observed whether the traffic device was clearly visible (not obstructed, free of graffiti, etc.).</li> <li>d. State location where you made the observation.</li> <li>e. Approximate time of violation.</li> <li>f. State you observed motorist make a turn in violation of a sign (no left turn, etc.)</li> <li>g. Motorist was stopped and identified from New York State photo drivers license (in most cases), and did not lose sight of vehicle at any time. Include any statements made by driver.</li> <li>h. Returned to check traffic device and condition of device did not change.</li> </ol>	

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<p><b>3 SIGN TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. Date of violation</li> <li>b. State the intersection of occurrence and a brief description (include description of stop sign, crosswalk, stop line, etc.).</li> <li>c. Observed stop sign was posted and whether clearly visible (not obstructed, free of graffiti, etc.)</li> <li>d. State location where you made the observation.</li> <li>e. Approximate time of violation.</li> <li>f. Observed motorist an approximate distance from required stopping point (use car lengths).</li> <li>g. Motorist passed required stopping point without coming to a complete stop.</li> <li>h. Motorist was stopped and identified from New York State photo drivers license (in most cases), and did not lose sight of vehicle at any time. Include any statement made by driver.</li> <li>i. Returned to check traffic device and condition of device did not change.</li> </ul> <p><b>4 UNLICENSED OPERATOR TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. State why the operator was stopped.</li> <li>b. When was operator stopped (date, time of day)?</li> </ul>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p style="text-align: center;">           c. The failure or refusal to display a license on demand of a Police Officer.            d. Vehicle description            e. Physical description of the operator (Also number and position of occupants).            f. How a positive identification was obtained.            g. What summonses were issued and the results of the stop.            h. Statements made by vehicle operator (Distinguish between “I don’t have a driver’s license,” and “I have a driver’s license but I was in a hurry and forgot it at home”).         </p> <p><b>5 INSPECTION CERTIFICATE TESTIMONY</b></p> <p>           a. Why the operator was stopped (type of offense, if any).            b. Location of the stop (date and time of day).            c. Vehicle description            d. Number of the inspection sticker            e. Expiration date of the inspection sticker            f. Was an inspection sticker observed on the vehicle?            g. Information on inspection sticker did not match the vehicle registration?         </p>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>BODY</b></p>	<b>INSTRUCTOR CUES:</b>
<p><b>6 IMPROPER LIGHTS TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. Date and time of day</li> <li>b. Weather conditions (heavy fog, rain or snow).</li> <li>c. Location of vehicle (street, highway).</li> <li>d. What type of lights (headlights, brake lights, tail lights)?</li> <li>e. Statement describing that the vehicle lights were examined during the stop and found to be defective or not turned on.</li> <li>f. Headlights must be on when wipers are in use.</li> </ul> <p><b>7 ONE WAY STREET TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. Location of sign.</li> <li>b. Officer's position at time of incident.</li> <li>c. Sign free from obstruction and graffiti.</li> <li>d. Direction of the sign.</li> <li>e. When and where the vehicle was stopped.</li> <li>f. How many lanes?</li> <li>g. Direction of vehicle in relation to traffic sign?</li> </ul>	

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<p><b>8 DISOBEY SIGN, IMPROPER TURN, FAIL TO SIGNAL TESTIMONY</b></p> <ul style="list-style-type: none"> <li>a. Location of sign(s) or infraction.</li> <li>b. Location of officer.</li> <li>c. Description and number of signs (U-Turn or No Left Turn, etc.)</li> <li>d. Direction of vehicle.</li> <li>e. Operator making right or left turn.</li> <li>f. Traffic was light, moderate or heavy.</li> <li>g. Any on-coming vehicles or pedestrians in the roadway?</li> <li>h. No sign stating after stop, Right Turn Permitted on Red.</li> </ul> <p><b>Note:</b> In all cases, an officer should state how many people were in the vehicle, where the vehicle was stopped, and any statement made by the operator.</p>	

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<p><b>VII. PERJURY AND RELATED OFFENSES</b></p> <p><b>A. Perjury</b>          Perjury is defined as the making of a FALSE STATEMENT WHILE UNDER OATH. When a Police Officer commits perjury, he or she not only jeopardizes the outcome of that particular case, but also many other proceedings where a Police Officer’s credibility is in question. Officers should be aware that if they make false statements in these situations, they may be arrested and prosecuted.</p> <p style="padding-left: 40px;"><b>1 Definitions of Terms Related to Perjury (P.L. 210.00)</b></p> <ul style="list-style-type: none"> <li>a. Testimony means an oral statement made under oath in a proceeding before any court, body, agency, public servant or other person authorized by law to conduct such proceeding and to administer the oath or cause it to be administered.</li> <li>b. Oath includes an affirmation and every other means authorized by law of attesting to the truth of what is stated.</li> <li>c. Swear Falsely is an offense that occurs when a person intentionally makes a false statement which he or she does not believe to be true, either while giving testimony; OR under oath in a signed written instrument.</li> </ul> <p style="padding-left: 80px;"><b>Note:</b> A false swearing in a signed written instrument shall not be deemed complete until the instrument is delivered by its signer, or by someone acting in his or her behalf, to another person with intent that it be used as true.</p> <p style="padding-left: 40px;"><b>2 Perjury — Misdemeanor (P.L. 210.05)</b></p> <ul style="list-style-type: none"> <li>a. Occurs when a person swears falsely while giving testimony or under oath in a signed written instrument.</li> </ul>	<b>Performance Objective #5</b>



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<p><b>3 Perjury — Felony (P.L. 210.10, 210 .15)</b></p> <p>a. This crime can be committed in one of two ways. It occurs when a person swears falsely and when their false statement is:</p> <ul style="list-style-type: none"> <li>i. Made in a signed written instrument for which an oath is required by law, and</li> <li>ii. Made with intent to mislead a public servant in the performance of his or her official functions, and</li> <li>iii. Is material to the action, proceeding or matter involved.</li> <li>iv. Giving false testimony, when the testimony is material to the action, proceeding or matter in which it is made.</li> </ul> <p><b>NOTE:</b> You should not sign an accusatory instrument, without reading its contents. You know the facts regarding your arrests, so make sure they are stated accurately.</p> <p><b>4 Avoid making false statements by:</b></p> <ul style="list-style-type: none"> <li>a. Take careful notes as soon as possible after making an arrest.</li> <li>b. Only tell the truth as you know it.</li> <li>c. Carefully read all statements before signing.</li> <li>d. Never try to improve the case by adding facts that are not true.</li> <li>e. Testify only to those things of which you are sure. If uncertain, state it to the court.</li> <li>f. Do not sign personal service summons in advance.</li> </ul>	

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<p>5 <b>Definition of Terms Related to Tampering with Physical Evidence (P.L. 215.35)</b></p> <ul style="list-style-type: none"> <li>a. <b>Physical Evidence</b> means any article, object, document, record or other thing of physical substance which is produced or used as evidence in any official proceeding.</li> <li>b. <b>Official Proceeding</b> means any action or proceeding conducted by or before a legally constituted judicial, legislative, administrative or other governmental agency or official, in which evidence may properly be received.</li> </ul> <p>6 <b>Tampering with Physical Evidence (P.L. 215.40) Felony</b></p> <ul style="list-style-type: none"> <li>a. When, with intent that it be used or introduced in an official proceeding, he or she:           <ul style="list-style-type: none"> <li>i. Knowingly makes, devises or prepares false physical evidence; OR</li> <li>ii. Produces or offers such evidence at such a proceeding knowing it to be false; OR</li> <li>iii. Believing that certain physical evidence is about to be produced or used in an official proceeding or a prospective official proceeding, and intending to prevent such production or use, he or she suppresses it by any act of concealment, alteration or destruction, or by employing force, intimidation or deception against any person.</li> </ul> </li> </ul>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>SUMMARY</b></p>	<b>INSTRUCTOR CUES:</b>
<p>It is important that a Police Officer is able to articulate clearly, fully, and truthfully both the facts and circumstances of the matters that have brought them to court and their roles in these matters. To be able to give effective testimony as a witness or the accused party as in testifying at court or written the details on a summons, Police Officers need to come prepared, they make certain that they have properly documented events and have properly processed any evidence for which they are responsible. In any criminal, juvenile, traffic, or civil proceedings, it is critical that officers know how to be effective, honest, and credible witnesses.</p> <p>At the conclusion of this lesson, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Describe the process of court proceedings and the role of a Police Officer in this process.</li> <li>• Identify the components of legal procedure.</li> <li>• Describe the course of a trial and various tactics that may be employed.</li> <li>• Explain the courtroom testimony checklist.</li> <li>• Describe the Police Officers responsibilities regarding traffic court testimony.</li> <li>• Recognize perjury and related offenses.</li> </ul>	

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<p style="text-align: center;"><b>SUMMARY</b> (Review)</p> <p><b>I. VARIOUS ASPECTS OF THE CRIMINAL JUSTICE SYSTEM AND THE COURT SYSTEM</b></p> <ul style="list-style-type: none"> <li>A. Role of Police Officer</li> <li>B. Aspects of Court Experience           <ul style="list-style-type: none"> <li>1. Testifying:               <ul style="list-style-type: none"> <li>a. Time of Events</li> <li>b. Elapsed</li> <li>c. Layout/Configuration</li> <li>d. Address</li> <li>e. Crime scene (Lighting, weather, descriptions, statements, etc...)</li> <li>f. Evidence</li> <li>g. Chain of custody</li> <li>h. Documentation</li> </ul> </li> </ul> </li> <li>C. District Attorney           <ul style="list-style-type: none"> <li>1. Prosecutor</li> <li>2. Plea Bargain</li> </ul> </li> </ul> <p><b>II. COURT PROCEEDINGS</b></p> <ul style="list-style-type: none"> <li>A. Preparation for Hearing and Trials</li> <li>B. Review Patrol Guide 211-01 <i>Court Appearance</i></li> <li>C. Procedures for Court Appearances           <ul style="list-style-type: none"> <li>1. Proper Attire</li> <li>2. Sign In</li> <li>3. Meal</li> <li>4. Sign Out</li> </ul> </li> <li>D. Testifying</li> </ul> <p><b>III. LEGAL PROCEDURE</b></p> <ul style="list-style-type: none"> <li>A. Theory of the Case</li> <li>B. Conveying Information to Prosecution</li> <li>C. Recollection</li> <li>D. Discrepancies</li> </ul>	

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<b>INSTRUCTIONAL CONTENT</b>	<b>INSTRUCTOR CUES:</b>
<b>SUMMARY</b> (Review)	
<p><b>IV. COURSE OF TRAIL: OVERVIEW</b></p> <ul style="list-style-type: none"> <li>A. Pre-trial</li> <li>B. Trail</li> <li>C. Direct Examination</li> <li>D. Eliminating Problems</li> <li>E. Hearsay</li> <li>F. Cross-Examination</li> <li>G. Defense Tactics</li> <li>H. Redirect and Re-cross</li> </ul> <p><b>V. COURTROOM CHECKLIST</b></p> <ul style="list-style-type: none"> <li>A. Time of Arrest</li> <li>B. Prior to Court Appearance</li> <li>C. Court appearance</li> <li>D. Testimony           <ul style="list-style-type: none"> <li>1. Tell the Truth – No case is worth PERJURY</li> </ul> </li> </ul> <p><b>VI. TRAFFIC COURT TESTIMONY</b></p> <ul style="list-style-type: none"> <li>A. Detail Notes</li> <li>B. Address the following points:           <ul style="list-style-type: none"> <li>1. The date, time and location of the offense</li> <li>2. The officer's location and direction of the R.M.P. at the time of the offense</li> <li>3. The officer's assignment</li> <li>4. Weather conditions</li> <li>5. Road conditions and visibility</li> <li>6. A description of the area (traffic control residential/highway) including names of streets.</li> <li>7. The direction that the motorist was traveling</li> <li>8. Exactly where the vehicle was stopped and the manner in which the driver was pulled over</li> <li>9. Constant observation of vehicle from initial time of violation to time vehicle stopped</li> <li>10. The relative distance of the violator's vehicle from the Police Officer at the time violation was observed</li> <li>11. A description of the vehicle (color, make, year, model and plate number)</li> <li>12. Secondary characteristics of the vehicle (for example, raised rear end, side exhaust, thick racing tires, etc.)</li> </ul> </li> </ul>	

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>SUMMARY</b> (Review)</p>	<b>INSTRUCTOR CUES:</b>
<p>13. Identification of the defendant as the driver of the vehicle and any other conduct</p> <p>14. Any conversation with the operator</p> <p>15. Elements of the offense.</p> <p>16. A specific reference to the fact that a summons was issued</p> <p>C. Components of Traffic Court</p> <ol style="list-style-type: none"> <li>1. Beginning: Introduction</li> <li>2. Middle: Describe the facts and circumstance of the violation</li> <li>3. End: Describe interaction with violator</li> </ol> <p>D. Checklist:</p> <ol style="list-style-type: none"> <li>1. Red Light Testimony</li> <li>2. Traffic Device Testimony</li> <li>3. Sign Testimony</li> <li>4. Unlicensed Operator Testimony</li> <li>5. Inspection Certification Testimony</li> <li>6. Improper Lights Testimony</li> <li>7. One Way Street Testimony</li> <li>8. Disobey Sign, Improper Turn, Fail to Signal Testimony</li> </ol> <p><b>VII. PERJURY AND RELATED OFFENSE</b></p> <p>A. <b>Perjury</b> is defined as the making of a FALSE STATEMENT WHILE UNDER OATH.</p> <ol style="list-style-type: none"> <li>1. <b>Terms Related to Perjury (P.L. 210.00)</b> <ol style="list-style-type: none"> <li>a. Testimony means an oral statement made under oath in a proceeding before any court, body, agency, public servant or other person authorized by law to conduct such proceeding and to administer the oath or cause it to be administered.</li> <li>b. Oath includes an affirmation and every other means authorized by law of attesting to the truth of what is stated.</li> <li>c. Swear Falsely is an offense that occurs when a person intentionally makes a false statement which he or she does not believe to be true, either while giving testimony; OR under oath in a signed written instrument.</li> </ol> </li> <li>2. <b>Perjury — Misdemeanor (P.L. 210.05)</b></li> <li>3. <b>Perjury — Felony (P.L. 210.10, 210.15)</b></li> <li>4. <b>Terms Related to Tampering with Physical Evidence (P.L. 215.35)</b> <ol style="list-style-type: none"> <li>a. <b>Physical Evidence</b> means any article, object, document, record, or other thing of physical substance which is produced or used as evidence in any official proceeding.</li> </ol> </li> </ol>	<p>Review Testimony list in Student Guide</p> <p>Note: A false swearing in a signed written instrument shall not be deemed complete until the instrument is delivered by its signer, or by someone acting in his or her behalf, to another person with intent that it be used as true.</p>

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<b>INSTRUCTIONAL CONTENT</b>  <p style="text-align: center;"><b>SUMMARY</b> (Review)</p>	<b>INSTRUCTOR CUES:</b>
<p style="text-align: center;">           b. <b>Official Proceeding</b> means any action or proceeding conducted by or before a legally constituted judicial, legislative, administrative or other governmental agency or official, in which evidence may properly be received.            5. <b>Tampering with Physical Evidence (P.L. 215.40) Felony</b> </p>	

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# POLICE STUDENT'S GUIDE

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PLAINTIFF'S  
EXHIBIT

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### WHY IS IT IMPORTANT FOR POLICE OFFICERS TO KNOW THE MATERIAL IN THIS CHAPTER?

This chapter is designed to help you become an effective witness in judicial proceedings. Effective police witnesses are those who are able to articulate clearly, fully, and truthfully both the facts and circumstances of the matters that have brought them to court and their roles in these matters. Effective witnesses come to court prepared; they make certain that they have properly documented events and that they have properly processed any evidence for which they are responsible. Effective witnesses are aware of the strategies that may be used by opposing counsel to discredit them or trap them into phrasing their answers in ways that may mislead jurors.

Effective and honest police testimony is particularly important in our system of justice. In some countries, criminal justice systems are *inquisitorial*, which means that they are designed only to determine whether individuals committed the crimes of which they have been accused, and that they pay little or no attention to the manner in which the police collect evidence. In such places, there is no Bill of Rights: no right to be free from unreasonable search and seizure: no right to counsel at interrogation: and no right to decline to answer interrogators' questions. In such places, jurors are free to infer that accused persons who do not take the witness stand in their own defense do so because they are guilty. In most such places, all that matters is whether the police can produce evidence of guilt. Indeed, in some such places, the burden of proof may not even be on the prosecutor – instead, accused persons may have the near impossible burden of proving that they did not commit the crimes with which they have been charged.

This is not the way our system works. Our system is *adversarial*, and places the burden of proof squarely on the prosecutor. Unlike inquisitorial systems, **our system draws a great distinction between factual guilt and legal guilt**. In our system, the only two outcomes of criminal trials generally are those in which prosecutors succeed in proving guilt beyond a reasonable doubt and those in which prosecutors fail to prove guilt beyond a reasonable doubt. Nobody is ever found *innocent* in our system because defendants do not have to prove their innocence: instead, they are either found guilty or found not guilty. To prove guilt in our system, police and prosecutors must overcome a series of obstacles designed by our founding fathers to protect the freedoms they fought the Revolutionary War to gain. In our system, prosecutors who fail to show that the evidence they introduce was obtained in compliance with the Bill of Rights cannot use the evidence, even though it may clearly show that defendants committed the crimes with which they have been charged. When this happens, people who are factually guilty cannot be proven legally guilty beyond a reasonable doubt, and are, therefore, released to prey on our citizens again. Thus, in our system, it is critically important that officers testify credibly, honestly, knowledgeably, and convincingly in criminal cases. Police testimony is evidence, and when evidence is presented improperly, it results in lost cases and injustice.

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Although most police testimony occurs in criminal, juvenile, or traffic proceedings as a result of an officer's law enforcement actions, officers also testify in civil proceedings in which they, the Department, or others are the accused parties. In these cases as well, it is critical that officers know how to be effective, honest, and credible witnesses.

### THE ROLE OF THE POLICE OFFICER IN THE CRIMINAL JUSTICE SYSTEM

Effective police witnesses begin preparing their testimony from the instant they suspect that criminal activity may be occurring. They know that, from the moment they first take action, they may have to testify about everything they have seen and done. They know also that answers like "I don't recall" can be used to raise questions about their honesty, so they make it a point to imprint images of their actions deep into their memories and to document them carefully, as well. They take great pride in doing this in a way that reflects favorably on them and the Department, and that includes thorough mental and written recording of the facts.

Good preparation for court testimony encompasses the entire investigative process: the facts of the offense; location of the witnesses; discovering, preserving, and marking evidence; recording events that led to the apprehension of the defendant, and other incidents pertaining to the arrest.

One of the most important aspects of an investigation is the gathering of materials that may become evidence at a later trial. This includes the names and addresses of **all** potential witnesses, even if they appear to duplicate witnesses you already have. Taking note of details that you may be asked to recall later is a skill a good investigator must develop. The experienced officer learns to concentrate on seemingly minor items that may take on great importance from the witness stand.

You need to start doing this at the moment you become involved in any case, no matter how strong the case may seem. Keep in mind that nobody wants to go to jail and that, especially in serious cases, offenders are likely to try very hard to stay out of jail. This means that, ***the stronger the evidence in a case, the more likely it is that defense attorneys will try to attack your credibility by suggesting to jurors that you have left out information that might weaken the prosecution's case.***



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Here's an example: Let's say that you and your partner come upon a fatal shooting that has taken place at 2200 hrs. on a public street, in front of 50 or more witnesses at a street fair. There you learn that several of these bystanders – mostly friends of the decedent – immediately jumped the shooter, disarmed him, and held him until you arrived. Let's say also that one of the bystanders, a friend of the dead man, gives you what he identifies as the shooter's gun. Then, you and your partner start interviewing these witnesses. After speaking to ten or so (all of whom knew the victim), you find that they all say essentially the same thing: that the victim was unarmed, and that the suspect shot him dead, in cold blood, during what apparently had been a heated argument. They also indicate that another man was with the shooter, but that he had fled the scene (the next day, you learn that the other man was the shooter's brother).

The worst thing you can do at this point is to conclude that you have gathered enough eyewitness evidence, and release the remaining 40 bystanders without at least learning who they were, what they saw, and how to get in touch with them. Good attorneys know that if they want to avoid surprises and to win their cases, they should never ask questions of witnesses unless they know in advance what the answers will be. If you were to send the remaining 40 witnesses on their way in this case, opposing counsel would almost certainly design a set of questions for you, knowing that the answers you would be compelled to give would make it appear as though you were both incompetent and dishonest. This would be likely to turn this apparently clear-cut case into one that involved reasonable doubt about the defendant's guilt. Consider the answers you would have to give to the following questions in our hypothetical case; consider also how your answers would affect the jury's view of the evidence and of you:

- Q. Now, Officer, you testified that when you arrived, you found the defendant being held by five or six people, and that there were about 50 people in the immediate area, is that correct?
- Q. And some of these people told you that my client had shot the dead man, is that correct?
- Q. But you didn't see the shooting yourself, is that correct?
- Q. So the only things you know about the shooting are what these people told you?
- Q. How many of these people did you talk to?
- Q. And these ten people all told you the same thing?
- Q. What about the other 40 people? Did you talk to them?



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- Q. So you want the jurors to believe that you let these 40 people go without talking to them or identifying them, and that the ten you did talk to all said the same thing?
- Q. Now these ten all were friends of the dead man, is that correct?
- Q. So you can tell us that, but you can't tell us anything about the other 40?
- Q. You can't tell us whether these 40 people were also friends of the dead man, can you?
- Q. Is that the way you were trained, Officer? To interview only friends of victims and to let everybody else go without finding out who they were and what they had seen?
- Q. I have the NYPD's **Police Student's Guide** here, Officer. I'd like to show it to you and to ask you whether you can find in it anything that says that you should interview only friends of dead people and let everybody else go. Can you do that for me?
- Q. Can you give me the names of any Police Academy instructors who taught you that it was proper to let 40 witnesses leave a homicide scene without finding out who they were and what they had to say?
- Q. And you obviously can't tell us whether these 40 people you conveniently let go would have told you the same story as the ten friends of the dead man whom you kept around, isn't that right?
- Q. You're aware that my client's brother has testified that the dead man and several of the people you interviewed attacked him and my client with knives, and that my client had shot the dead man in self-defense?
- Q. Did you find any knives on the scene?
- Q. No, you didn't find any knives. Did you even look for any knives?
- Q. You never searched any of these ten eyewitness friends of the dead man to see if they had knives?
- Q. It was ten o'clock at night when this shooting took place?
- Q. Was it dark?



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- Q. Do you know whether it was too dark for anybody to have seen whether the dead man had a knife in his hand when he was shot?
- Q. Do you know whether the streetlights were on?
- Q. Can you describe them? Were they all working? Do you know where they were?
- Q. And you never questioned the other 40 people you let go to see whether they would tell you that these friends of the dead man had attacked my client and his brother with knives?
- Q. And you don't know who or where they are so that we could ask them now?
- Q. Did you ever see my client with the gun in this case?
- Q. You found the gun in somebody else's hands, is that correct?
- Q. Do you know whether my client's fingerprints were found on the gun?

**Note:** Because the gun had been forcibly taken from the shooter and then held by somebody else, it is extremely unlikely that the suspect's prints would be found on this gun.

- Q. So the only fingerprints you did find on the gun were those of the other man, is that right?
- Q. So you did not see the shooting, and you never saw the gun in my client's hands and you found no fingerprints to indicate that the gun had ever been in my client's hands, is that right?
- Q. But then you locked up my client because the guy you did find holding the gun – and his friends – said that my client did the shooting?
- Q. How do you know they are telling the truth? I can think of some reasons that they might lie about this. Can you?



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As you can see, a line of questioning like this takes advantage of any investigative failure, and tries to use it to raise reasonable doubt about defendants' guilt. And, to avoid a conviction, all that defense attorneys must do is to create such doubt in the mind of just one juror. The moral is simple: **when you go to court to testify, make sure that you are thoroughly knowledgeable about your case; that you have anticipated likely questions, and that you are prepared to testify honestly, confidently, and fully about any aspect of the case that might be raised in court.**

The process of discrediting witnesses in the eyes of the jury is known as **impeachment**. Be aware that, the stronger the case in which you are testifying, the more likely opposing counsel is to try to impeach you by making it appear to the jury that you are both incompetent and dishonest. Do not take this personally: the defense attorney is playing his or her part in the **adversarial** American justice system. Your part in this process is to keep opposing counsel from impeaching you by coming to court at least as ready as he or she is.

To do your job properly, you need to assure that you have all the details of the case down pat and thoroughly recorded. The next section of this chapter describes some of these details and what you need to document about them:

### The *Precise* Time of Important Events

1. When the crime was committed;
2. Officer first received the call;
3. Officer responded to the scene;
4. Officer first saw defendant;
5. Defendant taken into custody;
6. Any post-arrest identification by a witness;
7. Any post-arrest statements.

### The *Time Elapsed* Between Important Events

1. In a chase situation, the time between the first sighting of the defendant and the time of his or her apprehension;
2. The time between statements made by defendants.



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### Layouts of Indoor Locations

1. Number of rooms;
2. Arrangement of furniture;
3. Condition of rooms (e.g., messy, neat, etc.);
4. Evidence of occupation (clothes in closets, food in refrigerator, pictures or diplomas on the wall, etc.);
5. Number of beds.

### Configuration of Streets at Outdoor Locations

1. Intersections;
2. Direction of street (north /south /east /west);
3. Type of street (e.g., two-way, dead-end, etc.).

### Exact Street Addresses

1. Apartment number, floor;
2. Cross streets;
3. Location on block (middle, corner).

### Lighting at Crime Scenes

1. Location of street lamps;
2. Amount of natural light.

### The Weather

1. Sunny/rainy;
2. Clear/overcast;
3. Warm/cold;
4. Rain/sleet.



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### Physical Characteristics and Clothing of Suspects

1. Age;
2. Approximate height;
3. Approximate weight;
4. Description of face;
5. Description of hair;
6. Description of multiple articles of clothing;
7. Unusual features (tattoos, scars, etc.).

### Statements Made by Defendants

1. Need not be a signed confession;
2. **Anything** the defendant says may be important. Get the full details of the statement, including:
  - a. Time;
  - b. Location;
  - c. Other witnesses (including officers);
  - d. Exact wording;
  - e. Circumstances of warnings given.

### Names of Other Officers Assigned to Case

Include their location, and what actions each officer performed (e.g., recovered property, interrogated the suspect). The officer assigned to secure a crime scene *must* make an activity log entry of the rank, name, and command of every person that enters the crime scene area.



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### Exact Location of Seized Contraband

1. If recovered from the defendant's person, record the precise location (e.g., right front pants pocket).
2. If near defendant, distance between defendant and contraband (e.g., "located within six inches of defendant's foot"). The word *approximately* should be used.
3. If indoors, whether in plain view or hidden, and exactly where it was (e.g., on top of coffee table in living room, in top drawer of dresser), and whether other objects tending to connect contraband with owner were near (e.g., drawer contained women's clothing and passport for Irina Smith).

### Chain of Custody

The presentation of physical evidence for use at trial is another crucial part of the investigation. **Chain of custody** is critical here: *chain of custody* means that from the time evidence has been seized to the time it is presented in court, there has been an unbroken record of the location of the evidence, thorough documentation of who has been responsible for it, and solid assurance that it has not been tampered with or otherwise tainted in any way. Because admissibility at trial depends upon an unbroken chain of custody from arresting officer to courtroom, the processing of evidence (vouchering) must be done meticulously. As few people as possible should handle physical property, especially contraband. The officer who seizes it, either from the defendant or the location, should therefore, voucher it at once. Under no circumstances should exhibits from different defendants be combined on one voucher. ***Chain of custody is one of the most fertile areas of trial for the defense attorney to cast doubt on the prosecution's case; only meticulous attention to detail will insure the admissibility of the physical evidence that will help convict the defendant.***

***When in doubt as to the relevance of physical evidence, VOUCHER IT!***  
Property can always be returned, but an item not vouchered at the proper time can leave a hole in the prosecution's case.





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### Recording the Facts

Note taking should begin at once. Your Activity Log should begin to contain entries recording your observations as soon as practicable. Many police officers believe that their Activity Logs contain confidential or highly secret information. They feel that since they made the record it is their personal record and no one else has the right to see it. In fact, nothing could be further from the truth. You are a public servant and as such the records you make are public records. You should keep this in mind when you make your initial memo entries. While writing them, be aware that there is a good possibility that these records will be produced in a court of law and may even be read to the judge or jury. On occasion, officers have even been surprised to find that their requests for departmental recognition have been obtained by defense attorneys, and when they embellish the facts, it has been used to impeach officers' accounts of arrests.

Good Activity Log entries should read like testimony. There should be a minimum number of conclusions and a maximum number of details. Remember that it is the details, even though you may consider them insignificant, which will convince the court or jury that you are telling the truth and that the defendants are guilty of the crime for which you have arrested them. At the very minimum, your Activity Log entry should contain the defendant's full name, alias, address, age, occupation, physical description of the clothes the defendant was wearing at the time of the arrest and the acts committed. The full names of any complainant(s) or witness(es) should be included, and, to the extent possible, you should record their exact words.

It is also helpful to describe the crime scene. Often the experienced police officer will sketch a diagram of the crime scene, indicating the location of certain items, e.g., body, gun, etc., and the approximate distances from doors, windows, etc.

Officers should also note weather conditions, lighting conditions, the exact time they responded to the crime scene and a detailed description, including serial or identification numbers, of any property stolen.

If the police officer has made comprehensive notes and reviewed them before taking the witness stand, he or she should welcome the defense counsel, the District Attorney, or judge stating, "Officer, please read your Activity Log entry for the date in question." You should be aware that all other police reports you fill out in the course of your duties have the potential to become important exhibits at trial. They should, therefore, be prepared accurately, thoroughly, and as quickly as possible, while your memory is fresh.



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**Never** include anything that you are not sure of. At the same time, items you are certain are true should not be excluded for any reason. Failure to record an important fact can be used by the defense lawyer at trial to cast doubt upon your credibility.

In addition to routine paperwork (Complaint Reports, Arrest Reports, Unusual Occurrence Reports), you may have occasion to conduct procedures that involve the defendant's constitutional rights. These include taking statements, conducting a show-up, and arranging for a line-up. In all such instances, notes should be made concerning the manner in which the procedure was conducted. **ALL** statements, however seemingly harmless, made by a defendant should be recalled, recorded, and repeated to the District Attorney. Miranda Advisements must, of course, be given and a record kept of that fact.

### MAKING THE CASE: THE ROLE OF THE DISTRICT ATTORNEY

Although the District Attorney ("D.A.") has a great deal of discretion in deciding how a case should proceed, he or she is ultimately working with the product brought to his or her office by the police. Therefore, it is your responsibility to bring the D.A. a case that is as thoroughly prepared as possible.

You must keep in mind that, unlike defense attorneys and lawyers in general, the D.A. is not obligated to zealously advocate the position of his client (the "People of the State of New York"). Therefore, the D.A. will **not** prosecute someone where the evidence does not support a conviction.

The first prosecutor you meet will probably be the Assistant District Attorney at **E.C.A.B. (Early Case Assessment Bureau)**. You will recite facts to this Assistant District Attorney ("A.D.A.") and he or she will decide on the basis of those facts what charges to file against the defendant. Since the facts as conveyed by you to the D.A. can be used to discredit you at trial, you should always read the E.C.A.B. write-up to make sure it accurately reflects the facts as you know them. **Always** include all statements made by the defendant, no matter how insignificant you may believe them to be.



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The police officer is allowed to talk to the A.D.A to prepare his or her testimony. As the hypothetical case at the beginning of this chapter suggested, the defense attorney may attempt to discredit the police officer by implying perjury, misconduct, or incompetence. Case preparation should be thorough and thought out. The adversary system is the foundation of the Anglo-American judicial process. The parties must remain within bounds of the law. Each side will exert effort to present its case in the strongest light and, in theory, this partisan confrontation will yield the truth and justice will be served. The defense and A.D.A. must present their case and argue the applicable law. The judge serves to rule on issues presented by each side. The judge assumes a neutral and relatively detached role as decision-maker. Case strategy depends on the A.D.A. assigned. Some A.D.A.s will keep testimony simple and straightforward because *the facts speak for themselves*, and the evidence is strong. Other A.D.A.s will rely almost entirely on witness testimony. However, this requires extensive pre-trial preparation. Failure to do so creates a situation whereby a defense lawyer can discredit the A.D.A.'s case. Proper case preparation can help ensure that the case will not be overturned on appeal. Case strategy also hinges on the veracity of evidence/witnesses. It's impossible to predict whom a jury will believe and to what extent they'll consider **expert testimony**, which often involves scientific analysis of physical evidence. A.D.A.'s usually won't hinge the entire case on expert testimony.

In borderline cases, the A.D.A. has the power to charge either a felony or a misdemeanor. He or she may offer a plea bargain, because the case appears weak or because the defendant has agreed to cooperate on other matters.

Sometimes it may seem to you that the "deals" made by prosecutors and defense lawyers are not only contrary to justice, but undermine the good police work you tried to do to the best of your ability. Your police reports may seem to vanish into a black hole, having no impact whatsoever on the criminal justice system. This, however, is simply not the case.

The A.D.A.'s decisions regarding the case are made with careful consultation of all available police reports, including the E.C.A.B. write-up. Before offering to engage in plea negotiations, the A.D.A. will review the file, taking into account such factors (recorded on police reports) as the extent of injuries sustained by the victim, the presence of a weapon, the existence of incriminating statements by the defendant. The plea offered will usually reflect the police view of the seriousness of the case - as reflected in your reports.



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The defense lawyer, also, relies upon police reports to do his or her job of advising the defendant. He or she must counsel the accused concerning the chances of prevailing at trial versus the certainty of the plea bargain, and his or her advice will be influenced by the contents of the police reports he or she obtained through the discovery process. Thus, even if you never have the opportunity to take the stand, your police work, as contained in the reports you have prepared, is a crucial factor in each and every criminal case. The more accurate and complete those reports are, the stronger your presence in the courtroom will be – whether or not you actually take the witness stand.

### PARTICIPATION IN COURT PROCEEDINGS

#### Preparation for Hearings and Trials

***There is no such thing as an overprepared case.*** Every lawyer, whether on the side of the prosecution or the defense, knows this simple truth. With good preparation by the A.D.A., a police officer's testimony becomes sharpened and focused, emerging as the cornerstone of the People's case. With full preparation, the police officer understands his or her role in the case, and may even be able to anticipate hostile defense questions. A properly prepared police witness comes across to the jury as a competent, objective professional whose testimony can be relied upon.

There is no substitute for knowing the case and being well prepared. By succinctly and accurately communicating facts to the courts, the officer's testimony should demonstrate that he or she is knowledgeable.

***Truthful testimony is a must, even if it is favorable to the defendant.*** Traditionally, police have had an edge on lay witnesses when testifying in court. The uniform or shield symbolized credibility and, both the training you are now receiving and the experience of working in the street, under pressure, will help to make you an articulate and powerful witness. Juries tend to believe the police officer. Today a police officer must strive to offer clear, concise and logical testimony.

By contrast, a poorly prepared witness may fumble or back track, may rifle through papers in a frantic attempt to locate a vital fact. Worse, his or her feelings of inadequacy may erupt in a hostile outburst at the defense lawyer whose questions seem irrelevant. The jury loses respect for the witness and may choose to believe the defense version of events.



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Adequate preparation for trial is the right of every police witness. The A.D.A. who promises to talk to you in the hall on the way to court is not doing his or her job properly and may cause you to do less than your best on the witness stand. You have the right and duty to insist on a thorough preparation before placing your credibility and the Department's prestige on the line.

Good preparation serves several functions: It helps you, the witness, to understand courtroom procedures; to acquaint you with the prosecutor's theory of the case; to allow you to convey vital information to the Assistant District Attorney; and to aid in refreshing your recollection.

### Procedures for Court Appearances (Patrol Guide 211- 01)

When a uniformed member of the service is required to appear in court, before a Grand Jury or other government agency, such officer must conform to the procedures found in the Patrol Guide. These procedures require the officer to:

A. Appear in uniform if assigned to duty in uniform **except** if:

1. Off duty;
2. On sick report or restricted duty;
3. Required to arraign deferred or holdover prisoner;
4. Authorized by commanding officer.

**Note:** When reporting in uniform, the uniform shirt and tie **MUST** be worn if the outermost garment is to be removed.

B. Report to the Police Sign-In Room and submit I.D. card and COURT ATTENDANCE RECORD (PD468-141) to supervisor / designee.

C. Inform supervisor / designee if scheduled to appear in more than one part of court, before another government agency, or if on a court alert.

- Notify supervisor/designee if appearing on off-duty time.

D. Wear appropriate business attire, if appearing in civilian clothes. Wear shield on outermost garment at all times when in courtroom or within court building.

E. Take meal period when court is in recess and enter meal location in ACTIVITY LOG (PD112- 45).

F. Report to the Police Room if you are required to leave the court building for reasons other than meal, and upon return.



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- G. Have ACTIVITY LOG and evidence available at each appearance.
- H. Request adjournment to a day when performing duty on a 2<sup>nd</sup> platoon or, if a detective, when performing day duty. Inform the judge if the adjourned date is on a scheduled day off.
- I. Report to the Police Room upon completion of court appearance and obtain a completed COURT APPEARANCE RECORD.
- J. Return evidence, if any, to Property Clerk. Notify the Desk Officer by phone upon dismissal from Police Sign-in Room and comply with instructions.

### Preparing to Testify

On or before meeting with the Assistant District Attorney the officer should take the following steps in order to provide accurate and professional testimony:

- A. Review your notes, reports, and previous testimony. (The defense attorney will have all of these under the discovery rule.)
- B. Review the case with other officers that were present.
- C. Review the case with the prosecutor.
- D. Review your testimony with the prosecutor. If you are on the stand and are asked by the Defense Attorney if you discussed the case with the prosecutor, tell him or her that you did, in fact, discuss the case. This question is a trick: many people, unfamiliar with the courts, may believe that it is somehow improper to talk with the attorney who represents the side for which they are testifying. It is not: remember that no good lawyer would put anybody on the stand unless he or she had a very good idea of what the witness is likely to say.
- E. Make sure that you and the prosecutor have all of the exhibits and evidence that will be utilized at the trial. Make sure you can identify them and that they are marked with your mark in addition to having evidence tags.

Examples of evidence:

- Calibration records;
- Weapons;
- Your certifications;
- Pictures;
- Reports.



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- F. Assist the prosecutor in making sure that all witnesses show up.
- G. Show the witnesses their statements and let them review them.
- H. Put the witnesses at ease - explain the court system to them.

### Trial or Hearing Date

- A. Show up early - bring all your material.
- B. If assigned to appear on a scheduled day off, inform the judge of such condition and request an adjournment to another day in accordance with your Work Schedule.
- C. Make an ACTIVITY LOG (PD122 -145) entry if re-scheduling is impossible. Such entry **must** include:
  - Name of the Judge and Assistant District Attorney;
  - Date of appearance;
  - Adjournment date;
  - Court and part.
- D. Inform the Borough Court Section supervisor assigned to the Police Room of such scheduling on day off

**Note:** A uniformed member of the service who is assigned to appear in court on a scheduled day off will be assigned to a tour starting at 0900 hours, unless the court scheduling necessitates a different start time. U.M.C.S. returning from court may be excused upon request, if the exigencies of the service will permit.

- E. Dress appropriately - uniform or business suit;
  - Neat/pressed;
  - Clean;
  - Leather polished;
  - Minimal jewelry;
  - Hairstyle.
- F. Meet with prosecutor.
- G. Review exhibits and notes/reports.



# POLICE STUDENT'S GUIDE

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### UNDERSTANDING LEGAL PROCEDURE

The courtroom is a foreign country to many people. Customs are different, and a strange language is spoken. The Assistant District Attorney should be your tour guide, explaining such basics as how the courtroom is laid out, the proper way to address the judge, and the differences between direct and cross-examination. He or she should practice handing you documents and/or physical evidence so that in-court admission of these items goes smoothly. The hearsay rule, which prevents you from testifying to the contents of conversations with third parties, should be thoroughly discussed so that you will not be rattled by defense objections at trial. After a suppression hearing, certain facts may no longer be admissible; the A.D.A. should help you structure your testimony so as to leave out any reference to the suppressed items.

The better your understanding of the courtroom, the more comfortable you will be on the witness stand. Feel free to ask the A.D.A. any and all questions that come to mind. A few Assistant District Attorneys have the mistaken idea that all police witnesses are automatically experienced in court and need no explanation of procedure. Especially in your first few court appearances, you may have to insist that the A.D.A., as *tour guide*, gives you a thorough grounding in courtroom basics. When you press this hard enough, the A.D.A. will see that it is in his or her interest to help you through this process: you are on the same team.

#### Understanding the Theory of the Case

The ability of a witness to testify effectively is enhanced when the witness understands the purpose for which he or she is called and where his or her testimony fits into the case as a whole. Your testimony is like a piece in a jigsaw puzzle: taken by itself, it may seem to lack a coherent meaning, but put in context with other pieces, it forms a clear picture. It is up to the Assistant District Attorney to show you exactly where your piece of the puzzle fits.

In addition to having his or her own theory of the case, an experienced Assistant District Attorney will often be able to anticipate the approach the defense will take. He or she will be able to help you prepare for the exact type of cross-examination you will face in the courtroom. Your testimony may take on a different character depending on the nature of the defense claim.

For example, suppose that you are a witness in two robbery cases. In the first case, the accused raised a defense of mistaken identity, asserting that he was not the person who committed the crime. Your testimony will probably focus on matters of physical description, comparing the description given to you by the complaining witness with the actual appearance of the defendant.





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In the second case, the defendant, who is acquainted with the complaining witness, asserts that the complainant fabricated the entire robbery story in order to get revenge for some other act of the defendant. Since the parties are known to each other, identification would not be the issue, and your testimony would differ considerably from that in the first case.

Cross-examination cannot only be anticipated, but simulated; with the A.D.A. playing the role he or she expects the defense lawyer to play in the courtroom. The A.D.A. may even be able to put you on notice regarding the individual defense attorney's usual style and tactics.

### Conveying Information to the Prosecution

The educational function of pretrial preparation is not just a one-way street. You are as much an expert in your profession of law enforcement as the A.D.A. is in the legal arena. You can, therefore, add to the strength of the People's case by the information you provide to the prosecutor during preparation.

One obvious area in which the police officer can instruct the prosecutor is in police procedure. While some Assistant District Attorneys are well versed in the workings of the Police Department, others are not, and would benefit from your experience. You can educate the prosecutor on such topics as routine police actions, the requirements of the Patrol Guide, and the many types of reports that may be filed on a given case. For example, the A.D.A. may be well aware that a Complaint Report, a Complaint Follow-up, and an Arrest Report have been filled out, but does he or she know that an application for a commendation was prepared? The commendation form may contain a more detailed account of the incident and, therefore, might be used by the defense to impeach the routine reports filed in the case.

An experienced police officer who knows "the street" can often help a prosecutor understand the motives and methods of those who commit crimes. Some con games, for example, require a thorough analysis by an expert in order to be fully understood by a layperson. The police officer that understands the con game educates the A.D.A., who then educates the jury.

Where the officer has had an ongoing relationship with the defendant, he or she can illuminate the defendant's family relationships and prior conduct for the benefit of the A.D.A. (The prosecutor will have to decide which portions of the defendant's criminal past are admissible as evidence.)



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The police officer conveys vital information to the Assistant District Attorney in another, very basic way: by bringing to the prosecutor's office **ALL** reports, memoranda, and documents connected with the case. The A.D.A. will use the reports to help you refresh your recollection of events, and will also determine which documents he or she intends to introduce at trial.

The initial meeting between the police officer and the A.D.A. assigned to the case is critical. It is at this meeting that the facts of the arrest/incident are conveyed to the A.D.A. assigned to the case. The officer must attempt to relate all the facts. If he or she is unsure about whether a particular detail is important, the A.D.A. should be allowed to decide. ALL paperwork related to the case must be given to the assigned A.D.A. This includes complaints reports, O.L.B.S. worksheets, complaint report worksheets, stop, question and frisk reports, accident reports (in cases involving D.W.I.), aided cards, narcotics "buy reports", and memo book entries. The officer should make the A.D.A. aware of applicable Patrol Guide procedures, and any particular knowledge or expertise that the officer has. Legal Bureau Bulletin Volume 2, number 9 tells of an arrest made by a Housing Authority police detective. This detective received information regarding drug dealing by a particular defendant from an unidentified informant. Over a period of two weeks, the detective then made independent observations of the defendant and his actions. It was the detective's observations, and not the information supplied by the unknown informant, that led to the establishment of probable cause. If the detective had not painted such a good word picture, he would not have been allowed to testify as an expert, nor would probable cause been recognized by the N.Y.S. Court of Appeals as having existed at the time of arrest. Levels of expertise vary from police officer to police officer.

A new officer who recently graduated from the Police Academy would find it harder to be recognized as an expert than would an experienced narcotics detective. If, during the course of the trial, a police officer recalls previously forgotten information, this information should be immediately related to the assigned A.D.A. If a police officer either failed or simply forgot to disclose a certain fact or detail, he or she should admit this at trial. Failure to do so will only serve to taint everything else the officer says. If a police officer should attempt to *fix* a previously undisclosed fact or detail, the defense attorney could use this to win an acquittal for a client. Additionally, the police officer would be guilty of perjury. ***The greater good can never be achieved by perjury, but only by diligent police work, augmented by a careful and reliable judicial inquiry.***

Sometimes an arrest report will differ from a complaint report in some particulars. It is up to you to point out any such discrepancies to the Assistant District Attorney so that they can be explained at trial. A discrepancy may be a simple mistake, or it may have a reasonable explanation. The important thing is that the A.D.A. be forewarned, so that the discrepancy does not come as a surprise but can be dealt with at trial.



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The arresting officer will be designated to retrieve all physical evidence from the Property Clerk and bring it to court. Vouchers should accompany all items. The A.D.A. will review the paperwork with you, and prepare you to testify, with emphasis on establishing the "chain of custody". The officer should be able to account for the property at every stage of these proceedings.

### Refreshing Your Recollection

Although the Assistant District Attorney will help you reconstruct the events about which you will be testifying, in the final analysis it is **YOUR** memory that is being refreshed. Any memory aids that will help you to recapture a vivid and complete recollection should be used. For instance, if it is possible to visit the scene of the crime or arrest, this may help you recall such details as the physical layout and lighting conditions.

Reviewing your own and other officer's paperwork is another way to trigger your recollection. You may wish to discuss the case generally with your partner, or other fellow officers who were present on the scene. **BE CAREFUL: The idea is to refresh YOUR OWN memory, not to conform your testimony to what someone else saw or heard.** Too much discussion among police officers may result in testimony that seems *tailored* to a jury. If you do consult with others, it is permissible to admit to the court that you conferred with fellow officers.

### Explaining Discrepancies

It goes without saying that a police officer should thoroughly review all forms and notes before testifying. These notes include (but are not limited to) complaint reports, complaint worksheets, O.L.E.S. worksheets, memo book entries, etc. The police officer/witness should also review his or her testimony with the A.D.A. Police officer/witnesses should refresh their own memories only. Police officer/witnesses should not be afraid to use the term *approximately* when they're unsure about exact figures or measurements. If a police officer forgot about a particular detail he or she must admit, "**I don't recall,**" at the same time, he or she should anticipate and be prepared to testify about anything he or she may be asked to recall, so that this phrase is used only rarely. No case is worth perjuring oneself over.



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The jury understands that memory can fail and a police officer who testifies "***I'm not really sure***" or "***I don't recall***" approximately 10%-15% of the time will, in all probability, appear truthful to the jury. Therefore, they'll be more inclined to believe him. Discrepancies occur in almost every case that has ever been tried. More complicated cases can give rise to numerous, somewhat technical, discrepancies. Discrepancies are normal and even expected. The jury would be surprised if absolutely everything proceeded along in a textbook fashion. Only a police officer's honest and truthful response could impress the jury enough that they could overlook minor (and ultimately unimportant) discrepancies regarding various elements of testimony. The defense attorney will attempt to exploit minor discrepancies, i.e. a difference between two arrest times - one on the O.L.B.S., and one in the officer's memo book. Once again, the best course of action a police officer could take is to simply answer clearly and truthfully as much as his or her memory allows. ***Going "head to head" with a defense attorney is NOT the answer: when you do this, juries begin to believe that you are more interested in beating the defense attorney than in whether justice is accomplished. Don't fight with the defense attorney and, certainly, keep in mind that NO CASE IS WORTH PERJURY.***

The main point of working to enhance your memory of events is to transform the dry words of your police reports into a vivid picture that the jurors can ***SEE***. A police officer who testifies like a walking complaint report is far less effective than one who can recount the sights, sounds, and smells he or she actually experienced. Trials take place in sheltered courtrooms, under artificial lights. Letting the jurors ***HEAR*** the breaking glass, ***SEE*** the blood flowing from the victim's head, and ***SMELL*** the P.C.P. in the defendant's car brings them out of the calm of the courtroom and into the reality of your experience. ***The more concrete details you can include in your testimony, the more believable your account will be to a jury.***

Some of the same memory aids you use to help a witness recollect events can be used in refreshing your own memory. Ask yourself questions: What type of neighborhood was I patrolling, i.e., What type of homes, business comprise the neighborhood? What were the demographics? What did I eat for lunch that day? What was the weather? Was I the driver or the recorder on the tour? What was I doing immediately before and after the incident I'm testifying to? Some defense lawyers make a point of testing an officer's memory by asking about unrelated incidents. When the officer can't remember, the lawyer argues before the jury that the officer recalls the incident on trial only because he or she has rehearsed.



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### THE COURSE OF TRIAL: AN OVERVIEW

A suppression hearing, whether in criminal or Supreme Court precedes many trials. After the hearing, if a trial is still required, a jury will be impaneled. Both the A.D.A. and defense counsel are permitted to question prospective jurors during the *voir dire* (selection of jurors) in order to insure impartiality.

Once the jury is selected, the trial begins. The Assistant District Attorney must make an opening statement, telling the jury what he or she intends to prove. Because the defense is not required to present a case, the defense lawyer's opening statement is optional.

Testimony begins with the A.D.A. calling witnesses. His or her questioning of prosecution witnesses is called *direct examination*. When the District Attorney is finished, the defense lawyer may question the witness. This is called *cross-examination*. The Assistant District Attorney may have some questions on *redirect*; the defense lawyer is then permitted to *recross*.

When the prosecution's entire case is complete, the A.D.A. *rests his or her case*. At this point, defense counsel moves to dismiss the charges. It is up to the judge to grant the motion if *ALL* the elements of the crime have not been established. If they have, the motion will be denied. The defense attorney has the choice of making a second motion to dismiss, this time on the grounds that the evidence was insufficient to prove the defendant's guilt beyond a reasonable doubt, or proceed to present his defense. Defense witnesses are questioned in the same manner as prosecution witnesses.

Once in a great while, the prosecution will call additional witnesses to the stand after the defense has rested its case. This is known as *rebuttal*, and is permitted only where the defense has raised issues of fact not already covered in the prosecution's case (e.g., evidence tending to disprove a defendant's alibi).

When all testimony has been received, both attorneys deliver summations to the jury. The judge delivers a charge on the law, and the jurors retire to consider their verdict.



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### GENERAL PRINCIPLES OF COURTROOM TESTIMONY

#### Appearance

A professional appearance is essential to being an effective police witness. Jurors expect a police officer to be more objective, more competent, and more impressive than a civilian witness.

Department policy requires that an officer assigned to patrol must wear his or her uniform to court unless he or she is off-duty, on sick report, or is authorized by the commanding officer to be out of uniform. When a member of the service appears in court in uniform, the uniform should be clean and pressed. Any and all citations should be worn above your shield. You earned them - let the jurors see that you are an experienced officer who has been commended by the Department. Civilian jurors are impressed by citations; the A.D.A. may even ask you to explain them to the jury in order to enhance your position as a seasoned officer.

If you are appearing in court in civilian clothes, your attire should present a professional, essentially conservative image. Think of yourself as dressing for a job interview at a bank. Business suits are appropriate for witnesses for either sex. However, a sports jacket and slacks, providing they are conservative in cut and color, are also permissible for men; a tie is mandatory.

Women have more clothing options than men, but a businesslike appearance is still the key. A dress should not be revealing. A skirt and blouse of conservative cut and color may be worn, preferably with a jacket. Pants are appropriate in a tailored suit only. Stockings and business shoes should be worn.

The shield should be displayed on the outermost garment. If weapons are carried, they should be out of sight. Good grooming - neatly trimmed hair and beard, polished shoes, and well-kept clothing - is important to the professional image you are striving to project.

The damage to credibility due to appearance should not be under-estimated. A sloppy appearance will lead the jury to perceive the witness' police work as equally sloppy. Loud colors, flashy jewelry, or extreme styles may lead to speculation that the officer's performance on the job is guided by a desire for flamboyance. A too casual look creates the subtle inference that the witness is casual in the performance of his or her duties.



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### Demeanor

The way an officer behaves in court is at least as important as the way he or she dresses in creating an impression on the jury. One vital rule about proper courtroom demeanor is that it begins the minute you enter the courthouse. Many a criminal case has been lost in the hallways and elevators, where prospective jurors overheard remarks that influenced their thinking about guilt or innocence. An officer who is overheard making disparaging remarks about the accused will lose any claim he or she might have had to credibility.

Before entering the courtroom, it may be helpful to take deep breaths and consciously relax yourself. When your name is called, step up to the witness stand with confidence, neither hurrying nor displaying reluctance. If you have been thoroughly prepared to testify, you have nothing to fear. Remember: ***It is the defendant who is on trial - NOT you and your police work.***

In every case where a police officer appears as a witness for the prosecution, studies indicate that the jury gives any witness (but a police officer in particular) a good deal of thought after they testify. This can lead to either a high or low conviction rate depending on what the jury believes of the witness. Mark Fuhrman, the Los Angeles detective who was caught in lies about whether he had ever used the "n-word", illustrates what happens if a jury believes that a witness is untrustworthy. His racism may or may not have had anything to do with whether he was telling the truth about what he had seen and done in the O.J. Simpson murder case – but once a witness falls from grace, there's usually no return. ***There are no such things as stretching the truth, fibs, or white lies on the witness stand: anything that is not the whole truth and nothing but the truth is perjury.***

When taking the oath, do so in a firm, clear voice. The A.D.A. will then ask for your name, rank, shield number and command. Try to answer in a natural tone, but loudly enough so that you can be heard throughout the courtroom.

Your overall attitude should be a combination of confidence about the accuracy of your own testimony, respect for the court, and neutrality toward both attorneys. Showing too much friendliness toward the A.D.A. or displaying hostility toward the defense lawyer will cast doubt upon your objectivity.

As much as possible, you should try to look at the jury when testifying. Keep your voice up. Answer all questions – from both prosecution and defense – with the same calm sincerity, appearing concerned and interested at all times. Do not try to *slant* answers so as to help the A.D.A. or frustrate the defense lawyer.



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Listen carefully to all questions and take time to consider your answer. You may ask that a question be repeated or clarified if you did not understand it. Try to answer only the question asked, without volunteering information not requested. On the other hand, DO answer questions as fully as necessary without hedging or evading. If a question *CANNOT* be answered "yes" or "no", you may ask the judge for permission to expand your reply. Even if permission is denied, the A.D.A. will be on notice that you have more to say on the subject. In such circumstances, when the A.D.A. gets an opportunity to re-examine you, he or she will almost certainly ask you the following question:

*"Officer, on cross-examination, Mr. Smith asked you about... It didn't seem to me that you had an opportunity to complete your answer to that question. Is there anything else you would like to add to your answer now?"*

There can be a great temptation to enhance the People's case: To *make it better*. This temptation should be resisted. ***The bottom line is that the case is the case.*** You cannot correct mistakes that might have been made or add to the facts that will convict the defendant. You are in court to tell the truth – and let the chips fall where they may. ***No case – repeat, NOT ANY case – is worth perjury.***

### Direct Examination

Direct examination lives up to its name. Straightforward, open-ended questions are asked ("And then what happened?"). The witness answers, telling his or her story in a direct, chronological fashion.

The key to persuasive direct testimony is good preparation. When the A.D.A. asks, "What, if anything, did you do then", you must have some idea what particular aspect of your activities he or she wants you to mention. The way to achieve this certainty is through thorough pretrial discussion with the prosecution.

**The A.D.A. is not permitted to ask *leading* questions of his or her own witness.** He or she cannot ask questions that point to a single answer ("The defendant told you he was guilty, didn't he?"), but must instead make open-ended queries ("Did the defendant say anything to you?"). This is another reason why preparation is needed: the A.D.A. will not be able to guide your answers by asking suggestive questions.

Most physical evidence is introduced on direct. When you are presented with physical evidence ("Officer, I will show you a weapon. Do you recognize it?"), take care to examine it before you give your answer. You may tell the A.D.A. "I'd like to examine it," before committing yourself.





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When looking at the evidence, note any identifying marks you made when vouchering the evidence. This will enable you to establish the first link in the chain of custody that will allow the item to be introduced into evidence. You may need to refresh your recollection from the voucher or the ballistics report; do not hesitate to ask the court's permission to look at relevant documents.

Since direct testimony is like telling a story exactly as it happened, it would seem that few problems could arise. There are, however, some pitfalls inherent in direct examinations. These can be overcome once they are recognized and anticipated.

An example of direct examination by the A.D.A. is him or her asking a complainant/witness "And is the person who raped you in this courtroom?" The complainant/witness then says "yes" and is asked to point out the person. The complainant/witness then dramatically points to the defendant sitting at the defense counsel's table. Jurors tend to attach substantial weight to this. On cross-examination, defense counsel will attempt to either:

1. Point out the inherent unreliability of eyewitness testimony due to the vagaries of human perceptions; or
2. Point out that the complainant/witnesses identified the defendant at a police lineup approximately one week after the rape occurred.

This lineup was subject to police persuasion to make a positive I.D. The theory is that once a lineup I.D. is made, a witness would be unlikely to alter a publicly made judgement. Therefore, the defendant's fate may have been decided at the pre-trial stage.

### Potential Problems During Direct Examination

The first pitfall is the tendency to talk like a police report instead of a person. Some officers do this in the mistaken belief that they sound more professional; others paraphrase the arrest report because they have been inadequately prepared. Whatever the reason, the officer who consistently says things like, "I observed the perpetrator from my P.M.P." instead of telling the jury, "I was in the car when I saw the guy," runs the risk of losing the jury by sounding unnatural and rehearsed.



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Other potential problems on direct examination include opinion evidence, speculation, and "background" material. In general, a witness testifies to facts, not opinions. Thus, you must tell the court: "The defendant turned and ran away after I announced myself and told him to stop." You are *not* permitted to give your opinion that "he intended to flee." He may well have intended to flee, but how would you know whether this was so? You have no way to get into his head and to determine his intent. Instead, it will be up to the jury to determine whether he *intended* to flee based on the facts you present to them. In this example, the only fact you can present is that *he fled*.

Expert witnesses are an exception to this rule. Fingerprint technicians, ballistics experts, and any police officer who can demonstrate specialized technical training may be qualified as an expert. For example, police officers who have received courses in con games may be permitted to give an expert opinion as to whether words said by the defendant constituted the opening moves in a well-known fraudulent accosting scheme.

Speculation is also precluded. You may have reason to believe that the defendant's behavior indicated an intent to commit a crime; but you may not say so. One exception is that in testifying at a suppression hearing about probable cause to search or arrest, you may tell the judge that you acted upon a reasonable belief that the defendant was committing or about to commit a crime.

**Background material** is another area that is fraught with difficulties. You may know for a fact that a certain location is a "drug prone area", and that the defendant's presence in such an area indicated criminal intent. It is important that you be able to tell the jury **WHY** you believe the area is drug prone. For example, arrest statistics or observations of drug sales would be better than mere assertions. In some cases, the A.D.A. will be permitted to establish background (e.g., "Do you know whether the officers in your precinct have previously made drug arrests at this location?" "Have you previously made such arrests at this location?" "How many?"). In other cases, the judge will rule that background information is too prejudicial to be heard by the jury. The best way to handle this type of testimony is to clear it with the A.D.A. before trial.

Everything that is said on direct examination is subject to further questioning by defense counsel on cross-examination. Volunteering information not asked for by the A.D.A. can give the defense attorney an extra line of questioning he or she might not have known about. Giving overly precise information when you are not really as certain as you sound ("The defendant was standing exactly 17-1/2 inches away from me at the time.") can give the defense lawyer an edge on cross-examination ("Officer, you didn't measure that distance, did you? Could it have been 15 inches? 20 inches? 17-3/4 inches? You're not really sure **HOW** far away the defendant was, are you?"). Remember, it is perfectly alright to use words like "about" and "approximately" when describing times and distances, unless you are certain as to the precise numbers.



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In cases where physical force was used to effect an arrest, there may be a natural tendency to play down the amount of force employed. This will definitely boomerang on cross-examination when the defense attorney questions you about injuries sustained by the defendant. If force was required, don't be afraid to state exactly what you did and what the defendant did to necessitate your actions. Trying to "cover up" will only make things worse when the truth comes out on cross-examination.

### Hearsay

Briefly stated, the hearsay rule precludes testifying to anything that was said out of court. Here's an example: You and your partner are sitting in your patrol car when a woman comes up and tells you her bag has been snatched. If you were telling this story to someone outside of a courtroom, you would undoubtedly say, "The lady told me someone took her pocketbook." In court, this is called hearsay.

The theory is that **each witness testifies only to what he or she saw and heard first-hand**. You did not **SEE** the purse snatching, therefore you cannot testify that it happened. The woman herself will take the stand and tell that part of the story.

Your testimony, without hearsay, would consist of: "I was in the car with my partner. A woman came up to me; we had a conversation. As a result of that conversation, I took her in the car and we drove around. Eventually we saw the defendant and stopped him. I then had a conversation with the woman, and placed the defendant under arrest."

There are exceptions to the hearsay rule. Perhaps the most important is that you may testify to any admissions or confessions made by the defendant (providing, of course, that they have not been suppressed prior to trial). Other exceptions to the hearsay rule, such as spontaneous utterances or dying declarations, should probably be discussed with the A.D.A.

During your testimony, the defense attorney may object to certain questions asked by the A.D.A. When this happens, **STOP**. Only after the judge rules on the objection should you resume your answer, following whatever ruling the judge makes. Under no circumstances should you react to the court's ruling, favorably or unfavorably.

### Cross-Examination

The popular image of cross-examination shows Perry Mason breaking down a witness on the stand. In reality, although some defense lawyers hit hard with their questioning, cross-examination is designed to lay the foundation for the arguments the lawyer intends to advance in summation. Each cross-question is a building block for the structure to be built in summation.



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For example: You arrested the defendant for robbery, recovering and vouchering a sum of money. Although a gun was used in the crime, you found no weapon on the defendant, who was arrested some fifteen minutes after the robbery. The complainant identified the defendant in an on-scene show-up.

Defense counsel's questions will be designed to demonstrate to the jury those facts in the defendant's favor: That you did *not* see the robbery; that the gun was *not* found on the defendant; that the money may have come from somewhere other than the victim's cash register; and that the defendant was the only person shown to the complainant at the time of identification.

Most defense lawyers ask the police officer if he or she has discussed the case with anyone before the trial. As indicated earlier, the police officer can do so without a problem and the defense counsel knows this. Defense counsel may attempt to break the rhythm of testimony and bring out inconsistencies by jumping around from questions regarding arrest procedure, the first time the police officer saw the defendant, placing defendant in R.M.P., etc. Police officers should stay calm and think. A defense attorney may seem either friendly or hostile. One who seems angry does so to make the police officer look bad in front of the jury. He wants a hostile response. Police officers must remain cool, detached and professional. Courtroom demeanor will tell the jury a great deal. **DO NOT ALLOW YOURSELF TO BE PROVOKED TO ANGER.** When you do this, you give the defense attorney the opportunity to suggest that your bad temper was the real cause of the arrest of his or her client.

One simple rule to keep in mind during cross-examination: **The facts are the facts.** If there was no gun recovered, you must say so frankly and forthrightly. If a search of the area was conducted, and still no gun was found, you must admit that fact. If no search was made, there is no choice but to say so and let the jury draw the inference that the police work was less than perfect.

Unlike direct, cross-examination is rarely chronological. The cross-examiner's purpose is to chip away at the incriminating facts presented on direct; to highlight those elements favorable to the defense; and to underscore any omissions, inconsistencies, and mistakes that tend to cast doubt on the People's case. The last thing in the world the defense lawyer wants you to do is repeat the smoothly flowing, extremely damaging narrative you delivered on direct.



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### Types of Cross Questions

Certain questions recur in almost every cross-examination. Very few defense lawyers will fail to ask whether you discussed the case with anyone prior to testifying. Often, counsel will imply, by facial expression or tone of voice, that the witness who admits discussing the case has done something wrong. This is **NOT** the case; talking to the Assistant District Attorney or your fellow officers before trial is good sense, not wrongdoing. When you are asked this question, simply state that you spoke to the A.D.A. and that he or she advised you to tell the truth.

Another common area of questioning is the kind of inquiry designed to convey to the jury the impression that you, as a police officer, are *interested* in the outcome of the case. The questions may center on a supposed bias you hold toward the defendant or upon the notion that you will earn promotions or commendations through making arrests, especially those that result in convictions. Your best response is to answer such questions truthfully and dispassionately, without displaying outrage or becoming defensive. The A.D.A. will have the opportunity on redirect and in summation to show the jury that your arrest of the defendant was good-faith police work.

Defense lawyers often make a point of asking police officers about police work not done in the course of an investigation. For example, a failure to take fingerprints at a crime scene or to "dust" a gun for prints can be used to infer that, had prints been taken, they would not have been those of the defendant. Since the prosecutor has the burden of proving the case beyond a reasonable doubt, omissions can be damaging to the People's case.

However, once again, the facts are the facts. If it is possible to explain the failure to take fingerprints, either because the surface was not printable or Department policy did not call for a crime scene investigation, you should be able to testify to that effect. This is where thorough preparation with the A.D.A. pays off. Together, you will have anticipated this line of questioning and discussed the best way to answer.

Questions about time and distance can cause difficulty on cross-examination. For example: On direct, you testified that you observed the defendant for a period of "two minutes." The cross-examiner breaks down this time, asking when you first noticed the defendant, how long it took him to walk from one place to another, whether your attention was distracted from him at any time. When the questioning is completed, the jury may be asked to infer that you saw the defendant's facial features for only ten seconds out of that original two minutes.

The defense lawyer's ability to poke holes in your testimony, to cast doubt upon your credibility, will almost certainly create some animosity. You may feel the questions are unfair, that your words are being twisted, and that you have no chance to set the record straight for the jury.



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The best thing you can do is also the hardest: **relax**. The Assistant District Attorney is not finished. As soon as cross-examination is completed, the A.D.A. has another opportunity in the form of redirect. If he or she feels you have been hurt by the cross-examination, he or she can, and will, ask questions designed to rehabilitate you as a witness. In the event that no questions are asked on redirect, it is a sign that the A.D.A. did not believe the cross to be harmful.

**"Answer yes or no"** is a phrase that begins a great many questions asked on cross-examination. It can be frustrating at times to compress a complex answer into the simple "yes or no" the cross-examiner prefers. Yet, when you **can** reply with a yes or no, you should do so, knowing that the A.D.A. **will** have the opportunity on redirect to expand on your answer. In those cases where you honestly believe that a yes or no response would be so incomplete as to mislead the jury, you may courteously ask the court for permission to add an explanation to your reply.

### Cross-Examination Tactics

As already noted, most cross-examiners avoid chronological order. Questions may jump around from arrest procedure to the first time you saw the defendant, and then back to the precinct house statement you recorded. The object is to catch you by surprise, to create inconsistencies, and to break the rhythm of your testimony. This tactic is often compounded by a rapid-fire approach that has one question coming on top of the other – each question dealing with a different aspect of the case.

The best way to counter this strategy is to **listen** carefully to every question, making certain you understand it fully before answering. **Think** before you speak, responding in a calm deliberate voice that refuses to be hurried by the defense lawyer's haste. Letting yourself get caught up in the lawyer's machine gun rhythm can open the door to mistakes and inconsistencies, as answers are given with insufficient reflection.

There are some questions you do not have to answer in the form in which they are asked. You may request the judge to separate a compound question; ("Did you arrest the defendant, handcuff him, and place him in the patrol car?" should be asked in three separate inquiries). You may ask to have a question you did not hear repeated, and to have a question you did not understand explained.

Occasionally, a less-than-scrupulous defense lawyer will incorporate a false premise into a question in order to obtain a misleading answer. Example: You have testified all along that the defendant was in a blue car. On cross, you are asked, "When the green car turned the corner, didn't you follow it?" You must, first, listen carefully to the question so that the discrepancy is noted. Then you may reply, "The car I saw was blue, not green."



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Defense attorneys bring different styles into the courtroom. Some appear folksy, disarming you with their unexpected friendliness, while others are downright hostile. Each style is a tactic; each requires wariness in your response.

For example, the lawyer who seems friendly, who asks questions designed to build you up as a professional, is doing this for a purpose. He or she hopes to lull you into a sense of false security, to obtain favorable answers to questions. Building you up will be the preparation for knocking you down eventually ("Officer, you finished at the top of your class in the Police Academy. Now you have 23 commendations and years of experience - and yet you failed to completely fill in all the blanks on the Complaint Report?"). Your best response is to be wary: to keep your distance. Admit any mistakes you may have made in a forthright manner.

The opposite of this style is the aggressive cross-examiner whose questions are so hostile that **you** begin to feel like the person who is on trial. The goal of this lawyer is to put you on the defensive, to trigger your anger and create a poor impression of you in front of the jury.

It will at times seem very tempting to answer this type of lawyer in kind. A sarcastic reply may easily come to mind – but it should not be stated. The jury expects a certain amount of verbal jousting from the lawyers in the case; that is their job. From a police witness, however, the jury expects cool, detached professionalism. Losing your temper with the lawyer could lead the jury to suspect that you arrested the defendant while in an emotional state. Becoming sarcastic could indicate arrogance; while a defensive stance leads jurors to conclude that you did something wrong and are attempting to cover up. None of this may be true - but the jurors will speculate about your motives, and your courtroom demeanor will tell them a great deal.

Your best method for dealing with a cross-examiner who is out to destroy your credibility with a verbal attack is to give him or her exactly the opposite of what he or she wants. The more you are able to remain calm, polite, and in control, the more you will be showing the jury that you are a thorough professional who is simply telling the truth about actions you took in the line of duty.

The manner in which a question is phrased is critical. A defense attorney may attempt to introduce new evidence via a question (e.g., "Officer when did you stop lying about what really happened?"). Answers must be carefully considered because they have ramifications on jury deliberation. Only by carefully explaining what occurred can police officers expect to maintain credibility.



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Many police officers have a question in the back of their minds when they endure a blistering cross-examination from defense counsel: "Why doesn't the A.D.A. object?" There are two reasons why the A.D.A. may not intervene. One is that proper objections must be made on legal grounds. Tough, hostile questioning that does not rise to the level of "badgering the witness" is not objectionable. The second reason is that the A.D.A. would much rather have the jurors see **YOU** handling the questions by yourself than create the impression that he or she is protecting you by jumping to your defense when the questions get tough. Painful as it is in the short run to be the object of a stinging cross-examination, in the long run your professional demeanor will do more than any number of A.D.A. objections to convince the jury that you are testifying honestly and objectively.

### Defense Attorney Tactics

It must be remembered that the litigants themselves move and shape the contour of any courtroom proceeding. Defense attorneys sometimes follow a particular style that works for them and are sometimes guided by the A.D.A. (e.g., they'll respond to his or her presentation). If the trial is a bench trial (before a judge, not a jury), or a jury trial, the defense attorney will attempt to argue his or her case in such a way as to favor his or her client. In a jury trial the defense attorney will attempt to pick jurors at the selection – *voir dire* – stage, for the purpose of assessing their fitness to pass judgement in a particular case. Obviously the defense attorney will try to select jurors who aren't biased against his or her client and who will hopefully render a decision favorable to the defendant. The *voir dire* process is essentially a self-disclosure interview. Defense attorneys recognize that potential jurors are never wholly devoid of bias. The U.S. Supreme Court has decided that a juror's qualifications as to impartiality must fall within minimum standards. Defense attorneys may use *voir dire* to influence jurors before the start of the trial. Defense attorneys may try to plant the seeds of a certain argument or line of proof in the minds of potential jurors. Defense attorneys may also attempt to create a favorable personal impression or establish in advance a good rapport with the jury.

Defense attorneys may exclude potential jurors via peremptory challenges, i.e., the exclusion of individuals from the jury for whatever reason. Often, defense attorneys will attempt to either discredit a police officer witness or to plant in the minds of jurors the idea that the police officer is either lying or unsure of his or her testimony. Tactics vary from attorney to attorney. One defense attorney may be direct and argumentative while another will be more subtle: i.e., attempting to establish good communication with a police officer witness. Their goal is the same, to discredit the officer in an attempt to show their client in a more favorable light.





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### Redirect and Recross

**No further questions.** With that statement, the defense attorney concludes his or her cross-examination. You experience a surge of relief, thinking that the worst is over.

Your job as a witness, however, is not finished. The Assistant District Attorney may have more questions to put to you on redirect examination. Redirect is your opportunity to give the full explanation you were not permitted to present on cross. Now you CAN tell the jury why no fingerprints were taken at the scene, or explain the troubling discrepancy between the arrest report and the voucher. You can tell the jury what happened in plain English. You can explain details that you feel need further clarification.

Redirect is not designed to repeat the entire direct, but is limited to matters raised on cross. The A.D.A.'s focus will be to clarify points that are unclear and to explain items that might otherwise score points for the defense on summation. The A.D.A. will not belabor items he or she considers adequately established and may fail to ask questions you are expecting. If this happens, it will be a signal that the A.D.A. feels that your answers on cross-examination were strong enough to need no further explanation to the jury.

During redirect, the A.D.A. has another chance to ask the police officer questions regarding testimony. The police officer has a chance to give a full explanation he or she wasn't allowed to give on cross-examination. Redirect isn't designed to repeat direct - it's limited to matters raised on cross-examination; a chance to plug up any holes. Recross may follow redirect. A defense lawyer must limit questions to matters raised on re-redirect. Obviously, lawyers will try to portray their client as a good guy. Nationwide, only 10% of cases go to trial. Of these cases, eyewitness I.D. comes into play less than 50% of the time. Eyewitness I.D. is not an issue in a majority of cases because the accused is arrested in the act of commission, or there is a confession, or I.D. is admitted but guilt is contested. Most crimes are property crimes (burglaries, auto thefts, etc.) in which proof of I.D. are seldom contested. Personal crimes (assault, rape, etc.) usually involve parties who are acquainted with each other. Robberies involve the use of eyewitness I.D. to a great extent. The opportunity for observation is often fleeting and under stressful circumstances. The defense attorney attempts to call into question the capacity of the eyewitness for reliable observation. Eyewitness evidence is used in about 5% of criminal trials. Most cases involve eyewitness I.D., in addition to circumstantial evidence of some kind.



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Recross may follow redirect. Like the A.D.A., the defense lawyer is limited to the matters raised on redirect. He or she will focus on the few points that enhance the defense case. When all the testimony is concluded, the judge will usually thank you for appearing and ask you to step down from the witness stand.

The disciplined professionalism you bring to the courtroom should stay with you at all times. You are a working police officer even when you are not actually answering questions. Thus, it is important to conceal from the jury whatever sense of relief you may feel at the close of your testimony. Even if the cross-examination was a grueling ordeal, the jury should see you step from the stand in an unhurried manner. Nor should smiles, winks or victory signals pass between you, the A.D.A., or other officers.

### APPEARING IN COURT

The attitude a police witness brings into the courtroom may be as important as his or her actual testimony. No matter how hard you work at *letting it go*, at telling yourself the facts of the case are the facts, human nature dictates that you will feel differently about an acquittal than a conviction. It is almost impossible not to regard a conviction as a vindication of your police work, and equally difficult not to view an acquittal as some sort of blot on your police record.

These feelings are only natural. The experience of testifying in court is one that generates a great deal of adrenaline. The defense attorney questioned your police work and, maybe, your integrity. The jury may have chosen to reject your testimony in favor of a defense theory you may regard as false.

It is important to put these feelings in perspective. Your police work was not on trial. Your testimony may have had little to do with the eventual outcome of the case. Speaking to the A.D.A. after trial can help you understand the verdict, and would also help you improve as a witness for the next trial.

Some police officers have the impression that an unfavorable courtroom verdict is a black mark against them within the Department. This is not the case. Presenting the facts as clearly as possible is all the Department expects of its officers.

Most athletes find that their performances are enhanced when they are able to detach themselves from an overly strong need to win. Personal antagonism toward an opponent seldom improves the athlete's game; trying too hard leads to mistakes. In the same way, your performance as a witness becomes better - and easier - the more you can let it go.



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### COURTROOM TESTIMONY CHECKLIST

#### At Time of Arrest

1. Officers should start preparing for trial the moment they make arrests.
2. All arrests should be made assuming that the case will ultimately go to trial.
3. What was your assignment that day? Operator, recorder, footpost, etc.
4. Why did you respond to the job? (e.g., pickup, the communications unit, from the stationhouse)
5. What kind of description did you receive?
6. What time did you receive the assignment?
7. What time did you arrive at the scene?
8. What time did you depart?
9. Are you the apprehending officer or the arresting officer?
10. Did you indicate location of crime and location of arrest?
11. Was force used to make the arrest or Stop and Question?
12. What was the direction of the chase?
13. Did you lose sight of suspect or contraband? How long?
14. A diagram of arrest scene should be drawn on back page of memo book.
15. A list of officers who were present at arrest scene should be kept.
16. Make sure Miranda warnings are given.
17. All statements made by the suspect should be recorded in your memo book, in quotes.
18. What officer searched the suspect and who found what and where?
19. Make sure the least amount of people are involved in the chain of evidence.



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20. Regarding all evidence found: Where it was found and by whom.
21. Make sure you ID evidence properly.
22. How was the prisoner transported and to where? Were any statements made by the prisoner while enroute?
23. Record all voucher numbers, arrest numbers, etc.
24. Review all paperwork and check for accuracy.

### Prior to the Court Appearance

1. Review your memo book and all other written reports pertinent to the case.
2. Review the case with other officers who were involved.
3. Discuss the case with the A.D.A. assigned to it. Readily admit this during trial; if the A.D.A. has not, notify all witnesses of the court date.
4. Review those laws and court decisions affecting the case.

### The Court Appearance

1. Arrive early.
2. If in civilian clothes, dress in conservative business attire. If you are in uniform, make certain it is clean and pressed.
3. Bring your memo book and all necessary reports (e.g., laboratory, ballistics, intox test reports, Miranda Warning memo book inserts).
4. Have all physical evidence (obtained from the Property Clerk).
5. Insure the presence of required witnesses.



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### The Testimony

1. Take the oath solemnly and seriously.
2. Speak clearly and loudly enough to be heard by the judge and jury. Turn your body slightly to the jury when speaking.
3. Don't be arrogant when testifying – be professional.
4. Avoid the use of police *jargon* (e.g. using the term "61" when referring to a complaint report, or the term "*in the bag*" when referring to in being in uniform). Use of police jargon tends to annoy and confuse the jury. It also tends to make the jury resent and even distrust the police officer/witness.
5. Keep your answers brief and to the point. If you can answer by a simple yes or no, do so.
6. If required to give a narrative, recite it in a logical and chronological manner.
7. If you don't understand the question, say so and ask that it be rephrased.
8. Use the term *approximately* when testifying about time, distance, or dimensions unless you are absolutely certain.
9. If you don't remember certain facts, ask the court's permission to refresh your recollection by using your memo book.
10. If you don't know the answer, say so: don't concoct one.
11. Don't blurt out answers - think, then answer (this also allows the A.D.A. time to object to that question).
12. Don't be argumentative with the defense counsel and, certainly, not with the judge. Don't try to match wits.
13. Examine the physical evidence to make certain of identification before testifying.
14. Refer to "the defendant" as "Mr." or "Ms." Jones; and not as "the perpetrator."
15. Avoid technical language. If used, try to clarify it.
16. Watch your body language. Keep your hand away from your mouth. Make up your mind that the defense will do whatever is necessary to win.



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17. Defendants will lie under oath - what do they have to lose?
18. Don't get personal during testimony.
19. Try to avoid any annoying habits in speech or action that you may have.
20. Make sure that you can identify the defendant.
21. Make eye contact with the jurors while testifying.
22. Unless you are an expert, don't present yourself as such.
23. Body Language - identifies you in the courtroom:
  - Your entrance;
  - Your exit;
  - The stand;
  - Your demeanor and facial expressions;
  - Try to keep your feet and hands still.
24. Pay attention - don't daydream.
  - Wait for the completed question before answering. Don't anticipate the question.
25. Unless asked, don't give opinions.
26. If possible, avoid such phrases as "I think", "I suppose", "I guess", or "I believe."
27. Admit, if asked, that you discussed the case with the A.D.A., assisting officers, and victims. This is the normal procedure in order to refresh your recollection.
28. Always testify accurately, even if it appears after the fact that your actions may have been unconstitutional. Searches conducted on the street may prove to be "illegal" when examined at a later date. Never attempt to **fix** the illegality of a search by perjuring yourself regarding the specific facts of the encounter. Police officer witnesses must simply testify as to what happened.
29. It is incumbent upon the court to determine what factors negate the legality of a particular search or street encounter.
30. **TELL THE TRUTH – NO CASE IS WORTH PERJURY!**



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### INTRODUCTION TO TRAFFIC COURT TESTIMONY

Traffic Violations Bureau testimony is the most common form of courtroom testimony given by patrol officers. The importance of this testimony should not be minimized since it is equally as important as criminal court testimony. The manner in which you testify reflects upon your own personal credibility as well as the way the entire Department is perceived in the eyes of the community.

A police officer's duties do not end with the issuance of a summons. Summoning officers are also responsible for documenting all relevant facts regarding the violation(s) and for ultimately presenting this information at a hearing. Lack of documentation such as an incomplete summons or an insufficient Activity Log entry will severely hinder the case. Currently, numerous traffic violation cases are being dismissed due to improper testimony by police officers. In most instances, these dismissals could be avoided if the officers would simply devote more time to preparation. You, the summoning officer, must be adequately prepared in order to present a professional image and to enhance the effectiveness of your testimony.

Remember that, as with any testimony, the most important thing is to tell the truth. Police officers find themselves giving sworn testimony at traffic court more than any other forum. The laws of perjury, of course, also apply to traffic court. Your performance depends upon you. As is the case with criminal court testimony, preparation, and professionalism are the keys to success.

#### The Importance of Detailed Notes

Uniformed members of the service must be able to testify to all facts stated on the summons (for example, the time of day, the location, etc.). This is especially true if the summons is issued for a signal light violation. An officer must be able to testify as to where traffic control devices were. It is **strongly** suggested that the officer draw a diagram of the intersection illustrating the position of the traffic control devices controlling the intersection and be able to show:

1. The direction traveled by the violator's vehicle;
2. Which directions were controlled by traffic control devices;
3. Where the officer was positioned when the violation was observed;
4. The exact location of any crosswalk or stop line at any given intersection.

**Note:** This diagram can be drawn on the rear (unlined) side of your Activity Log page.



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### Officers' Testimony Should Address the Following Important Points:

1. The date, time and location of the offense;
2. The officer's location at the time of the offense;
3. The officer's assignment;
4. Weather conditions;
5. Road conditions and visibility;
6. A description of the area (traffic control device/commercial/residential/highway);
7. The location and direction of the R.M.P. (Exact location of officer when on foot patrol);
8. The direction the motorist was traveling;
9. The name of the street/highway (Indicate whether one way/two way);
10. Exactly where the vehicle was stopped and the manner in which the driver was pulled over;
11. Constant observation of vehicle from initial time of violation to time vehicle stopped;
12. The relative distance of the violator's vehicle from the police officer at the time violation was observed;
13. A description of the vehicle (color, make, year, model and plate number);
14. Secondary characteristics of the vehicle (for example, raised rear end, side exhaust, thick racing tires, etc.);
15. Identification of the defendant as the driver of the vehicle and any other conduct;
16. Any conversation with the operator;
17. Elements of the offense (for example, the defendant's vehicle entered the crosswalk while the light was steady red and then proceeded through the intersection or the vehicle crossed the white stop line in the roadway);
18. A specific reference to the fact that a summons was issued.





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### Three Components of Traffic Court Testimony

When providing traffic court testimony, officers are required to relate the series of events surrounding the violation ***exactly as they occurred***. Therefore, such testimony should resemble a story, with a *beginning, middle, and an end*.

#### 1. ***The Beginning: Introducing Yourself and the Location of the Violation***

- a. Name, rank, shield number, and command;
- b. Time of violation;
- c. Date of violation;
- d. Location of violator's vehicle, including a description of the location (for example, a one-way street controlled by an overhanging traffic signal);
- e. Officer's position relative to violator's vehicle at time of violation (e.g., on north-east corner facing the stop sign).

#### 2. ***The Middle: Describing the Facts and Circumstances of the Violation***

- a. Provide defendant and vehicle information;
- b. Observation of direction/distance of vehicle (for example, *northbound on Third Avenue, approximately five car lengths from crosswalk*);
- c. A statement that the officer observed that the traffic signal was functioning (The officer knows this because he or she saw it change from green to yellow to red, then back to green.);
- d. Statements regarding:
  - The number of passengers and where seated;
  - Weather conditions;
  - Other relevant road markings;
  - Any traffic agents directing traffic.



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### 3. ***The End: Describing Your Interaction with the Violator***

- a. Any statements made by the violator;
- b. Continuity of eye contact, length of observation;
- c. Summons served.

The issuance of a summons is not the final step, but it is an important one. The officer issuing the summons must document all of the facts regarding the violation(s). Remember to fill in all of the captions as required on the summons; an incomplete summons will cause a dismissal of the case in court. You are not required to retain a mental picture of the violator or to pick him or her out of a crowd, but you must be able to testify that, at the time of the summons, you were satisfied he or she was the person described on the license presented to you. During testimony, always remain calm, be polite and, most of all, do not become argumentative. As long as you have prepared your case properly you will be confident in yourself.

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The Following Checklists May Be Helpful When Used In Preparing Testimony at the Traffic Violations Bureau:

### RED LIGHT TESTIMONY

1. Date of violation.
2. State the intersection of occurrence and a brief description (include marked crosswalk, if applicable).
3. Observed traffic signal and it was functioning properly.
4. State your location and whether you had a clear, unobstructed view of the intersection (observed same light as motorist, if applicable). Stating that the light was green on your side of the traffic device would be insufficient evidence to prove that the light was red on the defendant's side when he or she crossed the intersection. Testimony that you observed both sets of lights and that they were operating correctly and synchronized with each other, changing simultaneously, should also be included.
5. Approximate time of violation.
6. State you observed the light change to red.
7. Observed motorist an approximate distance (in car lengths) from stopping point while light was red.
8. Observed motorist pass required stopping point (marked crosswalk, etc.) while light was red and motorist made no attempt to slow down.
9. Motorist was stopped and identified from New York State photo drivers license (in most cases), did not lose sight of vehicle at anytime. Include any statement made by the driver.
10. Returned to check traffic signal to see if it was still operational.



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### TRAFFIC DEVICE TESTIMONY

1. Date of violation.
2. State the intersection of occurrence and a brief description (include description of sign, light, etc.)
3. Observed whether the traffic device was clearly visible (not obstructed, free of graffiti, etc.).
4. State location where you made the observation.
5. Approximate time of violation.
6. State you observed motorist make a turn in violation of a sign (No Left Turn, etc.).
7. Motorist was stopped and identified from New York State photo drivers license (in most cases), and did not lose sight of vehicle at any time. Include any statements made by driver.
8. Returned to check traffic device and condition of device did not change.



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### STOP SIGN TESTIMONY

1. Date of violation.
2. State the intersection of occurrence and a brief description (include description of stop sign, crosswalk, stop line, etc.).
3. Observed stop sign was posted and whether clearly visible (not obstructed, free of graffiti, etc.).
4. State location where you made the observation.
5. Approximate time of violation.
6. Observed motorist an approximate distance from required stopping point (use car lengths).
7. Motorist passed required stopping point without coming to a complete stop.
8. Motorist was stopped and identified from New York State photo drivers license (in most cases), and did not lose sight of vehicle at any time. Include any statement made by driver.
9. Returned to check traffic device and condition of device did not change.



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### UNLICENSED OPERATOR TESTIMONY

1. State why the operator was stopped (type of offense, if any).
2. When was operator stopped (date, time of day)?
3. The failure or refusal to display a license on demand of a police officer.
4. Vehicle description.
5. Physical description of the operator. (Also number and position of occupants).
6. How a positive identification was obtained.
7. What summonses were issued and the results of the stop?
8. Statements made by vehicle operator (Distinguish between "I don't have a driver's license," and "I have a driver's license but I was in a hurry and forgot it at home").



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### INSPECTION CERTIFICATE TESTIMONY

1. Why the operator was stopped (Type of offense, if any).
2. Location of the stop (date and time of day).
3. Vehicle description.
4. Number of the inspection sticker.
5. Expiration date of the inspection sticker.
6. Was an inspection sticker observed on the vehicle?
7. Information on inspection sticker did not match the vehicle registration.

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# POLICE STUDENT'S GUIDE

## Court Appearances

### IMPROPER LIGHTS TESTIMONY

1. Date and time of day.
2. Weather conditions (heavy fog, rain or snow).
3. Location of vehicle (street, highway).
4. What type of lights (headlights, brake lights, tail lights)?
5. Statement describing that the vehicle lights were examined during the stop and found to be defective or not turned on.

**Note:** Headlights must be on when wipers are in use

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### ONE-WAY STREET TESTIMONY

1. Location of sign.
2. Officer's position at time of incident.
3. Sign free from obstruction and graffiti.
4. Direction of the sign.
5. When and where the vehicle was stopped.
6. How many lanes?
7. Direction of vehicle in relation to traffic sign?

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## Court Appearances

### DISOBEY SIGN, IMPROPER TURN, FAIL TO SIGNAL TESTIMONY

1. Location of sign(s) or infraction.
2. Location of officer.
3. Description and number of signs (*U-Turn* or *No Left Turn*, etc.).
4. Direction of vehicle.
5. Operator making right or left turn.
6. Traffic was light, moderate or heavy.
7. Any on-coming vehicles or pedestrians in the roadway?
8. No sign indicating: *After Stop, Right Turn Permitted On Red*.

**Note:** In all cases, an officer should state how many people were in the vehicle, where the vehicle was stopped, and any statement(s) made by the operator.



# POLICE STUDENT'S GUIDE

## Court Appearances

### OFFENSES RELATING TO JUDICIAL PROCEEDINGS

This classification of offenses involves misconduct related to official proceedings in court and other judicial forums. It includes *perjury*, *tampering with physical evidence*, *tampering with a witness*, and *bribing a witness*.

#### Perjury

While aggressively pursuing violators of the law, members of the service will make arrests, be required to sign affidavits, appear before Grand Juries and testify under oath in court. As members of the service, we have pledged to maintain a higher standard of integrity than is generally expected of others. Nowhere is this obligation more important than on the witness stand in a court of law. When a police officer commits perjury, the making of a **FALSE STATEMENT WHILE UNDER OATH**, he or she not only jeopardizes the outcome of that particular case, but also many other proceedings where a police officer's credibility is in question. Perjury only serves to break down the police/community trust that community policing tries to cultivate. Most importantly, officers should be aware that if they make false statements in these situations, they may be arrested and prosecuted.

#### Definitions of Terms Related to Perjury (P.L. 210.00)

**Testimony** means an oral statement made under oath in a proceeding before any court, body, agency, public servant or other person authorized by law to conduct such proceeding and to administer the oath or cause it to be administered.

**Oath** includes an affirmation and every other means authorized by law of attesting to the truth of what is stated.

**Swear Falsely** is an offense that occurs when a person intentionally makes a false statement that he or she does not believe to be true, either while giving testimony; **OR** under oath in a signed written instrument.

**Note:** A false swearing in a signed written instrument shall not be deemed complete until the instrument is delivered by its signer, or by someone acting in his or her behalf, to another person with intent that it be used as true.



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## Court Appearances

### Perjury – Misdemeanor (P.L. 210.05)

The least serious form of Perjury occurs when a person swears falsely. It does not require that the false statement be material to the issues of the case. In other words, the false statement will have no effect on the outcome of the trial. This false statement may be made while giving testimony or under oath in a signed written instrument.

**EXAMPLE:** A witness testifies that he saw a street crime occur while he was taking a solitary walk on the street when, in fact, out on a date with a woman who was not his wife. This is a false statement, but it has no bearing whatsoever on the facts in issue at the trial.

### Perjury – Felony (P.L. 210.10, 210 .15)

This crime can be committed in one of two ways. It occurs when a person swears falsely and when his or her false statement is:

1. Made in a signed written instrument for which an oath is required by law;  

*and*

  - a. Made with intent to mislead a public servant in the performance of his or her official functions;  

*and*
  - b. Is material to the action, proceeding or matter involved.  

**OR**
2. When giving false testimony, and the testimony is material to the action, proceeding or matter in which it is made.

**Example:** A police officer signs a Criminal Court Complaint which states that he saw the defendant with a gun in his hand when, in fact, he saw the gun on the ground. He then swears before a judge that the false statement is true.



# POLICE STUDENT'S GUIDE

## Court Appearances

Most arrests result in the preparation of an affidavit or criminal complaint. The information in the complaint is dictated by an Assistant District Attorney. You should never sign anything, particularly an accusatory instrument, without reading its contents. It may contain a mistake of fact. If it does, you may have a problem when testifying later. ***The A.D.A. knows the law better than you do, but nobody knows the facts of your arrests better than you do – make sure they are stated accurately.***

The temptation to perjure yourself may sometimes be strong. If an officer observes a defendant engage in some activity that arouses his or her suspicion and the officer searches the defendant illegally and finds narcotics in the defendant's pockets, the officer is presented with a problem. The search was clearly illegal, but the officer may feel that justice would best be served by testifying that the defendant dropped the narcotics in the street as the officer approached. If the officer did so, he or she would be committing Perjury.

Another situation that occurs quite often is when the police officer is in pursuit of a suspect. The officer is certain that the defendant is guilty and testifies that he or she never lost sight of the defendant from the scene of the crime up to the eventual arrest. If this is not true, he or she is committing Perjury.

### ***To Avoid These Situations Simply Follow These Rules:***

1. Take careful notes as soon as possible after making an arrest.
2. Only tell the truth as you know it.
3. Carefully read all statements before signing.
4. Never try to improve the case by adding facts that are not true.
5. If you are uncertain of any details, make it known to the Assistant District Attorney and testify only to those things of which you are sure. If uncertain, state it to the court.

**Note:** When signing any type of accusatory instrument, you are affirming as to the truthfulness and accuracy of the facts contained therein. Before signing it you must be certain that the facts are true and accurate to the best of your knowledge. A personal service summons, such as a "C" Summons for Disorderly Conduct or an Environmental Control Board Notice of Violation should ***never*** be signed in advance. These summonses should be signed only at the time of issuance. When completed, accusatory instruments that are prepared by another person on your behalf (that is, on information which may be typed for you by court personnel) should be carefully proofread before signing to ensure accuracy.



# POLICE STUDENT'S GUIDE

## Court Appearances

### Definitions of Terms Related to Tampering with Physical Evidence

**Physical Evidence** means any article, object, document, record or other thing of physical substance that is produced or used as evidence in any official proceeding.

**Official Proceeding** means any action or proceeding conducted by or before a legally constituted judicial, legislative, administrative or other governmental agency or official in which evidence may properly be received.

### Tampering With Physical Evidence (P.L. 215.40)

Considering the importance of physical evidence in the prosecution of a criminal case, and your responsibility for the gathering, marking and the identification of evidence, you should be aware of the ramifications of tampering with physical evidence. Tampering with physical evidence is a felony and can be committed in three ways.

A person is guilty of Tampering with Physical Evidence - Felony, when: with intent that it be used or introduced in an official proceeding, he or she:

1. Knowingly makes, devises or prepares false physical evidence;
2. Produces or offers such evidence at such a proceeding knowing it to be false;
- or*
3. Believing that certain physical evidence is about to be produced or used in an official proceeding or a prospective official proceeding, and intending to prevent such production or use, he or she suppresses it by any act of concealment, alteration or destruction, or by employing force, intimidation or deception against any person.



# LESSON PLAN COVER SHEET

PLAINTIFF'S EXHIBIT  
**PX-55**

<b>COURSE:</b> BASIC RECRUIT COURSE	<b>TRAINEE LEVEL:</b> RECRUIT OFFICER
<b>LESSON:</b> COLLECTING AND PROCESSING EVIDENCE	<b>TIME REQUIRED:</b> APPROXIMATELY 10.5 HOURS
<b>PREPARED BY:</b> NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	<b>DATE PREPARED:</b> AUGUST 2003
<b>REVISED BY:</b> SGT AARON LAI, EAC ALBERTO ROIG, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	<b>DATE REVISED:</b> FEBRUARY 2014
<b>REVIEWED BY:</b> LT CHRISTINE SEPPA, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	<b>DATE REVIEWED:</b> AUGUST 2014
<b>APPROVED BY:</b> LT CHRISTINE SEPPA, NEW YORK CITY POLICE ACADEMY, CURRICULUM AND EVALUATION UNIT	<b>DATE APPROVED:</b> AUGUST 2014
<b>TRAINING NEED</b> ENTRY LEVEL POLICE OFFICER TRAINING	
<b>INSTRUCTIONAL GOAL:</b> At the end of this lesson the recruit officer will be able to state the importance of conducting a thorough preliminary investigation to include the questioning of witnesses, establishment of a crime scene, and collection and packaging of evidence in order to establish a firm basis for the people to pursue a criminal action against a defendant.	
<b>LEARNING OBJECTIVES:</b>  At the completion of this lesson the student will be able to:	
<ol style="list-style-type: none"> <li>I. Identify the manner in which a preliminary investigation should be conducted for suspected crimes.</li> <li>II. Explain the purpose of establishing a crime scene.</li> <li>III. State the general rules for collecting evidence.</li> <li>IV. State the manner in which property coming into the possession of the Department will be processed.</li> <li>V. State the manner in which currency will be invoiced.</li> <li>VI. State the manner property will be removed from the Command or Property Clerk Division for authorized reasons.</li> <li>VII. State the role of the police in obtaining evidence, as well as, rules in obtaining evidence for courtroom presentation.</li> <li>VIII. Properly prepare a Property Clerk Invoice Worksheet.</li> <li>X. Identify the required Activity Log entries when vouchering property.</li> </ol>	
<b>METHOD OF PRESENTATION</b> Lecture, Question and Answer, Group Discussion	<b>CLASSROOM REQUIREMENTS:</b> Formal Classroom Seating
<b>METHOD OF EVALUATION:</b> QUIZ	

PLAINTIFF'S EXHIBIT  
**116**

<b>LESSON: COLLECTING AND PROCESSING EVIDENCE</b>		<b>INSTRUCTOR CUES:</b>
<b>STUDENT MATERIAL:</b> Notebook and Pen, Student Guide, Patrol Guide, and Penal Law		
<b>TRAINING AIDS, SUPPLIES, EQUIPMENT:</b> Computer and Monitor, PowerPoint, DVD PLAYER, DNA VIDEOS # 06-107 "DNA An Introduction" and 09-059 "DNA Initial Officer"		<b>BIBLIOGRAPHY:</b> NYPD Police Student Guide, NYPD Patrol Guide, NYS Penal Law, DNA Videos

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LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p style="text-align: center;"><b><u>INTRODUCTION</u></b></p> <p>Many Members of the Service believe that it is primarily the Detectives who gather evidence and conduct preliminary investigations at the scene of past crimes. Often, this is not the case. As the responding officer you will be called on to interview victims/witnesses and to identify, gather and preserve and safeguard potential evidence. This chapter will discuss the proper way to conduct these investigations, as well as, the procedure for preserving evidence for court. Any information or objects that a Police Officer gathers during an investigation or arrest may become evidence in court. Failure to handle, preserve, and vouch for this evidence properly will have a negative impact on the potential criminal case.</p> <p>At the conclusion of this lesson, the student will be able to:</p> <ol style="list-style-type: none"> <li>I. Identify the manner in which a preliminary investigation should be conducted for suspected crimes.</li> <li>II. Explain the purpose of establishing a crime scene.</li> <li>III. State the general rules for collecting evidence.</li> <li>IV. State the manner in which property coming into the possession of the Department will be processed.</li> <li>V. State the manner in which currency will be invoiced.</li> <li>VI. State the manner property will be removed from the Command or Property Clerk Division for authorized reasons.</li> <li>VII. State the role of the police in obtaining evidence, as well as, rules in obtaining evidence for courtroom presentation.</li> <li>VIII. Properly prepare a Property Clerk Invoice Worksheet.</li> <li>IX. Identify the required Activity Log entries when vouching property.</li> </ol>	

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p style="text-align: center;"><b><u>BODY</u></b></p> <p><b>I. IDENTIFY THE MANNER IN WHICH A PRELIMINARY INVESTIGATION SHOULD BE CONDUCTED FOR SUSPECTED CRIMES.</b></p> <p>A. Alarm Investigations</p> <ol style="list-style-type: none"> <li>1. Radio Signal "10-11"</li> <li>2. May be an audible alarm or silent alarm.</li> <li>3. Originates from Communications Division.</li> <li>4. Never assume an alarm job to be routine. <ol style="list-style-type: none"> <li>a) Approach with caution.</li> <li>b) Properly identify all persons on scene (alarm company representatives, residents or employees of location, etc.).</li> <li>c) Consider all alarm jobs "founded" until proven otherwise.</li> <li>d) Particularly in bark alarms, a planned approach is recommended; do not rush in. Request assistance as needed.</li> </ol> </li> <li>5. Patrol Response to any alarm may include but is not limited to: <ol style="list-style-type: none"> <li>a) Requesting alarm indicators from Central</li> <li>b) Requesting callback to alarm company and ascertain: <ol style="list-style-type: none"> <li>(1) Location of all alarm indications</li> <li>(2) Any prior alarms over two to three day period</li> <li>(3) If a security company is responding</li> <li>(4) If the owner has been notified and/or responding</li> </ol> </li> <li>c) Visually inspect the entire perimeter</li> <li>d) Request Patrol Supervisor to respond to location, if there is a confirmed break in</li> </ol> </li> </ol>	<p>Learning Objective #1</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>B. The “Chronic Alarm Abuser Program” – seeks to preserve manpower by reducing police response to locations when three (3) or more alarms, within a three (3) month period, are determined to be unnecessary or unfounded. Communications will not dispatch personnel to Chronic Alarm locations.</p> <ol style="list-style-type: none"> <li>1. Upon response to an unnecessary or unfounded 10-11: <ol style="list-style-type: none"> <li>a) Prepare NOTICE OF UNCESSARY ALARM and serve original copy of NOTICE to person qualified to accept service. <ol style="list-style-type: none"> <li>(1) If person qualified to accept NOTICE is not present, place NOTICE in mailbox or under door. Check “DOOR SERVICE” on NOTICE.</li> <li>(2) If unable to serve NOTICE deliver all copies of NOTICE to Desk Officer.</li> </ol> </li> <li>b) Report disposition to Communications (10-90N or 10-90N3, as appropriate), and deliver remaining copies of NOTICE to Desk Officer.</li> </ol> </li> <li>2. Members will respond to all 10-11 jobs assigned by Communications Division.</li> </ol> <p>C. Burglary Investigations</p> <ol style="list-style-type: none"> <li>1. Involve residential and commercial locations.</li> <li>2. Aside from the monetary and property loss, victims may experience a violation of the sanctity of their home.</li> <li>3. Obtaining information: <ol style="list-style-type: none"> <li>a) How was entry made?</li> <li>b) Conduct a canvas for witnesses; Record results in DETAILS section of COMPLAINT REPORT WORKSHEET.</li> <li>c) Obtain a list of all items taken, to include serial numbers, model numbers, etc.</li> <li>d) A brief history of items taken.</li> <li>e) Attempt to determine if property has been moved and</li> </ol> </li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-45deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>may yield fingerprints.</p> <p>(1) If the presence of prints is suspected, request response of the Evidence Collection Team. If evidence must be handled:</p> <p>(1) Wear latex gloves</p> <p>(2) Do Not:</p> <p>(a) Crush,  (b) Bend,  (c) Fold, or  (d) Otherwise disturb the evidence</p> <p>4. Look for other physical evidence, such as:</p> <p>a) Tool marks  b) Vehicle tracks  c) Bits of clothing fiber  d) Footprints  e) Scratches  f) Damage inside premises</p> <p>5. Search areas for property left behind by perpetrator.</p> <p>6. Provide relevant information to complainant regarding their crime complaint, and advise them of services offered by the Department, such as:</p> <p>a) <u>Crime Prevention Officers</u> (CPO) – performs security surveys and are available for recommendation of crime prevention measures.</p> <p>b) <u>Operation Identification</u> – citizens engrave their possessions, administered by CPO.</p> <p>c) If victim requests information on changing locks:</p> <p>(1) Although slim, the possibility does exist that the perpetrator could again gain access to location with keys, and changing of locks is recommended.</p> <p>(2) Do not recommend the services of a particular locksmith.</p>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-45deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>7. In apparent forced entries, await the arrival of the Patrol Supervisor before entering the premises. This does not preclude the officer from taking summary or other police action, which may be warranted.</p> <p>8. If the burglary is confirmed the uniformed member should pay attention to the vacant storefront/buildings, basement access point, active patterns, lookouts in vehicles/on foot and access from adjacent locations. Organized crews have been known to break into adjacent locations to access the targeted location. Plainclothes units will not enter locations where a break in has been detected. Uniformed members will conduct searches for perpetrators inside the establishment under the direction of the Patrol Supervisor.</p> <p><b>D. Grand Larceny Investigations</b></p> <p>1. NYS Penal Law section 155.30 identifies the various ways to commit Grand Larceny.</p> <ul style="list-style-type: none"> <li>a) Generally deals with the theft of property valued at over \$1000, or</li> <li>b) Property (any value) taken directly from a person.</li> </ul> <p>2. Obtain the following information:</p> <ul style="list-style-type: none"> <li>a) Identity of property taken.</li> <li>b) Was property purchased new?</li> <li>c) When was it purchased?</li> <li>d) What was the original purchase price?</li> <li>e) Does the person have a receipt available?</li> <li>f) What is the current condition of the property?</li> <li>g) What is the current market value of the property?</li> </ul> <p>3. If credit cards were involved:</p> <ul style="list-style-type: none"> <li>a) Were the credit cards cancelled?</li> <li>b) Which credit Card Company?</li> <li>c) Are the account numbers available?</li> <li>d) Were the credit cards used after the theft?</li> <li>e) If so, how much was charged and where were they used?</li> <li>f) Does the credit card company offer insurance against theft or damage?</li> <li>g) Does the person plan to file a claim with the insurance company?</li> </ul>	<p style="text-align: center; font-size: 2em; opacity: 0.3; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>4. If a computer was involved, ascertain information about it, such as:</p> <ul style="list-style-type: none"> <li>a) Brand, model, speed</li> <li>b) Owned or leased</li> <li>c) Internet service</li> <li>d) E-mail address</li> <li>e) Serial numbers</li> </ul> <p>5. Reports of stolen cell phones / smart phones. Obtain info. about:</p> <ul style="list-style-type: none"> <li>a) Phone service</li> <li>b) Contract? – Expiration date?</li> <li>c) Last used?</li> <li>d) Telephone number of the cell phone? Is a PIN necessary?</li> <li>e) Serial numbers</li> <li>f) International Mobil Equipment Identification number</li> <li>g) Does the phone have an application such as “Find my iPhone” or “Family Map”?</li> <li>h) Ensure that the complainant /victim is instructed on how to obtain an IMEI / serial number of their respective device.</li> <li>i) Ensure that mobile phones / smart phones / electronic devices are entered into the Omniform System as “electronics”</li> </ul> <p>6. “Find My iPhone”</p> <ul style="list-style-type: none"> <li>a) The “Find My iPhone” feature is offered by Apple Corporation on certain Apple products such as the Apple iPhones, iPads and MacBooks.</li> <li>b) When a complainant is reporting the theft of an Apple Corporation product, members of the service will: <ul style="list-style-type: none"> <li>(1) Ascertain if they have access to Apple’s “iCloud” AND have previously activated the device and have turned on the “location services” on said device.</li> <li>(2) If both conditions are confirmed, log in on <a href="http://www.icloud.com">www.icloud.com</a>.</li> <li>(3) Click on the “Find My iPhone” feature.</li> <li>(4) Click on the device that you want to locate.</li> <li>(5) A Google map with the picture and name of</li> </ul> </li> </ul>	<p style="text-align: right;"><b>Show “Apple Support/My Profile”</b></p> <p style="text-align: right;"><b>Show “Find my iPhone”</b></p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>device will show where it is located.</p> <p>(6) Click on the device located on the map to have the device play an audible alert, lock the device or wipe the device's data. DO NOT wipe or lock the device without the authority of the assigned case detective.</p> <p>c) All phone records will be checked from the time theft occurred to see if the same numbers are being called.</p> <p><b>E. Assault Investigations</b></p> <ol style="list-style-type: none"> <li>1. Rendering necessary aid is paramount, even if the suspect will escape.</li> <li>2. Interview the victim and attempt to determine: <ol style="list-style-type: none"> <li>a) Description (Identity, if known)</li> <li>b) Type of injuries</li> <li>c) Weapons used or possessed by perpetrator</li> <li>d) Method and direction of flight</li> </ol> </li> <li>3. Once above info is ascertained, transmit an alarm via portable radio to Communications Division.</li> <li>4. Safeguard any evidence and refrain from disturbing the scene.</li> </ol> <p><b>F. Robbery Investigations</b></p> <ol style="list-style-type: none"> <li>1. Arrive at the scene quickly and safely; Know where you are going.</li> <li>2. Be aware of the area. Look for perpetrators and escape routes.</li> <li>3. Assess the robbery scene and situation.</li> <li>4. Keep Communications advised throughout the investigation.</li> <li>5. Secure the scene <ol style="list-style-type: none"> <li>a) Separate witnesses</li> <li>b) May be necessary to remove witnesses from the scene</li> <li>c) Witness may be a perpetrator</li> </ol> </li> </ol>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>6. Protect the victim</p> <ul style="list-style-type: none"> <li>a) First priority is to render necessary aid.</li> <li>b) Search for any aided persons.</li> </ul> <p>7. Apprehension/Custody</p> <ul style="list-style-type: none"> <li>a) If not assigned to the scene, stay in your sector and be aware for fleeing suspects.</li> <li>b) Be mindful of perpetrators who change their appearance (clothing, etc.).</li> <li>c) Ascertain if security cameras are in use at the scene.</li> <li>d) Garages and parking lots should be searched.</li> </ul> <p>8. Do not enter in-progress robbery locations. Obtain cover and await their exit.</p> <p>9. When interviewing victims or witnesses, obtain:</p> <ul style="list-style-type: none"> <li>a) Was there any weapon displayed or inferred?</li> <li>b) What property was removed?</li> <li>c) Immediately transmit description of perpetrators, weapons, direction of flight.</li> <li>d) If an area search is conducted with negative results, transport the complainant and/or witnesses to PDS or RAM, if possible.</li> </ul> <p>G. Sex Crime Investigations</p> <ul style="list-style-type: none"> <li>1. First officer plays an important part in minimizing trauma and maximizing successful prosecution.</li> <li>2. Identify yourself immediately as a police officer and explain why you are there.</li> <li>3. Be reassuring, but do not touch the victim.</li> <li>4. Interview the victim and, if requested by the victim, allow an officer of the same gender as the victim to conduct the interview.</li> <li>5. Seek a neutral party, if possible, to translate for non-English speaking victims.</li> <li>6. Explain the need to ask detailed, graphic question.</li> </ul>	



LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>7. Avoid using judgmental language or questions, and do not be confrontational. YOUR JOB IS NOT TO DISPROVE THE VICTIM.</p> <p>8. When taking a complaint, do not threaten to arrest a victim for filing a false complaint or other offenses such as prostitution as that will deter victims from coming forward.</p> <p>9. Preservation of evidence is paramount.</p> <p>a) The victim should be asked not to:</p> <ul style="list-style-type: none"> <li>(1) Brush teeth</li> <li>(2) Use mouthwash</li> <li>(3) Shower, etc.</li> </ul> <p>b) Accompany the victim to the hospital to obtain medical assistance and preservation of evidence.</p> <ul style="list-style-type: none"> <li>(1) Doctor will examine victim in privacy of hospital room. UMOS will not be present during examination.</li> <li>(2) Doctor will obtain evidence from the victim and place it in a Sexual Offense Evidence Collection Kit. Doctor will seal the kit and deliver to reporting officer.</li> <li>(3) Kit will be invoiced (vouchered) at the precinct of occurrence</li> <li>(4) If it is suspected that the victim was drugged to facilitate the crime, then a Drug Facilitated Sexual Assault, Blood and Urine Specimen Collection Kit will also be utilized.</li> </ul> <p>c) Other evidence at the scene may consist of:</p> <ul style="list-style-type: none"> <li>(1) Torn or stained undergarments</li> <li>(2) Clothing</li> <li>(3) Bed sheets</li> <li>(4) Used condoms</li> </ul> <p>d) All evidence and observations will be recorded in Activity Log.</p> <p>e) Case will be referred to the Special Victims Squad for</p>	<p style="text-align: center; font-size: 2em; opacity: 0.5; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>all of the following sex offenses:</p> <ul style="list-style-type: none"> <li>(1) Rape or Attempted Rape, all degrees</li> <li>(2) Criminal Sexual Act or Attempted Criminal Sexual Act, all degrees</li> <li>(3) Sexual Abuse, 1<sup>st</sup> degree only</li> <li>(4) Aggravated Sexual Abuse, all degrees</li> </ul> <p>f) Patrol Supervisor will determine if response of Crime Scene Unit is required.</p> <p>g) <b>The identity of a sex offense victim will, under NO circumstance, be released to the media or other unauthorized persons.</b></p> <p>h) Written notification will be provided to the victim about the nearest Rape Crisis Center. Officer will confirm this notification in the Details section of the COMPLAINT REPORT WORKSHEET.</p> <p>i) <b>Requests from a hospital for police response regarding an allegation of a sex crime will be directed to the Special Victims Division. Members of service assigned to patrol will not respond to interview the complainant/victim. Instead, the member concerned will call the Special Victims Division Wheel. The Special Victims Division will coordinate the response of Special Victims personnel (FINEST Message #35985, dated 10/07/11)</b></p> <p>H. Homicide Investigations</p> <ol style="list-style-type: none"> <li>1. Most physically and mentally challenging of all criminal investigations.</li> <li>2. Treat all DOA's as suspicious until proven otherwise, and take the following precautions: <ul style="list-style-type: none"> <li>a) Preserve the crime scene</li> <li>b) Prevent unauthorized persons from entering</li> <li>c) Detain witnesses</li> <li>d) Preserve the integrity of the evidence</li> </ul> </li> <li>3. Three necessary notifications to be made: <ul style="list-style-type: none"> <li>a) Patrol Supervisor</li> </ul> </li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.2; transform: rotate(-15deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>b) Desk Officer c) Precinct Detective Squad</p> <p><b>II. EXPLAIN THE PURPOSE OF ESTABLISHING A CRIME SCENE.</b></p> <p>A. Crime Scene defined – The area where a crime was committed including routes to and from the location where additional evidence of the crime may be found.</p> <p>B. Crime Scenes are established to safeguard evidence and detain witnesses for further investigation.</p> <p>C. Actions of the first officer most often dictate the success of the crime scene.</p> <p>D. The faster the scene is established, the ability to prevent deterioration of evidence increases.</p> <p>E. Upon responding to a crime which may require safeguarding of the scene to preserve evidence, the Uniformed Member of the Service will:</p> <ol style="list-style-type: none"> <li>1. Request the response, through the Communications Section, of: <ol style="list-style-type: none"> <li>a) Patrol Supervisor</li> <li>b) Detective Squad/Detective Specialty Squad concerned or other personnel, as required.</li> </ol> </li> </ol> <p>NOTE: The first officer at a crime scene is in charge of the scene until the arrival of a Supervisor or Detective.</p> <ol style="list-style-type: none"> <li>2. Remove unauthorized persons from the area and secure the crime scene. <ol style="list-style-type: none"> <li>a) Do not disturb evidence found at the scene.</li> <li>b) When uncertainty exists as to the extent of the crime scene, initially secure the larger area for investigation.</li> </ol> </li> <li>3. Detain witnesses and persons with information pertinent to the crime. <ol style="list-style-type: none"> <li>a) Obtain names, telephone numbers (home, business, cell, etc.) of all witnesses.</li> <li>b) Verify identity by requesting documents that provide positive identification.</li> </ol> </li> </ol>	<p>Learning Objective #2</p> <p>P.G. 212-04 Crime Scene</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>4. Record in Activity Log:</p> <ul style="list-style-type: none"> <li>a) Observations</li> <li>b) Identity of suspects/witnesses with addresses and telephone numbers and any relevant statements made whether casually or as a formal statement.</li> </ul> <p>5. Advise Patrol Supervisor and Detective Squad/Detective Specialty Squad personnel of:</p> <ul style="list-style-type: none"> <li>a) Identity of witnesses detained</li> <li>b) Other information regarding the case</li> </ul> <p>F. The <b>inner perimeter</b> of a crime scene consists of the actual crime scene and the immediate surrounding area.</p> <p>G. The purpose of the <b>outer perimeter</b> of a crime scene is to attempt to apprehend perpetrators, identify witnesses, and prevent physical evidence from being inadvertently removed (garbage cans, mail boxes, etc.). The size of the outer perimeter will depend on the circumstances of the incident and will include potential escape routes. Members will be posted on the outer perimeter and should interview all persons leaving the scene.</p> <p>H. Primary responsibility is to victims and securing medical assistance, if necessary.</p> <ul style="list-style-type: none"> <li>1. Permit medical professionals to administer assistance, as necessary.</li> <li>2. Caution medical professionals to not unnecessarily disturb the scene.</li> <li>3. If possible, question the victim.</li> </ul> <p>I. Do not allow anyone, including Members of the Service, not directly involved in the investigation to enter the scene.</p> <ul style="list-style-type: none"> <li>1. Record all persons entering crime scene in Activity Log.</li> <li>2. Crime scenes should be marked off and secured by using yellow crime scene tape with black lettering marked "Crime Scene Do Not Cross", Crayons and chalk should never be used. The deployment of the "Crime Scene Do Not Cross" tapes for any reason other than to secure a crime scene is strictly prohibited. In other police related operations in which a secure area must be established, the white barrier tape with blue lettering marked "Police Line Do Not Cross" will be utilized.</li> </ul>	<p style="text-align: center; font-size: 2em; opacity: 0.3; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>J. Remember to make the scene as large as initially warranted.</p> <ol style="list-style-type: none"> <li>1. May be reduced.</li> <li>2. Expanding a crime scene creates possibility of contaminating the scene.</li> </ol> <p>K. If crime scene is indoors, do not:</p> <ol style="list-style-type: none"> <li>1. Use or flush the toilet.</li> <li>2. Use the telephone.</li> <li>3. Smoke or use ashtrays.</li> <li>4. Run any water in the sink.</li> <li>5. Turn lights on or off.</li> </ol> <p>L. If the crime scene is in a bank:</p> <ol style="list-style-type: none"> <li>1. Do not allow surveillance cameras to be touched.</li> <li>2. Detain witnesses or persons with any information.</li> <li>3. Close off the teller window involved.</li> </ol> <p>M. Alteration of crime scene should occur only if absolutely necessary.</p> <ol style="list-style-type: none"> <li>1. Advise Supervisor and responding investigators of reason.</li> <li>2. Document this in Activity Log.</li> </ol> <p>N. Firearms should remain untouched at a crime scene. However, if it is necessary to move a firearm.</p> <ol style="list-style-type: none"> <li>1. Pick the firearm up by the knurled surface on the grip, using only two fingers to do so. Point the weapon in a safe direction.</li> <li>2. Place firearm in the trunk of an RMP.</li> <li>3. UMCS will stand by trunk to preserve chain of custody.</li> <li>4. <u>Do Not</u>: <ol style="list-style-type: none"> <li>a) Put fingers near the trigger</li> <li>b) Push/pull levers</li> <li>c) Unload the weapon</li> <li>d) Change or adjust any setting on the weapon</li> </ol> </li> <li>5. Eventually the weapon will be unloaded for processing and vouchering.</li> </ol>	

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>a) If unsure how to make the weapon safe, notify the Desk Officer.</p> <p>b) Only after CSU has completed examining the weapon.</p> <p>O. The Crime Scene Unit will be requested by Patrol Supervisor or PDS/other Detective Investigator in the absence of the Patrol Supervisor.</p> <p><b>III. STATE THE GENERAL RULES FOR COLLECTING EVIDENCE.</b></p> <p>A. Chain of Custody</p> <ol style="list-style-type: none"> <li>1. Record of the persons who have handled, examined, or stored evidence associated with an investigation.</li> <li>2. Begins when the evidence is discovered; ends with courtroom presentation.</li> <li>3. More people who handle the evidence, the longer the chain of custody, the greater the opportunity for contamination.</li> </ol> <p>B. Process of recovering evidence</p> <ol style="list-style-type: none"> <li>1. Evidence will be RECORDED. <ol style="list-style-type: none"> <li>a) Notes, sketches, and measurements</li> <li>b) In addition to other notes, this must be recorded in Activity Log.</li> </ol> </li> <li>2. Evidence will be COLLECTED and handled carefully as to not damage or contaminate the evidence.</li> <li>3. Evidence will be IDENTIFIED. Item will be: <ol style="list-style-type: none"> <li>a) Described in detail.</li> <li>b) Officer's initials will be inscribed on item. <ol style="list-style-type: none"> <li>(1) Officer will be able to identify item in court.</li> <li>(2) Helps to catalog item on PROPERTY CLERK INVOICE.</li> </ol> </li> </ol> </li> <li>4. Evidence will be PACKAGED. <ol style="list-style-type: none"> <li>a) Utilize appropriate package/container.</li> <li>b) Sealed to prevent contamination.</li> </ol> </li> </ol>	<p>Learning Objective #3</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>C. DNA (Deoxyribonucleic Acid)</p> <ol style="list-style-type: none"> <li>1. Fundamental building block of genetic makeup.</li> <li>2. Unique for all people, except identical twins.</li> <li>3. Several factors may affect DNA, such as:               <ol style="list-style-type: none"> <li>a) Heat</li> <li>b) Sunlight</li> <li>c) Moisture</li> <li>d) Bacteria</li> <li>e) Mold</li> </ol> </li> <li>4. DNA is contained in:               <ol style="list-style-type: none"> <li>a) Blood</li> <li>b) Semen</li> <li>c) Skin cells</li> <li>d) Tissue</li> <li>e) Organs</li> <li>f) Muscle</li> <li>g) Brain cells</li> <li>h) Bone, etc.</li> </ol> </li> <li>5. Precautions to be taken when handling evidence that may contain DNA:               <ol style="list-style-type: none"> <li>a) Wear gloves</li> <li>b) Avoid touching the area where DNA may exist.</li> </ol> </li> <li>6. Precautions to be taken when handling evidence that may contain DNA.               <ol style="list-style-type: none"> <li>a) Wear gloves.</li> <li>b) Avoid touching the area where DNA may exist.</li> <li>c) Avoid talking, sneezing, and coughing over evidence.</li> <li>d) Avoid touching your face, nose, and mouth when collecting and packaging evidence.</li> <li>e) Air-dry evidence thoroughly before packaging.</li> <li>f) Package in new paper bags or envelopes, not plastic. Do not use staples.</li> </ol> </li> </ol>	<p>Show DNA videos #06-107 "DNA An Introduction" and #09-059 "DNA Initial Officer"</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p><b>IV. STATE THE MANNER IN WHICH PROPERTY COMING INTO THE POSSESSION OF THE DEPARTMENT WILL BE PROCESSED</b></p> <p>A. Forms and items related to the processing of property</p> <ol style="list-style-type: none"> <li>1. Property Clerk Invoice Worksheet (PD521-141A)</li> <li>2. Property Clerk Invoice (PD521-141)</li> <li>3. Property Log (PD521-147)</li> <li>4. Property Transfer Report (PD521- 4112)</li> <li>5. Request for Laboratory Examination Report (PD521-168)</li> <li>6. Notice to Persons From Whom Property Has Been Removed by the Police Department (PD521-124)</li> <li>7. Property and Evidence Tracking System Bar-Coded Label</li> <li>8. Pre-numbered/Bar-Coded Plastic Security Envelope</li> <li>9. Pre-numbered/Bar-Coded Jewelry Security Envelope</li> <li>10. Pre-numbered/Bar-Coded Narcotics Evidence Envelope (Misc. 242)</li> <li>11. Pre-numbered/Bar-Coded Bank Deposit Envelope</li> <li>12. Security Lead Seal</li> <li>13. Property Clerk Division Seal</li> </ol> <p>B. Categories of property</p> <ol style="list-style-type: none"> <li>1. Arrest Evidence: Property seized for court presentation</li> <li>2. Investigatory Evidence: Property seized for investigation and where a Complaint Report was Prepared.</li> <li>3. DNA Arrest Evidence: Property seized for court presentation containing potentially probative DNA evidence</li> <li>4. DNA Investigatory: Property seized for investigation containing potentially probative DNA evidence and a complaint report was prepared.</li> </ol>	<p>Learning Objective #4</p> <p>Recruits will receive a separate computer class on PETS during their training at the Police Academy</p>



LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>5. Forfeiture: Arrest Evidence or Investigatory evidence seized as proceeds of a crime, means of furthering a crime, as a means of transporting or concealing illegal substances or that was unlawfully obtained.</p> <p>6. Safekeeping: Property that will be returned to the owner.</p> <p>7. Found Property: Used for property found by an officer or a civilian.</p> <p>8. Decedents Property: Personal property of decedent (Not used for Homicide Evidence)</p> <p>9. Peddler Property: Property (Including stands and carts) removed from vendors</p> <p>10. Found Property: Used for property found by officer or civilian.</p> <p>11. Determine True Owner: Used when an occupied vehicle is taken into custody because the true owner cannot be determined and immediate arrest is not warranted.</p> <p>12. Parking Enforcement: Utilized by Parking Enforcement for vehicles taken into custody and delivered to one of the Parking Enforcement pounds.</p> <p>13. Photo Release: Utilized for stolen recovered vehicles where an arrest is made and the vehicle was not used in conjunction with any other crime.</p> <p>14. Rotation Tow: Utilized when non-evidence stolen or apparently abandoned vehicles, including motorcycles, are recovered within New York City and the vehicle qualifies for Rotation Tow.</p> <p>15. Other: Used for property that cannot be classified by above categories.</p> <p>C. Storage locations</p> <ol style="list-style-type: none"> <li>1. The precinct property room.</li> <li>2. The precinct narcotics/controlled substances locker.</li> <li>3. The precinct gun locker.</li> <li>4. The various Property Clerk storage facilities located in each borough.</li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.2; transform: rotate(-15deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>D. General rules for vouchering property</p> <ol style="list-style-type: none"> <li>1. Members vouchering property will prepare hand-written PCI WORKSHEET and submit to Desk Officer for approval.           <ol style="list-style-type: none"> <li>a) The WORKSHEET is typically a photocopy of the PCI.</li> <li>b) Upon approval, the information will be entered into PETS and a Property Clerk Invoice generated.</li> </ol> </li> <li>2. When describing property on a PCI:           <ol style="list-style-type: none"> <li>a) <b>DO NOT</b> use "Pairs" or "Sets" when invoicing property (e.g., a "pair" of trousers, scissors, etc. refers to one item while a "pair" of shoes, gloves, etc., refers to two items.) The term "set" (e.g., chess set, golf set, etc.) does not specifically indicate how many items within the "set." Therefore, when invoicing property, the actual number of items will be entered in the box caption "quantity" on the INVOICE and no reference will be made to "pairs" or "sets."</li> <li>b) When describing jewelry, use type, design, color of metal and/or stone, inscriptions/markings – Example: yellow metal ring with red stone.</li> </ol> </li> </ol> <p>E. Forms, Records, and Equipment utilized in connection with processing property</p> <ol style="list-style-type: none"> <li>1. Property Clerk Invoice – used to record all property requiring invoicing.</li> <li>2. Property Log:       <ol style="list-style-type: none"> <li>a) A function of PETS, maintained by the Desk Officer.</li> <li>b) Records the issuance of PCI's, Barcoded Plastic Security Envelopes, Barcoded Jewelry Security Envelopes, Barcoded Bank Deposit Bags, Barcoded Narcotics Security Envelopes, Lead Seals and Property Clerk Division Seals.</li> </ol> </li> <li>3. Barcoded Plastic Security Envelope – Used for all small property items except:       <ol style="list-style-type: none"> <li>a) Evidence requiring serological examination (blood,</li> </ol> </li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.5; transform: rotate(-15deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p style="text-align: center;">semen and other bodily fluids).</p> <p>b) Computer evidence.</p> <p>c) Jewelry</p> <p>NOTE: When invoicing knives and sharp objects, it is important that they be packaged safely to prevent injuries to those who handle the property.</p> <p>NOTE: Present Plastic Security Envelope to the Desk Officer before sealing security flap so that he/she can inspect its contents. Once the Desk Officer inspects the contents, seal the envelope in his/her presence.</p> <p>4. Barcoded Jewelry Security Envelopes – Used for invoicing jewelry.</p> <p>a) Sealing containers, Plastic Security Envelopes and Jewelry Security Envelopes</p> <p>(1) Fasten the container securely with Evidence tape in a manner to prevent loss/contamination of the evidence and to ensure that if the container is opened there would be obvious damage to the container and/or masking tape.</p> <p>(2) Sign name legibly across the border between the Evidence tape and the container.</p> <p>(3) A Pre-Numbered/Bar-coded Plastic Security Envelope or Pre-Numbered/Bar-coded Jewelry Security Envelope has adhesive on the envelope flap and does not have to be fastened with Evidence tape</p> <p>5. Barcoded Narcotics Evidence Envelopes – Used for invoicing controlled substances and marijuana.</p> <p>6. Security Lead Seals</p> <p>a) Attached to items:</p> <p>(1) Without serial numbers</p> <p>(2) Without identifying marks</p> <p>(3) Difficult to describe</p> <p>b) If more than on item to be secured is involved in the same case, only one seal should be used for all the items, if possible;</p>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-15deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<ul style="list-style-type: none"> <li>c) Before crimping the seal, leave enough space on the wire to allow for inspection of all the items, if possible;</li> <li>d) Attach seal in front of Desk Officer and other interested parties.</li> <li>e) Record lead seal serial numbers on PCI and in Activity Log.</li> </ul> <p>6. Property Clerk Division Seal – Used for securing unlicensed peddler’s food and/or property.</p> <p>7. Notice To Persons From Whom Property Has Been Removed By The Police Department (PD521-124)</p> <ul style="list-style-type: none"> <li>a) The Notice contains information to assist crime victims/complainants in recovering property invoiced as evidence and will assist the District Attorney’s office and the Property Clerk in expediting the return of crime victims’/complainants’ property.</li> </ul> <p>8. Request for Retention (PD521-169)</p> <ul style="list-style-type: none"> <li>a) Used when property/evidence invoiced as Investigatory or DNA investigatory is required to be retained longer than the one year limit for general property or the 15 day limit for motor vehicles/boats.</li> </ul> <p>9. Request For Invoice Change of Category (PD521-167)</p> <ul style="list-style-type: none"> <li>a) Used when it becomes necessary to change the category of property that was previously invoiced.</li> </ul> <p>F. Property that requires a separate invoice</p> <ul style="list-style-type: none"> <li>1. Different Property Type (Firearms, Controlled Substances, Currency, Jewelry, Vehicles/Boats, General Property, Forensic Evidence and Explosives);</li> <li>2. Different Property Categories;</li> <li>3. Different Owners;</li> <li>4. Property that will be delivered and/or stored at different locations ;</li> <li>5. Bloodstain, DNA, Serology, or other biological evidence;</li> </ul> <ul style="list-style-type: none"> <li>a) List each piece of evidence requiring laboratory analysis as a separate item on the PCI.</li> <li>b) Package evidence and write the corresponding PCI</li> </ul>	<p style="text-align: center; font-size: 2em; opacity: 0.3; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>number as well as the item number on the outside of the package.</p> <ul style="list-style-type: none"> <li>c) If multiple packages/containers indicate as Bag 1 of 2, Bag 2 of 2, etc.</li> <li>d) Prepare REQUEST FOR LABORATORY EXAMINATION REPORT, as appropriate utilizing the Property and Evidence Tracking System and submit evidence with the Property Clerk Invoice and Request for Laboratory Examination Report to the Desk Officer for review.</li> </ul> <p>G. Practical Evidence Collection</p> <ul style="list-style-type: none"> <li>1. Jewelry <ul style="list-style-type: none"> <li>a) Will be placed in a Jewelry Security Envelope.</li> <li>b) The envelop number will be entered on the invoice.</li> <li>c) Do not enter a dollar amount of what you believe the jewelry is valued at.</li> </ul> </li> <li>2. Prescription Medication <ul style="list-style-type: none"> <li>a) Prescription medication that is possessed by a person or a prisoner will be invoiced separately from other property.</li> </ul> </li> <li>3. Arson <ul style="list-style-type: none"> <li>a) Accelerant or other flammables should be placed in a clean, airtight metal or glass container sealed with evidence tape.</li> <li>b) Immediately deliver to the police laboratory.</li> </ul> </li> <li>4. Alcohol <ul style="list-style-type: none"> <li>a) Corked closed,</li> <li>b) Secured around the opening with evidence tape</li> <li>c) Container will be placed in PSE and stored upright</li> </ul> </li> <li>5. Bloodstains/Serology/DNA/other Biological Evidence <ul style="list-style-type: none"> <li>a) This type of evidence should be delivered to the Police Laboratory for examination.</li> </ul> </li> </ul> <p>Note: The Detective Supervisor will determine whether circumstances exist that require the immediate delivery of DNA evidence including Sexual Offense Evidence Collection Kit to the lab and subsequently, the immediate</p>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-15deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>delivery to the Office of the Chief Medical Examiner (OCME).</p> <ul style="list-style-type: none"> <li>b) Do not place in PSE's; Use paper bags or boxes.</li> <li>c) An orange Bio-hazard label must be affixed to the package.</li> <li>d) Must be refrigerated</li> </ul> <p>6. Questioned Documents</p> <ul style="list-style-type: none"> <li>a) Any piece of paper where the authenticity of the writing or source of the writing must be determined.</li> <li>b) Submitted to the Document Fraud Squad.</li> <li>c) Examples include checks, bank robbery notes, and harassing letters.</li> <li>d) Do not write on the security envelope when evidence is inside.</li> <li>e) Use cardboard inserts.</li> <li>f) Handle with tweezers or knuckles at the edge of the paper.</li> <li>g) Submit typewriter, check writers, personal computers, if possible.</li> </ul> <p>7. Hair and Fiber</p> <ul style="list-style-type: none"> <li>a) Handle carefully to prevent loss of evidence.</li> <li>b) If wet, bloodstained, or has other serological or biological evidence thereon, do not place in plastic. Utilize a paper bag. Avoid crushing or squeezing the evidence.</li> <li>c) If the evidence is dry, and does not have bloodstain, serological, DNA or other biological evidence, it should be placed in a PSE.</li> </ul> <p>8. Latent Fingerprints</p> <ul style="list-style-type: none"> <li>a) Wear latex gloves when handling</li> <li>b) Avoid crushing, bending or folding the evidence.</li> <li>c) If no bloodstain/DNA/serological, etc., place in plastic bag.</li> </ul> <p>9. Locks</p> <ul style="list-style-type: none"> <li>a) Submit to lab Police Lab only if a key accompanies it.</li> </ul> <p>H. Sexual Offense Evidence Collection Kit</p> <ul style="list-style-type: none"> <li>1. Used by physicians in hospitals to gather evidence from a</li> </ul>	<p style="text-align: right; font-size: 2em; opacity: 0.2; transform: rotate(-45deg);">CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>victim of a sex offense.</p> <ol style="list-style-type: none"> <li>2. Contains swabs, slides, and envelopes</li> <li>3. Sexual offense evidence consists of:               <ol style="list-style-type: none"> <li>a) Bloodstains</li> <li>b) Serology</li> <li>c) Body fluids</li> <li>d) Other biological evidence, including undergarments, clothing, bedding, etc.</li> </ol> </li> <li>4. Sexual offense is:               <ol style="list-style-type: none"> <li>a) Rape</li> <li>b) Criminal Sexual Act</li> <li>c) Aggravated Sexual Abuse</li> <li>d) Sexual Abuse</li> <li>e) Sexual Misconduct</li> </ol> </li> <li>5. Upon completion of the examination by the doctor:               <ol style="list-style-type: none"> <li>a) Take possession of the sealed Kit and other evidence.</li> <li>b) Ensure appropriate entries are completed on the Kit.</li> <li>c) Remove evidence to precinct of occurrence and prepare.                   <ol style="list-style-type: none"> <li>(1) Complaint Report Worksheet</li> <li>(2) PCI</li> <li>(3) Request for Laboratory Examination Report</li> </ol> </li> </ol> </li> <li>6. A Drug Facilitated Sexual Assault Blood and Urine Specimen Collection Kit will be utilized for the collection of blood and urine when it is suspected that the victim of a sexual assault was drugged. This kit is separate from the Sexual Offense Evidence Collection Kit. This kit is composed of two grey-topped blood tubes and a urine container for the collection of specimens, and must be invoiced, on a separate PCI, with a separate Request for Laboratory Examination Report (for toxicology).</li> </ol> <p>H. Evidence Requiring Laboratory Analysis</p> <ol style="list-style-type: none"> <li>1. To assist UMOS in delivering evidence to the Police</li> </ol>	<p style="text-align: center; opacity: 0.5; font-size: 2em; transform: rotate(-45deg);">Confidential for use in 20 CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>Laboratory, the Department utilizes the Request for Laboratory Examination Report and Property Transfer Report in most cases.</p> <p>2. The Property Transfer Report is mostly used by the Desk Officer, however, the Request for Laboratory Examination Report, may be used by a police officer invoicing evidence requiring analysis.</p> <p>I. Processing Evidence Collected by Crime Scene Unit</p> <p>1. When evidence is collected by a member of the Crime Scene Unit, the evidence will be packaged, sealed and labeled by the Crime Scene Unit member. These packages/containers will not be opened by the member assigned to invoice the evidence. The Crime Scene Unit member will prepare a handwritten copy of a REQUEST FOR LABORATORY EXAMINATION REPORT. The handwritten REQUEST FOR LABORATORY EXAMINATION REPORT will also describe the specific manner in which the items are to be invoiced and listed on the PROPERTY CLERK INVOICE (S) and the type of forensic examination required.</p> <p>2. The handwritten copy of the REQUEST FOR LABORATORY EXAMINATION REPORT prepared by the Crime Scene Unit member and the packages/containers to be invoiced will be delivered to the invoicing member for preparation of the PROPERTY CLERK INVOICE. The handwritten copy of the REQUEST FOR LABORATORY EXAMINATION REPORT must be attached to the packages/container by the invoicing member prior to the delivery of the evidence and PROPERTY CLERK INVOICE to the Police Laboratory.</p> <p>J. Processing Computer Evidence</p> <p>1. The Computer Crime Squad is responsible for assisting in the investigation of complaints involving the use of computers, enhancing arrests, preserving evidence, and providing expert testimony.</p> <p>2. When vouchering computer related evidence:</p> <ul style="list-style-type: none"> <li>a) Affix identifiable mark to hardware.</li> <li>b) Label peripherals that were attached together (monitor 1, CPU 1, Keyboard 1) and tag all wires indicating which peripheral they are attached to.</li> </ul>	<p style="text-align: right; font-size: 2em; opacity: 0.5; transform: rotate(-15deg);">CV 4926</p>



LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<ul style="list-style-type: none"> <li>c) Count and package similar floppy disks in paper envelopes, however do not remove any disks from drives. Secure these drives by placing a piece of masking tape across the drive's opening and initial.</li> <li>d) Do not use plastic – static electricity can damage computer related evidence.</li> <li>e) Do not write on floppy disks.</li> <li>f) Computer related evidence is invoiced (vouchered) separately from other property.</li> <li>g) Prepare REQUEST FOR LABORATORY EXAMINATION REPORT and a PROPERTY TRANSFER REPORT utilizing the Property and Evidence Tracking System.</li> <li>h) Present Property Transfer Report when delivering computer evidence to Computer Crimes Squad.</li> </ul> <p>K. Found Property</p> <ol style="list-style-type: none"> <li>1. Property valued at \$10 or more is required to be reported to and deposited with the police.</li> <li>2. Upon coming into possession of found property: <ul style="list-style-type: none"> <li>a) Prepare appropriate captions on COLLISION INFORMATION EXCHANGE/ ACKNOWLEDGEMENT OF FOUND PROPERTY report. Give this as a receipt to the finder of the property.</li> <li>b) Enter the facts in your Activity Log.</li> <li>c) Prepare a PCI and submit it along with the property to the Desk Officer.</li> <li>d) If the owner's identity is known, enter the information in the appropriate section of the PCI.</li> </ul> </li> </ol>	

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>L. Prisoner's Property</p> <ol style="list-style-type: none"> <li>1. A prisoner's personal property will always be invoiced separately from other items.</li> <li>2. If you have multiple arrests in regards to a single incident, you must invoice each prisoner's property separately.</li> <li>3. If arrest evidence is recovered from multiple prisoners during a single incident, invoice the property recovered from each prisoner on a separate PCI.</li> <li>4. Include the names and arrest numbers of the other prisoners arrested during a single incident on each PCI in the Remarks section.</li> </ol> <p>V. STATE THE MANNER IN WHICH CURRENCY WILL BE VOUCHERED</p> <p>A. Two classifications of currency come into the possession of the Department:</p> <ol style="list-style-type: none"> <li>1. Evidence <ol style="list-style-type: none"> <li>a) Proceeds of a crime</li> <li>b) Marked money used in an investigation</li> </ol> </li> <li>2. Non-Evidence <ol style="list-style-type: none"> <li>a) Found money</li> <li>b) DOA property</li> </ol> </li> </ol> <p>B. Numismatic / Sentimental Currency</p> <ol style="list-style-type: none"> <li>1. Numismatic <ol style="list-style-type: none"> <li>a) All gold coins (new US \$1.00 gold-colored coin does not have numismatic value).</li> <li>b) All US coins 1964 or prior</li> <li>c) Extremely old bills</li> </ol> </li> <li>2. Sentimental <ol style="list-style-type: none"> <li>a) Bills in frames</li> <li>b) Bills taped on store walls</li> </ol> </li> </ol>	<p>Learning Objective #5</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>c) Bills marked (Happy Birthday Robert)</p> <ol style="list-style-type: none"> <li>3. Members should be guided by the circumstances in which they came into possession of the currency in determining the possibility of numismatic/ sentimental value.</li> <li>4. Currency with numismatic/sentimental value will not be deposited in the bank.</li> <li>5. If doubt exists, treat as numismatic/ sentimental.</li> </ol> <p>C. Processing Currency <u>Not Required as Evidence</u>:</p> <ol style="list-style-type: none"> <li>1. Prepare PCI W/S. <ol style="list-style-type: none"> <li>a) <u>If currency has numismatic/sentimental value</u> <ol style="list-style-type: none"> <li>(1) Indicate Possible Numismatic/Sentimental value in "Remarks" section of PCI.</li> <li>(2) Itemize coins by quantity.</li> <li>(3) Do not enter any monetary value in "Cash Value" column.</li> <li>(4) Currency is placed in PSE – not deposited in bank.</li> </ol> </li> </ol> </li> <li>2. A/L entries</li> <li>3. Deliver W/S &amp; currency to Desk Officer. <ol style="list-style-type: none"> <li>a) This currency will be placed in a Bank Deposit Envelope, not a PSE.</li> <li>b) This currency will be deposited at a designated Chase Bank.</li> <li>c) The night deposit vault will be utilized regardless of the time of day.</li> </ol> </li> </ol> <p>D. Processing Currency <u>Required as Evidence</u></p> <ol style="list-style-type: none"> <li>1. Inform Desk Officer of details</li> <li>2. Count currency in presence of Desk Officer.</li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.2; transform: rotate(-45deg);">CV 4926</p>

3. Stamp and initial face of each bill as directed by Desk Officer.

a) Bills will **not be stamped** if:

- (1) Sentimental
- (2) Numismatic
- (3) Unaltered
- (4) Foreign
- (5) Bloodstained

*Performed under the supervision of the desk*

4. Prepare PCI W/S

a) If bills are stamped, list each denomination as a separate item and indicate the quantity of each denomination.

b) If bills are unstamped list as a separate item and indicate quantity of each item.

(1) The serial number of each unstamped bill MUST be listed.

Example: An arrest is effected and ten (10) \$100.00 bills are recovered as arrest evidence. If five (5) of the bills have numismatic value, and five (5) do not, the bills must be listed as two (2) items:

ITEM #	QUANTITY	DESCRIPTION	CASH VALUE
01	05	USC, \$100.00 DENOMINATION MARKED "KR1 OF 5" TO "KR5 OF 5"	\$500.0
02	05	USC \$100.00 DENOMINATION SERIAL NUMBERS 28704928A, D56248759H, L78542698J, D54879655F, D21546387J	

REMARKS: ITEM NUMBER 2 HAS POSSIBLE NUMISMATIC VALUE.

Numismatic and/or Sentimental currency from the same case will go on the same PCI. However, if any currency requires lab examination or is earmarked for forfeiture, a separate PCI is required for that evidence.

c) Verify amount listed on W/S, insert currency in serially numbered PSE and seal.

5. Enter facts in A/L

6. Deliver currency and W/S to Desk Officer.

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>E. Processing of Currency/Negotiable Instruments for Forfeiture</p> <ol style="list-style-type: none"> <li>1. Forfeitable property consists of those assets for which probable cause exists that:               <ol style="list-style-type: none"> <li>a) Such property was used to facilitate a crime.</li> <li>b) Such property represents the proceeds or substituted proceeds of a crime.</li> </ol> </li>   <li>2. When a UMOS seizes U.S. currency and/or negotiable instruments valued at \$1000.00 or more that are deemed forfeitable, member will:               <ol style="list-style-type: none"> <li>a) Notify the Asset Forfeiture Unit, twenty four hours a day, seven days a week and request a Forfeiture Log Number for the seized property.</li> <li>b) Prepare a Property Clerk Invoice worksheet</li> <li>c) In the classification of property section, the box labeled "Forfeiture" will be checked off. U.S. currency and /or negotiable instruments earmarked for forfeiture will receive its own invoice, on which no other property will be included.</li> <li>d) Do not categorize forfeiture property as arrest evidence, unless it is an element of a criminal charge being lodged against a defendant.</li> <li>e) Include the Forfeiture Log Number and an indication that this is property being "Held for Forfeiture," in the "Remarks" section of the invoice.</li> <li>f) Make an Activity Log entry.</li> <li>g) Deliver worksheet and currency/negotiable instrument to desk officer.</li> </ol> </li>   <li>3. U.S. currency/negotiable instruments processed for forfeiture will not be "Evidence" stamped and will be deposited in the local authorized Chase Bank.</li> </ol>	<p>P.G. 218-38, Processing of Currency/Negotiable Instruments for Forfeiture</p>
<p>F. Counterfeit Money</p> <ol style="list-style-type: none"> <li>1. When counterfeit money is detected and the passer is an innocent victim or there is no indication who passed it:               <ol style="list-style-type: none"> <li>a) Have person last in possession write his name and date on face of bill or scratch initials on a coin.</li> <li>b) The investigating officer will sign rank, name, shield number and date on bill or scratch initials on coin.</li> </ol> </li> </ol>	<p>P.G. 212-47 Counterfeit Money</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>c) Report incident to Desk Officer.</p> <p>d) Counterfeit money will not be invoiced; instead it will be forwarded to the U.S. Secret Service for investigation.</p> <p><b>VI. STATE THE MANNER PROPERTY WILL BE REMOVED FROM THE COMMAND OR PROPERTY CLERK DIVISION FOR AUTHORIZED REASONS.</b></p> <p><b>A. Temporary Removal of Property from Command</b></p> <ol style="list-style-type: none"> <li>1. Request property from Desk Officer and provide reason for removal.</li> <li>2. Digitally sign Property Transfer Report and have fingerprint captured utilizing the digital signature device.</li> <li>3. Receive Property Transfer Report and property from Desk Officer.</li> <li>4. Obtain receipt if property is retained by court or other authorized agency; make A/L entry</li> <li>5. Deliver property or receipt to Desk Officer.</li> </ol> <p><b>B. Removal and Return of Evidence to Property Clerk Division</b></p> <ol style="list-style-type: none"> <li>1. Request evidence from member assigned to Property Clerk facility and: <ol style="list-style-type: none"> <li>a) Give PCI number.</li> <li>b) Present shield and IDENTIFICATION CARD.</li> <li>c) Receipt for evidence as required.</li> <li>d) If UMOS retrieving property is not listed on PCI as A/O, member must present authorization from commanding officer to remove evidence.</li> </ol> </li> <li>2. Take POLICE LABORATORY CONTROLLED SUBSTANCE ANALYSIS REPORT to court with controlled substance/ marijuana evidence.</li> </ol> <p><u>WHEN COURT IS ADJOURNED FOR THE DAY:</u></p> <ol style="list-style-type: none"> <li>3. Obtain receipt for evidence, if held by court, DA or other authorized agency.</li> </ol>	<p>Learning Objective #6</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>4. Obtain copy of court order from court clerk and receipt from claimant if court directs release of the property.</p> <p>5. Deliver packages of controlled substances/marijuana, which have been opened in court to Police Laboratory for repackaging and sealing.</p> <p>6. Telephone appropriate Property Clerk facility in advance and prior to closing for instructions regarding return of property and/or receipt if delayed in court and unable to return property as required.</p> <p>7. Inform member at Property Clerk facility of estimated time of dismissal from court or arrival at Property Clerk facility.</p> <p>8. Deliver property or receipt to designated precinct desk officer if instructed to do so by member of the Property Clerk.</p> <p><b>VII. STATE THE ROLE OF THE POLICE IN OBTAINING EVIDENCE AS WELL AS RULES IN OBTAINING EVIDENCE FOR COURTROOM PRESENTATION.</b></p> <p>A. Responsibility of the police is to legally gather and preserve as much evidence as possible.</p> <p>B. Evidence is anything that is used to prove or disprove a disputed issue in a court of law.</p> <p>C. Rules of evidence are a collection of decisions which have developed over many years.</p> <p>D. It is the function of the prosecutor to determine what is admissible, not the police.</p> <p>1. Examples of the suppression of evidence include:</p> <ul style="list-style-type: none"> <li>a) Unreasonable search and seizure, (i.e., entering a home without permission or without a search warrant)</li> <li>b) An illegally obtained confession (i.e., custodial interrogation without Miranda)</li> <li>c) Improper eyewitness identification, (i.e., show-up held in a stationhouse).</li> </ul> <p>E. Exclusion of Evidence</p>	<p>Learning Objective #7</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>1. Evidence that has been illegally obtained by the police is not permitted to be used at the criminal trial.</p> <p>2. Evidence, statements, confessions, identifications, etc., may be suppressed if they were obtained in violation of the US Constitution or NYS Constitution.</p> <p>F. The Rosario Rule</p> <p>1. Any prior statements to the police made by a witness who will appear and testify at the trial.</p> <p>2. Penalty for violating the Rosario Rule could be catastrophic to a criminal prosecution.</p> <p>3. Potential Rosario material items:</p> <ul style="list-style-type: none"> <li>a) Activity Logs</li> <li>b) Personal Handwritten notes</li> <li>c) Preliminary Worksheets</li> <li>d) Arrest Reports</li> <li>e) Interview Reports</li> <li>f) Unusual Occurrence Reports</li> <li>g) Complaint Reports</li> <li>h) Complaint Follow-up Reports</li> <li>i) Electronic Recordings Such As Audio Tapes</li> <li>j) Video Tapes</li> <li>k) Teletype Messages</li> <li>l) Email</li> <li>m) Voice-Mail</li> </ul> <p>4. As an arresting officer:</p> <ul style="list-style-type: none"> <li>a) Preserve all your notes.</li> <li>b) Bring your complete arrest folder at all visits to the ADA.</li> <li>c) Take photocopies and preserve these copies.</li> <li>d) Do not permit anyone except the ADA to remove an original document from your folder.</li> <li>e) If you are not an A/O, preserve your notes as well and if necessary establish a folder.</li> </ul> <p>G. Brady Material</p> <p>1. Exculpatory evidence is evidence that tends to clear someone's guilt.</p>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-15deg);">CV 4926</p>



LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>2. Brady material does not necessarily have to be written or recorded; it can also include anything oral.</p> <p>3. The prosecution is mandated by law to disclose any evidence that is favorable to the defense upon request by the defense.</p> <p>4. Unsolicited exculpatory evidence must also be disclosed when it creates a reasonable doubt that would not otherwise exist.</p> <p>5. A Police Officer must bring any such evidence to the attention of the DA because failure to do so may jeopardize the prosecution and bring about judicial sanctions.</p> <p>H. Pretrial Hearings and Motions to Suppress</p> <p>1. Actions brought by the defense to exclude evidence from trial.</p> <p>I. Testimony by Children</p> <p>1. As a general rule, children less than 9 may not testify under oath in court, unless the judge determines the child understands the meaning of the oath.</p> <p>2. A child less than 9 may testify w/o taking the oath, however, a defendant may not be convicted solely on the child's testimony.</p> <p>J. Accomplice Testimony</p> <p>1. A defendant may not be convicted upon the testimony of an accomplice, unsupported by corroborative evidence tending to connect the defendant with the commission of the crime.</p> <p>K. The Hearsay Rule</p> <p>1. Hearsay is evidence not from personal knowledge of the witness, but where the witness merely repeats what the witness heard others say.</p> <p>2. Exceptions to the Hearsay Rule:</p> <p>a) Confession or statement given by a defendant.</p> <p>b) Admission: A statement made by a defendant that is against his penal interests, but does not amount to acknowledgement of guilt.</p>	<p>CV 4926</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p>c) Dying Declaration: A statement made by the victim of an assault which is made when death is imminent and the declarer has abandoned hope of recovery. Dying declarations may only be used when the victim actually dies.</p> <p>L. Types of Pretrial Hearings:</p> <ol style="list-style-type: none"> <li>1. Mapp Hearing:           <ol style="list-style-type: none"> <li>a) Determines whether physical evidence to be presented at trial was legally or illegally seized.</li> </ol> </li> <li>2. Huntley Hearing:           <ol style="list-style-type: none"> <li>a) Defense asks the court to determine the admissibility of a confession, admission or statement made by the defendant.</li> </ol> </li> <li>3. Wade-Gilbert-Stovell Hearing:           <ol style="list-style-type: none"> <li>a) Determines the fairness of the eyewitness identification of a defendant.</li> <li>b) Usually follows a line-up or show-up at which the defendant was identified by a witness or the victim.</li> </ol> </li> </ol> <p><b>VIII. PROPERLY PREPARE A PROPERTY CLERK INVOICE WORKSHEET.</b></p> <p>A. Utilizing the scenario in Police Student's Guide properly prepare a Property Clerk Invoice worksheet.</p> <p><b>IX. IDENTIFY THE REQUIRED ACTIVITY LOG ENTRIES WHEN VOUCHERING PROPERTY.</b></p> <p>A. The following must be entered in Activity Log when vouchering property:</p> <ol style="list-style-type: none"> <li>1. A Complete Description of the Property</li> <li>2. The Circumstances of How the Property Came Into Police Custody</li> <li>3. Property Clerk Invoice Number</li> </ol>	<p style="text-align: right; font-size: 2em; opacity: 0.3; transform: rotate(-45deg); position: absolute; top: 10%; right: 10%;">CV 4926</p> <p>Learning Objective #8</p> <p>Guide recruits on preparing a PCI worksheet.</p> <p>Learning Objective #9</p>

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p style="text-align: center;"><b><u>CONCLUSION</u></b></p> <p>The goal of every criminal investigation is a conviction in court. By knowing and understanding how to properly gather, safeguard and voucher evidence, you will insure that a potential criminal case will not be compromised. Being called upon to conduct preliminary criminal investigations, it is up to the individual Police Officer to identify and gather evidence properly and maintain it so that the chain of evidence will not be compromised. Remember, you are accountable for property that comes into your possession. Neglecting to follow proper procedure can result in evidence being thrown out in court and a criminal case being jeopardized or lost.</p> <p style="text-align: center;"><b>MANDATORY PATROL GUIDE READINGS</b></p> <p>P.G. 212-04      Crimes Scenes</p> <p>P.G. 212-47      Counterfeit Money</p> <p>P.G. 214-08      Chronic Abuser Alarm Procedures</p> <p>P.G. 218-01      Invoicing Property – General Procedure</p> <p>P.G. 218-05      Recording of Arrest and Property Clerk Invoice Numbers on Arrest Related Reports</p> <p>P.G. 218-06      Temporary Removal of Invoiced Property From the Command</p> <p>P.G. 218-07      Removal and Return of Evidence to Property Clerk Division</p> <p>P.G. 218-09      Evidence Other than Controlled Substances/Marijuana and Firearms/Ballistics Evidence Requiring Police Laboratory Analysis</p> <p>P.G. 218-10      Using Security Lead Seals or Plastic Security Envelopes</p> <p>P.G. 218-11      Use of Biohazard Labels</p> <p>P.G. 218-26      Processing Found Property</p> <p>P.G. 218-31      Processing Computer Evidence</p> <p>P.G. 218-33      Processing Sexual Offense Evidence Collection Kits in</p>	

LESSON: COLLECTING AND PROCESSING EVIDENCE	INSTRUCTOR CUES:
<p style="text-align: center;">Sex Offense Cases</p> <p>P.G. 218-35      Processing Currency Required as Evidence</p> <p>P.G. 218-36      Processing Non-Evidence Currency</p> <p>P.G. 218-38      Processing of Currency/Negotiable Instruments for Forfeiture</p> <p>P.G. 218-42      Obtaining and Returning of Peddler Seals (Plastic Security Seals)</p> <p>P.G. 218-54      Preparation of Request for Laboratory Examination Report (PD521-168)</p> <p>P.G. 218-55      Retention of Invoiced Property</p> <p>P.G. 218-56      Change of Category for Invoiced Property</p>	
<p><b>MANDATORY LEGAL BUREAU BULLETIN READING</b></p>	
<ol style="list-style-type: none"> <li>1. Vol. 17, No. 10, "Duty to Disclose Witness Statements – The Rosario Rule," People v. Ranghelle (1986)</li> <li>2. Vol. 21, No. 5, "Duty to Preserve Police Officer's Notes – The Rosario Rule," People v. Wallace (1990)</li> </ol>	
<p><b><u>SUMMARY</u></b></p>	
<p>At the conclusion of this lesson, the student will be able to:</p>	
<ol style="list-style-type: none"> <li>I. Identify the manner in which a preliminary investigation should be conducted for suspected crimes.</li> <li>II. Explain the purpose of establishing a crime scene.</li> <li>III. State the general rules for collecting evidence.</li> <li>IV. State the manner in which property coming into the possession of the Department will be processed.</li> <li>V. State the manner in which currency will be invoiced (vouchered).</li> <li>VI. State the manner property will be removed from the command or property clerk division for authorized reasons.</li> </ol>	

<b>LESSON: COLLECTING AND PROCESSING EVIDENCE</b>	<b>INSTRUCTOR CUES:</b>
<p>VII. State the role of the police in obtaining evidence as well as rules in obtaining evidence for courtroom presentation.</p> <p>VIII. Properly prepare a Property Clerk Invoice Worksheet.</p> <p>IX. Identify the required Activity Log entries when vouchering property.</p>	

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