

## 12.355 MUGMASTER SYSTEM

### ***Definitions:***

The Mugmaster System stores and retrieves photographs, fingerprints, arrest records, and personal data of all criminals processed through the Hamilton County Justice Center Intake or registered as felons by the Police Division's Criminalistics Squad. The system is owned and operated by the Hamilton County Sheriff's Department.

The system can produce photographic criminal line ups, wanted posters, suspect lists by type of offense, and notes gang affiliation where known.

A Mugmaster work station is also used by the Police Division to store photographic images of division employees and produce identification cards for all personnel.

### ***Purpose:***

Establish Police Division procedure in the use of the Mugmaster work stations operated by the Hamilton County Warrant/Identification Unit and the Criminalistics Squad of the Criminal Investigation Section (CIS).

### ***Procedure:***

#### A. Mugmaster Photographs:

1. Division members can request Mugmaster photographs in person at the Hamilton County Warrant/Identification Unit located in Room 101 of the Hamilton County Justice Center at 1000 Sycamore Street, or at the Criminalistics Squad located at 824 Broadway, fifth floor.
  - a. Division members should make requests for Mugmaster photographs at the Hamilton County Warrant/Identification Unit. They are open 24 hours a day, seven days a week.
  - b. Requests for Mugmaster photographs in large quantities, for special needs, or on an emergency basis should be made to the Criminalistics Squad at CIS.

- 1) Criminalistics Squad will train employees of units routinely requiring large numbers of Mugmaster photographs in the operation of the work station.
    - a) Division members trained in the Mugmaster System's photographic retrieval capacity must use the work station located at CIS.
  2. Criminalistics Squad will train and assist personnel with special requests or needs.
  3. Criminalistics Squad will be responsible for the operation of and ordering supplies for the Mugmaster work station at CIS.
- B. Division Member Photographs and Identification Cards:
1. Criminalistics Squad will use the CIS Mugmaster work station to store photographic images of division employees and to produce division identification cards.