



# **CRIMINAL INTELLIGENCE SERVICE ONTARIO**

## **PHYSICAL DESCRIPTION**

## **KEY WORD CHART**



February 2003

## ADMINISTRATIVE STATEMENT

The information and direction provided through the process outlined in this checklist provides a clear indication as to how descriptors provide subject identification to field peace officers and may form part of the ongoing investigative process. Release of this information may jeopardize current and ongoing intelligence and law enforcement investigations.

The information in this handout is intended to provide a quick reference for study purposes only. It is to be used in conjunction with other assigned pre-course materials and the various topic and exercise assignments directly related to the C.I.S.O. Training Programs.

Any other use of this document and contents to further an active investigation is solely at the discretion of the investigator.

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## KEY WORD CHART FOR SUBJECT DESCRIPTION

Train yourself to perceive the more subtle nuances of appearance and behaviour. Use the Key Word Chart to work up detailed description of several people you know well. When you meet them again, make a mental note of the distinguishing characteristics which you missed and the details in your description which were erroneous or misleading.

This keyword chart further provides the investigator directions for reporting purposes to ensure noted and reported descriptions create a “no possible mistake” in identifying the targets in an intelligence/criminal investigation and/or judicial proceedings.

### GENDER

1. Male
2. Female

### BUILD

1. Height
2. Weight
3. Large
4. Stout
5. Stocky
6. Medium
7. Slender
8. Very Thin

### POSTURE

1. Normal
2. Very Straight
3. Military Bearing
4. Stooped
5. Head Protrudes
6. Hunches Over
7. Shoulders Back

### COMPLEXION

1. Florid
2. Ruddy
3. Sallow
4. Pale
5. Fair
6. Dark
7. Clear
8. Pimpled
9. Blotched

### HAIR

1. Colour
2. Thick or Thin
3. Curly
4. Wavy
5. Long or Short
6. Dreadlocks
7. Haircut or Style
8. Parted on Left or Right
9. Thinning or Balding
10. Bald - Completely, Frontal, Occipital

## FACE

1. Forehead - high or low, protruding or receding, wide or narrow, wrinkled, widow's peak.
2. Eyes - colour, large, average or small, wide-eyed, watery, glassy, sunken, squinty, round, oblong, narrow.
3. Glasses - round, square, granny, wife-frames, gold, silver, plastic, colour, tinted, horn-rimmed, etc.
4. Eyebrows - colour, thin, thick, bushy, sparse, plucked, up or down slant, arched, wavy, connected, pencilled, short or long hairs.
5. Nose - large, small, pug, hooked, straight, Roman, flat, broken, angle to right or left, upturned, down turned, large or small nostrils, flared, bumps, scratches, freckles, pimples.
6. Moustache - colour, shape, short, stubby, long, handlebar, Zapata, end turned up or down, pointed, drooping, covers upper and lower lip.
7. Beard - colour, size, shape, full, thin, thick, sparse, Van Dyke, goatee, sideburns, mutton chops.
8. Mouth - large, small, full or thin lips, drooping or untuned corners, open or crooked, any distortions during speech or laughter, hairlip, puffy, cold sores, dry or moist.
9. Teeth - large, small, colour, straight or projecting, even or uneven, apparent fillings, gold teeth, missing teeth, false teeth, broken, other dental work.
10. Chin - small, large, square, pointed, double chin, dimple, jutting, receding, flat, cleft.
11. Shape - long, round, fat, thin, square, triangular, pear-shaped.
12. Cheeks - high cheekbones, prominent cheekbones, pock-marked, freckles, blemishes.

## RACE/ETHNICITY/CULTURAL

1. East Asian
2. East Indian
3. Oriental
4. North American Indian
5. Middle Eastern
6. Jamaican

7. West Indian
8. African
9. Mediterranean
10. Orthodox Jew
11. Afro-Canadian

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## NECK

1. Long
2. Short
3. Thick
4. Thin
5. Puffed
6. Folds In Back Of Neck
7. Prominent or No Adam's Apple
8. Bull Neck

## SHOULDERS

1. Broad
2. Narrow
3. Square
4. Round
5. Sloping
6. One Lower Than The Other

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## CHEST

1. Muscular
2. Flat
3. Indented
4. Thin
5. Buxom

## STOMACH

1. Flat
2. Prominent
3. Firm
4. Soft-looking
5. Spare Tire
6. Obese

DO

## HANDS

1. Small, Large
2. Rings - type, colour, finger worn
3. Fingers - long or short, missing, nicotine stains, nails bitten or torn
4. Liver Spots
5. Protruding Veins
6. Hairy or Clear

## ARMS

1. Muscular
2. Thin
3. Hairy
4. Tattoos
5. Long or Short
6. Amputee - Left or Right

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## VISIBLE SCARS

1. Length
2. Location
3. Horizontal, Vertical or Diagonal
4. Wide or Narrow

## WALK

1. Slow or Fast
2. Long or Short Strides
3. Lumbering or Bouncy Gait
4. Shuffling or Bouncy

## DRESS

1. Neat, Unkempt or Slovenly
2. Conservative or Loud
3. Work Clothes or Business Suit
4. Cheap or Expensive
5. Wears Hat - Type
6. Shoes or Boots - Type and Style
7. Any Peculiarities of Dress
8. Preference For Certain Colours

## JEWELRY

1. Kind
2. Where Worn
3. Type of Metal
4. Type of Stones
5. Cheap or Expensive

## SPEECH

1. Slow or Rapid
2. Clear or Mumbling
3. Any Impediments - lisp, stutter, etc.
4. Type of Accent
5. Effeminate or Heavily Masculine
6. Falsetto
7. Rasping
8. Loud or Soft
9. Particular Expressions or Style of Speech Used

## PERSONAL HABITS

1. Clean or Dirty
2. Chews Gum, Tobacco, etc. - Brand Used
3. Smokes, Cigars, Cigarettes, Pipe - Brand, Type - Uses Cigarette Holder
4. Smoker - Light, Moderate, Heavy, Occasional
5. Drinks - Beer, Liquor, Wine - Brand, Type
6. Drinker - Light, Moderate, Heavy, Occasional

## SOCIAL HABITS AND ISSUES

1. Gambling - Horses, Cards, Dice, Off-Track
2. Frequents Pool Halls, Dance Halls, Taverns, Discos, Casinos, Massage Parlours, Nightclubs, After-Hours, Bars, etc.
3. Goes to Movies - Type, Favourite Actor or Actress, etc.
4. Rents Videos, DVDs - Type and Location
5. Computers - Surfs the Web
6. Computers - Personal Communication
7. Sexual Proclivity/Perversions

## DISEASES

1. Any Chronic Disease: Tuberculosis, Ulcers, Diabetes, Herpes, etc.
2. Known Prescriptions used for treatment and Usual Pharmacy
3. Known Other Treatments and Location Treatments Are Delivered
4. Does Treatment Involve Self-Application Devices - Where Obtained

## DISABILITIES

1. Limbs or Digits Missing
2. Stiffness, Lameness, Broken Arms or Legs Improperly Healed
3. Deafness (Hearing-Aid)
4. Poor Vision, Perceptual Handicaps (Mirror-reading, Colour-Blindness, etc.)
5. Physical Deformities

## RELATIVES

1. Names, Gender, Relationship, Addresses, Telephone & Other Contact Numbers
2. Vehicle Descriptions

## KNOWN ASSOCIATES

1. Male & Female - Names, Addresses, Nicknames, Aliases
2. People Who Might Know Where His Whereabouts Or Other Associates

## ORGANIZATION MEMBERSHIPS

1. Fraternal, Political, Social
2. Trade, Professional, etc.

## PASTIMES

1. Hobbies, Sports, Etc.
2. Academic, Vocational Studies, etc.

## OTHER DISTINGUISHING FEATURES OR PECULIARITIES

1. Nose or Eye Twitch
2. Bad Table Manners
3. Gourmet
4. Never Wears A Hat
5. Always Wears A Certain Type of Hat
6. Clicks Teeth While Talking
7. Smacks or Licks Lips
8. Gestures With Hands When Talking
9. Poker-face

10. Shifty-eyed
11. Fast or Slow Driver
12. Preferred Type Of Vehicle
13. Introvert or Extrovert
14. Bow Legs, Pigeon-toed, Knock-kneed
15. Any Superstitions: Refuses to Walk Under Ladders, Member of Bizarre Cult, Etc.

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