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32 creation date) of the document and mention if the document is in a draft status.

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Forensic Face Note Taking and Reporting Requirements

36

37 1. Scope

38 1.1 The purpose of this document is to provide minimum guidelines on note taking
39 and reporting procedures for forensic facial comparisons.

40 1.2 This document does not discuss how to conduct a facial comparison, a
41 standardized conclusion scale to be used, or details which may be Organization
42 dependent. Investigative Lead note taking and reporting for facial comparisons
43 will be addressed in a separate document.

44

45 2. Referenced Documents

46 2.1 *ASTM Standards:*

47 E3149 Facial Image Comparison Feature List for Morphological Analysis

48

49

50 3. Terminology

51 3.1 *Definitions:*

52 3.1.1 Forensic Report: a document whose intent it is to provide information to
53 assist a trier of fact (e.g., judge or jury)

54 3.1.2 Investigative Lead Report: a document whose intent it is to provide
55 information to operational personnel to assist them with meeting their
56 objective
57

58 **4. Comparison Notes** – This section refers to elements that are recommended to be
59 included in case notes when a forensic facial comparison is being conducted. The
60 items presented below are not in order of importance or priority.

61 4.1 *Case Identifier*

62 4.2 *Dates*

63 4.2.1 *Date Received*

64 4.2.2 *Date Searched/Compared*

65 4.2.3 *Date of Image Capture (if available)*

66 4.3 *Requestor(s)*

67 4.3.1 *Contact Information*

68 4.4 *Question(s) asked by Requestor(s)*

69 4.5 *Any written/verbal correspondence*

70 4.6 *Examiners*

71 4.7 *Origin of Images*

72 4.8 *Filename/Identifier of Images Received*

73 4.8.1 *Indication of images that meet minimum requirements for comparison*

74 4.9 *Filename/Identifier of Processed Image(s) (if applicable)*

- 75 4.9.1 Steps taken to Process Image(s)
- 76 4.10 Determination of image applicability in the context of the question (e.g.,
- 77 Question asked is: are these two people the same? However, the images of the
- 78 two persons display a large age difference and were taken days apart, then the
- 79 persons cannot be same.)
- 80 4.10.1 Documentation of reasoning for determination.
- 81 4.11 Examination
- 82 4.11.1 Documentation of the comparison
- 83 4.11.1.1 Compare and document all features of the face visible in each
- 84 image, as defined in the E3149 Facial Image Comparison
- 85 Feature List for Morphological Analysis.
- 86 4.12 Documentation of evaluation of comparison
- 87 4.12.1 Consideration of the effects of imaging conditions and physical stability
- 88 of facial features
- 89 4.13 Conclusion
- 90
- 91 **5. Reports** – This section refers to elements that are required to be included in a report
- 92 when a forensic facial comparison has been conducted. The items presented below
- 93 are not in order of importance or priority.

94 5.1 Disclaimer – Agencies should include in all forensic facial comparisons their own
95 disclaimer identifying the limitations of the comparison and the recommended
96 usage of the forensic report.

97 5.2 Dates

98 5.2.1 Date Received

99 5.2.2 Date Searched/Compared

100 5.2.3 Date of Image Capture (if available)

101 5.2.4 Date of Report

102 5.3 Requestor(s)

103 5.4 Organization conducting examination to include:

104 5.5 Examiners

105 5.5.1 If the examination is not verified by a second examiner, a disclaimer that
106 the comparison is not verified must be included in the report.

107 5.5.2 Contact Information

108 5.6 Case Identifier

109 5.7 Question(s) asked by Requestor(s)

110 5.8 Origin of Images

111 5.9 Example of Images Received

112 5.10 Filename/Identifier of Images Received

113 5.10.1 Indication of images that meet minimum requirements for comparison

114 5.11 Example of Processed Image(s)

- 115 5.12 Filename/Identifier of Processed Image(s) (if applicable)
- 116 5.12.1 Steps taken to Process Image
- 117 5.13 Reference to comparison method used
- 118 5.14 Analysis documentation
- 119 5.15 Comparison documentation
- 120 5.16 Interpretation of comparison
- 121 5.17 Conclusion Scale Used
- 122 5.17.1 May include definitions/information of what drives a conclusion.
- 123 5.18 Conclusion reached
- 124
- 125 **6. Additional Recommended Best Practices**
- 126 6.1 In accordance with the Organizations' data retention policies, the following
- 127 should also be saved (hard/digital):
- 128 6.2 All correspondence (e.g., email, case notes, reports, etc.)
- 129 6.3 Submitted Images
- 130 6.4 Processed Images
- 131 6.5 Chain of custody