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Forensic Face Note Taking and Reporting Requirements

1. Scope

- 1.1 The purpose of this document is to provide minimum guidelines on note taking and reporting procedures for forensic facial comparisons.
- 1.2 This document does not discuss how to conduct a facial comparison, a standardized conclusion scale to be used, or details which may be organization dependent.

2. Referenced Documents

- 2.1 ASTM Standards:
E3149 Facial Image Comparison Feature List for Morphological Analysis
- 2.2 Other references if needed

3. Terminology

- 3.1 Definitions:
- 3.2 Forensic Report: a document whose intent it is to provide information to assist a trier of fact (e.g., judge or jury)
- 3.3 Investigative Lead Report: a document whose intent it is to provide information to operational personnel to assist them with meeting their objective

4. Comparison Notes – This section refers to elements that are required to be included in case notes when a forensic facial comparison is being conducted.

- 4.1 Case Identifier

4.2 Dates

4.2.1 Date Received

4.2.2 Date Searched/Compared

4.2.3 Date of Image Capture (if available)

4.3 Requestor(s)

4.3.1 Contact Information

4.3.2 Details and scope of the request if provided

4.4 Determination of image applicability in the context of the question (e.g., Question asked is: are these two people the same? However, the images of the two persons display a large age difference and were taken days apart, then the persons cannot be same.)

4.4.1 Documentation of reasoning for determination.

4.5 Any written/verbal correspondence

4.6 Examiners

4.7 Origin of Images

4.8 Filename/Identifier of Images Received

4.8.1 Indication of images that meet agency specific requirements for comparison

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

4.9.1 Steps taken to Process Image(s)

4.10 Examination

4.10.1 Documentation of the comparison

4.10.1.1 Compare and document features of the face visible in each image, as defined in the E3149 Facial Image Comparison Feature List for Morphological Analysis.

4.11 Documentation of evaluation of comparison

4.11.1 Consideration of the effects of imaging conditions and physical stability of facial features

4.12 Conclusion

5. Reports – This section refers to elements that are required to be included in a report when a forensic facial comparison has been conducted.

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

5.2 Title of the report

5.3 Dates

5.3.1 Date Received

5.3.2 Date Searched/Compared

5.3.3 Date of Image Capture (if available)

5.3.4 Date of Report

5.4 Requestor(s)

5.5 Organization conducting examination to include:

5.5.1 Examiners

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

5.5.2 Contact Information

5.6 Case Identifier

5.7 Details and scope of the request if provided

5.8 Origin of Images

5.9 Example of Images Received

5.10 Filename/Identifier of Images Received

5.10.1 Indication of images that meet minimum requirements for comparison

5.11 Example of Processed Image(s)

5.12 Filename/Identifier of Processed Image(s) (if applicable)

5.13 Steps taken to Process Image

5.14 Reference to comparison method used

5.15 Analysis documentation

5.16 Comparison documentation

5.17 Interpretation of comparison

5.18 Conclusion Scale Used

5.19 May include definitions/information of what drives a conclusion.

5.20 Conclusion reached

6. Additional Recommended Best Practices

6.1 In accordance with the Organizations' data retention policies, the following should also be saved (hard/digital):

6.2 All correspondence (e.g., email, case notes, reports, etc.)

6.3 Submitted Images

6.4 Processed Images

6.5 Chain of custody

6.6 Disposition (if applicable)

6.6.1 The examination report must include a description of the disposition of original and derivative works (e.g., destroyed, returned, or retained).