

# **OSAC 2022-S-0008 Standard Guide for Facial Image Comparison Documentation**

*Facial Identification Subcommittee  
Digital/Multimedia Scientific Area Committee  
Organization of Scientific Area Committees (OSAC) for Forensic Science*





## **Draft OSAC Proposed Standard**

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Prepared by  
Facial Identification Subcommittee  
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### **Disclaimer:**

This OSAC Proposed Standard was written by the Facial Identification Subcommittee of the Organization of Scientific Area Committees (OSAC) for Forensic Science following a process that includes an [open comment period](#). This Proposed Standard will be submitted to a standards developing organization and is subject to change.

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1 **Standard Guide for Facial Image Comparison Documentation**

2 **1. Scope**

3  
4 1.1 The purpose of this document is to provide minimum guidelines and a common  
5 baseline of information for facial image comparison documentation.

6  
7 1.1.1 Documentation may be in the form of notes, images with markups and  
8 annotations, narratives, worksheets, electronic records, investigative lead or forensic  
9 reports, or any combination of these methods.

10  
11 1.2 This document does not discuss methods for how to conduct a facial image  
12 comparison, opinion scale(s), or details that may be agency specific.

13  
14 **2. Referenced Documents**

15  
16 2.1 *ASTM Standards:*  
17 E3149 Standard Guide for Facial Image Comparison Feature List for Morphological  
18 Analysis

19  
20 2.2 Other Standard Documents  
21 FISWG Physical Stability of Facial Features of Adults  
22 FISWG Guide for Role-Based Training in Facial Comparison  
23 FISWG Standard Practice/Guide for Image Processing to Improve Automated Facial  
24 Recognition Search Performance  
25 FISWG Facial Comparison Overview and Methodology Guidelines  
26 OSAC Standard Framework for Developing Discipline Specific Methodology for  
27 ACE-V

28  
29 **3. Terminology**

30  
31 3.1 Definitions  
32 3.1.1 Forensic Report: a document whose intent is to provide information to assist a  
33 trier of fact (e.g., judge or jury).  
34 3.1.2 Investigative Lead Report: a document whose intent is to provide information  
35 to assist operational personnel (e.g., investigator, detective, or analyst).

36  
37 **4. Summary of Guide**

38  
39 4.1 This guide discusses the items that a practitioner should document when  
40 documenting facial image comparisons.

41  
42 **5. Significance and Use**

43  
44 5.1 These guidelines should be used as a reference by the practitioner to  
45 adequately document the facial image comparison.

46 5.2 This document outlines the information needed to provide a clear  
47 understanding of the process conducted during a facial image comparison to the recipient.

48 5.3 The sections below provide the recommended minimum guidelines for  
49 information that should be documented in accordance with the type of report and  
50 agency specific needs.

51

## 52 **6. Items to Document for a Facial Image Comparison**

53 These items are not presented in order of importance or priority.

54

55 6.1 Administrative Data

56 6.1.1 Case Identifier

57 6.1.2 Dates

58 6.1.2.1 Date Received

59 6.1.2.2 Date Searched/Compared

60 6.1.2.3 Date of Image Capture (if available)

61 6.1.3 Requestor(s)

62 6.1.3.1 Contact Information

63 6.1.4 Any Written/Verbal Correspondence

64 6.1.5 Relevant Case Information (if provided)

65 6.1.6 Organization Conducting Examination

66 6.1.6.1 Contact Information

67 6.1.6.2 Practitioner(s)

68 6.1.7 Details and Scope of the Request (if provided)

69 6.1.8 Origin of Images

70 6.1.9 Filename/Identifier of Images Received.

71 6.1.10 Indication of whether a facial recognition (FR) search was conducted and  
72 results (if applicable).

73 6.1.10.1 Gallery Searched.

74 6.1.10.2 Number of Candidates Returned (based on maximum number returned or  
75 threshold used).

76 6.1.10.3 Ranking of returned potential candidate(s) if returned list is not randomized

77 6.1.11 Disclaimer – Agencies should include in all facial image comparison reports  
78 their own disclaimer identifying and general limitations of the recommended usage of the  
79 report.

80 6.1.12 Reference to Comparison Method used.

81 6.1.13 Description of the disposition of all items received.

82

83 6.2 Analysis

84 6.2.1 Determination of image applicability in the context of the question (e.g.,  
85 Question asked is: “Are these two people the same?” However, the images of the two  
86 persons display a large age difference and were taken days apart, then the persons cannot be  
87 the same.

88 6.2.2 Indication of images that do or do not meet agency specific requirements for  
89 comparison.

90 6.2.2.1 Explanation for determination that images do not meet specific requirements.

- 91 6.2.3 Image Analysis Documentation (e.g., lighting conditions, image resolution,  
92 etc.)
- 93 6.2.4 Processed image(s) (if applicable).
- 94 6.2.4.1 Filename/Identifier of processed image(s) (if applicable).
- 95 6.2.4.2 Steps taken to process images.
- 96
- 97 6.3 Comparison
- 98 6.3.1 Documentation of the comparison
- 99 6.3.1.1 Compare and document features of the face visible in each image, as defined  
100 in the ASTM E3149 Facial Image Comparison Feature List for Morphological Analysis.
- 101 6.3.1.2 A documented account of the compared features.
- 102 6.3.2 Observed effects of imaging conditions and physical stability of facial  
103 components or component characteristics.
- 104 6.3.3 A visual example of the compared facial images.
- 105
- 106 6.4 Evaluation
- 107 6.4.1 Opinion Scale used
- 108 6.4.1.1 Definitions or information and interpretation of what drives an opinion (if  
109 applicable)
- 110 6.4.2 Opinion reached
- 111
- 112 6.5 Verification
- 113 6.5.1 Verifier's name, date, and result of verification.
- 114 6.5.2 If the examination is not verified by a second examiner, a disclaimer that the  
115 comparison is not verified must be included in the report.

## 7. Additional Information

- 117
- 118
- 119 7.1 In accordance with the Agency's data retention policies, the following should  
120 also be saved (hard/digital):
- 121 7.1.1 All correspondence (e.g., email, case notes, reports, etc.)
- 122 7.1.2 Received images
- 123 7.1.3 Processed images
- 124 7.1.4 Chain of Custody
- 125 7.1.5 Disposition (if applicable)
- 126
- 127 7.2 There should be documentation within the agency on the following:
- 128 7.2.1 Algorithm
- 129 7.2.1.1 Name of Algorithm Vendor
- 130 7.2.1.2 Version
- 131 7.2.1.3 Specific configurations
- 132 7.2.1.4 Date implemented
- 133 7.2.2 Software
- 134 7.2.2.1 Vendor name
- 135 7.2.2.2 Version

136	7.2.2.3	Specific Configurations
137	7.2.2.4	Date implemented
138		
139	7.3	Agency Accreditation
140	7.3.1	Reference to agency comparison method
141	7.3.2	Reference to agency Standard Operating Procedures (SOP)
142		
143	7.4	Practitioner Qualifications
144	7.4.1	Training
145	7.4.2	Certification
146		

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