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OSAC 2024-N-0007

Standard Guide for Managing Head Coverings, Accessories, and Make-up (HCAM) for Booking Paragraphs

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



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OSAC Proposed Standard

OSAC 2024-N-0007 Standard Guide for Managing Head Coverings, Accessories, and Make-up (HCAM) for Booking Photographs

Prepared by
Facial & Iris Identification Subcommittee
Version: 1.0
April 2024

Disclaimer:

This OSAC Proposed Standard was written by the Facial & Iris 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 standard developing organization and is subject to change.

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53 **Rationale for ‘Managing Head Coverings, Accessories and Make-up (HCAM) for Booking**
54 **Photographs’**

55
56 *No SDO guidelines/standards exist for the accommodation of the removal of head coverings,*
57 *accessories and make-up (HCAM) for the purposes of capturing a mugshot during an arrest*
58 *booking process. This document is intended to serve as an addendum to the ASTM E3115*
59 *published standard, “Standard Guide for Capturing Facial Images for Use with Facial Recognition*
60 *Systems.”*

61
62 **Standard Guide for Managing Head Coverings, Accessories, and Make-up for Booking**
63 **Photographs**

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65 **1. Scope**

66 **1.1** The purpose of this document is to provide protocols for accommodating a subject’s
67 personal beliefs, practices, or medical exceptions that are in conflict with the required removal
68 of all obstructing head coverings, accessories, and make-up (HCAM) for capturing an optimal
69 primary mugshot.

70
71 **1.2** If removing the object(s) is in conflict with the subject's belief or practice, agencies should
72 provide reasonable accommodations.

73
74 **1.3** *This standard does not purport to address all of the safety concerns, if any, associated*
75 *with its use. It is the responsibility of the user of this standard to establish appropriate safety and*
76 *health practices and determine the applicability of regulatory limitations prior to use.*

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79 **2. Referenced Documents**

80 **2.1** Standard Guide for Capturing Facial Images for Use with Facial Recognition Systems
81 (E3115)

82
83 **2.2** *American National Standard for Information Systems - Data Format for the Interchange*
84 *of Fingerprint, Facial & Other Biometric Information, ANSI/NIST-ITL 1-2011: UPDATE 2015, NIST*
85 *Special Publication 500-290e3*

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88 **3. Terminology**

89 **3.1** Head Coverings, *n*: a garment or cloth that covers the head or neck, often worn for
90 personal beliefs or practices.

91
92 **3.2** Accessories, *n*: easily removable objects that are worn on, in, or near the face to reflect
93 stylistic preferences or to serve a functional purpose.

94
95 **3.3** Make-up, *n*: product applied to the face used to enhance or alter one’s appearance.

96 **3.4** Primary Mugshot, *n*: a booking photograph captured without any HCAM suitable for
97 searching with facial recognition systems (FRS) and for forensic face comparisons (FFC).

98
99 **3.5** Secondary Mugshot, *n*: a booking photograph captured with the presence of HCAM worn
100 by the subject and taken to facilitate personal identification.

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103 **4. Summary of Practice**
104 This standard/guideline addresses the management of the subject’s HCAM for optimal booking
105 photographs.

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108 **5. Significance and Use**

109 **5.1** When a subject is entered into a system, it is the responsibility of the booking agency staff
110 to capture a primary mugshot suitable for searching with FRS and for FFC.

111
112 **5.2** The presence of HCAM that obstructs any head face or neck features can interfere with
113 the effectiveness of FRS and FFC. The removal of HCAM is optimal, however, this may be in
114 conflict with a subject’s personal beliefs and/or practices or safety. Therefore, accommodations
115 may be necessary to capture a suitable primary mugshot.

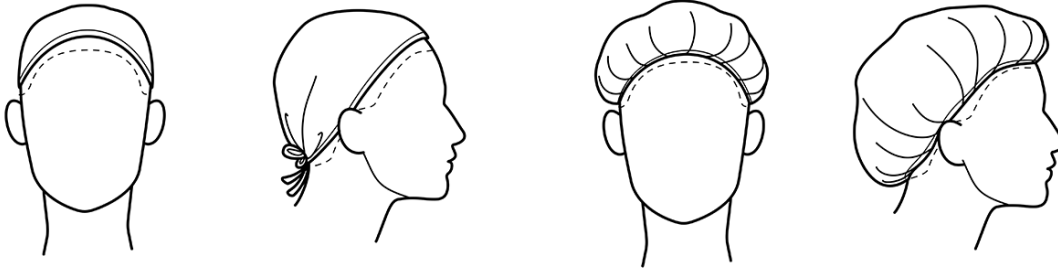
116
117 **5.3** A secondary mugshot in the presence of all obstructing HCAM that facilitates more
118 effective personal identification may be taken depending on the agency’s policy. For situations
119 in which a secondary photograph with removable objects, accessories or make up is desired,
120 photographs with these items in place should be captured **prior to the removal** of the obstructing
121 objects.

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123
124 **6. Reagents/Materials**

125 **6.1** *Disposable bouffant cap – examples of disposable caps that can be used when subjects*
126 *refuse to remove all headgear (e.g., personal beliefs, practices, or medical exceptions) are shown*
127 *in 6.2.*

128 *Note: The face and ears should be displayed as per SDO XXXX Standard Guide for Capturing*
129 *Facial Images for Use with Facial Recognition Systems.*

130



131 **6.2**

132 **7. Procedures**

133 A photograph should be captured using the best practices for mugshots outlined in 2.1 ASTM
134 E3115, Standard Guide for Capturing Facial Images for Use with Facial Recognition Systems or 2.2
135 American National Standard for Information Systems/National Institute of Standards and
136 Technology (ANSI NIST).

137
138 **7.1 Primary Mugshots**

139 **7.1.1 Accommodating a subject's beliefs or practices**

140 7.1.1.1 Subject's head covering can be adjusted. If the agency policy allows for wearing of the
141 head covering during capture of the mugshot, it should first be adjusted to expose the
142 maximum required head, face and neck features.

143 7.1.1.2 Subject's head covering can be removed and replaced with a temporary covering. The
144 temporary covering should be a solid color without a pattern.

145 7.1.1.3 The subject should remove all obstructing HCAM and a disposable hair covering (e.g.,
146 bouffant cap) should be provided and positioned above the eyebrows to expose the
147 forehead, hairline and ears.

148
149 **7.1.2 Accommodating a subject's safety**

150 7.1.2.1 For some subjects, the removal of bandages may result in harm or threat to the
151 subject's safety. To accommodate the subject's safety, the following steps should be
152 taken:

153 7.1.2.1.1 The subject should remove all obstructing HCAM with the exception of any
154 bandages or dressings (including medications) that may pose a threat to the subject's
155 health.

156 7.1.2.1.2 If the subject is still in custody when the bandage can be removed without threat to
157 the subject's health, an updated photograph may be captured and submitted.

158 7.1.2.1.3 When instructing the subject to remove make-up, agencies should provide the
159 appropriate facilities and cleaning materials for a safe removal.

160
161 **7.2 Secondary Mugshots**

162 7.2.1 Photographs of the subject with the HCAM may facilitate more effective personal
163 identification. Depending on your agency's policies, an additional, secondary
164 photograph with the exclusion of HCAM may be taken for identification purposes.

165