

**IOWA DEPARTMENT OF TRANSPORTATION
BUREAU OF INVESTIGATION & IDENTITY PROTECTION
POLICY MANUAL**

Title: Automated Biometric ID System & Face Examiner Workstation
No. Bureau- 12

Approval: *Paul J. Steier, Bureau Director* Date: 11/14

PURPOSE: To establish a policy in the proper use of the Automated Biometric Identification System (ABIS) and Face Examiner Workstation (FEW).

REFERENCES:

Iowa Code section 321.11; Records of the Department of Transportation.
Iowa Code section 321.13; Authority to grant or refuse applications.
18 U.S.C. Section 2721 - 2725; Driver's Privacy Protection Act
Iowa Administrative Code Chapter 415
Iowa Administrative Code Chapter 611
Iowa DOT Work Rule III

POLICY:

Section I: General

- A. The Department is responsible for the examination of all applications for driver's licenses and identification cards issued by state and county offices to determine the genuineness, regularity, and legality of the application (provided for in Iowa Code section 321.13). The purpose of ABIS is to allow for the automated examination of photographs contained within these applications to expedite the review process, to improve efficiency, and increase accuracy of review. ABIS software converts these photographs into grayscale images which are then converted to a series of measurements, stored as templates. These templates are automatically examined against all other templates stored within ABIS, bringing back resulting images that potentially match the templates for review by Bureau staff.
- B. Bureau staff is responsible for the operation and oversight of the ABIS program. ABIS is intended to be an investigative resource and the results of ABIS potential matches are not to be used as the sole basis for arrest, criminal charges, or prosecution. All Bureau staff will complete training in the operation and proper use of the program and will demonstrate proficiency in its use.
- C. FEW allows for the improvement of picture quality to provide for an increase in the opportunity for a picture to be templated within ABIS. Bureau staff provided FEW software will complete training on the use of FEW along with demonstrating proficiency in its use.

Section II: Review of Daily ABIS Leads

- A. Daily ABIS leads are potential image template match results generated by ABIS from prior day's driver's license and identification card issuance applications. These license and identification applications will not be processed for issuance without completion of the ABIS examination. ABIS daily leads shall be initially examined in an efficient manner to allow for timely processing of the application. ABIS daily leads not requiring additional review shall be marked complete and passed through ABIS for card production.
- B. If daily ABIS leads require additional review, Bureau staff may take necessary steps to further examine the application and supporting information to determine validity of the application, including but not limited to the use of FEW. If reasonable suspicion exists that the application may contain false information, an investigation shall be initiated by the Bureau. If an additional review results in no further investigation, the lead shall be marked complete and passed through ABIS for card production.

Section III: Requests for External Photograph ABIS and FEW Examinations

- A. ABIS allows for a photograph outside of the Iowa driver's license and identification card system to be imported and templated into the system for query. This image template may be checked against all other image templates contained within ABIS for potential candidate matches. Requests for importing of photographs in this manner will only be accepted from a law enforcement agency in assistance with an ongoing investigation.
- B. Bureau staff shall determine if an imported photograph into ABIS resulted in a potential match by review of the candidate list, unless a separate agreement exists between the Department and the law enforcement agency making the request. FEW may be utilized to facilitate the importation of the photograph into ABIS.
- C. Bureau staff shall notify the requesting law enforcement agency of the results of the review. If the law enforcement agency making the request has electronic access to the Iowa driver's license and identification card photographs, Bureau staff shall advise the requesting law enforcement agency of the driver's license or identification card number(s) of the potential match or matches. If the requesting law enforcement agency does not have this access, the Bureau shall provide the driver's license or identification card photograph(s) of the potential match or matches. The requesting law enforcement agency shall be notified of their requirements to comply with the DPPA and of the fact ABIS is intended to be an investigative resource and the results of ABIS potential matches are not to be used as the sole basis for arrest, criminal charges, or prosecution. Bureau staff shall comply with DPPA requirements related to the dissemination of any personal identifying information.
- D. The Bureau shall not provide law enforcement photo lineups by use of ABIS or FEW.

Section IV: Disciplinary Action

- A. Any violation of this policy may result in disciplinary action up to and including discharge.

CLARE,
As per our "old"
Policy dated 11/14
this is outdated and
being rewritten. Our
Bureau discontinued
external L.E. Requests
Aug 2012. Mike Athey

Definitions used in this policy.

Automated Biometric Identification System (ABIS): Proprietary web based program that stores driver's license and identification card images for the processing of templating images for biometric review

Bureau: Bureau of Investigation & Identity Protection.

Face Examiner Workstation (FEW): Proprietary software that provides forensic examining abilities to analyze and review images. Used in conjunction with ABIS.

Gated Issuance System: Integral part of the driver's license and identification card issuance system that requires all identification documents to pass through ABIS prior to moving on to card production.