



## AAMVA Facial Recognition Working Group Charter

### I. NAME

The name of the working group shall be the “Facial Recognition Working Group”, hereinafter referred to as the “*Working Group*”.

### II. PURPOSE and ANTICIPATED DELIVERABLE

The *Working Group* shall review the *Facial Recognition Program Best Practices Guide* published by AAMVA in 2015 and update the content to reflect the most current best practice methods that should be utilized by driver license, motor vehicle and criminal justice agencies to capture, review, and share facial images; and when appropriate, investigate potential matches and pursue prosecution when fraudulent activity is discovered. The Working Group may expand the scope of content included in the 2015 Best Practices Guide if deemed appropriate by the Working Group members, to include, but not limited to non-fraudulent data integrity and clean-up issues.

### III. BACKGROUND

The majority of AAMVA member jurisdictions have a facial recognition program. AAMVA created a Facial Recognition Working Group in 2013 because each agency had its own approach to program implementation and operation. There was no standard or best practice for reviewing images and taking action on potential matches. AAMVA published a Facial Recognition Program Best Practices Guide in 2015 to provide AAMVA member agencies guidance on how to improve existing programs, or how to establish a new and exemplary Facial Recognition Program from the ground up.

During the March 2018 meeting of the Law Enforcement Standing Committee, the committee established updating the 2015 document as a priority task. It was recognized that this document, to be considered a Best Practices Guide, needed to be updated to reflect the ever-changing business environment and advances in technology. A budget was proposed and approved by the AAMVA International Board of Directors in August 2018.

This *Working Group* will, based on collective experiences of selected working group members and technical advisors, update and publish, no later than September 30, 2019, an updated Facial Recognition Program Best Practices Guide.

**IV. MEMBERSHIP**

- a. The *Working Group* shall consist of individuals representing driver license, information technology, law enforcement, ID management and fraud. The efforts of the *Working Group* will be supported by one lead AAMVA staff project manager and two additional AAMVA staff whose subject matter expertise will benefit the Working Group.
- b. The membership of the Working Group shall not exceed 11-members.
- c. The Working Group may include up to two (2) "Industry" Technical Advisors.
- d. The Working Group may include up to four (4) "federal partners" as deemed beneficial by the project manager.

**V. MEETING PROCEDURES**

- a. The *Working Group* will meet at the call of the working group chair, either by conference call or in person. Only one (1) in-person meeting of the full working group will be conducted. Conference calls will be scheduled on an as-needed basis as determined by the working group chair and project manager. One (1) additional in-person meeting will be conducted to include the working group chair, two additional working group members selected by the chair, and the three AAMVA staff assigned to the working group.

Member costs associated with travel to in-person meetings will be charged against the budget approved by AAMVA. Technical Advisors and Federal Partners must pay their own expenses associated with attending an in-person meeting. The Chair of the *Working Group* and the staff liaison will communicate regularly with the group of the current state of activity and future plans.

- b. The presence of a majority of the members, either in person or by teleconference, shall constitute a quorum. A majority vote of the members present shall constitute an official action of the *Working Group*.
- c. The *Working Group's* final Draft will be shared with the AAMVA Law Enforcement and Driver Standing Committees for review and edit recommendations will be considered by the *Working Group* leadership. Upon approval by the AAMVA CEO and International Board of Directors, the final document will be published.

**VII. CHARTER AMENDMENTS**

All proposed amendments must be approved by a quorum of *Working Group* members, and forwarded to the Law Enforcement Standing Committee Chair for final approval.

**VI. WORKING GROUP TERMINATION**

The *Working Group* will be dissolved not later than September 30, 2019 unless tasked with additional responsibilities or otherwise extended.

**Submitted by:**

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**Approved by:**

Assistant Chief Jason Berry, Chair, Law Enforcement Standing Committee

**Title/Name/Position**

January 29, 2019

**Date**