

ST. PETERSBURG POLICE DEPARTMENT

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**GENERAL ORDER**

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Distribution: All Employees

Subject:

**FACIAL RECOGNITION SOFTWARE – FACE ANALYSIS COMPARISON  
AND EXAMINATION SYSTEM (FACESNXT)**

Index as:

BFAS FACES

Biometric Facial Analysis System (BFAS)

Biometric Search

Face Analysis Comparison and Examination System (FACESNXT)

FACESNXT

Facial Recognition

Facial Recognition Program

Facial Recognition Search Result

Facial Recognition Software

Identification

Probe Photograph

Visual Comparison

Accreditation Standards:

Cross Reference:

Replaces:

NEW POLICY

This Order provides personnel of the St. Petersburg Police Department with guidelines and procedures for the use and access of the Face Analysis Comparison and Examination System (FACESNXT). It consists of the following sections:

- I. Policy
- II. Purpose
- III. Definitions
- IV. Procedures
- V. Audits

I. POLICY

A. It is the policy of the St. Petersburg Police Department that FACESNXT, as well as any other facial recognition system, will only be utilized for legitimate law enforcement purposes.

B. Facial recognition is for criminal justice purposes ONLY.

C. FACESNXT is an investigative tool and any law enforcement action taken based on a submission to FACESNXT shall be based on the Department's own determination of identity and not solely the results of a FACESNXT search.

D. A positive facial recognition search result alone does not constitute probable cause for arrest.

II. PURPOSE

A. To establish procedures for the use of and access to the Face Analysis Comparison and Examination System (FACESNXT) by Officers of the St. Petersburg Police Department.

III. DEFINITIONS

A. Facial Recognition Program – A software application capable of comparing specific physical features of an individual depicted in an image against an existing database of images.

B. Face Analysis Comparison and Examination System (FACESNXT) – A facial recognition network hosted by the Pinellas County Sheriff's Office (PCSO), which provides biometric search capabilities, subject information, face image comparison tools, face image analysis, and training through the Florida Criminal Justice Network.

C. Facial Recognition Search Result – An image returned by facial recognition technology that represents a potential investigative lead based on an algorithmic similarity to the submitted image.

D. Identification – The action or process of identifying a person.

E. Probe Photograph – A picture/photo/image used by the User to match against the pictures/photos/images in the system.

F. Visual Comparison – The comparison of the differences and similarities between a probe photograph and a potential match from the photo repository for the purpose of evaluating whether they represent the same person. In general, during this process, an Investigator/Supervisor compares facial characteristics (e.g., eyes, ears, nose, chin, mouth, hair, overall facial structure, any scars, marks, blemishes, or tattoos, etc.) and general characteristics, such as overall complexion, gender, and age.

#### IV. PROCEDURES

##### A. Creating a FACESNXT Account

1. Department personnel authorized to use FACESNXT must create a "User Account" by doing the following:
  - a. Access the FACESNXT home page at (<https://nxttraining.pcsoweb.com/pmwest/pmwx.aspx>).
  - b. Click on "Create a User Account".
  - c. The User will be directed to the FACESNXT registration page.
    - 1) The User must:
      - a) Enter their Department email address
      - b) Create a Password.
    - d. Once a User registers, an email will be sent to them to verify the email address provided.
    - e. The System Administrator will receive an email with information on the User and a link to approve and activate or deny the account.
    - f. If approved, an email will be sent to the User with instructions to complete the Biometric Facial Analysis System (BFAS) Information and Cyber Security Awareness Training by going to BFAS FACES Information and Cyber Security Awareness for External Entities at: (<http://stpsp1pd/sites/CARS/surveys/Shared%20Documents/!Information%20and%20Cyber%20Security%20Awareness%20Training%20for%20External%20Entities%20Jan%202020.pdf>).
    - 1) Note: Users will not be able to log into training until the Administrator grants access to the account.
    - g. The User will acknowledge receipt of the training by entering their payroll number.
    - h. Once the User passes all required courses, access to the system will be automatically granted.
2. The Department's FACESNXT Administrator will revoke the User's access immediately if the User:
  - a. No longer needs the FACESNXT access, or
  - b. Separates from the Department.

##### B. USING FACESNXT

1. When a query to FACESNXT is needed, the USER will log on to FACESNXT using their Department email and FACESNXT password.
2. The User will evaluate the search result to compare the differences and similarities between a probe photograph and a potential match from the photo repository for the purpose of evaluating whether they represent the same person. In general, during this process, the User/Investigator/Supervisor compares the facial characteristics (e.g., eyes, ears, nose, chin, mouth, hair, overall facial structure, any scars, marks, blemishes, or tattoos, etc.) and general characteristics, such as overall complexion, gender, and age.
3. A positive facial recognition search result alone does not constitute probable cause for arrest and requires investigative follow-up to corroborate the lead before an arrest is made.

## V. AUDITS

### A. St. Petersburg Police Department

1. A query made to the FACESNXT will be logged into the system identifying the User initiating the query. Like most computer systems, usage is logged. The system itself logs the information, which can be revised later if there is an issue.

2. All User access and queries are subject to review and audit.

3. The Department's FACESNXT Administrator will:

- a. Conduct audits and reviews monthly.
- b. Generate reports for FACESNXT activity and review for any suspicious activity.
- c. Review FACESNXT searches to ensure valid case numbers are used.
- d. Review probe photographs being searched.

### B. Pinellas County Sheriff's Office (PCSO)

1. The Pinellas County Sheriff's Office (PCSO) will create a report on the Department's FACESNXT usage that includes a list of all database query searches.

2. The report will be provided to the Department.

3. PCSO may request any necessary or supporting documentation from the Department to substantiate the results reflected in the report.

4. The Department's Administrator will review the report and respond to PCSO when applicable.

5. If the documentation is not sent to PCSO by the deadline, FACESNXT access for the Department may be terminated.

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Anthony Holloway  
Chief of Police