PROFESSIONAL DEVELOPMENT PROGRAMME
for forensic experts
to work with POLYFACE-3 Automated Facial Recognition and Image Storage System

Classroom hours: 28

Form of study: off-the-job

Duration of the training course: five calendar days including the days of arrival and departure (three days for training)

Category of learners: managers and specialists (vocational secondary and higher education)

Admission requirements to learners:
- Basic knowledge of the science of habitoscopy
- Basic PC skills

Form of Classes	Qty	Duration	Classroom Hours
Lecture-demonstration and lecture-presentation	2	1 h 30 min	2
Demonstration	9	4 h 20 min	5,8
Practice	7	9 h 20 min	12,4
Testing	2	2 h 50 min	3,8
Meeting	2	3 h	4
TOTAL		21 h	28

Version 1

COURSE SYLLABUS

The program of this course is scheduled with provision for coffee breaks and lunch hours.

DAY	TOPIC	DESCRIPTION	DURATION	
			Classroom hours	Time
Day 1 Mon	**DAY OF ARRIVAL**	• Transfer from an airport/railway station to PAPILLON • Accommodation		
Day 2 Tue	**OPENING SESSION**	• Completion of questionnaires • Safety rules talk • Fire safety instructions • Code of behaviour on the company premises • Administrative and organizational matters	**2,6**	2 h
	ADMISSION TESTING	Written test of knowledge of habitoscopy	**0,7**	30 min
	INTRODUCTORY LECTURE-PRESENTATION Mission and Principal Capabilities of POLYFACE	• Application, tasks and capabilities of POLYFACE • Basic terms and definitions • Content of the course program	**1,1**	50 min
	DEMONSTRATION Getting Started	• Switching on/off the operator workstation • Logging into the system	**0,2**	10 min
	DEMONSTRATION Main Window. Text Data Entry. Verbal Description. Image Acquisition.	• Interface of the Main Program Window • Registration of a new object • Work with picklists • Instructions for filling in text data • Rules for making a verbal description • Rules for image acquisition • Requirements for the photographing procedure • Image acquisition screen • Image acquisition with a camera • Procedure for taking photos • Settings • Image acquisition with a flatbed scanner • Image entry from files	**2**	1 h 30 min
	PRACTICE Entry of Text Data, Verbal Description and Images (camera, flatbed scanner, file)	• Capturing images with a camera • Capturing images with a flatbed scanner • Taking images from files • Checking by and consulting with the tutor	**1,8**	1 h 20 min
Day 3 Wed	**LECTURE-PRESENTATION** Basics of Habitoscopy. Comparison of Photo Images.	• Special aspects of comparing facial photos when verifying candidate lists	**0,7**	30 min

	DEMONSTRATION Work with Database Objects	• Viewing lists, making selections and sorting • Viewing text data, images and photo albums • Editing • Printing objects	**0,7**	30 min
	PRACTICE Work with Database Objects	• Viewing lists, making selections and sorting • Viewing text data, images and photo albums • Editing • Printing objects • Checking by and consulting with the tutor	**0,7**	30 min
	DEMONSTRATION Work with Candidate Lists	• Purpose and types of candidate lists • Candidate lists and hit lists • Rules for viewing candidate lists • Viewing modes	**0,4**	20 min
	PRACTICE Full Session of Object Entry into POLYFACE	• Full session of submitting objects (verified and unsolved portraits) to POLYFACE database • Checking by and consulting with the tutor	**4**	3 h
	DEMONSTRATION Work with Group Photos. Work with Videos.	• Rules for working with group photos • Recognition of faces in videos	**0,7**	30 min
	PRACTICE Work with Group Photos. Work with Videos.	• Taking images of all faces on a group photo • Taking an image of a particular face on a group photo • Taking images of faces from videos • Checking by and consulting with the tutor	**1,3**	1 h
	DEMONSTRATION System Management	• Search management • User management	**0,7**	30 min
	PRACTICE System Management	• Search management • User management • Checking by and consulting with the tutor	**0,7**	30 min
Day 4 Thu	**DEMONSTRATION** POLYFACE Web Service	• Submission of verified portraits • Submission of unsolved portraits • Verification of candidate lists • Working with watch lists (black/white). • Working with hit lists • Express ID checks • Express comparison of facial images	**1,3**	1 h

	PRACTICE POLYFACE Web Service	• Submission of verified portraits • Submission of unsolved portraits • Verification of candidate lists • Working with watch lists (black/white). • Working with hit lists • Checking by and consulting with the tutor	**2,7**	2 h

	FINAL TESTING	• Instructions on the testing procedure
		• Written test of knowledge of the work with POLYFACE
		• Practical tasks:
		  - Entering objects into POLYFACE
		  - Viewing candidate lists
		  - Documenting the results
		• Analysis of test results
		• Filling in the test report form
			3,1	2 h 20 min

	CLOSING SESSION	• Summing up the training course, exchange of opinions • Presenting documentation to the trainees	**1,3**	1 h
Day 5 **Fri**	**DAY OF DEPARTURE**	• Check-out • Transfer from PAPILLON to an airport/railway station		