DEPUTY SHERIFFS' TRAINING BULLETIN

Number 104 COMMONWEALTH OF PENNSYLVANIA October 2010

PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

As of the end of September PCCD has deployed the License to Carry (LTC) application to 24 counties. PCCD has and will continue to contact each county to confirm deployment dates. Tentative deployment dates for October and November are provided the end of this bulletin.

Several counties have made inquiries asking if the LTC system will run using Windows 7 Operating System (OS), or Windows 7 running XP in a virtual mode. The LTC system has been tested running Windows XP 32 bit OS only. It is the counties responsibility to coordinate with their IT department to ensure the workstation(s) that will be used to produce permits have Windows XP, Service Pack 3, 32 bit OS installed, along with Microsoft Office 2007 professional and Adobe Acrobat 9.0 (Reader) or higher. County IT departments should be able downgrade from Windows 7 to Windows XP 32 bit OS using a Windows XP OEM CD, if necessary. Support of Windows 7 OS will be entertained as a future enhancement.

A number of counties have reported difficulty procuring the 18% grey backdrop and three point lighting required to meet the Commonwealth Photo Imaging Network (CPIN) standards as required by Act 2005 – 66. To aide in this endeavor, we contacted the Pennsylvania Chiefs of Police Association who informed us that the backdrop can be procured at Lowes, or anywhere that sells Formica. It is Formica Mouse Gray laminate, #928, matte finish, in 4'x8' size. It can be mounted on 4 x 8 plywood then attached to a wall. Several counties have also been able to find 18 % grey paint and or obtain backdrops through photo supply background outlets or photo supply companies. It is the counties responsibility to procure and set up the 18% grey background and three point lighting as well as take facial photographs which are in compliance with CPIN standards.

A summary of CPIN Standards and Guidelines for taking facial images for LTC permits are provided below:

CPIN Standards Summary:

POSE

The full-face or frontal pose shall be captured.

DEPTH OF FIELD

The subject's captured facial image shall always be in focus from the nose to the ears.

CENTERING

The facial image being captured (full-face pose) shall be positioned to satisfy all of the following conditions:

- The approximate horizontal mid-points of the mouth and of the bridge of the nose shall lie on an imaginary vertical straight line positioned at the horizontal center of the image.
- An imaginary horizontal line through the center of the subject's eyes shall be located at approximately the 55% point of the vertical distance up from the bottom edge of the captured image.
- The width of the subject's head shall occupy approximately 50% of the width of the captured image. This width shall be the horizontal distance between the mid-points of two imaginary vertical lines. Each imaginary line shall be drawn between the upper and lower lobes of each ear and shall be positioned where the external ear connects to the head.

LIGHTING

Subject illumination shall be accomplished using a minimum of three (3) point balanced illumination. Appropriate diffusion techniques shall also be employed and lights positioned to minimize shadows, and to eliminate hot spots on the facial image. These hot spots usually appear on reflective areas such as cheeks and foreheads.

BACKGROUND

The subject whose image is being captured shall be positioned in front of a background which is 18% gray with a plain smooth flat surface.

Additional information regarding CPIN standards can be found at the following sites:

http://www.pabulletin.com/secure/data/vol39/39-14/652.html

http://www.itl.nist.gov/iad/894.03/face/bpr_mug3.html

Guidelines for taking facial images for License to Carry permits.

Photo should be without glasses, a front face image only and centered in the frame.

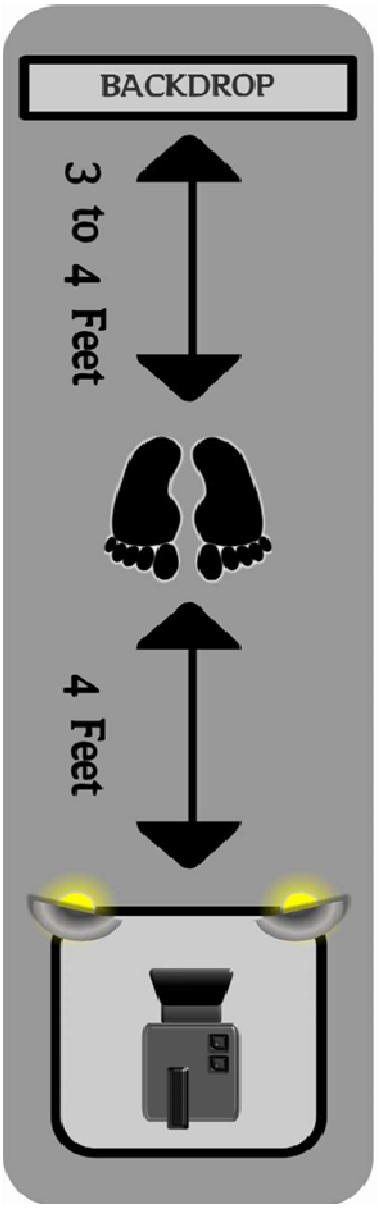
Make sure all lights are on and working properly. Avoid other light sources such as through blinds.

The background should be clean and unobstructed by furniture and other objects

The subjects head should face forward with eyes open for the image.

To avoid shadows, the subject should not be too close to the backdrop.

Suggested camera setup distances.



Tentative Implementation Scheduled for October and November.

County	Projected Month
Wyoming	October 2010
Luzerne	October 2010
Carbon	October 2010
Beaver	October 2010
Green	October 2010
Washington	October 2010
Allegheny	November 2010
Westmoreland	October 2010
Fayette	October 2010
Northumberland	November 2010
Somerset	October 2010
Cambria	October 2010
Bedford	November 2010
Blair	November 2010
Fulton	November 2010
Huntingdon	November 2010
Franklin	November 2010
Mifflin	November 2010
Juniata	November 2010
Dauphin	November 2010
Perry	November, 2010
Lancaster	November 2010
York	November 2010

Lebanon	November 2010
Northampton	November 2010
Schuylkill	November 2010
Bucks	November 2010