# American Board of Forensic Odontology, Inc.

**DIPLOMATES REFERENCE MANUAL**

## TABLE of CONTENTS

### SECTION I

- PREFACE
- ACKNOWLEDGMENTS
- BACKGROUND, FUNCTION & PURPOSES
- A BRIEF HISTORY
- ARTICLES OF INCORPORATION
- REGISTRATION DOCUMENTATION
- HISTORICAL LISTING OF ABFO OFFICERS:

### SECTION II: BYLAWS

- PREAMBLE
  - Section 1. Name.
  - Section 2. Location of Offices.
  - Section 3. Purposes
  - Section 4. Sponsors

- ARTICLE I: MEMBERSHIP AND CERTIFICATION
  - Section 1. Eligibility for Membership.
  - Section 2. Qualifications for Membership
  - Section 3. Classes of Members.
  - Section 4. Certification
  - Section 5. Eligibility to Hold Office
  - Section 6. Fee Obligations
  - Section 7. Binding Arbitration.

- ARTICLE II: CODE OF ETHICS AND CONDUCT
  - Section 1. The Code.
  - Section 2. Guiding Principles.
  - Section 3. Grounds for Discipline.
  - Section 4. Investigative Body.
  - Section 5. Investigation Initiating Action.
  - Section 7. Confidentiality, Rules, and AAFS Ethics.
ARTICLE III: MEETINGS
Section 1. Annual Meetings of the Board of Directors.
Section 2. Special meetings of the Board of Directors.
Section 3. Conduct of Board of Directors Business.
Section 4. The Diplomates Annual Meeting.
Section 5. Territory.
Section 6. Quorum.

ARTICLE IV: OFFICERS AND MANAGEMENT
Section 1. Board of Directors.
Section 2. Officers.
Section 3. Executive Committee.
Section 4. Nominating Committee.
Section 5. Elections.

ARTICLE V: COMMITTEES
Section 1. Special Committees.
Section 2. Standing Committees for Administrative Purposes.
Section 4. Certification and Examination Committee.
Section 5. Ethics Committee.
Section 6. Strategic Planning Committee
Section 7.
Section 8.

ARTICLE VI: FUNDS AND EXPENDITURES
Section 1. Income and Expenditures.
Section 2. Bi-annual Audit.
Section 3. Fiscal Year.
Section 4. Indemnity, Surety, and Fidelity.
Section 5. Compensation and Reimbursement.

ARTICLE VII: MISCELLANEOUS PROVISIONS
Section 1. Definitions.
Section 2. Seal and Insignia.
Section 3. Parliamentary Authority.

ARTICLE VIII: AMENDMENTS
Section 1. Repeal or Amendment of Previous Bylaws.
Section 2. Amendment Procedures.
SECTION III: POLICIES & PROCEDURES

NOMINATING COMMITTEE
DUTIES AND RESPONSIBILITIES OF DIRECTORS & OFFICERS
ABFO FEES
TRAVEL POLICY
STANDARDS & GUIDELINES AMENDMENT PROTOCOL
APPLICATION PROTOCOL for ABFO RESEARCH FUNDING
CERTIFICATION & EXAMINATION COMMITTEE
QUALIFICATIONS & REQUIREMENTS for CERTIFICATION
  General Qualifications
  Professional Education and Experience
  Attaining Status of Examination Eligible
  Procedure for Application
  The Examination Process
GENERAL PROVISIONS CONCERNING CERTIFICATION
ABFO CODE of ETHICS FORM for NOTARIZATION
RECERTIFICATION PROGRAM
POLICY on CONTINUING FORENSIC DENTAL EDUCATION
ABFO WORKSHOPS
ABFO WORKSHOP POLICY
ABFO REPOSITORIES for BITEMARK & DENTAL AGE ESTIMATION CASES

SECTION IV: STANDARDS & GUIDELINES

DEFINITIONS of GUIDELINES, STANDARDS and POLICIES
STANDARDS AND GUIDELINES for EVALUATING BITEMARKS
  Preface
  Standards
  Guidelines
  Linkage Terminology
  Evidence Collection
  Bitemark Analysis
  Bitemark Comparisons
  ABFO Bitemark Analysis and Comparison Algorithm
  Bitemark Evidence Reports
  Appendices
    Glossary of Terms
    Factors Influencing the Interpretation of Bitemarks on Human Skin
    Uses of Bitemark Evidence
    Checklist for Evidence Collection from Questioned Bitemarks
    Checklist for Evidence Collection from Dentitions of Persons of Interest
    Checklist for Second Opinions in Bitemark Evidence Cases

ABFO BODY IDENTIFICATION INFORMATION
BODY IDENTIFICATION GUIDELINES
Collection and Preservation of Postmortem Dental Evidence
Comparison of Antemortem and Postmortem Evidence
Categories and Terminology for Body Identification

ABFO STANDARDS & GUIDELINES for DENTAL AGE ASSESSMENT
Purpose and Value
General Principles
Definitions
Standards
Guidelines
Dental Age Assessment Reports
Summary
Resources

SECTION V: ADMINISTRATIVE
ABFO OFFICERS
ABFO BOARD OF DIRECTORS
ABFO COMMITTEES
ABFO AWARDS

SECTION VI: APPENDIX
SCIENTIFIC METHODOLOGY REVIEW
ID APPENDICIES
Sources for Antemortem Data
Other Sources
DENTAL INFORMATION in MISSING and UNIDENTIFIED PERSONS CASES
Purpose
Missing Person Cases
The Missing Person Report
Gathering of Dental Information
Using the Dental Information
Unidentified Body Cases
The Unidentified Body Report
Gathering the Dental Information
Preserving the Dental Information
Using the Dental Information
Search and Comparison Programs
WinID: HISTORY AND DEVELOPMENT
MASS FATALITY INCIDENT GUIDELINES: DEV. of a DENTAL ID TEAM
Purpose
Team Development
Outline of Team Organization
Additional Resources
Checklist of Supply and Equipment Requirements