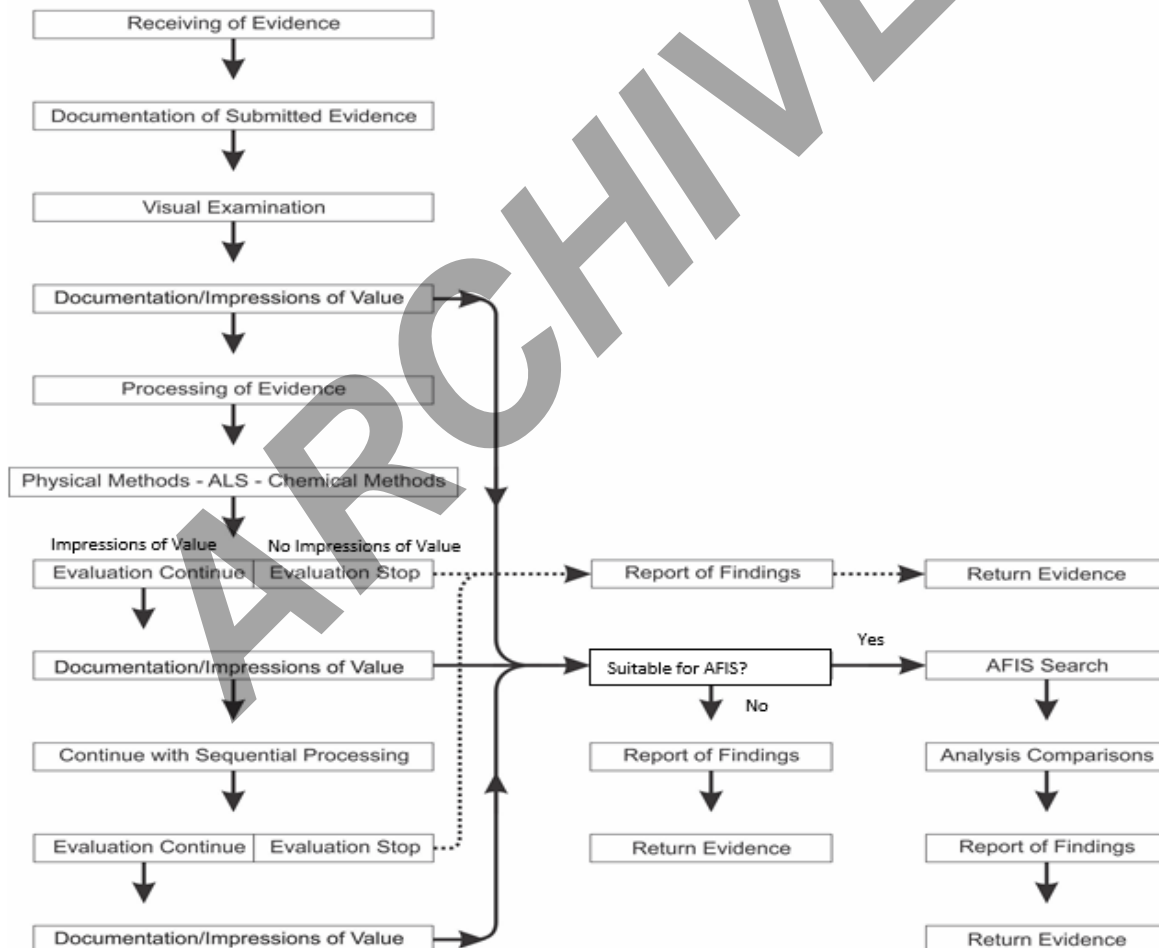**A. Purpose:**

To illustrate the general progressive methodology of processing evidence in the latent print section. The term AFIS also includes NGI.

B. Responsibility:

Latent Print Examiners

C. Procedure:

Latent Print General Procedures Flowchart

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Note: All questioned evidence shall be independently evaluated prior to comparing to known exemplars provided. During the evaluation of the questioned evidence, the analyst should refer to LP SOP-18.

AFIS Search Guidelines

When a friction ridge impression, which has been assessed as suitable for comparison and has a minimum of 8 level two characteristics, the following search/comparison protocols will be followed:

1. Search the impression in the Connecticut database. If no hit occurs, go to step 2.

2. Search the impression in NGI. If no hit occurs, go to step 3.

3. Conduct an Idemia "Closed Search" of all usable exemplars. Exemplars include both usable cards of listed suspects in the RFA from the Connecticut database and any hard cards that may have been submitted for comparison. Victim exemplars will be searched if requested by the submitting agency and elimination cards were provided. If no hit occurs, go to step 4.

4. Conduct a manual comparison of the best available exemplars for review. If no hit occurs, enter the impression into both the CT-AFIS and NGI ULF.

Examiner's shall be responsible for reviewing the top 5 generated candidates. The examiner is allowed to stop the reviewing process when a hit occurs. A copy of the AFIS candidate list and transaction number will be placed in the case file along with a photo of the searched impression. When a hit occurs, a printout of the candidate's known exemplar used will also be made part of the physical case file. A digital copy will also be made part of the electronic case file/folder.

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