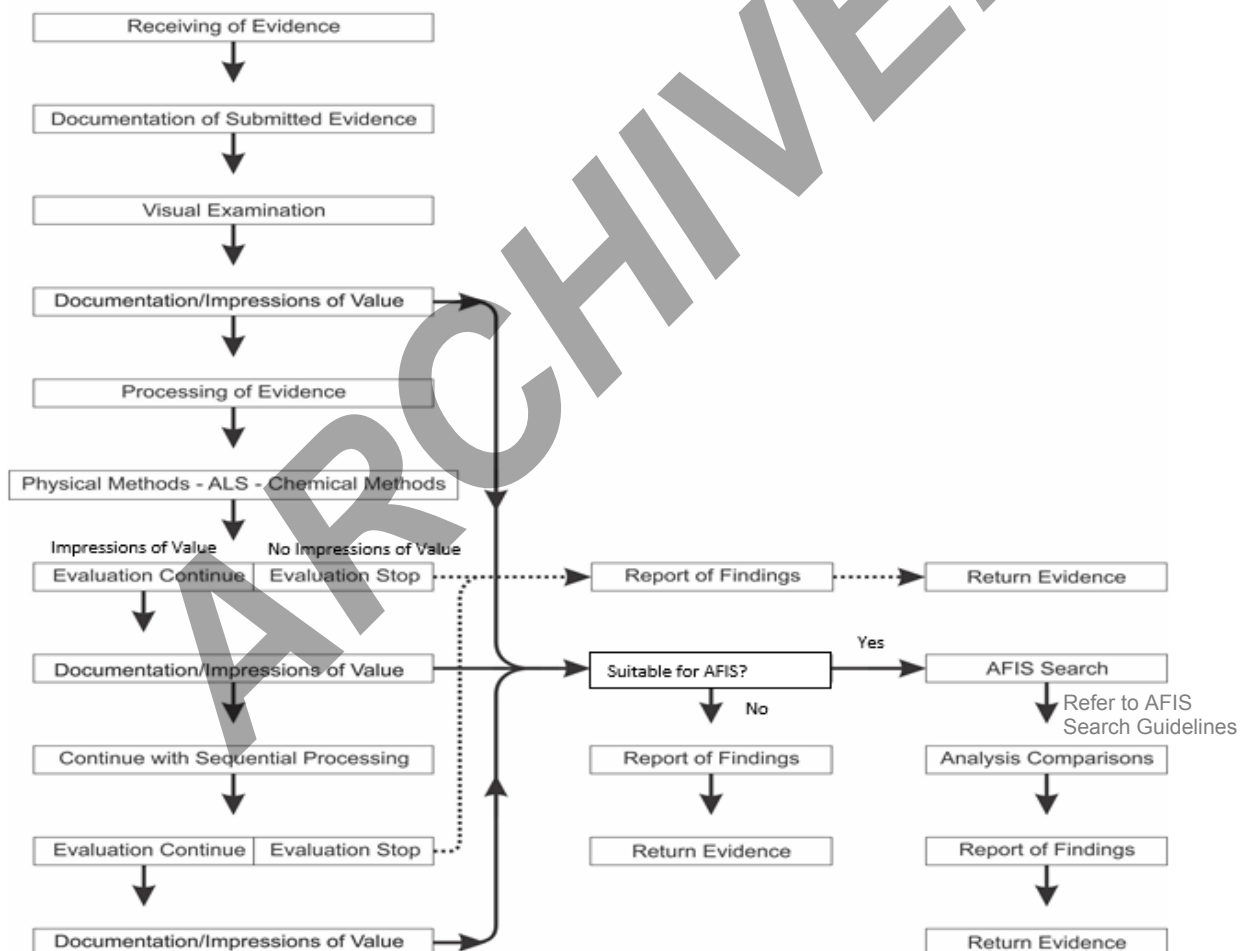**A. Purpose:**

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 evaluated for sufficiency prior to searching or comparing to known exemplars. The analyst should refer to LP SOP-18 for sufficiency guidance.

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. The analyst has the option to conduct a CT-AFIS and NGI search simultaneously for all impressions of CV or IV value or will follow the below steps. The process flow used will be indicated on QR-LP-14.

2. If the analyst is not conducting a simultaneous search, the CT-AFIS search will be conducted first as follows: Search all impressions of value (CV and IV) in the Connecticut database (CT-AFIS). If no hit occurs, go to step 3.
   a. If a hit occurs after a search in CT-AFIS, a manual comparison of that individual can be conducted to the other impressions of value (CV and IV). If an identification is made and verified, this should be reported out.
   b. If no identification or an inconclusive result is made after manual comparison go to Step 3.
   c. If during verification there is a disagreement on the identification, go to Step 3.
   d. If a CT-AFIS candidate is non-releasable, go to Step 3.

3. Search all non-identified impressions in NGI. If no hit occurs, go to step 4.

4. Compare the impressions of value against all usable/available exemplars.
   a. If any exemplars were submitted in the case, after Steps 1, 2 and 3 have been conducted and no hit has occurred, the exemplars which include submitted victim exemplars can be reviewed/compared. Exemplars include both usable cards of listed suspects in the RFA form, the CT-AFIS/NGI database, and any hard cards that may have been submitted for comparison.
   b. Once an identification is made, further comparisons to that particular latent can be terminated.
   c. If no identification is made, then a closed search shall be conducted prior to excluding any individual. The closed search function of the IDEMIA system may be used to assist with a comparison; with the exception being that an exclusion of an individual will not be reported out until a closed search has first been conducted if proper exemplars are available for a closed search. If no identification is made, go to step 5.

5. If no identification is made, enter the impressions of value into both the CT-AFIS and NGI ULF.

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Examiner's shall be responsible for reviewing the top 5 generated candidates. A copy of the AFIS (CT-AFIS and NGI) 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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