

LP SOP-30**Purpose:**

To establish the role of the CT-AFIS Latent Print Search Terminal Administrator.

Responsibility:

Latent Print Unit Supervisor/Lead and/or Designee

Procedure:**1. Oversight and Reporting Responsibility**

- 1.1. The Latent Print Unit Supervisor/Lead shall have the responsibility of overseeing the administrative technical operator function of the CT-AFIS latent print search terminals and functionality testing of the DSS latent print terminals.
- 1.2. The Latent Print Unit Supervisor/Lead may appoint a designee administrator to perform some or all of the associated tasks as listed in section 2. In such cases the designee shall report his/her activities and findings to the Latent Print Unit Supervisor/Lead.

2. Administrative technical operator and functionality oversight shall consist of the following:

- 2.1. Assist with the technical requirements for the procurement or upgrades of the State of Connecticut AFIS System (CT-AFIS).
- 2.2. Prepare or assist with the preparation of qualifications which are needed to be a latent print search terminal operator.
- 2.3. Assist with the preparation of municipal Memorandum of Understanding (MOU) documents.
- 2.4. Perform function tests on each DSS latent print search terminal at least once annually with a target impression (see LP SOP-11).
 - 2.4.1. A log shall be kept of all function tests and the result of each test.

- 2.5. Upon request of DESPP administer screening tests in compliance with DESPP and municipal MOU. The MOU shall dictate the parameters of the test.
- 2.5.1. The results of such testing, in an official letter, shall be provided to the person being tested and for municipal agencies a copy of such letter shall also be provided the highest ranking officer of such agency and the DESPP CJIS Systems Officer.
- 2.6. As requested by DESPP will periodically perform municipal onsite audits or case reviews involving CT-AFIS latent print search terminal transactions.
- 2.6.1. Onsite visits may also include limited training.
- 2.6.2. A log shall be kept of all onsite visits and the result of such visit.
- 2.7. May periodically review unsolved database entries of municipal agencies.
- 2.7.1. Agencies will be contacted if errors or improper entries are discovered.
- 2.7.2. DSS Laboratory searches will not be performed on cases which are not officially submitted to the laboratory. However, agencies can be solicited to officially submit a reviewed problem latent to the attention of the administrator re-entry into the system or NGI searches.
- 2.7.3. A log shall be kept of all municipal unsolved database entries reviewed and the result of such review.
- 2.8. The latent print unit supervisor/lead is ultimately responsible for the CT-AFIS latent print search terminal user oversight. Internal issues will be handled base on the laboratory quality manual and LP SOPs. Issues involving municipal agencies that cannot be resolved at the municipal administrator level shall be referred to the Deputy Director of Identification Services for further action or referral.