

**LP SOP-30 AFIS Latent Print Search Terminal  
Administrator**

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*Approved by Director: Dr. Guy Vallaro*

**Purpose:**

This procedure is used to establish guidance for the role of the Division of Scientific Services' CT-AFIS Latent Print Search Terminal Administrator.

**Responsibility:**

Latent Print Unit Supervisor/Lead and/or Designee

**Procedure:**

1. The Latent Print Unit Supervisor/Lead shall have the responsibility of overseeing the operator function and functionality testing of the DSS's CT-AFIS latent print terminals. The Latent Print Unit Supervisor/Lead may appoint a designee to perform some or all of the associated tasks listed in Section 2. In such cases the designee shall report his/her activities and findings to the Latent Print Unit Supervisor/Lead (or Deputy Director if the Supervisor/Lead is not available).
2. Latent Print Search Terminal Administrator operator and functionality oversight shall consist of the following:
  - a. Perform function tests on each DSS latent print search terminal at least once annually with a target impression (see LP SOP-11).
    - 1) A log shall be kept of all function tests and the result of each test.
    - 2) If a functionality tests fails, the Deputy Director of the Identification Section of DSS, the Administrator of SPBI and the DESPP Chief Information Officer (CIO) will be notified.
  - b. Prepare or assist with the preparation of qualifications which are needed to be latent print search terminal operator.
  - c. Assist with the preparation of municipal Memorandum of Understanding (MOU) documents.
    - 1) Upon request of DESPP, may administer screening tests in compliance with DESPP and municipal MOU. The MOU shall dictate the parameters of the test.
    - 2) The results of such testing shall be provided to the test taker in an official letter or e-mail. If the test taker is part of a municipal agency, a copy of the letter or e-mail will be provided to the highest ranking officer of the agency, and the DESPP CJIS Systems Officer.
  - d. Assist with the technical requirements for the procurement or upgrades of the State of Connecticut AFIS System (CT-AFIS).

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3. Any issues associated with DSS laboratory operators of the CT-AFIS will be handled based on the DSS's GL's and the Latent Print Unit's SOP's.

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