

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

Document ID: 2604
Revision: 3
Effective Date: 08/20/2021
Status: Published
Page 1 of 1

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.
 - d. Assist with the technical requirements for the procurement or upgrades of the State of Connecticut's State Wide Automated Biometric Identification System (CT-AFIS).
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.