

**A. Purpose:**

This SOP is to provide guidance in the scanning of latent print case jacket files for discovery purposes.

**B. Abbreviations:**

1. CJI – Criminal Justice Information
2. COLLECT – Connecticut On-Line Law Enforcement Communications Teleprocessing
3. III – Interstate Identification Index
4. NICS– National Instant Criminal background check System
5. ORI – Originating Agency Identifier
6. PII – Personally Identifiable Information
7. SID – State Identification Number
8. SPBI – State Police Bureau of Identification
9. UCN – Universal Control Number

**C. Procedure:**

At the completion of the case, the examiner will scan the entire case jacket as a PDF and upload it to the designated folder on the S: drive “Latent Print Case Folder”. The examiner will name the PDF in the following format: “DSS-YY-NNNNNN LP Case Jacket” or “ID-YY-NNNNNN LP Case Jacket” (depending on the Justice Trax designation).

Guidance for following circumstances:

1. Two sided pages
  - a. If the page being scanned is a two page document, a copy of the back side of the page will be made and then used to scan in the copier.
  - b. Once the scan is completed and the PDF document is reviewed to make sure all pages were scanned, the copy of the back page can be discarded.
2. Non-Releasable Record
  - a. A non-releasable record is a fingerprint record in which SPBI has returned a response indicating that the fingerprint card being requested is categorized as “non-releasable”. In the event that the case jacket contains non-releasable record information, the following will be redacted:
    - 1) The non-releasable person’s name, DOB and SID (FBI number can remain).
    - 2) Any fingerprint card associated with the non-releasable record.

- a. A blank page will be inserted in place of the redacted fingerprint card page. The blank page will have the page number which it replaces along with the language “Redacted Info – Non-Releasable Record”.

The UCN can remain on the worksheets, provided that the non-releasable person’s name and DOB is redacted and is not present with this information.

“The following type of data are exempt from the protection levels required for CJI: transaction control type numbers (e.g., ORI, NIC, UCN, etc.) when not accompanied by information that reveals CJI or PII.” Reference: Criminal Justice Information Services (CJIS) Security Policy.

3. COLLECT Records and III Records

Since these records are being provided to the State’s Attorney, there is no need to redact this Collect or III information unless the record pertains to a non-releasable.

Method of Redaction:

The redaction can be done by making a copy of the page that needs redacting and using a black marker to obscure the information. Once the page with the obscured data is scanned, the page may be discarded.

Another method of redacting is to put a portion of a sticky note over the information that cannot be released and scan the page.

Note: This SOP pertains to Discovery Requests. Additional redactions are needed in Freedom of Information Requests, GL-11 (Control of Records) should be consulted for this redaction information.