

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 to the ID Scans case folder. The examiner will 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).

Note: In the event of a case file containing non-releasable information, the examiner will use a copy of the file produced by the scanner to perform the necessary redactions.

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 this situation, a copy of the entire case file will be made as indicated above and then a second copy that is redacted is also generated.

- b. When non-releasable record information is present, 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.
3. The PDF scan of the original case jacket will be opened in Adobe Acrobat Pro and the information/images on the page(s) related to the non-releasable information will be redacted using this software. This file will be saved and named with the case number in the format previously described with the addition of the word "redacted" in the file title. The Latent Print Case Folder will contain the original and redacted case files.
4. The UCN can remain on the worksheets, provided that the non-releasable person's name and DOB are 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.
5. 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 record.

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