

The following instructions are to be used as guidance on how to print out the correlation results from MatchPoint which will accompany the report when using the NIBIN – Electronic Signature request.

Procedure

1. Once the analyst is ready to complete the report, the analyst will need to fill out the following information on the report:

- a. The Submission description will be completed.

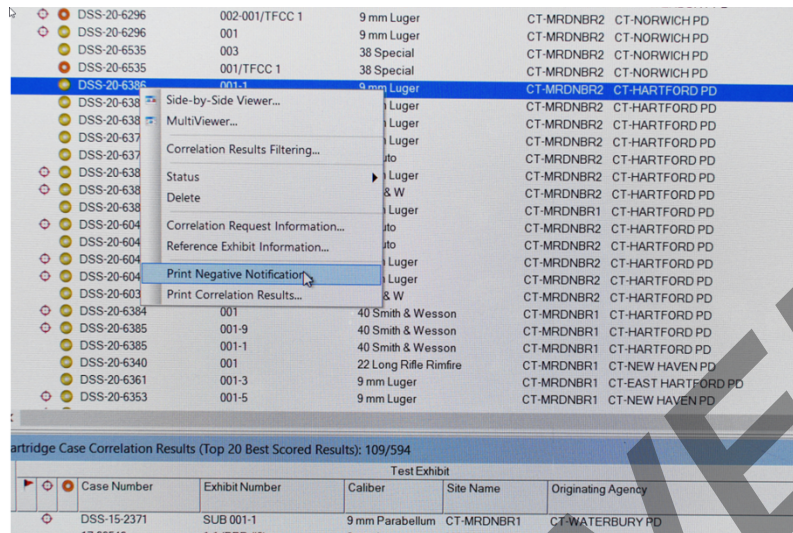
Submission #:	001. #1 of 1 Plastic bag with "Shell casings" Two (2) fired .40 S&W caliber cartridge cases marketed by CBC, submissions 001-1 and 001-5 Three (3) fired .40 S&W caliber cartridge cases marketed by Federal, submissions 001-2 through 001-4 One (1) fired .40 S&W caliber cartridge case marketed by Winchester, submission 001-6 Three (3) fired 9mm Luger caliber cartridge cases marketed by Blazer, submissions 001-7 through 001-9
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- b. In the Results of Examination location, the analyst will indicate the submission(s) entered into NIBIN along with the date of entry.

Submission(s) entered into NIBIN: 001-2 and 001-7

Date of entry: 12/31/2020

- c. After the “date of entry”, the Results of Examination Section can also be used to add additional information such as:
 - 1) Evidence is being retained at the Laboratory for further analysis.
 - 2) A possible intra-case link was made. *(Example: submitted weapon and cartridge case evidence in the same link to each other.)*
 - 3) Side-by-side request for review
 - 4) Correlation review was conducted by the NIBIN National Correlation and Training Center (NNCTC) or by an approved contractor and the results are attached. *(Refer to Section 2 of Procedure)*
- d. Upon completion of the Draft Report, the report will be printed to submit for Technical Review. At this time, the analyst will include the Negative Notification or the NIBIN Lead Notification paperwork with the report for the technical review.
- e. If the analyst has not generated the NIBIN notification printout to accompany the report, the following steps are used for guidance.
- f. If no association/lead is made on the exhibit entry, a Negative Notification will be printed by right clicking on the exhibit to open up the drop-down menu. The analyst will then select the “Print Negative Notification”

Approved by Director: Dr. Guy Vallaro

- g. If a association/link is made, the analyst will choose the “Print Positive Notification”.
 - h. When the print menu appears, the analyst should make sure that the “include page count” and “include user name” boxes are unchecked. Once those are un-checked, the analyst may proceed to printing the report.
2. In the event that the correlation review was conducted by the NNCTC or another laboratory. The name of the entity conducting the review and their address will be included on the report.
 - a. If the review of the correlation candidates is being conducted and then final verification is conducted in-house at DSS, the report will indicate with similar wording the following:
“Correlation candidates were reviewed by (Name of Entity) located at (Address of Entity). NIBIN leads were verified by the Examiner listed below.”