

Approved by Director: Dr. Guy Vallaro

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.

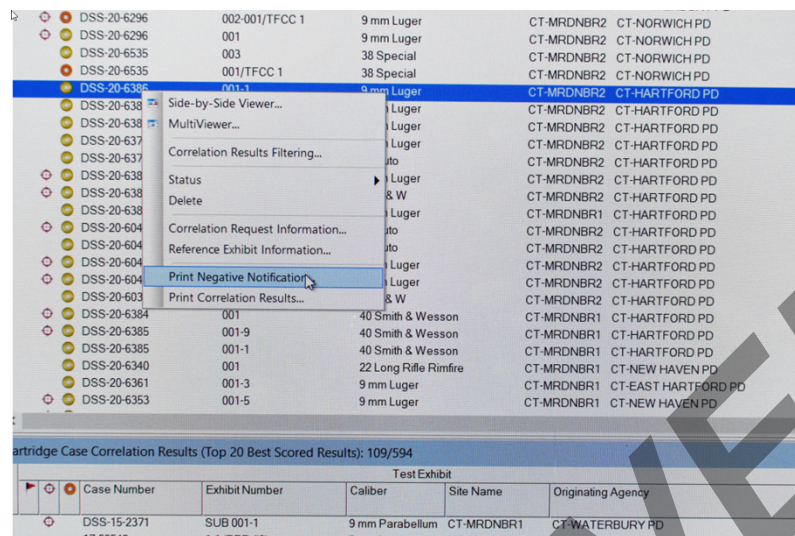
Submission #:	001. #1 of 1 Plastic bag with "Shell casings" Two (2) fired .40 S&W caliber cartridge cases marketed by CBC, submissions 001-1 and 001-5 Three (3) fired .40 S&W caliber cartridge cases marketed by Federal, submissions 001-2 through 001-4 One (1) fired .40 S&W caliber cartridge case marketed 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”

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Case Number	Exhibit Number	Caliber	Site Name	Originating Agency
DSS-20-6296	002-001/TFCC 1	9 mm Luger	CT-MRDNR2	CT-NORWICH PD
DSS-20-6296	001	9 mm Luger	CT-MRDNR2	CT-NORWICH PD
DSS-20-6535	003	38 Special	CT-MRDNR2	CT-NORWICH PD
DSS-20-6535	001/TFCC 1	38 Special	CT-MRDNR2	CT-NORWICH PD
DSS-20-636	001-1	9 mm Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-638		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-638		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-637		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-637		ito	CT-MRDNR2	CT-HARTFORD PD
DSS-20-638		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-638		& W	CT-MRDNR2	CT-HARTFORD PD
DSS-20-604		Luger	CT-MRDNR1	CT-HARTFORD PD
DSS-20-604		ito	CT-MRDNR2	CT-HARTFORD PD
DSS-20-604		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-604		Luger	CT-MRDNR2	CT-HARTFORD PD
DSS-20-603		& W	CT-MRDNR2	CT-HARTFORD PD
DSS-20-6384	001	40 Smith & Wesson	CT-MRDNR1	CT-HARTFORD PD
DSS-20-6385	001-9	40 Smith & Wesson	CT-MRDNR1	CT-HARTFORD PD
DSS-20-6385	001-1	40 Smith & Wesson	CT-MRDNR1	CT-HARTFORD PD
DSS-20-6340	001	22 Long Rifle Rimfire	CT-MRDNR1	CT-NEW HAVEN PD
DSS-20-6361	001-3	9 mm Luger	CT-MRDNR1	CT-EAST HARTFORD PD
DSS-20-6353	001-5	9 mm Luger	CT-MRDNR1	CT-NEW HAVEN PD

- 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.”

Reporting of Results from NNCTC - Procedure

1. The NNCTC will report out “leads” via an email to NIBINCT@ct.gov within 24-48 hours. In some instances, NNCTC will ask that the ring placement on an acquisition be corrected and re-synced before a final result can be provided.
2. “No Leads” are reported out once a week and will usually be grouped in one email that is usually distributed on a Tuesday. If a priority status has been assigned to the case, any “no leads” associated with that case will be reported separately.
3. The following is guidance on handling of paperwork and relating of cases for leads in JusticeTrax:

**State of Connecticut Department of Emergency Services and Public Protection
Division of Scientific Services**

Documents outside of Qualtrax are considered uncontrolled.

FA SOP 22 -Appendix A NIBIN Simplified Report

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NNCTC Leads

1. The NIBIN simplified report SOP will be updated to include the information in this document.
2. After receiving the NNCTC Lead notification, print the entire PDF for the firearms case file.
3. Save the PDF to a location to use later for uploading to JusticeTrax.
4. The NIBIN Lead memo(s) will be the only item attached to the report. Attach all leads if there are multiple. There will be a gap in the consecutive page numbering since not all acquisition paperwork provided in the NNCTC PDF will be provided to the submitting agency with the report. The additional pages are available in the firearms file and JusticeTrax's Case Images folder and can be provided if requested.

Bureau of Alcohol, Tobacco, Firearms and Explosives
National Integrated Ballistic Information Network

NIBIN LEAD NOTIFICATION

This NIBIN investigative lead was developed through a correlation review of your ballistic evidence by ATF and has not yet been confirmed by microscopic comparison. However, the potential that the same firearm was involved in your investigation is significant enough that investigative follow up is warranted at this time should an investigator choose to pursue it.

Site Name: State of Connecticut DPS
Originating Agency: CT-HARTFORD PD
Agency Reference: 21-05294
Agency Contact: C/O: J. Fierewald 860-757-4311 Fax001@hartford.gov
Case Number: DSS-21-1287
Event Type: Shooting
High Profile: N/A
Exhibit Number: 002
Category: Crime Evidence

There is a potential link with:

Site Name: State of Connecticut DPS
Originating Agency: CT-HARTFORD PD
Agency Reference: 19-29050
Agency Contact: C/O: S. Swanson swans01@hartford.gov
Case Number: DSS-19-4490
Event Type: Shots Fired
High Profile: N/A
Exhibit Number: 001-1
Category: Crime Evidence

THIS IS A NOTIFICATION OF A PRESUMPTIVE INVESTIGATING LEAD FROM NIBIN ENTRY.
Evidence may be confirmed by microscopic comparison when requested. For a formal report, please submit a completed Request for Laboratory Examination to your partner Laboratory requesting IBIS lead confirmation.

Jonathan Perkins 7/01/2021
Correlation Review Specialist Date Peer Reviewer

Richard J. Roth Jr. 7/1/21
ATF Firearms Examiner Date

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Example of memo "Lead Notification" to be attached to report.

5. All cases that are reported as a lead will be "related" in JusticeTrax:

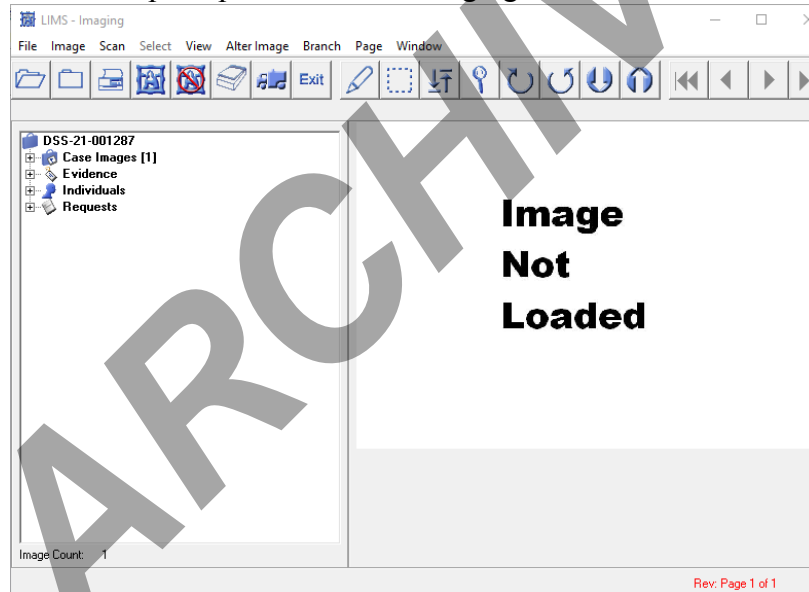
Related Laboratory Cases			
Case	Local Case #:	Notes	Related By
DSS-18-000117	1800027	Nibin Lead	Larry Mazzola
DSS-19-004490	1925856	Nibin Lead	Larry Mazzola
DSS-20-003463	202020404	Nibin Lead	Larry Mazzola

6. Additionally, the PDF that was included in the NNCTC email notification will be uploaded to all the cases that the lead was associated with including the primary case. To upload the PDF, the following steps will be used:
 - a. Click on the camera icon on the main page of the JusticeTrax Case

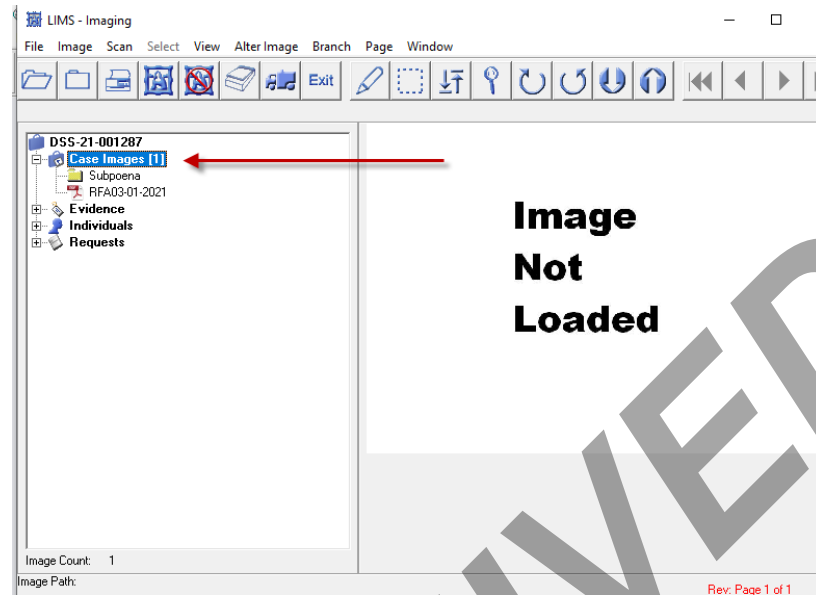
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Case	Local Case #	Notes	Related By
DSS-18-000117	1800027	Nibin Lead	Larry Mazzola
DSS-19-004490	1925856	Nibin Lead	Larry Mazzola
DSS-20-003463	202020404	Nibin Lead	Larry Mazzola

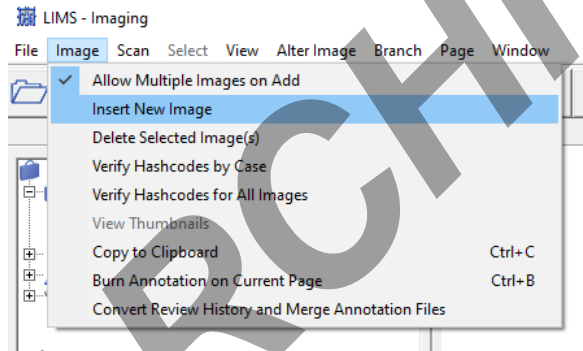
b. This will open up the “LIMS – Imaging” window.



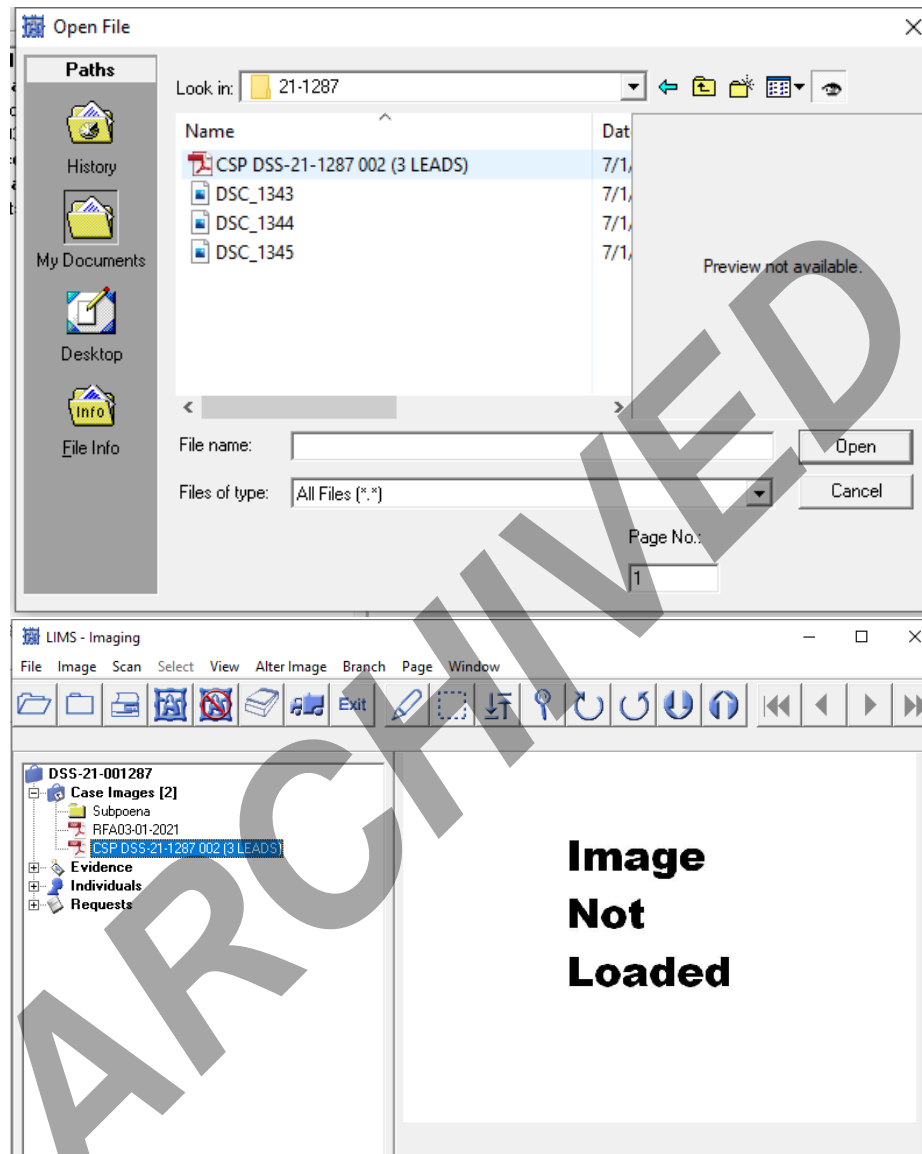
c. Click on the “Case Images” folder in the tree

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- d. Then click on “Image” on the top menu and select “Insert New Image”.



- e. A window will open up to locate the PDF file to insert. Select the file and then hit “Open”. This will attach the PDF file to JusticeTrax. Once inserted the “LIMS – Imaging” window can be closed.

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- f. Repeat the same steps above for all the related cases to this NIBIN lead.
- g. In the case of a Discovery or FOIA request, Case Management and Evidence Receiving will be aware that this information is located in the Case Images location.

*Approved by Director: Dr. Guy Vallaro***Leads to Non DSS Cases:**

1. In the event that the lead is to a case entered by the Police Department, the analyst will not be able to link the case in the “Related Laboratory Case” field in JusticeTrax. In this type of circumstance, the analyst needs to add the information of the lead in the “Synopsis” field.

Case DSS-21-001409 21007100

Case Info Agency Offense Individuals Evidence Requests Local Data

General Info

Created On: 03/05/21 09:16:17 AM By: Stacey Henion Activities: 0
Requests: 1
Submission: 1

Closed On: By:

Status: Open

Synopsis

Shots fired

7/8/2021 - NIBIN lead to NHPD 21-9225. lal

Related Laboratory Cases

Case	Local Case #	Notes	Related By
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☐ Archive 25 Months Case Activities

Security Level DB Restricted OK Cancel Apply ☐ Hide Evidence Detail