

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.

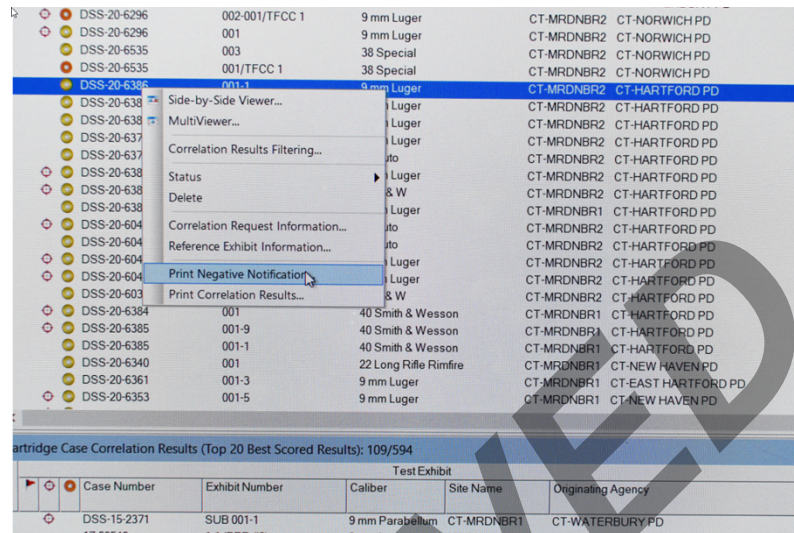
Submission #:	001. #1 of 1 Plastic bag with "Shell casings"
	Two (2) fired .40 S&W caliber cartridge cases marketed by CBC, submissions 001-1 and 001-5
	Three (3) fired .40 S&W caliber cartridge cases marketed by Federal, submissions 001-2 through 001-4
	One (1) fired .40 S&W caliber cartridge case marketed by Winchester, submission 001-6
	Three (3) fired 9mm Luger caliber cartridge cases marketed by Blazer, submissions 001-7 through 001-9

- 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 if completed by personnel at DSS.
(Example: submitted weapon and cartridge case evidence in the same link to each other.)
 - 3) Side-by-side request for review if completed by personnel at DSS.
 - d. Upon completion of the Draft Report, the report will be printed to submit for Technical Review. If the analyst at DSS is conducting the correlation, 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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- g. If an 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. Correlation reviews are conducted either by the National NIBIN Correlation and Training Center (NNCTC), contractors located at another agency or by examiners located at DSS.

- a. The following statement will be added to the Results of Examination Section when the NNCTC conducts the correlation of the NIBIN acquisitions:

“The National NIBIN Correlation and Training Center (NNCTC) located in Huntsville, Alabama has conducted the correlation review of the submission(s) entered. If a lead was developed, the primary investigating officer on the laboratory request will receive the NNCTC Lead memo via email. These submission(s) will continue searching and if any future leads are developed, the listed investigator will be emailed the lead by the NNCTC.”

- b. If another entity is conducting the correlation review, the report will indicate who is conducting the review and their address will be included on the report.

“Correlation candidates were reviewed by (Name of Entity) located at (Address of Entity).”

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

Documents outside of Qualtrax are considered uncontrolled.

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If an examiner at DSS verifies the lead, the report will indicate as follows:

*“Correlation candidates were reviewed by (Name of Entity) located at (Address of Entity).
NIBIN leads were verified by the Examiner listed below.”*

- c. If the review of the correlation candidates is being conducted and then final verification is conducted in-house at DSS, the report will indicate that both were conducted at DSS.

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.

NNCTC Leads

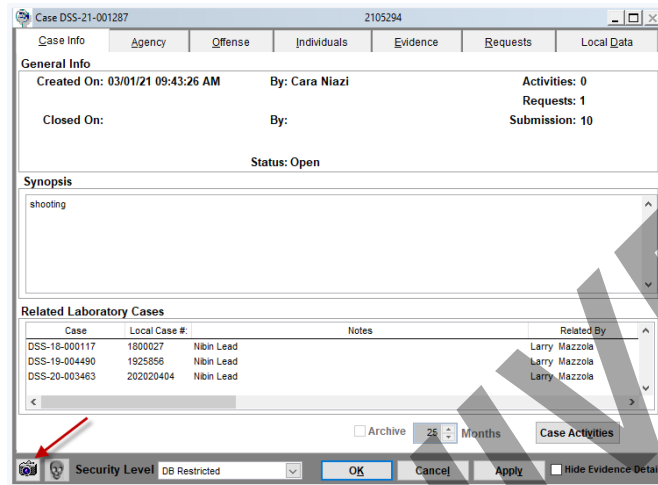
1. After receiving the NNCTC Lead notification, the analyst will review the PDF and update if a lead was generated on QR-10 (NIBIN Screening Worksheet) or in the case notes of the firearms case file. The analyst will forward this lead using the NIBINCT@ct.gov email to the group contacts for the PD, ATF and Lab adding in a “Read Receipt” request.
2. The analyst will electronically sign the first page of this packet indicating their review and save it to their case file in the FAH Drive and a copy of this will be uploaded to the main case in Images area of JusticeTrax.
3. All cases that are reported as a lead will be “related” in JusticeTrax. See step “f” of this section for how language to be added to the “Notes” section.

Related Laboratory Cases

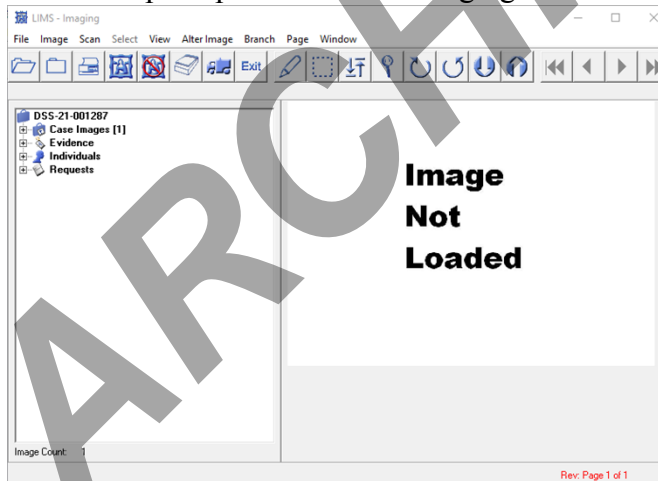
Case	Local Case #:	Notes	Related By
DSS-18-000117	1800027	Nibin Lead	Larry Mazzola
DSS-19-004490	1925856	Nibin Lead	Larry Mazzola
DSS-20-003463	202020404	Nibin Lead	Larry Mazzola

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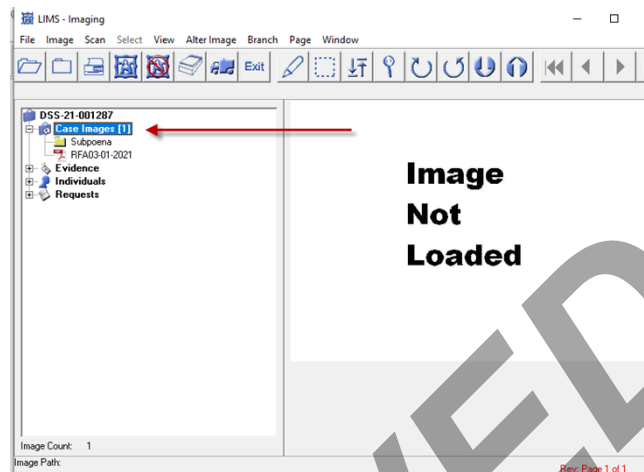
4. Additionally, the PDF that was included in the NNCTC email notification will be uploaded to the primary case. To upload the PDF, the following steps will be used:
 - a. Click on the camera icon on the main page of the JusticeTrax Case



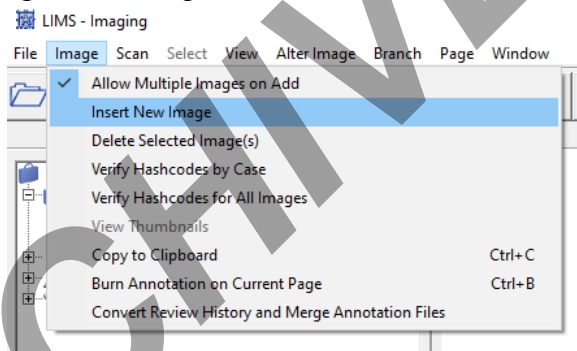
- b. This will open up the “LIMS – Imaging” window.



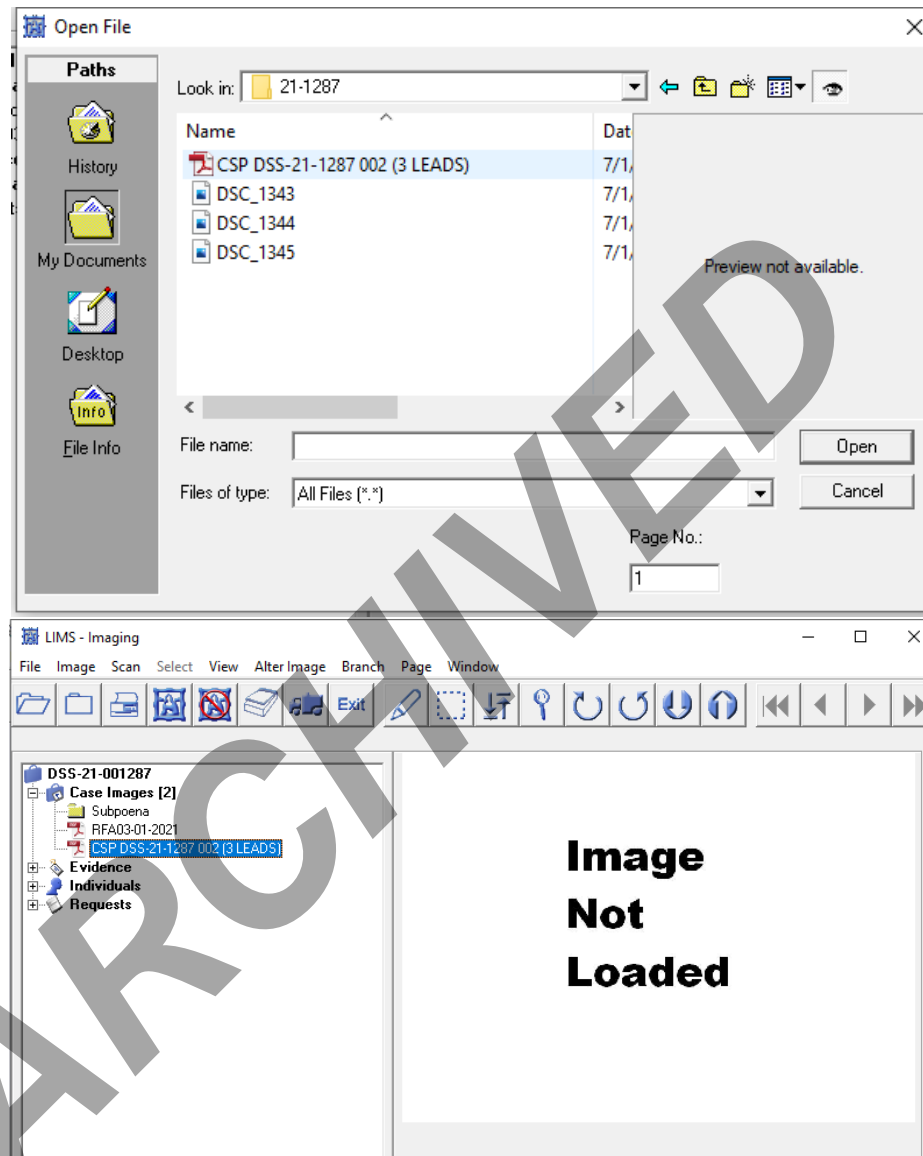
- c. Click on the “Case Images” folder in the tree

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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 attached the PDF file to JusticeTrax. Once inserted the “LIMS – Imaging” window can be closed.

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- f. A note will be added to the Related Laboratory Case area when relating the case “NNCTC PDF DSS-YY-NNNN”. The acronym DSS-YY-NNNN is an example of the format that will be used to indicate that the PDF is located in the primary/main case.

Related Laboratory Cases			
Case	Local Case #:	Notes	Related By
DSS-21-002446	2100039839	NNCTC PDF DSS-21-2386	Lucinda A. Lopes-Phelan

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- 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 of the primary/main case.

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

No Leads

1. No Leads are reported out as a batch by the NNCTC on Tuesdays following the week of acquisition. A PDF is sent with multiple cases. The “No Lead” PDF will be saved to the FAH drive into a folder called “NNCTC No Leads”.

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2. There will be no need to separate out the cases, after the review, the NIBIN Screening worksheet (QR-10) for that case will be updated to include “no lead” was obtained for that acquisition item.

Administrative Reviews

For NIBIN – Electronic Signature requests, the technical reviewer should also evaluate the case file and draft report for administrative requirements. The Technical Reviewer should also complete the Administrative review on the TR/AR review sheet of these case files and update the milestone in JusticeTrax to indicate that the Administrative Review was completed.

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