

*Approved by Director: Dr. Guy Vallaro***1. Purpose:**

To assure the accuracy of latent print entry and consistent candidate target hits of the Connecticut Automated Fingerprint Identification System (CT-AFIS).

2. Responsibility:

CT-AFIS Administrator

3. Procedure:

1. The Latent Print Unit Supervisor/Lead shall appoint an administrator to function test the CT-AFIS latent workstations.
2. On a quarterly basis a sample print is searched through a selected AFIS latent workstation(s). Workstations shall be selected on a rotational bases. It is expected that at each workstation will be function tested no less than once a year.
3. The target candidate of the sample print must be included within the top 3 generated candidates. If the target candidate is not found within the top 3 candidates, the sample print searched will be checked to make sure that it was entered into the system properly. If it is determined that the latent workstation or CT-AFIS itself is not functioning properly, then the CT-AFIS Administrator will notify the Latent Print Unit Supervisor/Lead or who in turn will notify the following:
 - a. DSS Deputy Director of Identification Services
 - b. Director of DSS
 - c. DESPP/DSS Chief Information Officer (CIO)
4. Workstations found not to be functioning properly will be taken out of service until repaired or replaced.
5. The results of each search test will be kept in a log book in the CT-AFIS administrator's office along with the known target sample.