

Approved by Director: Dr. Guy Vallaro

A. Purpose: To establish a procedure for the pre-screening review of questionable latent print impressions via email attachment.

B. Responsibility:

Latent Print Examiners

C. Procedure:

1. Prior to the email submission of questionable latent impressions for pre-screening review, the requesting agency will contact the latent print section supervisor for submission approval.
2. Upon approval for submission, the requesting agency will be given the official email account address specifically set up for the purpose of latent print pre-screening review.
3. Only official agency emails will be accepted for the submission of latent print pre-screening requests. Emails from private accounts will not be accepted.
4. Submitted latent print review emails will be reviewed by the latent print section supervisor or such latent print examiners as assigned.
5. Upon review of the submitted image attachment(s), a reply will be sent to the email address initiating the query. The response will indicate whether further review and analysis are appropriate. If there is any question as to the quality of the impression, the originating agency will be advised to submit the impression(s) for further analysis.
6. All email requests will be printed out and filed according to the date the original requests were received and filed in a location designated in the latent print section for such use. Any generated analysis documentation shall also be placed in the file.
7. Emails pertaining to latent print reviews shall not be deleted from the account without prior authorization. In the event an email must be deleted, all attached images shall be downloaded and preserved according to SOP LP-12.
8. The supervisor of the latent print section shall be responsible for monitoring the progress of the latent pre-screening review program and establishing protocols for the email submissions.

To: All Agencies Submitting Latent Print Requests

*Approved by Director: Dr. Guy Vallaro***From: DESPP DSS****RE: Protocol for the Latent Print Pre-Screening Review Program**

Effective May 1, 2013 the Latent Print Section will pre-screen latent impressions of questionable quality via email query. The following protocol will be followed:

1. If you are unsure as to whether or not the quality of a latent impression recorded or lifted at a crime scene warrants submission to the DSS for comparison or AFIS submission, call the latent print section supervisor at 203-694-6558.
2. If it is determined that your situation meets the criteria for pre-screening review you will be given the email address which has been setup for the Latent Print Pre-Screening Review Program.
3. Lifts should be scanned with a flatbed scanner at 1000 or 1200 pixels per inch and saved as a jpg image compressed not more than 30% or lower than high quality if using Adobe Photoshop.
4. Digital images taken of friction ridge impressions at the scene should encompass as much of the latent impression as possible.
5. Attach the image to the email and send to the email address which will be provided to you. Email will only be accepted from your official agency email account. ***Emails from personal email accounts will not be accepted.***
6. You will receive a reply email as to whether or not the impression is of a quality that warrants further review. If you are requested to submit the latent to the laboratory for further review please attach a copy of the email communication to the laboratory request form.

Latent Print Examiner Protocols

**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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1. Latent print pre-screening should be kept to a reasonable amount of email attachments. Five email attachments are the suggested amount although examiner discretion is allowed.
2. An administrative LIMS number will be generated for all pre-screening cases in which email attachments are received for review. Administrative LIMS numbers will be generated in the Latent Screening Database in LIMS. Generated numbers will have a prefix of "LS" to indicate that the Latent Screening Database was being utilized.
3. A response of no value will only be returned after two examiners have reviewed the email attachments.
4. A response requesting that the pre-screened latent print evidence be submitted to the laboratory for further review will not need to be reviewed by a second examiner.
5. All email communications will be printed out and clearly marked and dated by the assigned examiner and the reviewing examiner when applicable.
6. All email communications and any additional paperwork will be placed in the designated latent print pre-screening file.