

PURPOSE:

To describe the procedure for confirming a candidate match generated by a CT AFIS or NGI unsolved latent match and issuing a report.

RESPONSIBILITY:

Latent Print Unit Personnel

OVERVIEW:

During the process of casework analysis, latent prints may be developed or submitted that are of value. These latent prints are searched through the CT AFIS and NGI. In the event that an identification is not reported at the time of the search, the examiner will generally enter the latent print for continued searching in the CT AFIS's Unsolved Latent Database (ULD) or the NGI's Unsolved Latent File (ULF). A transaction number is associated with the initial search of the latent print and that same transaction number is carried forward upon entry into the ULD or ULF.

ULD/ULF CANDIDATE EVALUATION/REPORTING PROCEDURE

When an examiner determines that a ULD/ULF transaction has resulted in a viable candidate, the examiner should adhere to the following guidelines in the evaluation of the candidate. These are general guidelines and depending on case circumstances, a deviation from these guidelines may occur with approval from the Unit Lead or Deputy Director.

CT AFIS ULD Candidate Procedure:

1. The ULD transactions are reviewed in the CT AFIS database. This can be done by any qualified personnel. At least once per month, the Latent Print Unit Lead will assure ULD transactions are being reviewed.
2. When the candidate list is accessed, the examiner will review the images for potential associations. If the examiner determines that there is not an association, the examiner will select "Confirm No" and will go on to the next latent, if present. At the completion of all latent reviews for the candidate, the examiner will click "End Transaction" in the CT AFIS software.
3. If the examiner determines that there is a tentative identification, the examiner will forward the transaction information to the original case examiner. If the original examiner is not available, the technical reviewer of the case will be forwarded the information. If

neither the original examiner nor the technical reviewer is available, the information will be forwarded to the Latent Print Unit Lead/Supervisor for assignment.

4. The case examiner will evaluate the print. If it is agreed there is a tentative identification, a "ULD Hit – Report" request will be created in Justice Trax and assigned to that examiner. If it is found that the identification has previously been reported out, a new request does not need to be created and the unsolved latent will be removed from the ULD.
5. The case examiner will request a copy of the candidate's exemplar card (finger/palm) from SPBI (State Police Bureau of Identification). If SPBI confirms that there is a releasable card, the examiner will continue with the examination as follows:
 - a. If the date of the incident in the case jacket is greater than 5 years from the date of the ULD hit, a memo will be written to the submitting agency – refer to Quality Record QR-LP-15. The memo will state that there is a candidate to an unsolved latent print from the case and that it has not been confirmed at this time. If confirmation is required, they must contact the laboratory. This memo will be itemized in Justice Trax and transferred to the submitting agency via Justice Trax for tracking purposes. A copy of this memo will be forwarded to the State's Attorney's office via email. A copy of this memo (and the email) will also be placed in the case jacket with a screen shot of the CT AFIS transaction information stapled to it. This transaction information must contain the transaction number of the latent. Exceptions to this are cases identified as homicides, sexual assaults, kidnappings, home invasions or arsons. If any of these crimes are listed on the Request for Analysis then an examination will proceed as listed in 5b below.
 - b. If the date of the incident in the case jacket is less than 5 years from the ULD hit, the examiner will examine all unidentified prints of value in the case to the ULD candidate. A report will be generated indicating the results of such examinations.
6. If SPBI reports that the card is not releasable, a report will be generated indicating the possibility of an identification, but the unavailability of a record for confirmation.
7. Once an identification is reported out, the transaction will be removed from the CT AFIS ULD.

NGI ULF Candidate Procedure (direct connectivity):

1. When a candidate is developed in the NGI ULF, an email is automatically generated through NGI. The subject line of the e-mail will have the acronym "ULM" (Unsolved Latent Match). This email is available to all examiners. The examiner that opens the ULM

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Approved by Director: Dr. Guy Vallaro

email will determine the original examiner of that print. At least once per month, the Latent Print Unit Lead will assure the ULM's are being reviewed.

2. Once the original examiner is identified, the transaction information will be forwarded to that examiner for follow up. If the original examiner is not available, the technical reviewer of the case will be forwarded the information. If neither the original examiner nor the technical reviewer is available, the information will be forwarded to the Latent Print Unit Lead for assignment.
3. The examiner will access the ULM transaction information and review the images for potential associations. If the examiner determines that there is not an association, the examiner will not go any further.
4. If the examiner determines there is a tentative identification, a "ULF(NGI) Hit – Report" request will be created in Justice Trax and assigned to that examiner. If it is found that the identification has previously been reported out, a new request does not need to be created and the unsolved latent will be removed from the ULF.
5. The examiner will request the candidate's fingerprint card through NGI.
6. Once the card is obtained, the keeper of the record must be determined. If the keeper of the record is any CT agency, CT SPBI must be contacted to obtain an exemplar card (finger/palm).
7. If the candidate is identified, the examiner will proceed to generate a report indicating the identification. (*Refer to 5 a. and 5 b. in the CT AFIS ULD Candidate Procedure to determine which unidentified latent prints in the case will be examined*).
8. If a candidate's card is not available through NGI, the FBI's Latent Support Unit will be contacted for assistance.
9. Once an identification is reported out, the transaction will be removed from the NGI ULF.

REFERENCES: