

**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 impressions may be developed or submitted that are of value. These latent impressions are searched through the CT AFIS and NGI databases following guidance in LP-SOP-7. Unsolved Latent File (ULF) entry is automatic upon the initial search of a latent impression in the current AFIS system. In the event a hit is not obtained upon the completion of an AFIS search, be it either the Connecticut or NGI database, the impression will be left in the ULF with the exception being section 5 below.. As new records are added to each system, they will be automatically compared to these unidentified, or unsolved, latent impressions. If there is a viable candidate, the system(s) will create a reverse search response, also known as an unsolved latent match (ULM). Latent impressions should be removed upon a ULM resulting in a reportable hit in which the candidate's information is released.

**CANDIDATE EVALUATION/REPORTING PROCEDURE**

CT-ULF and NGI-ULF reverse search responses will be handled in the same manner, and both will be referred to as "ULM". When an examiner determines that a ULM transaction has resulted in a viable candidate, the examiner will 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/Supervisor or Deputy Director.

**ULF Candidate Procedure:**

1. The ULM transactions are reviewed in both the CT AFIS (Latent) and NGI (Latent FBI) IDEMIA queues. This can be done by any member of the latent print unit authorized to use IDEMIA. At least once per month, the Latent Print Unit Lead/Supervisor will assure ULM transactions are being reviewed.

2. If the examiner reviewing the ULM transaction(s) determines that there is a tentative identification, the reviewing examiner will create a ULD request in LIMS+ and then forward a screenshot of the latent/candidate and descriptors page to the original case examiner or other designee. If the original examiner is not available, the technical reviewer or other designee of the case will be forwarded the information. In the event that neither the original examiner nor technical reviewer are available, the information will be forwarded to the Latent Print Unit Lead/Supervisor for assignment.
3. The case examiner will evaluate the ULM. If it is not agreed that there is a tentative identification, the ULM will be cleared from the queue and it will remain searching in the ULF. The LIMS+ request will be cancelled with a note added to the case synopsis. The screenshot paperwork will be placed in the case jacket along with the examiner's initials and date and a note indicating no hit. If it is agreed there is a tentative identification, the examiner will follow the guidelines below to determine if the identification should be reported out.
  - a. If the ULM in question has already been reported out, the latent in question will be removed from the ULF and copies of the ULM paperwork will be added to the case jacket with a note that the latent was removed from the ULF. The examiner removing the latent from the ULF will initial and date the paperwork. The ULD request in LIMS will be cancelled and a note will be added in the LIMS case synopsis that the latent was previously reported out and that the request is being canceled.
  - b. If the ULM has not been previously reported out, the examiner will assign the ULD request created in LIMS to themselves. The ULM will be reported out. No other comparisons will be conducted without an agency request to do so, or the prior approval of the lead/supervisor or Deputy Director or an instance of an erroneous exclusion has been revealed (see "c" below).
  - c. ULM Revealed Erroneous Exclusions: If an ULM hit results in the finding of an erroneous exclusion, all unidentified impressions of value shall be compared to the ULM candidate, including the re-evaluation of any unidentified impressions of value in which the ULM candidate may have been previously excluded. The section lead/supervisor and Deputy Director will be notified if an erroneous exclusion has occurred.

4. Creating a Report in LIMS+: To create a report in LIMS+, the “ULD Hit – Report” request will be selected. This will be a supplemental report to the original. Relate all submissions and sub-items to which a result will be reported out. If the sub-items have not been created in LIMS, refer to LP SOP-06 to create them. Enter results as normal. After entering all results, right click on the “Results” tab and click “Additional Data”. Under “Type of Report”, click “Supplemental”. Leave “Reason for Amended or Supplemental” blank. Fill in all previous report dates in “Previous Report Date(s)” area. Finish the report as normal. Note that the sub-items will not appear on the report, but to add the results they need to be related. The case will follow all appropriate SOPs for reporting, including technical and administrative reviews.

5. **ULF REMOVAL NO HIT**

ULF entry is automatic in the current AFIS system. Extremely complex or poor quality impressions may be removed from the ULF with the approval of the section Lead, Supervisor or if neither are available the Assistant or Deputy Director of Identification. If permission to remove is approved a notation will be placed on the latent impression’s sufficiency sheet. The notation on the sufficiency sheet will be initialed and dated by the analyst and person who approved the removal from the ULF. The submitting agency will be notified when such removal occurs including the reason. The date and manner in which the submitting agency was notified will also be included on the sufficiency sheet. If notification was through an email, a copy of the email will be placed in the case jacket or attached to the case in LIMS.