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 2.c and section 7 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 via a confirmed report or a lead notification.

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. The examiner conducting the ULM transaction review will determine if a tentative identification is possible with the listed candidate.

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LP SOP-32 ULD Entry and Candidate Review

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    a. The examiner will print out the screenshot of the comparison and the supporting information pages.

    b. The examiner will download the candidate NIST file and save it to the main case folder on the S drive into a folder titled "ULM MMDDYYYY" with the month/day/year being the date of the transaction.

    c. If the identification been previously reported out for this latent, then the paperwork will be added to the case file and the latent will be removed from the ULF and the NIST file can be deleted.

3. If the latent has not been reported out and the printouts are generated and NIST files are downloaded, the examiner will determine the following:

    a. Scenario A: Less than five years since the offense or the offense is a homicide, sexual assault, arson, home invasion, kidnapping or trafficking of a person.
        i. The case paperwork will be provided to the Lead/Supervisor for review by the original examiner/technical reviewer/designee.
        ii. If the assigned examiner determines it is a tentative hit, the LIMS request called "ULD Hit – Report" will be added to the case and the evidence associated.
        iii. If the assigned examiner determines that it is not a hit, the screenshot paperwork will be placed in the case jacket along with the examiner's initials and date and a note indicating no hit.

    b. Scenario B: Greater than five years from the date of offense and is not an offense listed above, a LIMS request called "Unconfirmed ULM Memo" will be added to the case and the evidence associated will be selected.
        i. The case paperwork will be provided to the Lead/Supervisor for assignment for the examiner to complete an "Unconfirmed ULM Memo".

4. <u>ULM Revealed Erroneous Exclusions</u>: 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.

5. <u>Creating a Report in LIMS+</u>:

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a. To create a "ULD Hit – Report" 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.

b. To create an "Unconfirmed Hit Notification Memo", the request will be selected and fields for the following will be completed:
   i. Latent Print Itemization Number (if available; otherwise type N/A)
   ii. Listed Candidate Name
   iii. Listed Candidate SID/UCN
   iv. Listed Candidate DOB (if available; other type N/A)
   v. ULM Transaction Date and Time (as displayed in ULM queue)

6. A ULD-Hit Report will be released through the normal laboratory procedure. The "Unconfirmed Hit Notification Memo" will be sent via email to the agency and a copy of the email will be uploaded to LIMS.

7. 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.

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