

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

Guidance for releasable information from the CT AFIS and the download and redaction of CT AFIS fingerprint NIST files prior to use for casework.

**B. Responsibility:**

Staff assigned to the Latent Print Unit however titled.

**C. Abbreviations:**

DESPP – Department of Emergency Services and Public Protection

FIU – Fingerprint Identification Unit (a sub-unit under SPBI)

NIST – National Institute of Standards and Technology

SID – State Identification Number

SPBI – State Police Bureau of Identification (a Unit of DESPP)

UCN – Universal Control Number (formerly FBI Number)

**D. Procedure:**

1. Information contained in the CT AFIS database is considered confidential and privileged. Latent examiners will only disclose the following information (if available) pertaining to a candidate's fingerprint record used in casework comparisons: SID, UCN, Name and DOB
2. When a CT AFIS NIST file is required for casework which does not involve an unsolved database hit, a Fingerprint Request Form (QR-LP-21) will be emailed to the FIU Supervisor or their designee.
3. The FIU will respond as appropriate to the request, which may in some instances (for cards not residing in the AFIS system) involve a response via interoffice mail. If NIST files are available for casework, the FIU will disclose which files can be used. The latent supervisor or in their absence a designee will download and redact the NIST file.
4. When downloading any NIST file from the CT AFIS for casework, only data located in the SID, UCN, Name, DOB should be retained if available. The following information fields will be redacted:
  - a. Home Address
  - b. Employment Address

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- c. Employer Name
  - d. All arrest data to include:
  - e. Charges
  - f. UAR Number
  - g. Companion UAR Number if applicable
  - h. Date and Time of Arrest
  - i. Docket Number
  - j. Arresting OfficerShield Number
  - k. PD ID Number if applicable
  - l. GA Number
  - m. Official Taking the Fingerprints
  - n. Town of Arrest
  - o. Town of Offense
  - p. Court Date
  - q. Date Fingerprinted
  - r. PD Case Number
  - s. Department or Troop ORI number
  - t. Amount of Bond if applicable
  - u. Surety/Detained field if applicable
  - v. FV ALC NAR field if applicable
5. Redactions of this other information is accomplished by opening the NIST file in Cognaxon NISTviewer.
- a. Select the Transaction Information tab. Then starting with “Type of Transaction”
  - b. Click TOT (Type of Transaction) field.
  - c. The Text Field Data window will open. Delete the text from the data field then click “Insert Text Record” to complete the redaction.
  - d. Click DAT (Date) field.
  - e. The Text Field Data window will open, change the date to today’s date, this will reflect the redaction date then click “insert text record”.
  - f. Click TRC (Transaction Control Reference) field.
  - g. The Text Field Data window will open, add Date Field is Date of Redaction then click “insert text record. This will clarify what the date field references.
  - h. Select any other appropriate field listed in section 4 above. Once the appropriate field is selected, the Text Field Data window will open. Delete the text from the data field then click “Insert Text Record” to complete the redaction. Repeat this step as necessary.

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- i. Select the Descriptive Text (User-Defined) tab. Go to dropdown menu and select “Numbers” then select “FBI version of Type-2 Fields Names”. Starting with the “Retention Code” select the appropriate field. Once the appropriate field is selected, the Text Field Data window will open. Delete the text from the data field then click “Insert Text Record” to complete the redaction.
  - j. Once the record has been redacted go to “File” > “Save As” and save the redacted NIST File as the same file name in the same location. The redaction process is now complete.
6. An additional method of redaction will be to open the NIST File in IDX BioSuite – NISTViewer and export the files as TIFF fingerprint/palm print cards.
  - a. The exported cards will be opened in photo editing software such as Adobe Photoshop or CSIpix software. Any displayed information as listed in section 4 above will be blocked out and the changes then saved.
  - b. If the SID or UCN number is not present on the redacted card, it may be added in an appropriate location.
7. There may be instances when a complete fingerprint or palm print card cannot be compiled with NIST readers. In those cases, the NIST file will be opened in CSIpix and the fingerprint/palm print images exported into a folder created for such purpose. The images can then be assembled into a card using Adobe Photoshop or CorelDraw software and saved as an image file.
8. Upon completion of the redaction, the digital NIST file and/or redacted cards will be provided to the case examiner to complete their analysis.
9. During the technical review, the reviewer will check the digital NIST file and/or the redacted fingerprint/palm print card to assure that the information as listed in section 4 above has been redacted. If there are any issues with the redacted NIST file and/or the redacted fingerprint/palm print cards the Latent Print Supervisor will be notified and take the appropriate action to remain compliant with this SOP.

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**E. References:**

CGS§54-142a-j, n

CGS§29-11

CGS§29-15

State of Connecticut v. James West no.12088 192 Conn. 488 (1984)

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