

A. Purpose:

Guidance for releasable information from the CT AFIS and the download of CT AFIS fingerprint cards, palm print cards and NIST files for use in casework. Currently the IDEMIA system is the State of Connecticut's Statewide Automated Biometric Identification System and is herein referred to as CT AFIS.

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 fingerprint or palm print records used in casework comparisons:
 - a. Transaction Number
 - b. SID
 - c. UCN
 - d. Name
 - e. DOB
 - f. Any other information not masked by SPBI
2. When a CT AFIS fingerprint card, palm print card or NIST file is required for casework; and the record is not the result of an unsolved database hit, an appropriately completed 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. The FIU will disclose on QR-LP-21 which records can be used. Utilizing CT-AFIS, all latent print

Approved by Director: Dr. Guy Vallaro

examiners are authorized to download or print Fingerprint Cards, Palm Print cards and NIST files disclosed by SBPI on QR-LP-21.

4. CT AFIS can submit searches to NGI. NGI fingerprint and palm print records are authorized for use in casework.

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)