



Idaho State Police Forensic Services

IDAHO STATE POLICE FORENSIC SERVICES ILIMS PRELOG V2 USER GUIDE

Table of Contents

Revision History	4
Overview	5
Accessing the PreLog System	6
Procedure 1: Logging into Evidence PreLog System	7
Procedure 2: Changing Your Password:	8
Procedure 3: Forgotten Password Reset	9
Default Tabs	10
PreLogging Cases	16
Procedure 4: PreLogging a New Case:	16
Procedure 5: Additional Lab Service Request/Submission :	25
Procedure 6: Resubmission of Evidence:	29
Procedure 7: Editing Case Information, Names, Items:	31
Procedure 8: To Add an Additional Service Request:	35
Procedure 9: Lab Evidence Submission Receipts	36
Checking the Lab Status:	37
Procedure 10: Checking Case Status/Progress	37
Search Received PreLog Cases	39
Procedure 11: Agency Specific:	39
Procedure 12: Search All Cases (Prosecutors) Or Cases for State-Wide/Multi-County Agencies	40
Search Find a Case	41
Procedure 13: Find A Case Search by Partial Case Number, Names and Items	41
Completed Lab Reports	43
Procedure 14: Accessing Lab Report and Case Notes:	43
Accessing Prelog Documents and Custom Reports	45
Appendix A: Packaging Types	46
Appendix B: Item Types	47
Appendix C: Evidence PreLog Discipline Based Questions	48
Appendix D: PreLog Administrative Procedures	54
Procedure 15: Admin Procedure 1: Maintaining Investigating Officers	54
Procedure 16: Deleting a PreLog case	55
Procedure 17: Correcting Agency Case Number	56

Revision History

Revision #	Description of Changes
1	Original Qualtrax Version
2	Additions for new features in Prelog (attachments to submissions and Notifications panel on dashboard), general updates
3	Update to reflect functional changes for Master branch update to Prelog V2.

Overview

The Idaho Laboratory Information Management System (ILIMS) PreLog is the customer interface to the ISP Forensic laboratory system. ISPFS Prelog is used for logging evidence for submission, tracking the progress of the submitted case in the laboratory, and retrieval of reports and case notes associated with analysis performed by ISPFS.

Accessing the PreLog System

Users must be granted permission to access the PreLog System before they can sign on to the web application. All users must be approved by Idaho State Police Forensic Services (ISPFS). Depending on the user type specified by the agency the user is associated with and ISPFS user set up determines the functions that the user will be allowed to access.

The ILIMS system is for Authorized use only. The reports on this system are to be used for criminal investigation and/or prosecution only. Each agency and prosecutors' office authorized access to ILIMS agrees that it is responsible for any misuse of the information obtained by it or its employees and agrees that ISPFS will not be held liable for any unauthorized use of ILIMS.

All users agree not to view, download, or distribute in any way, reports that do not pertain to the agency or prosecutor's office they represent. ISPFS retains the right to deny any person access to the system and may terminate any authorized agency or individual user at any time without notice.

Authorized agencies agree to submit individual user names to ISPFS for authorization and access to ILIMS. Authorized individual users are each given a unique login name and password. **All users agree not to share passwords.** Any user found sharing login information will be immediately terminated from access to the ILIMS without further notice. All users agree to verify passwords at least once a year. **Authorized agencies are responsible to immediately notify ISPFS if an individual user with access to ISPFS Prelog leaves employment with the authorized agency.**

If any authorized agency or individual user is terminated from ILIMS for a violation of the ILIMS user agreement, approval for reauthorization must be granted by the ISP Forensic Services Director and appropriate ISP Major before access to ILIMS will be restored.

Procedure 1: *Logging into Evidence PreLog System*

1. Obtain a login from the ISPFs. Most login names are the individuals POST ID (Prior to 2022: last four digits of users social security number, first four letters of first name, and two digit day of birth). New formats may be used if the USERID is unique to the individual accessing ISPFs PreLog please contact the Laboratory for assistance.
2. Sign on to PreLog by going to the website address provided by ISPFs. The website address is not published for security reasons. Contact the ISPFs to obtain the address.

Note:

PreLog has been upgraded to function with Edge and Chrome as of June 10th, 2022.

3. Enter the designated User ID and Password provided by ISPFs. Upon initial log-in the user will need to reset the password given to them by ISPFs following the instructions in Procedure 2. User passwords are unique and should not be shared. This account is intended to be used solely by the contact name listed. Unauthorized use of this system will result in agency termination from ILIMS.

Note:

Passwords can be changed at any time on the ILIMS PreLog system using the "Reset Pwd" button (see Procedure 2). If password has been forgotten (See Procedure 3).

View With
e 11

ISPFS
LIMS PRELOG

User ID 1234ABCD56
Password

Login Reset Pwd
[Forgot your password?](#)

Caution: Information entered incorrectly by an agency representative in ILIMS prelog will be reflected on the laboratory report. ISPFs will make corrections requested by a customer at any point before the laboratory report is issued. The laboratory will not issue amended reports (will not make changes after a report has been issued) for ILIMS prelog entry errors made by customers.

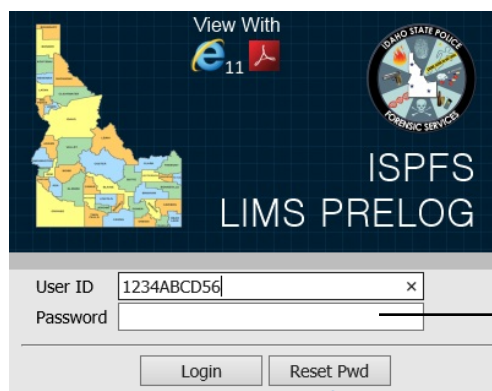
Procedure 2: *Changing Your Password:*

Prior to initial login to the PreLog system, passwords **must** be changed. Passwords sent from ISPFS via email or other means are not secure and must be changed immediately.

Forgot Your Password:

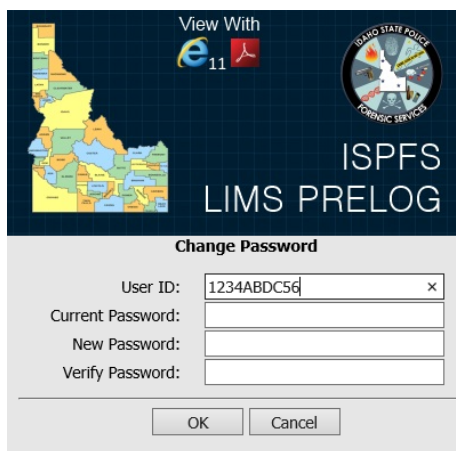
See [Procedure 3: Forgotten Password](#)

1. Click on the **Reset Pwd** button.



Passwords are case sensitive

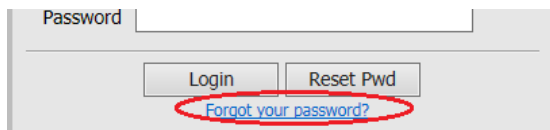
2. The **Change Password** screen will display.
Enter User ID in the **User ID** field.
Enter current password in the **Current Password** field.
Enter a new password in the **New Password** field (passwords are case sensitive).
Retype new password in the **Verify New Password** field, and then click **OK**.



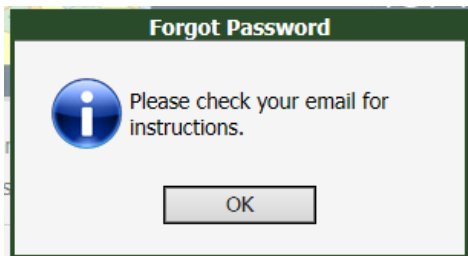
4. If the password was changed successfully, a prompt will appear stating the change was successful and once acknowledged, the user will be returned to the log-in screen.

Procedure 3: **Forgotten Password Reset**

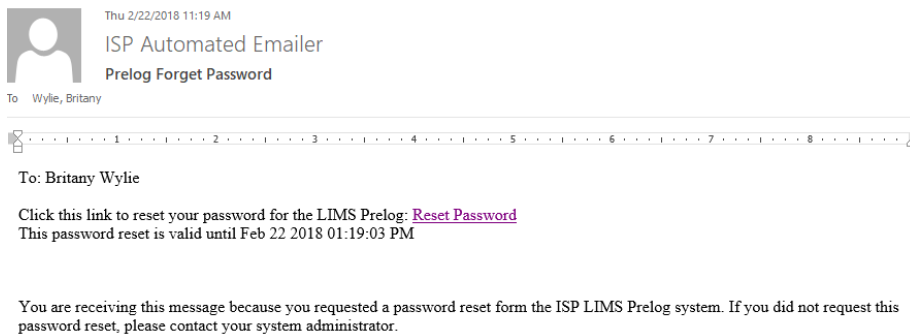
1. If you forget your password and need to reset, select the “Forgot your Password?” link underneath the Log-In/Reset Pwd buttons on the ISPFs PreLog Log-In Screen. (Note: if the forgot password link is not displayed, enter your user name and select “Login”, the link should appear.)



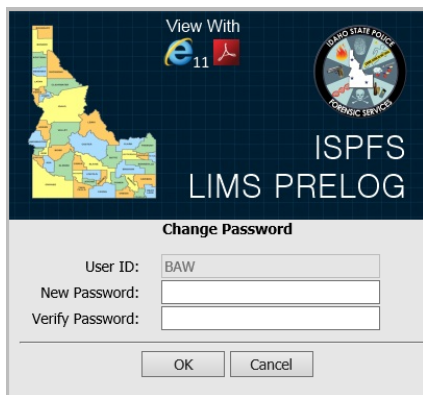
2. The following prompt will be shown.



3. Open the email received from no-reply@isp.idaho.gov (ISP Automated Emailer), and select the “ISPFS Prelog Password Reset” text.



4. You will be redirected to a Change Password screen, enter your new password in the New Password field and the same password in the Verify Password field.



Default Tabs

Within PreLog there are four default tabs that are accessible to all users. The dashboard is the navigation screen or the homepage, and is the first screen visible after login. Users navigate from the dashboard to create a new PreLog Case or submission, view previous PreLogged case or submissions, case status, and cases with case reports and notes available for downloading.

DASHBOARD

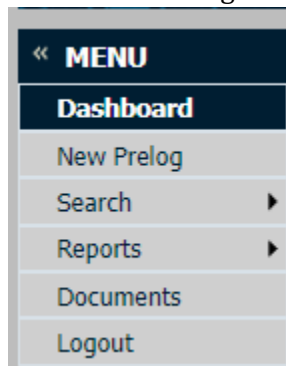
The screenshot shows the PreLog Dashboard interface. On the left is a vertical menu with options: Dashboard, New Prelog, Search, Reports, and Logout. The main content area is titled 'Dashboard' and contains a 'Notice' section with a red warning about PDF attachments. Below the notice is contact information for three Idaho State Police Laboratories: Coeur d'Alene, Meridian, and Pocatello. There are also links for 'Where do I send Evidence', 'Analyst CV's and Lab Analytical Methods', and 'Prelog User Manual'. A 'QUICK FIND' section has dropdowns for 'Submitting Agency' (set to ISP-PATROL D2) and 'Agency Case Number', with a 'Search' button. At the bottom is a 'RECENT PRELOG CASES' table.

Agency Case Number	Agency Name	Case Entry Date
L0000000	ISP-PATROL D2	2/18/2019 2:05:10 PM
2020DR00001	ADA COUNTY SHERIFF'S OFFICE	2/18/2019 2:00:50 PM
BAWPRELOGMERGETE	IDAHO STATE POLICE LABORATORY	2/17/2019 12:34:25 PM
PRELOG217	IDAHO STATE POLICE LABORATORY	2/17/2019 3:55:49 PM

The dashboard has five sections (Additional selections may be available for Department Administrators):

1. **Menu:**

Use the side menu to navigate throughout the PreLog System.



2. **Notice:**

Any important notifications regarding maintenance to ISPFS Prelog will be added into this section. Also available is contact information for each of the ISPFS Laboratories and links to helpful information relating to Prelog.

Notice

NOTICE: The new feature for attaching PDF documents to a Prelog submission is under construction. Please utilize this function but be aware attachments MAY NOT be carried over to the internal lab system. Please keep all attachments that are uploaded into the Prelog system until this known issue is resolved.

Lab Contact Information: Coeur d'Alene 208-209-8700; Meridian 208-884-7170; Pocatello 208-239-9900

[Where do I send Evidence](#)

Analyst CV's and Lab Analytical Methods: [ISPFS Website](#)

Prelog User Manual: [Prelog Manual](#)

3. **Quick find:**

Depending on the user settings, the user may have the ability to select different agencies in the Quick Find Submitting Agency field. Single agency users will have the Submitting Agency default to the agency designated at account creation.

QUICK FIND

Submitting Agency: IDAHO STATE POLICE LABO

Agency Case Number *

Search

Note:

As of June 10th, 2022; the agency case number is no longer hardcoded to follow a specified format. Please follow the correct format for the submitting agency in its entirety. (Example: if the format is YY-#####, please enter with the dash and any leading digits ie 22-00123)

4. **Recent PreLog Cases:**

This feature lists the cases that have recently been PreLogged or accessed under the designated USERID. This feature does not track all cases logged by the agency, only those logged by a single user.

RECENT PRELOG CASES

Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE LABORATORY	3/7/2014 4:40:42 PM
00002	IDAHO STATE POLICE LABORATORY	3/12/2014 10:26:20 AM

Note:

If a different user from the same agency PreLogs a case, it will not appear under the recent PreLog cases section for all users of that agency. However, all users for an agency can access all cases for that agency by using the Quick Find or Search Received PreLog Cases features.

NEW PRELOG

This section is where all submission information resides and where new cases are submitted to the ISPFS PreLog system.

The screenshot shows the 'New Prelog Case' interface. On the left is a 'MENU' sidebar with links to Dashboard, New Prelog, Search, Reports, and Logout. The main content area is titled 'New Prelog Case' and contains a 'Case Information' form. The form fields include: Submitting Agency (dropdown), Agency Case Number (text input), Offense Date, Offense Date 2, Offense Date 3, Charge, Charge 2, Charge 3, Court Date, Type of Court Hearing (dropdown), Is this a Death Investigation / Sexual Assault / Missing Person? (checkbox), County of Offense (dropdown), Investigating Officer (text input with a help icon), and Special Notes or Case Handling Instructions (text area). A modal window titled 'Search/Create Prelog Case' is overlaid on the form, showing a search for an Agency Case Number within the 'IDAHO STATE POLICE LABO' agency. The modal has 'Search' and 'Close' buttons.

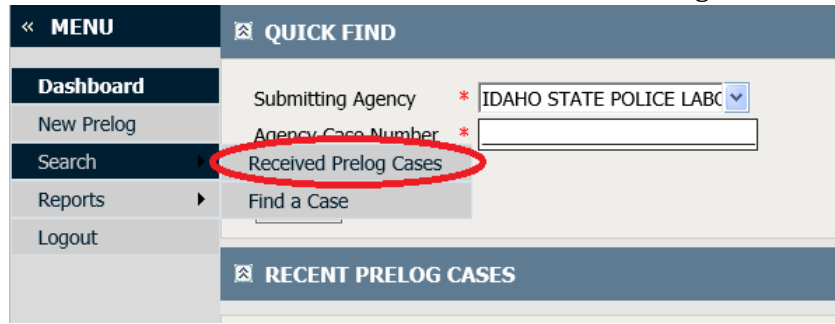
Prior to any case being entered into the system, search for the agency case number (using the correct format designated by the submitting agency). There are two possibilities for search results.

1. The specified agency case number has not been entered, and therefore a new lab case will be created for the submission. (See [PreLog a New Case](#))
2. The agency case number has been entered before and may have been given a lab case number. The user will then create a new submission on the previously submitted case. (See [Additional Submissions](#) or [Resubmission of Evidence](#))

SEARCH- RECEIVED PRELOG:

Received PreLog Case Search allows for access to all cases which have been entered into PreLog **and** received by the laboratory for analysis. Cases which have not been received by the lab will not be found in the results of this search function.

Click on the Search sidebar tab, and then click “Received PreLog Cases”.



The screenshot shows the PreLog interface. On the left is a sidebar with a 'MENU' header and options: Dashboard, New Prelog, Search, Reports, and Logout. The 'Search' option is selected. On the right, the 'QUICK FIND' section contains a 'Submitting Agency' dropdown menu set to 'IDAHO STATE POLICE LABO' and an 'Agency Case Number' input field. Below these is a button labeled 'Received PreLog Cases', which is circled in red. At the bottom of the 'QUICK FIND' section is a 'RECENT PRELOG CASES' section.

Search By Agency: To search for received cases from a specific agency: select the desired agency from the Agency drop-down, then select search.

Note:

Additional fields may be completed to filter the results of the search being performed.

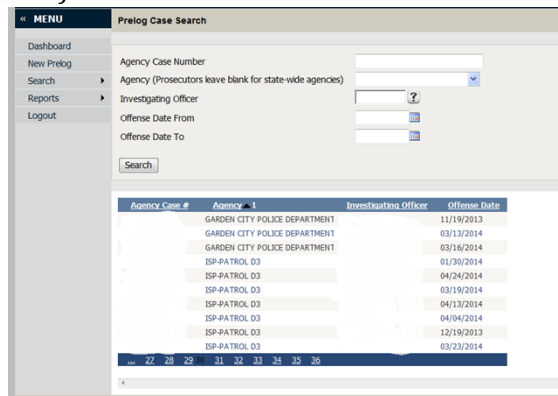


The screenshot shows the 'Prelog Case Search' form. It includes fields for 'Agency Case Number', 'Agency (Prosecutors leave blank for state-wide agencies)' (a dropdown menu set to 'IDAHO STATE POLICE LABO'), 'Investigating Officer' (with a help icon), 'Offense Date From', and 'Offense Date To'. A 'Search' button is located at the bottom left of the form.

Display All Received Cases: The ability to search for any case received by the lab for the users approved agency(ies). Cases submitted by ISP to ISPFS are excluded from this at this time.

Note:

The resulting cases from search may be limited by using additional criteria; to include agency case number (ensure that the agency case number format is correct or the search will yield no results), investigating officer, and or Offense date to and from fields.



The screenshot shows the 'Prelog Case Search' results table. The table has columns for 'Agency Case #', 'Agency', 'Investigating Officer', and 'Offense Date'. The results are as follows:

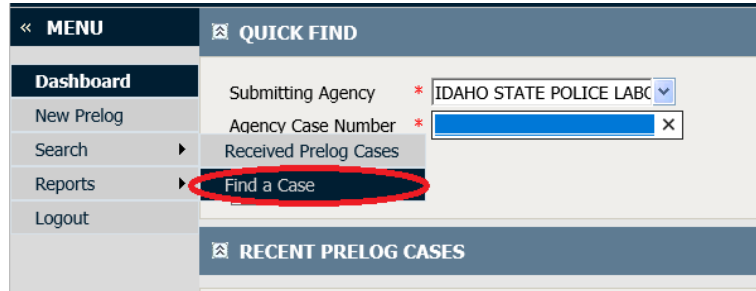
Agency Case #	Agency	Investigating Officer	Offense Date
	GARDEN CITY POLICE DEPARTMENT		11/19/2013
	GARDEN CITY POLICE DEPARTMENT		03/13/2014
	GARDEN CITY POLICE DEPARTMENT		03/16/2014
	ISP-PATROL 03		01/30/2014
	ISP-PATROL 03		04/24/2014
	ISP-PATROL 03		03/19/2014
	ISP-PATROL 03		04/13/2014
	ISP-PATROL 03		04/04/2014
	ISP-PATROL 03		12/19/2013
	ISP-PATROL 03		03/23/2014

At the bottom of the table, there are navigation links: '< ... 27 28 29 31 32 33 34 35 36 ... >'. Below the table is a pagination bar with the number '4'.

SEARCH- FIND A CASE

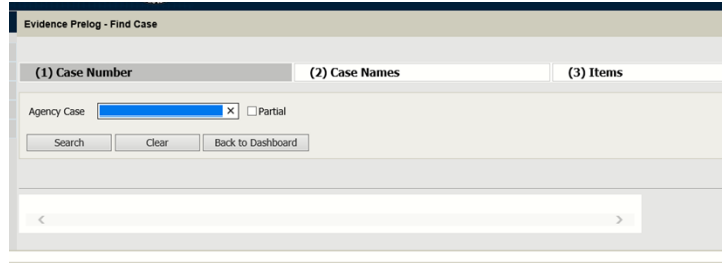
Find a Case Search allows for alternative searching for case information based on the users' access. (For additional instructions see Procedure 14)

Click on the Search sidebar tab, and then click "Find A Case".



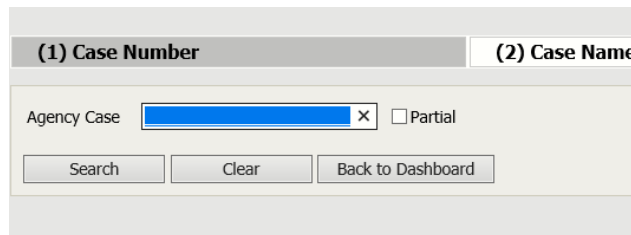
The screenshot shows a sidebar menu with a 'MENU' header and a 'QUICK FIND' section. The 'QUICK FIND' section contains three search options: 'Submitting Agency' (set to 'IDAHO STATE POLICE LABC'), 'Agency Case Number' (with a text input field), and 'Received Prelog Cases'. The 'Find a Case' option is circled in red. Below the search options is a 'RECENT PRELOG CASES' section.

The following screen will load giving multiple search options



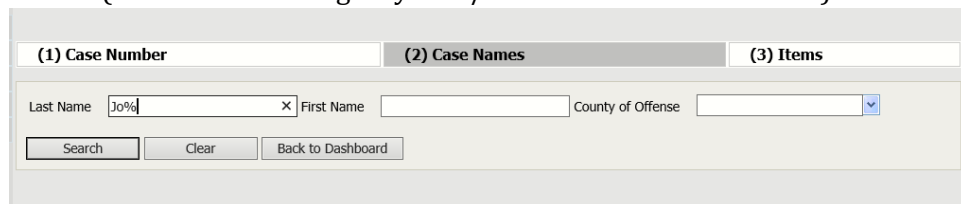
The screenshot shows the 'Evidence Prelog - Find Case' search interface. It has three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(1) Case Number' tab is selected. Below the tabs is a search form with an 'Agency Case' input field, a 'Partial' checkbox, and 'Search', 'Clear', and 'Back to Dashboard' buttons.

Search By (1) Case Number: This search can be used for full or partial case numbers. To search for a partial case number, enter in the partial entry and check the Partial box, then select search. The returned search results will show below the search criteria field.



This screenshot shows the search interface with the '(1) Case Number' tab selected. The 'Agency Case' input field contains a blue box with an 'X' icon. The 'Partial' checkbox is unchecked. The 'Search', 'Clear', and 'Back to Dashboard' buttons are visible.

Search by (2) Case Names: The ability to search for lab cases with a specific name. Partial searches are allowed in the name search option. If spelling is unknown use %to key for a partial search (Ex: Jo% will display results for all name entries containing the letters JO). Adding County of Offense will limit results (if user is a multi-agency user/Prosecutor or ITDALS user)



This screenshot shows the search interface with the '(2) Case Names' tab selected. The search form includes 'Last Name' (with 'Jo%' entered), 'First Name', and 'County of Offense' (with a dropdown menu). The 'Search', 'Clear', and 'Back to Dashboard' buttons are visible.

Search by (3) Items: The ability to search for lab cases with a certain packaging or item type.

(1) Case Number (2) Case Names (3) Items

Packaging Type
Item Type

REPORTS

Completed lab reports are in this section of the system. A user can search for any completed lab reports (reports completed after January 2014). Reports that are from before January 2014 must be obtained by request to the ISPFS Lab.

Click on the Reports sidebar tab, and then click on Completed Lab Reports.

Dashboard Submitting Agency IDAHO STATE POLICE LABO
New Prelog Agency Case Number
Search
Reports Completed Lab Reports
Logout

QUICK FIND

RECENT PRELOG CASES

Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE LABORATORY	3/7/2014 4:40:42 PM
00002	IDAHO STATE POLICE LABORATORY	3/12/2014 10:26:20 AM

To search for completed lab reports, select the designated section of analysis, search by the date range, or search by both the section and the date range. If a multi-agency user is logged in the appropriate Submitting agency must be selected

Note:

Date range and/or Section is required

Completed Lab Reports

Submitting Agency IDAHO STATE POLICE LABO
Section
Date To

Please select a section / specify a date range.

DOCUMENTS

ISPFS Documents related to PreLog, case acceptance or any document ISPFS would like the agency to have readily accessible will be located under this section. The ISPFS Prelog User Guide will be located here, as well as on the ISP website.

LOGOUT

Used to logout of the PreLog System.

PreLogging Cases

An individual user is able to PreLog a case for the agency assigned to be submitted to the lab. Agencies are **required to PreLog all evidence to be submitted to the lab for analysis** before shipping or delivering evidence to ISPFS. Agency representatives will deliver the PreLog form in-person or place it in the shipping box. (At this time, Breath Alcohol Instruments are not entered into Prelog)

Procedure 4: *PreLogging a New Case:*

IMPORTANT NOTES:

- When a single item or multiple items need analysis in a **single ISPFS laboratory**, the evidence is submitted to that lab.
- If a single item needs analysis in **more than one laboratory**, agencies should call the laboratory to determine where the item should be submitted first. The laboratory will forward an item that requires analysis that is performed in more than one laboratory.
- When one item from an agency case needs analysis in one ISP laboratory and another item needs analysis in a different ISP laboratory, **each item will need to be PreLogged in two separate Service Requests** to the laboratory where they need to be submitted. (New Procedure for these circumstances)

NEW PROCEDURE – ENTER ALL APPROPRIATE CASE EVIDENCE ITEMS eligible for Lab analysis when entering new cases. If all items are not added on original **entry**, then additional items will need to be added to the case individually for additional **Service Requests/Lab Submissions**.

Questions regarding where to submit items are addressed in the document “Where do I send my evidence”. A link to the document is in the Notice Section on the Dashboard in Prelog or can be found on the ISPFS website <http://www.isp.idaho.gov/forensics/index.html>

1. Select New PreLog

- Enter the agency case number.
- Ensure that the agency case number is correct.
- Select Search

Search/Create Prelog Case

Submitting Agency * IDAHO STATE POLICE LAB

Agency Case Number * 1234567

No results found.

Search Create Prelog Close

Note:

A multi-agency user **must** ensure the proper Submitting Agency is selected from the drop down for each PreLog case.

- d. If there are no results found, select Create PreLog. If a case has previously been entered using the case number refer to the [Procedure for Additional Submissions](#).

2. New PreLog Case screen.

- a. The top section of the New PreLog Case screen is the Agency Case Information.
- Fields indicated with red marks are required, but all fields are important to ISPFS. Not completing the form will slow the analysis process.
 - The investigating officer field is critically important to ISPFS so the analysts can contact the investigator regarding case questions. Please use select from the drop-down or use the Add officer hyper link.

Note:

- You may enter comments in the Special Notes field that are pertinent for the lab to know at intake of the case.
- If a Court Date is known, please use the Court Date and Type of Court Hearing fields to provide the date to the lab.
- If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge 1 field. If there are multiple charges associated with the case, enter additional charges in the Charge 2 and Charge 3 fields.
- Attachments of case reports or documents that the lab requires can be made on Prelogged Cases.

- b. The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case. Reminder you must Toggle between the Names and Items tab to enter the appropriate information.

Note:

Spelling of names and item numbers provided will automatically fill into the laboratory report. **The lab will not issue amended reports due to incorrectly entered data provided incorrectly by the submitting agency.**

i. Required Information Fields in the NAMES Section:

- a. *Name Type* (i.e. Suspect, Subject or Victim). Enter any individuals associated with this case.
- b. *Last Name* (If the last name is unknown, designate last name as “UNKNOWN”)

	Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex
<input checked="" type="checkbox"/>	Suspect	JOHNSON	JOHN		01/01/1995	
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

ii. Required information for ITEMS being submitted:

NEW PROCEDURE – ENTER ALL INFORMATION FOR ALL CASE ITEMS AT THIS POINT, even if the evidence will be submitted to multiple laboratories, or only a limited number of items being sent upon initial testing request.


Important: Each line item should reflect the external packages being submitted to the lab. For example: if multiple agency exhibits are placed in one evidence envelope to be submitted. Then the Dept. Item # field should include all item numbers in that evidence envelope, items need to be comma separated. (EX1, EX2, EX3..)

- a. **Agency Item number:** the unique item designation given to the item of evidence by the submitting agency. This must be the designation used for the item by the agency- this number should be located on the evidence being submitted to the lab.
- b. **Package Type:** exterior sealed packaging of your evidence (i.e. envelope, box, urine kit, heat sealed plastic bag, etc.)
- c. **Item Type:** Lab designation of the type of evidence being submitted for analysis (example: Blood Collection Kit, CS Marijuana, IMP Latent Print Comparison Item(s), FT Firearm, etc.). For a list of all available item types see Appendix B.
- d. **Attr:** This field is an item specific attribute for ONLY BIO Sexual Assault Kits and CS Syringes. These two item types are the only types that will trigger the Attribute as

being required, a red exclamation point will generate on the . This field is not required to be selected for all items entered. **This is not required for most item types.**

	Dept. Item # *	Package Type *	Item Type *	Attr	Attach	Description *
<input checked="" type="checkbox"/>	1	Sexual Assault Kit	BIO Sexual Assault			SAK kit
<input checked="" type="checkbox"/>						

The dialog box is titled "Item Attributes". It contains a text input field labeled "SAK Number *" with the placeholder text "SAK Kit Number to be entered". Below the input field are two buttons: "OK" and "Cancel".

- e. *Linking Item to an individual (optional)*: When multiple individuals are added to the names tab and a single item is attributed to a specific person, you may attribute the item to a person by selecting the  button.
- f. **Description**: This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.

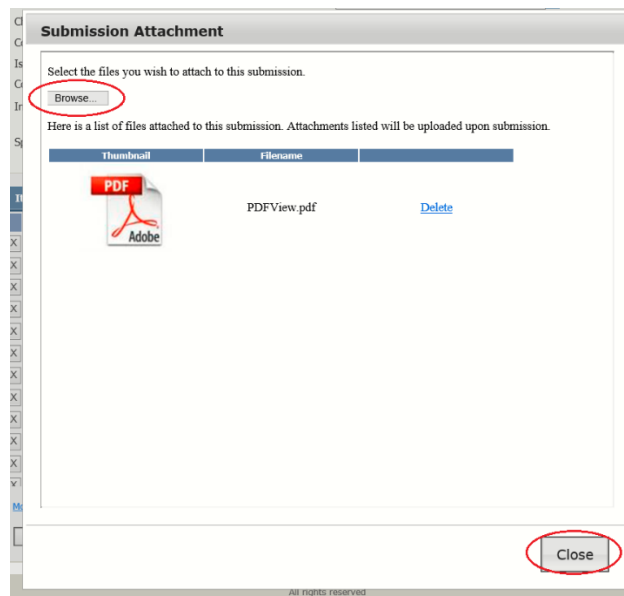
Names		Items				
Dept.	Item # *	Package Type *	Item Type *	Attr	Attach	Description *
X	1	Envelope	CS General (powdr,	?		item 1- cs item
X	2	Envelope	CS General (powdr,	?		item 2- cs item
X	3	Envelope	CS General (powdr,	?		item 3- cs item
X	4	Box	FT Firearm	?		item 4- firearm
X	5	Envelope	FT Cartridge	?		item 5- cart case
X	6	Envelope	IMP Latent Print Cc	?		item 6- Latent item
X				?		
X				?		
X				?		
X				?		
X				?		
X				?		
X				?		

More Items

Continue Cancel New Submission Clear Grid Attachments

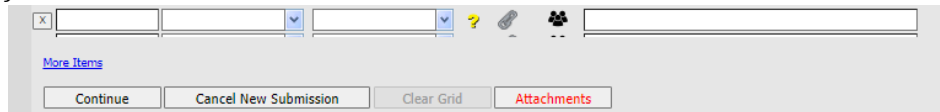
- iii. **Attachments**: If there are documents that are needed by ISPFS regarding the case being submitted, please submit them to the lab via the Attachments feature. At this time ISPFS requests **only PDF attachments**. Select the **Attachments** button at the bottom of the screen, then follow the prompts for attaching the document.

This image shows a close-up of the bottom of the items grid. The "Attachments" button is circled in red. Other buttons visible are "Continue", "Cancel", and "Clear Grid".

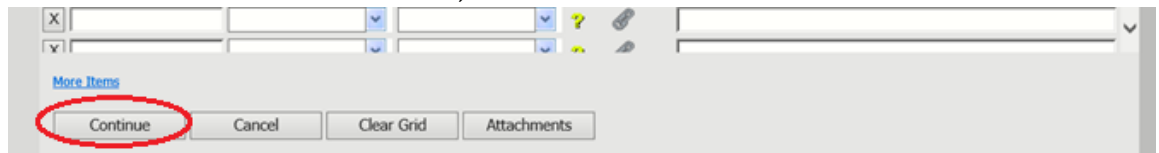


NOTE:

The attachments button will change to red text, indicating an attachment is present for the case



- iv. When all the information has been entered, select **Continue**



3. Requesting Analysis:

The first step is to create the PreLog Submission and Service request, this screen will populate based on the information entered on the previous screen for new cases, select Continue.

NEWCASEMULTLAB / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Prelog Submission

Investigating Department * IDAHO STATE POLICE LABORATORY

Case Officer Quality Manager

Incident Report Date * 05/29/2022

Charge 1 * I18-8004 DUI

Charge 2 I18-1501 Injury to Child

Charge 3 IA Injury Accident

1st Offense Date 05/29/2022 2nd Offense Date 05/30/2022 3rd Offense Date 05/31/2022

Court date (if known) 06/30/2022

Type of Court Hearing Arraignment

Go Back Continue

- a. To create a request for testing: in the “Submitting To” field, select the appropriate lab (Depending on the lab selected the available testing is limited to the services provided at the designated lab).

NOTE:

The Submitting to Label is a Hyper link that will open a document showing the services provided by each lab and a brief summary of the testing capabilities.

Service/Request	Coeur d'Alene Lab	Meridian Lab	Pocatello Lab
Controlled Substances	X	X	X
Toxicology	X	X	X
Blood Alcohol Testing	X	X	X
Forensic Footmarks	X	X	X
Biology-DNA	X	X	X
Fire Analysis	X	X	X
Latent Prints	X	X	X
Cyber Crime-Digital Evidence	X	X	X

Once a lab has been selected, click “Continue” The list of testing options will be limited based on your lab selection.

- For each item of evidence, select the analysis you would like performed. Remember ISPFS will forward single items that must be worked in multiple ISPFS laboratories. *Example-* A firearm needing latent prints in Meridian and operability testing in CDA will be submitted to Meridian first, with service request selected for all analysis to be performed and forwarded by ISPFS on the same submission.

NEWCASE123 / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Create Request → **Select Services** → Enter Service Details → Submit To Lab

Meridian

Inv/Item	Description	At Lab	Already Requested	Blood Alcohol Testing Section (BATS)	Biology (BIO)	Cyber Crime Digital Evidence (CCU)	Controlled Substance Analysis (CS)	Firearms (FA)	Fire Analysis (FIRE)	Latent Print Examination (LP)	Toxicology (TOX)
1	FT Firearm - Item 1- Firearm	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	FT Bullet - item 2 - bullet	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Blood Collection Kit - item 3 Blood kit	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* - resubmitted item from PRELOG

[Services Info](#) Go Back Continue

Items that will only be worked in one ISPFS lab must be directly submitted to that lab.

- *Example-* A firearm not requiring latent print analysis should be sent directly to CDA.

If one case requires analysis of evidence performed in different labs, evidence would require an additional Service Requests for each lab receiving evidence.

- *Example-* A case with a controlled substance item going to Meridian and another item needing blood toxicology in Pocatello requires two separate service requests would be created ([see Procedure 5](#)).

Once all analysis for each item has been checked, select Continue

Create Request → **Select Services** → Enter Service Details → Submit To Lab

Item	Description	Law Enforcement and FBI Impressions (LWF)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biology (BIO)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)
1	25 grams toy suspected marijuana - CS Marijuana (plant material or paraph)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back to Case Go Back Continue

- Based on the selected Analysis requested, there will be a required set of questions that will be used in the laboratory to assist the analyst in the examination of the evidence submitted (red marks indicate required responses).

Controlled Substance Analysis Questions

1. If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
2. Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge.
3. Are items from different suspects noted on the item packaging? If particular items are associated with specific suspects, please note that on the evidence.
4. If a particular item is the probable cause for the case please note the agency exhibit number.
5. Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.
6. If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent.
7. Is the letter from the federal prosecutor requesting Methamphetamine Quantitative Analysis (Purity) included with the submission?

Buttons: Back to Case, Go Back, Continue

Note:

Within the question sets there may be free-text fields, drop downs, or ? buttons which are generally yes/no answers. Click on the ? icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.

Select Service Requests

Yes
No

Press CTRL key to multi-select.

Buttons: OK, Cancel, Clear All

- c. Once all questions have been answered select Continue.

Note:

If original submission Service Request is navigated away from prior to completion of the service request questions (step c in this procedure) a draft will not be saved. To restart the request, navigate to the service request tab and select new (ONLY if you did not select continue after the last question set). See [Editing Service Request Procedure 8](#) if the Submit to Lab continue button was not selected.

- 4. When finished with all question sets (if multiple), you may choose to make an attachment by selecting the Attach Files checkbox or linking names to the submission. If no attachments or links are needed, select Complete on the Submit to Lab page. This will finalize the request and will also generate a PreLog Submission Form (PDF format). This form must be printed and provided to the ISPFs lab (hand-delivered or shipped) with the evidence. This form allows the laboratory to scan the barcode and immediately access and check all the PreLogged information.

NEWCASE123 / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Create Request → Select Services → Enter Service Details → **Submit To Lab**

Please click the Complete button to submit this lab request.

Attach files after Complete button is clicked.

Status

If the complete button is not selected, the PreLog Submission form will not generate.



Idaho State Police Forensic Services
Prelog Submission Form
Evidence to MERIDIAN Lab

Date Printed:
6/6/2022

Submitting Agency: IDAHO STATE POLICE LABORATORY
Agency Case #: NEWCASE123
Investigating Officer: Quality Manager (phone: / email:)
Offense: Unlawful Possession of a Firearm, DUI, Grand Theft
Offense Date: 01/01/2022 01/02/2022 01/03/2022
Court Information: 6/30/22 Arraignment
Special Notes or Case Handling Instructions:
Additional Case Information: Testing:



NAMES:				
Name Type	First Name	Middle Name	Last Name	DOB
Suspect	FIRST NAME		LAST NAME	6/14/2001

ITEMS:				
	Packaging	Item Type	Description	Analysis
1	Box	FT Firearm	Item 1- Firearm	BIO, FA, LP
2	Envelope	FT Bullet	Item 2 - bullet	BIO, FA, LP
3	Blood Kit	Blood Collection Kit	Item 3 Blood kit	BATS, TOX

Prelog Entered By: Britany Wylie on 6/6/22 (Contact Info: / britany.wylie@isp.idaho.gov)

SERVICE REQUEST RESPONSES:

BATS

1. Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
Yes

Note:

The PreLog Submission Form must be included with the evidence regardless of how the evidence is submitted to the lab (Hand Delivered, US Mail, UPS, etc.).

Procedure 5: *Additional Lab Service Request/Submission* :

Additional Submissions are now referred to as Additional Service Requests. Once a Prelog entry has been completed for a case, any additional evidence being sent to a second laboratory for testing or new items being sent on an existing case will need to have a new Service Request completed. After completing the request for the first subset of the items entered, requests for additional testing performed at a second lab using the following procedure.

1. Search for the Case in Quick Find or Select New PreLog

- a. Select the correct agency from the drop-down (if applicable)
- b. Enter the agency case number (using the correct format designated by the submitting agency).
- c. Ensure that the agency case number is correct.
- d. Select Search.

Agency Case Number	Agency	Offense Date
123456	IDAHO STATE POLICE LABORATORY	02/01/2014

- e. The previously entered case will populate the search results. Clicking on the agency case number will load the PreLog Case.

Agency: IDAHO STATE POLICE LABORATORY
Agency#: *NEWCASEMULTLAB
County of Offense: Ada County
Investigating Officer: Quality Manager
Charge 1: I18-8004 DUI
Charge 2: I18-1501 Injury to Child
Charge 3: IA Injury Accident
1st Offense Date: 05/29/2022 | 2nd Offense Date: 05/30/2022 | 3rd Offense Date: 05/31/2022
Permanent Record?: YES

Note:

AS OF June 10th, 2022. The Prelog Case page will have multiple tabs relating to specified information entered upon original entry into PreLog.)

Verify the items and names to be sent in the new submission are in the prelog appropriate prelog tab. If new items or names need to be added continue to step 2-xx

New items and/or names need added for new lab submission

(skip to step 4, if items and/or names were previously added upon initial case entry):

2. After navigating to the applicable case. Select Names tab from the case header. Add new case name by selecting add and completing the required information.

The screenshot shows the 'NAMES' tab in the LIMS PRELOG system. At the top, there is a navigation bar with tabs: CASE INFO, NAMES, EXISTING SUBMISSIONS, ITEMS, SERVICE REQUESTS, ASSIGNMENTS AT LAB, and REPORTS. Below this is a table with columns: Name Type, Last Name, First Name, Sex, Race, and DOB. A single row is visible with the following data: Suspect, POTTER, HARRY, (blank), (blank), 5/15/2000. Below the table, there is a section titled 'Name not yet submitted to lab.' containing a form with fields for Name Type (dropdown), Last Name (text), First Name (text), Middle Name (text), Gender (dropdown), Date Of Birth (calendar), and Juvenile (checkbox). At the bottom of the form, there are buttons: Add, Edit, Save, Cancel, and Delete. The 'Add' button is highlighted with a red box.

3. Select Items Tab- to enter new evidence items for the case. (If items for submission are being displayed- skip to step3). Add new items one at a time by selecting “Add” and completing all of the required information for each item.

The screenshot shows the 'ITEMS' tab in the LIMS PRELOG system. At the top, there is a navigation bar with tabs: CASE INFO, NAMES, EXISTING SUBMISSIONS, ITEMS, SERVICE REQUESTS, ASSIGNMENTS AT LAB, and REPORTS. Below this is a table with columns: Dept. Item#, Package Type, Item Type, Description, Lab Item #, and Received By Lab. The table contains six rows of data. Below the table, there is a section titled 'Item not yet submitted to lab.' containing a form with fields for DI # (text), Packaging (dropdown), Item Type (dropdown), and Description (text area). To the right of the form, there is a tabbed interface with tabs: Attribute, Currency, Names, and Tasks. Below the tabs, there is a message: 'No attributes have been defined for this item type.' At the bottom of the form, there are buttons: Add, Edit, Save, Cancel, and Delete. The 'Add' button is highlighted with a red box.

- Once all new items and/or names have been added to the case, Select the “**Service Request**” tab. Then select “**New Request**” (Note: Service requests are the new process of creating additional lab submissions)

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CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Filter by Section: All

Requested Date	Status	Section(s)	Lab Item #	Submitted To
06/06/2022	Requested	CS	1, 2	COEUR D'ALENE

New Request Open Cancel Print History Attachments Print Lab Submission Form

NOTE: For Items added upon initial case entry follow steps 3-8 of this procedure

If all case related items needing testing were added upon initial items entry for the case Begin the new Service Request for testing, starting with Step 3 of this procedure and continuing through step 9.

- The Prelog Submission page will display, if applicable, you may update any of the charges, offense dates and/or court date information. If no changes are needed, select “**Continue**”

NEWCASEMULTILAB / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Prelog Submission

Investigating Department * IDAHO STATE POLICE LABORATORY

Case Officer

Incident Report Date * 01/01/2022

Charge 1 * I18-8004 DUI

Charge 2 I18-3316 Unlawful Possession of a Firearm

Charge 3

1st Offense Date 01/01/2022 2nd Offense Date 01/02/2022 3rd Offense Date

Court date (if known) 06/15/2022

Type of Court Hearing Preliminary Hearing

Go Back **Continue**

Note:

If there are changes to the information relating to only the second submission, the pre-populated information for the additional submission may be changed to reflect that which is relevant to the evidence included.

- Update the Lab to be Submitted to is correct for the new submission (this field will populate with previously entered information.) Check the requested analysis for the evidence being submitted and complete the required questions.

NEWCASEMULTILAB / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

▼ **Create Request** → **Select Services** → **Enter Service Details** → **Submit To Lab**

Submitting To: * Coeur D'Alene Change to second Laboratory
 Request Date: 06/06/2022
 Requested By: * BAW Brittany Wylie
 Please briefly describe case circumstances: * test
 Please include other comments regarding the case.

Go Back Continue

Status

Crime Fighter B.E.A.S.T. © 1995, 2022 Porter Lee Corporation. All rights reserved.

▼ **Create Request** → **Select Services** → **Enter Service Details**

Submitting To: * Meridian
 Request Date: 06/06/2022

- Select the requested analysis for all items for the second lab submission (items previously selected for testing will show in the grid but will not be selectable- if modifications are needed for previously requested testing see [Procedure 7](#) for editing information prior to lab submission.

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CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

← **Create Request** → ▼ **Select Services** → **Enter Service Details** → **Submit To Lab**

Meridian

Inv/Item	Description	At Lab	Already Requested	Blood Alcohol Testing Section (BATS)	Biology (BIO)	Cyber Crime Digital Evidence (CCU)	Controlled Substance Analysis (CS)	Firearms (FA)	Fire Analysis (FIRE)	Latent Print Examination (LP)	Toxicology (TOX)
1	CS General (powdr:cryst,tar:tabl,paraph) - white crystal	N	CS, pending requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CS General (powdr:cryst,tar:tabl,paraph) - 200 blue pills	N	CS,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Blood Collection Kit - blood kit	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Blood Collection Kit - blood kit2	N	Select testing for new lab submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	FT Firearm - firearm	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* - resubmitted item from PRELOG

Go Back Continue

[Services Info](#)

- Select "Continue" and complete the requested testing Service Request questions
- Select "Complete" on the Submit to Lab Screen to finalize your analysis request and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 6: *Resubmission of Evidence:*

Any evidence items that have been previously submitted to the lab and **returned to the Submitting Agency** which need to be **resubmitted** to the lab for additional analysis are entered into the PreLog system as a New Service request. You will not be allowed to request additional testing, using prelog unless the items are in a lab location designated for being returned to the submitting agency.

1. Search for the Case in Quick Find or Select New PreLog

- a. Select the correct agency from the drop-down (if applicable)
- b. Enter the agency case number (using the correct format designated by the submitting agency).
- c. Ensure that the agency case number is correct.
- d. Select Search.
- e. The previous submission will populate the search results. Clicking on the agency case number will load the first submission information.

Agency Case Number	Agency	Offense Date
123456	IDAHO STATE POLICE LABORATORY	02/01/2014

Note:

An Existing Submissions and Service Request tab will be available in the Case PreLog Screen after a case has an original submission. This section allows the user to view the information related to each submission.

Note:

If original submission Service Request is navigated away from prior to completion of the service request questions a draft will not be saved.

- f. Select the “Service Request” tab. Then select “New Request” (Note: Service requests are the new process of creating additional lab submissions)
- g. The Prelog Submission page will display, if applicable, you may update any of the charges, offense dates and/or court date information. If no changes are needed, select “Continue”

- h. Once continue has been selected the system will be directed to the Create Request page. Select the appropriate Lab for analysis.

The screenshot shows a workflow diagram with four steps: Create Request, Select Services, Enter Service Details, and Submit To Lab. The 'Create Request' step is active, showing a form with fields for 'Submissions To', 'Request Date', 'Requested By', and two text areas for case circumstances. A dropdown menu is open for 'Submissions To', listing 'Coeur D'Alene', 'Meridian', 'Pocatello', and 'Ruby Wille'. The 'Continue' button is highlighted in red.

- i. Designate the requested analysis for the item(s) being resubmitted. (NOTE: any items created in the laboratory will also display for testing in the grid- if resubmission is need on those items created by the Laboratory (IE DNA Extracts, Firearm Test fires etc)

The screenshot shows a workflow diagram with four steps: Create Request, Select Services, Enter Service Details, and Submit To Lab. The 'Select Services' step is active, displaying a table with columns for various analysis types and a row for 'suspected methamphetamine (2 lbs) - CS General (powdr,cryst,tar,tabl,paraph)'. The 'Continue' button is highlighted in red.

Item	Description	Footwear and Tire Impressions (FTI)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biology (BIO)	Latent Print Examination (LPE)	Toxicology (TOX)	Fire Analysis (FIRE)
2	suspected methamphetamine (2 lbs) - CS General (powdr,cryst,tar,tabl,paraph)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ii. Answer the required question set(s) based on the requested analysis.
 iii. Select Continue.
- i. Select **Complete** on the Submit to Lab page and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 7: *Editing Case Information, Names, Items:*

Any changes to information contained in PreLog must be completed prior to the lab receiving a case: The user has the ability to edit most information that may have been entered in the PreLog system incorrectly. Any information, **excluding** the Submitting Agency Name may be corrected.

Note:

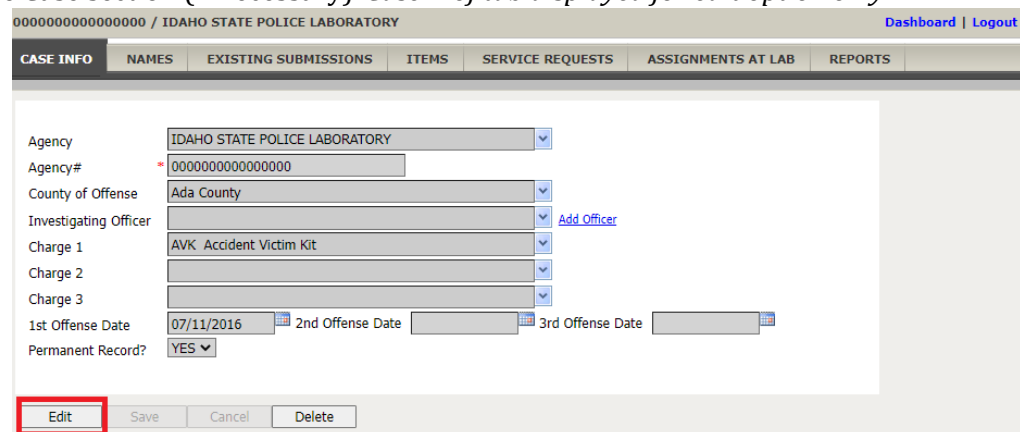
*If the **Agency Name** has been entered incorrectly, **an agency administrator may correct the Agency case number PRIOR to submission to the laboratory.***

To correct information: Search for the case using the **Quick Find** feature on the Dashboard.

1. Enter the Agency Case Number as previously entered and select search. Multi-agency users must select the proper agency in the Submitting Agency field.
2. The selected case will load, select the appropriate case tab where information needs corrected.



3. Select Edit on the appropriate tab to unlock Correct or change desired information in the Case section (if necessary). *Case Inof tab displayed for edit option only.*

A screenshot of the PreLog system case information form. The form is titled '0000000000000000 / IDAHO STATE POLICE LABORATORY' and includes a 'Dashboard | Logout' link. The 'CASE INFO' tab is selected. The form contains several fields: 'Agency' (IDAH0 STATE POLICE LABORATORY), 'Agency#' (0000000000000000), 'County of Offense' (Ada County), 'Investigating Officer' (Add Officer), 'Charge 1' (AVK Accident Victim Kit), 'Charge 2', 'Charge 3', '1st Offense Date' (07/11/2016), '2nd Offense Date', '3rd Offense Date', and 'Permanent Record?' (YES). The 'Edit' button is highlighted with a red box.

4. When existing case related information, the user may add additional items (following procedure 5, step 3) and/or names (following procedure 5, step 2) on the appropriate case tab (eg Names, Items or Service Requests). The user may also make necessary corrections or remove previously entered items or names information.
5. To delete a name or item, navigate to the appropriate tab, select the item or name to be removed and select the Delete button

0000000000000000 / IDAHO STATE POLICE LABORATORY Dashboard | L

CASE INFO NAMES EXISTING SUBMISSIONS **ITEMS** SERVICE REQUESTS ASSIGNMENTS AT LAB REPORTS

Dept. Item#	Package Type	Item Type	Description	Lab Item #	Received By Lab
222	Blood Kit	Blood Collection Kit	persoin		F

Item not yet submitted to lab.

DI # 222
 Packaging Blood Kit
 Item Type Blood Collection Kit
 Description persoin

Attribute Currency Names Tasks
 No attributes have been defined for this item type.

Add Edit Save Cancel **Delete**

6. A confirmation window will appear for deletion of the item or name, select OK.

ilims.isp.idaho.gov/PRELOG/LIMSPrelogV2/TAB4PrelogItems.aspx

Homepage - Curre... NEW PROD... Login... MAS

ISPFS LIMS PRELO

0000000000000000 / IDAHO STATE POLICE LABORATORY

CASE INFO NAMES EXISTING SUBMISSIONS **ITEMS** SERVICE REQUESTS ASSIGNMENTS AT LAB REPORTS

ilims.isp.idaho.gov says
 Delete, Are you sure?
 OK Cancel

Editing Service Request (Adding/Removing):

The user may request additional testing or remove requested testing associated with an item **prior to submission of the evidence to the lab**. If the additional analysis is completed at a second lab different than other items associated with the case, the item may need to be removed from the current submission and an additional submission created for that item of evidence.

To Remove a Service Request:

1. Select Service Request tab in the appropriate case.

0000000000000000 / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Filter by Section: All

Requested Date	Status	Section(s)	Lab Item #	Submitted To
07/11/2016	Draft	TOX	222	

New Request Open Cancel Print History Attachments Print Lab Submission Form

2. The list of selected Service Requests will display (Note: Service Requests are separated by requests)
3. Select the appropriate line for the Service Request that needs correction (addition of an item or removal of an item). Then select Open.

Note:

If New request is submitted testing for an item linked to an existing request will not be available (selections will be greyed out).

0000000000000000 / IDAHO STATE POLICE LABORATORY Dashboard | Logout

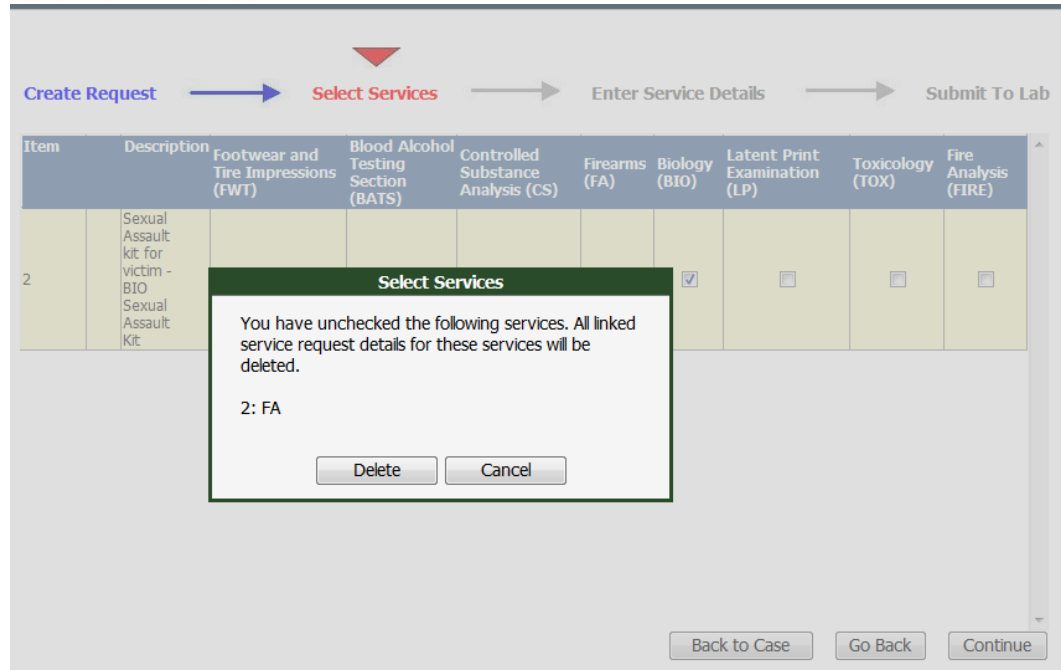
CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Filter by Section: All

Requested Date	Status	Section(s)	Lab Item #	Submitted To
07/11/2016	Draft	TOX	222	

New Request **Open** Cancel Print History Attachments Print Lab Submission Form

4. On the create request page ensure that the information in the required fields is populated and select Continue.
5. Items that are associated with the selected service will display. To remove the request, uncheck the box for the discipline, select continue. Select Delete in the Confirmation window.



Procedure 8: *To Add an Additional Service Request:*

1. To create a New Service Request (additional type of analysis, which have not previously been selected at the designated lab for testing) Select the Service Request tab, then select the Service request containing the evidence to receive additional analysis, then select Open.
2. On the create request page ensure that the information in the required fields is populated and select Continue.
3. Check the additional analysis for the evidence being submitted and complete the required question set(s).

0000000000000000 / IDAHO STATE POLICE LABORATORY Dashboard | Logout

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS **SERVICE REQUESTS** ASSIGNMENTS AT LAB REPORTS

Create Request → **Select Services** → Enter Service Details → Submit To Lab

Meridian

Inv/Item	Description	At Lab	Already Requested	Blood Alcohol Testing Section (BATS)	Biology (BIO)	Cyber Crime Digital Evidence (CCU)	Controlled Substance Analysis (CS)	Firearms (FA)	Fire Analysis (FIRE)	Latent Print Examination (LP)	Toxicology (TOX)
222	Blood Collection Kit - persoin	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* - resubmitted item from PRELOG

[Services Info](#) Go Back Continue

4. Select Complete on the Submit to Lab Screen and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

Procedure 9: *Lab Evidence Submission Receipts*

For cases that have been entered into PreLog **and received at the Lab**, users will be able to access the Evidence Submission Receipt generated at the lab when evidence has been accepted. This is the receipt that is given to agencies (if requested) for cases that are Hand Delivered to the laboratory.

To retrieve LIMS Receipt:

1. Navigate to the intended **Case**, select the Existing **Submission** tab in the Case header, for the case in which the receipt is needed. Select the Lab receipt associated with the appropriate submission.

Submission 1 - Received at Lab 05/10/22 at 11:29 AM by [redacted], submitted by [redacted]
Item (Lab Item#1): CS General (powdr,cryst,tar,tabl,paraph)-Glass pipe
Lab Receipt

2. Select **LIMS Receipt**, this will generate a PDF which can be saved or printed.

Agency Case Number: 2020DR0001 | Lab Case: C2016-1809

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2020DR0001	9/15/2016 8:29:21 PM	YES	09/15/2016
2	2020DR0001	9/15/2016 8:30:50 PM	YES	09/15/2016
3	2020DR0001	9/15/2016 8:59:31 PM	YES	09/15/2016

New Submission | Edit Submission | Service Request | Prelog Receipt | **LIMS Receipt** | Delete Prelog

NOTE:

To retrieve Lab Submission receipts for cases received by the laboratory prior to the update completed on June 10, 2022, please contact the laboratory to generate the Lab receipt in the Lab system. Once the lab generates this receipt it will be available for downloading. For cases received after June 10, 2022, you do not need to contact the laboratory for generating this.

Checking the Lab Status:

Procedure 10: *Checking Case Status/Progress*

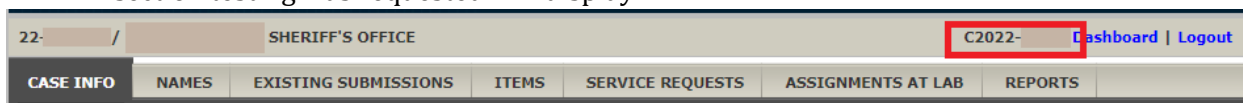
There are several items of information that will be updated as evidence moves through the lab system. The user may use the different areas to check the status of a case within the lab system.

1. From the dashboard search for the case using Quick Find or Recent PreLog Cases.

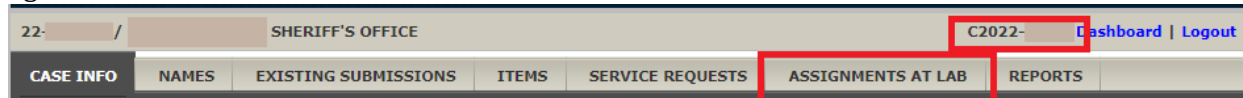
Note:

Use of the additional Search Option may be used for agencies that are state-wide, or if searching for all cases that have been submitted to the Lab. (Prosecutors must use the Search -> Find A Case by Name function if searching for cases submitted by a State-wide or Multi-County Agencies i.e. ISP, US Forrest Service, and Tribal Police)

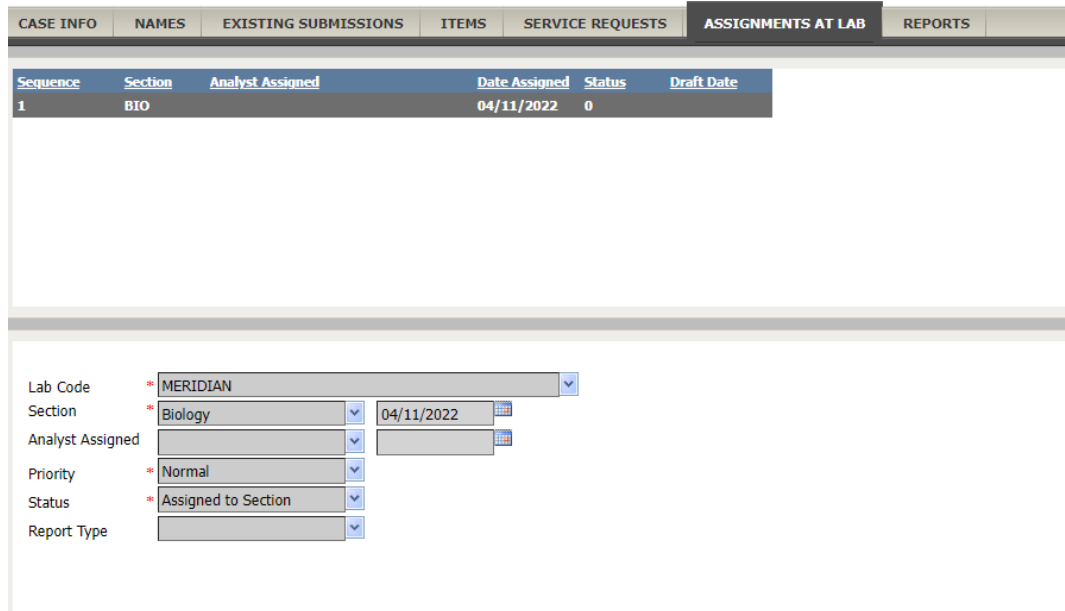
2. When the case is received by the laboratory the information on the Case screen is updated. Three helpful pieces of information are available in this view.
 - When the evidence is received by the lab, the assigned lab number will be displayed in the header next to the agency case number.
 - The Existing Submissions tab will be updated to reflect received by lab status and the Lab submission receipt will be available.
 - The Pending Lab assignments designated for the items related to each section testing was requested will display.



- To check where in the lab system a specific section requested for testing is, select the Assignments at Lab tab in the case header.



- If there are multiple lab sections for testing, select the appropriate assignment to view detailed information. The lab status of each requested analysis will update when the evidence is moved through the lab system process.



- The lab status column will display blank prior to the lab receiving the evidence associated with the selected service request. Below is a list of the different Lab Status codes and what the process means within the lab system.

Lab Status	Where in the lab system
0 Assigned to Section	Case has been accepted by lab, awaiting checkout by analyst
1 Assigned to Analyst	The assigned analyst has possession of the evidence
2 Report in Progress	The analysts has begun writing the Analytical report
3 Ready for Review	The report has been submitted for review by a second analyst
4 Ready for Admin Review	Applies only to Firearms, Fingerprints and Fire Discipline. The report is awaiting Administrative Review
5 Approved	The report has been approved and is available for download.
6 Closed	If this status is showing. The requested analysis was not completed. Please contact the assigned Lab to inquire, if necessary.

Search Received PreLog Cases

Search Received PreLog Case function is used to find a complete listing of cases the lab has received from a select agency, or for retrieval of case information for cases submitted by a state-wide agency

Note:

*This function will return results for cases entered into the PreLog system **and** have been received by the lab for analysis. If the case has not been received by the lab, or the investigating agency is a department of the Idaho State Police, it will not be found in the results of the Search.*

Procedure 11: *Agency Specific:*

Results will populate based on the settings for the user agency. To search for cases received by the lab for a Specified Agency:

1. Select **Search**, then Received PreLog Cases
2. Select **Search button** to view all cases for the selected agency (based on user settings).
 - All cases that have been received by the lab will be displayed. Cases not appearing in the list may not have a PreLog entry or the lab has not received the case for analysis.
3. Additional fields including: Investigating Officer, Offense Date From and Offense Date To may be used to limit the number of results returned.

The screenshot shows the 'Prelog Case Search' interface. It includes a search form with the following fields: Agency Case Number (text input), Agency (dropdown menu showing '. POLICE DEPART'), Investigating Officer (dropdown menu with an 'Add Officer' link), Offense Date From (calendar icon, showing 01/01/2022), and Offense Date To (calendar icon, showing 01/31/2022). A 'Search' button is located below the form. Below the form is a table with the following columns: Dept Case #, Department, Officer, Lab Code, and Offense Date. The table contains 15 rows of data, all from the 'POLICE DEPARTMENT'.

Dept Case #	Department	Officer	Lab Code	Offense Date
22	. POLICE DEPARTMENT		M	1/22/2022
22	. POLICE DEPARTMENT		M	1/9/2022
22	. POLICE DEPARTMENT		M	1/14/2022
22	. POLICE DEPARTMENT		M	1/27/2022
22	. POLICE DEPARTMENT		M	1/22/2022
22	. POLICE DEPARTMENT		M	1/17/2022
22	. POLICE DEPARTMENT		M	1/31/2022
22	. POLICE DEPARTMENT		M	1/31/2022
22	. POLICE DEPARTMENT		M	1/8/2022
22	. POLICE DEPARTMENT		M	1/16/2022
22	. POLICE DEPARTMENT		P	1/31/2022
22	. POLICE DEPARTMENT		M	1/18/2022
22	. POLICE DEPARTMENT		M	1/13/2022
22	. POLICE DEPARTMENT		M	1/30/2022
22	. POLICE DEPARTMENT		M	1/28/2022

Procedure 12: *Search All Cases (Prosecutors) Or Cases for State-Wide/Multi-County Agencies*

To search for cases entered for a State-wide Agency (i.e. Idaho Fish and Game, Idaho State Police) remove the Agency Name from the Agency field. This will display **all cases** in which the user’s agency has been approved to view.

1. Select **Search**, then Received PreLog Cases
2. Delete the Agency name from the **Agency Field**. (This field is pre-populated based on the users home/default agency)
3. To limit the results of the search additional fields may be completed (Agency Case Number, Investigating Officer, Offense Date From, or Offense Date To), this is not required.

Prelog Case Search

Agency Case Number

Agency ▼

Investigating Officer [Add Officer](#)

Offense Date From

Offense Date To

Dept Case #	Department	Officer	Lab Code	Offense Date
22	POLICE DEPARTMENT		M	1/22/2022
22	POLICE DEPARTMENT		M	1/9/2022
22	POLICE DEPARTMENT		M	1/14/2022
22	POLICE DEPARTMENT		M	1/27/2022
22	POLICE DEPARTMENT		M	1/22/2022
22	POLICE DEPARTMENT		M	1/17/2022
22	POLICE DEPARTMENT		M	1/31/2022
22	POLICE DEPARTMENT		M	1/31/2022
22	POLICE DEPARTMENT		M	1/8/2022
22	POLICE DEPARTMENT		M	1/16/2022
22	POLICE DEPARTMENT		P	1/31/2022
22	POLICE DEPARTMENT		M	1/18/2022
22	POLICE DEPARTMENT		M	1/13/2022
22	POLICE DEPARTMENT		M	1/30/2022
22	POLICE DEPARTMENT		M	1/28/2022

4. To view status of the case, select the desired case from the search results. Once the case is selected the page will be redirected to the case information screen.

Search Find a Case

Search “find a case” function is used to find cases using partial case numbers and names. Cases Submitted to ISP Forensic Services by other sections of the Idaho State Police (eg Patrol and Investigations must be searched using Find a Case by Name (as of 6/10/2022)

Procedure 13: *Find A Case Search by Partial Case Number, Names and Items*

An additional function which can be used to search for PreLogged cases is the “Find A Case” option. Similar to Search Received Prelog Cases, for these search options to return results **the case must be PreLogged and Received/Accepted** by the Laboratory for analysis. There are three different options that can be used in the Find a Case Section: (1) Case Number, (2) Case Name and (3) Items- the items search has limited functionality

To search by (1) Case Number:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Enter the desired agency case number into the **Agency Case** Field (you are able to search partial case numbers by checking the option for Partial)

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(1) Case Number' tab is selected. Below the tabs, there is an 'Agency Case' input field containing the number '16'. To the right of this field is a checkbox labeled 'Partial' which is checked. Below the input field and checkbox are three buttons: 'Search', 'Clear', and 'Back to Dashboard'. The 'Search' button is circled in red.

3. Select **Search**, the results will populate below.

To search by (2) Case Names:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab (2) Case Names

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(2) Case Names' tab is selected and underlined in red. Below the tabs, there are three input fields: 'Last Name', 'First Name', and 'County of Offense'. The 'Last Name' and 'First Name' fields are empty. The 'County of Offense' field is a dropdown menu. Below these fields are three buttons: 'Search', 'Clear', and 'Back to Dashboard'. The 'Search' button is circled in red.

3. Search using last name only, first name only or combination of both (this may include partials)

The screenshot shows the 'Evidence Prelog - Find Case' interface. At the top, there are three tabs: '(1) Case Number', '(2) Case Names', and '(3) Items'. The '(2) Case Names' tab is selected. Below the tabs, there are three input fields: 'Last Name', 'First Name', and 'County of Offense'. The 'Last Name' field contains the text 'hern' and the 'First Name' field contains the text 'm'. The 'County of Offense' field is a dropdown menu. Below these fields are three buttons: 'Search', 'Clear', and 'Back to Dashboard'. The 'Search' button is circled in red.

4. Select **Search**, the results will populate below.

To search by (3) Items:

1. From the Menu: Select **Search**, then **Find a Case**.
2. Select the Tab **(3) Items**

Evidence Prelog - Find Case

(1) Case Number (2) Case Names **(3) Items**

Packaging Type
Item Type

3. Search using packaging type or item type drop-down options.

Evidence Prelog - Find Case

(1) Case Number (2) Case Names **(3) Items**

Packaging Type
Item Type

4. Select **Search**, the results will populate below.

Completed Lab Reports

Procedure 14: *Accessing Lab Report and Case Notes:*

Case Specific:

Completed lab reports and analytical case notes can be accessed and downloaded from PreLog. Search for the case using the **Quick Find** feature on the Dashboard.

1. Enter the agency case number and select search. Multi-agency users must select the proper agency into the Submitting Agency field.
2. Once inside the Prelog case screen, select the **Reports** tab from the top case menu.
3. To view/print the lab report:
 - Select the report
 - Select the **Print Report** button.
4. To view the lab notes:
 - Select the report
 - Select **Notes Packet** button.

Report #	Section	Status	Date Completed
1	CS	5	01/07/2022

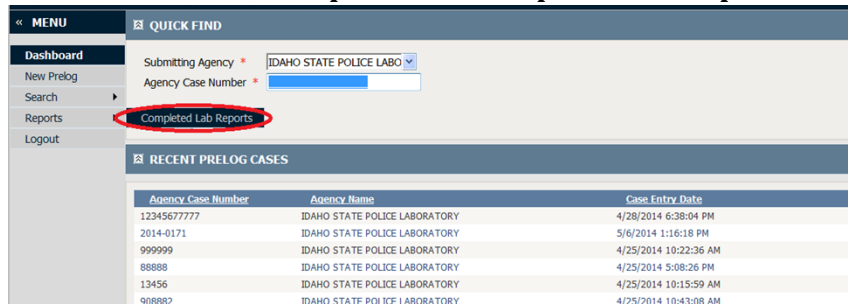
Note:

The notes packet may not include all the quality related data, or internal lab chain of custody pertaining to a case. Additional case related data including chain of custody and quality related data for instrumentation or controls may exist in the laboratory and is available through a discovery request. This information is not generally needed for court proceedings. The lab will respond with additional information through an email to the prosecutor or prosecutor's office making the discovery request.

Completed During a Specified Time Period:

Users looking for all lab reports completed during a specific time frame should use the **Completed Lab Report** search from the Dashboard side menu.

1. From the Menu: Select **Reports**, then **Completed Lab Reports**



The screenshot shows the dashboard menu on the left with 'Completed Lab Reports' highlighted in red. The main content area shows a 'QUICK FIND' section with 'Submitting Agency' set to 'IDAHO STATE POLICE LABO' and 'Agency Case Number' as an empty field. Below this is a 'RECENT PRELOG CASES' table.

Agency Case Number	Agency Name	Case Entry Date
1234567777	IDAHO STATE POLICE LABORATORY	4/28/2014 6:38:04 PM
2014-0171	IDAHO STATE POLICE LABORATORY	5/6/2014 1:16:18 PM
999999	IDAHO STATE POLICE LABORATORY	4/25/2014 10:22:36 AM
88888	IDAHO STATE POLICE LABORATORY	4/25/2014 5:08:26 PM
13456	IDAHO STATE POLICE LABORATORY	4/25/2014 10:15:59 AM
006882	IDAHO STATE POLICE LABORATORY	4/25/2014 10:43:08 AM

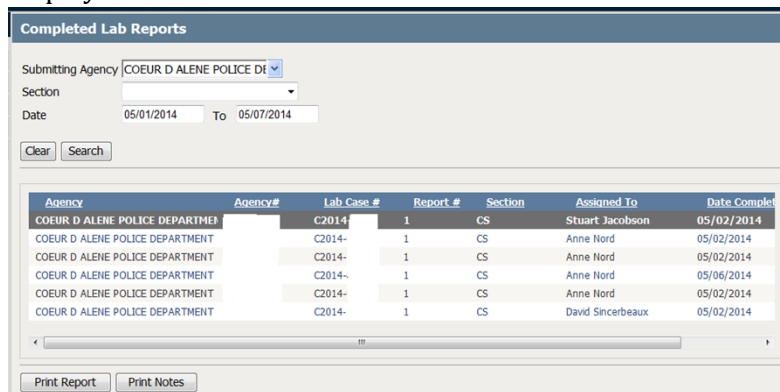
2. Enter the specified start **and** end date, then select **Search**. If a multi-agency user, remove the Submitting agency department from the search field and case reports for all agencies approved for viewing (excluding cases submitted by Idaho State Police) will display.

3. A combination of the Submitting agency, section (lab discipline) and date filters in this search can be used.



The screenshot shows the 'Completed Lab Reports' search form. The 'Submitting Agency' is set to 'COEUR D ALENE POLICE DEPARTMENT'. The 'Section' is empty. The 'Date' range is from '05/01/2014' to '05/07/2014'. There are 'Clear' and 'Search' buttons.

4. If there is a completed case that fits the specified search criteria, the search results will display.



The screenshot shows the search results table. The table has columns for Agency, Agency#, Lab Case #, Report #, Section, Assigned To, and Date Completed. The first row is highlighted.

Agency	Agency#	Lab Case #	Report #	Section	Assigned To	Date Completed
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Stuart Jacobson	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/06/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT		C2014-	1	CS	David Sincerbeaux	05/02/2014

5. Highlight the case and select Print Report or Print Notes. PDF download is available once the notes and/or report are opened.

Note:

The **Print Report** will include the lab report and associated restitution, if applicable.

The **Print Notes** will include the lab analytical notes but may not include all laboratory documentation on the case (see note on previous page).

Accessing Prelog Documents and Custom Reports

From the Dashboard menu, select the Documents option. *(A list of ISPFs Defined Documents will be available for reference)*

Select the document description hyperlink to open the document.

Department Name	Description	Revision Date
IDAHO STATE POLICE LABORATORY	Prelog 6-10-2022 Update Quick Reference	06/08/2022

Custom reports (IN PROCESS)

Submitting Agency * IDAHO STATE POLICE LABORATORY

Completed Lab Reports

Custom Reports

Search

Appendix A: Packaging Types

(These are external evidence packaging)

Description
Bucket
Blood Kit
Blood/Urine Kit
Box
Butcher/craft paper
Can
Case File
Envelope
Friction Lid Can
Gun Case
Heat Sealed Arson Bags
Heat Sealed Plastic Bag
Item
Jar
None
Paper bag
Plastic bag
Sexual Assault Kit
Suitcase
Urine Kit

Appendix B: Item Types

<u>Item Type</u>
Liquid (Alcohol Analysis)
Accident Victim Kit
Blood Collection Kit
BIO Suspected Bio Stain (Bedding)
BIO Bones/Teeth
BIO Suspected Bio Stain (Clothing)
BIO Suspected BIO Stain (Firearm)
BIO Fetal Tissue
BIO Hair
BIO Hand Swabs from Subject/Suspect
BIO Penile Swabs
BIO Reference Sample
BIO Suspected Bio Stain (Swbs/Misc Itms)
BIO Clothing for DNA only (wearer DNA)
BIO Sexual Assault Kit (**attribute required)
Blood
Reference Blood
Combination Blood and Urine Kit
CCU Cellular Device Evidence
CCU Computer/Memory Evidence
CCU Working Copy Evidence
CS Clandestine Lab Samples
CS General (powdr,cryst,tar,tabl,paraph)
CS Hemp
CS Liquid/Wash (Controlled Sub Analysis)
CS Marijuana (plant material or paraph)
CS Mushrooms

CS Pharmaceutical Pills/Tablets
CS Federal Quantitation
CS Spice (plant material or paraph)
CS Syringe (**attribute required)
Digital Media (digital images/files)
EasyCal
Explosives/Fireworks
IMP Firearm for LP Processing
Fire Debris (Arson related)
FT Firearm
FT Firearms Accessories/Components
FT Shotshell/Shotshell Components
FT Ammunition
FT Bullet
FT Cartridge
FT Cartridge Case
FT Distance Determination (Clothing)
FT Misc
IMP Footwear Items(s)
IMP Latent Print Comparison Item(s)
IMP Latent Print Processing Item(s)
IMP Latent Print Exemplar(s)
OTHER
Photographs
IMP Tire Impression Item(s)
FT Tools for Toolmark Comparison
FT Impressions for Toolmark Comparison
Vitreous Humor
Urine Collection Kit

Appendix C: Evidence PreLog Discipline Based Questions

Discipline	Question #	Question
Alcohol Analysis (includes testing for Inhalants)		
BATS	1	Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
BATS	2	If YES, what were the results? If the valid breath test results are within 0.020 of each other, do not submit the sample for alcohol testing. If NO, enter N/A.
BATS	3	If there is a valid breath test, and the results are within 0.020 of each other, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstances if you still intend to submit the sample.
BATS	4	Please make sure the chain of custody is complete and available outside the evidence box.
BATS	6	Is the subject deceased?
BATS	7	If submitting multiple items, please indicate by name if each subject is deceased or alive.
BATS	8	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?

Biology/DNA Analysis

BIO	1	Have you read our case acceptance policy? If yes please answer all required questions. If No, please refer to the Biology Case Acceptance Policy located on the ISPFS website prior to continuing.
BIO	2	Have you received approval for case submission? If not, please contact the Biology Section at 208-884-7170 with case specific questions. Requests for additional item examinations should be approved in advance of submission.
BIO	3	Please briefly describe case circumstances:
BIO	4	Has a report been included with the submission? Reports are required for all biology/DNA cases
BIO	5	Was the victim bleeding? Victim reference samples are required for DNA testing.
BIO	6	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
BIO	7	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
BIO	8	Is animal blood suspected for any of these items?
BIO	9	List any items you suspect may be contaminated with animal blood.

Biology/DNA Analysis cont.		
BIO	10	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
BIO	11	Is the submission for a burglary/robbery/property crime case? If so, please limit the submission to 1 or 2 items and any known reference samples.
BIO	12	Is the submission for a sexual related crime? If so, please limit the submission to the kit, penile swabs if applicable, and any known reference samples. Suspect body swabs require suspect known reference samples for testing.
BIO	13	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
BIO	14	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
BIO	15	Indicate the gender assigned at birth for all relevant individuals (victim, suspect, consensual partner, etc).
BIO	16	If any required reference samples are missing, provide a detailed explanation why. If prior laboratory approval was obtained, include the name of the individual.
BIO	17	Is this case currently inactive?
BIO	18	If yes, will the DNA results change the status of the case?
BIO	19	If known, what is the date of the jury trial?
BIO	20	Is rush testing being requested for this case?
BIO	21	How does this case meet the rush testing requirements outlined in the case acceptance policy? (if case is not a rush, please mark n/a
BIO	22	Is this a resubmission for Y-STR testing? If yes, the laboratory must be contacted prior to resubmission.
BIO	23	The ISPFS Biology/DNA unit makes every effort to use only a portion of each sample for testing whenever possible. However, the laboratory will consume samples of limited size and/or quantity for DNA analysis, if necessary. If you do NOT wish for the laboratory to consume a sample, please indicate this request in the comments section (Please note, if consumption is necessary and you have indicated that the lab is not to do so, DNA testing will be placed on hold until the lab receives written permission to consume from the prosecuting attorney).
BIO	24	I acknowledge that routine analysis completed by the Biology/DNA section has the potential to destroy any fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Latent Print analysis at a later date.

Cyber Crime/Digital Evidence

CCU	1	Please complete a separate prelog submission for each location items seized from. In addition, please submit with the prelog form and evidence, a paper copy of search warrant affidavit and/or the investigative report.
CCU	2	Location of search site (please use address items found)
CCU	3	Authority for seizure and examination. (If other please complete question 3)
CCU	4	For Verbal/Other consent cases please include brief documentation from the investigator attesting to the fact that verbal consent was granted.
CCU	5	Date Seized
CCU	6	Has the evidence been viewed/accessed since seizure? If yes, complete question 6.
CCU	7	Explanation of Access: include date and time of view/access, please be as precise as possible.
CCU	8	Cellular device evidence status at time of seizure.
CCU	9	List any known username/passwords/pin code/swipe pattern.
CCU	10	Service Requested (brief explanation).

Controlled Substances

CS	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
CS	2	Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge.
CS	3	Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence.
CS	4	If a particular item is the probable cause for the case please note the agency exhibit number.
CS	5	Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.
CS	6	If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent.
CS	7	Were these items found in the same location? If not, is this information provided on the evidence packaging?

Controlled Substances cont.

Federal Quantitative Analysis for methamphetamine only (federal jurisdiction): ISP forensic services only offers this type of testing for cases that are being tried federally, or may be tried federally and the AUSA has expressed an interest in pursuing the case. These questions and your responses are part of the case record. If there is more than one sample, the samples will be combined to form a composite sample at the laboratory's discretion. If this answer is "no" to this question (or the answer is blank), the case will be returned to your agency without analysis.

CS	9	Federal Quantitative Analysis - Is this a federal case needing methamphetamine quantitation performed?
CS	10	Federal Quantitative Analysis - Do you approve of multiple samples being composited for analysis?

Firearms/Toolmarks Analysis (includes Distance Determination, Serial Number Restoration and NIBIN Entry)

FA	1	Type of analysis requested:
FA	2	Does any of the evidence require latent print processing or Biology/DNA analysis, in addition to the Firearms examination/comparisons? (If Yes, please ensure a BIO and/or LP request is completed for those items and send only relevant evidence to Meridian lab for Latent Prints or Biology/DNA (any FA only items can be sent directly to CDA); if no, send to CDA).
FA	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)
FA	4	If it's a firearm or a tool is it securely fastened within a hard-backed packaging (e.g. box using multiple zip-ties) with the action secured open? (Please package in a manner to which the item is secure in the package and can be visually determined that the firearm is unloaded)
FA	5	Does the evidence require comparative examination? If Yes, are the items requiring comparative examination included with this submission? If NO, "Firearms Examiner must have two items to compare".
FA	6	Is the incident report included with the evidence? (Incident report must be included)
FA	7	Is the area which was suspected to have been used to make the mark or includes the mark protected from further contact with other objects? If no, area should be preserved to prevent damage to either the mark or the tool.
FA	8	If applicable, please note any specific requests for analysis.
FA	9	I acknowledge that routine analysis completed by the Firearms section has the potential to destroy any biological or fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Biology or Latent Processing at a later date.

Fire Debris/Arson Analysis

FIRE	1	Is the case report included with the submission?
FIRE	2	Are the items designated as either sample or controls?
FIRE	3	Is the description of the item clear?
FIRE	4	Briefly describe the circumstances behind the case.
FIRE	5	Were these items found in the same location? If not, is this information provided on the evidence packaging?

Latent Print Analysis

LP	1	Do any items need to be processed (treated with chemicals/powders in an attempt to locate latent prints)? If YES please answer questions 2 through 6 below. If NO skip to question 7.
LP	2	If submitting multiple items for processing – list the items that are most probative to the case (these items may be examined first).
LP	3	List any items you suspect may be contaminated with biological fluids (blood, semen, etc.).
LP	4	Have weapons been rendered safe and are they secured in an evidence box?
LP	5	Some processing methods may damage items or pose a health risk. List ANY items you plan to return to the victim.
LP	6	List all items you are submitting that were processed or partially processed by your agency. Specify which processing methods (glue, powder, ninhydrin, etc.) were used on which items.
LP	7	Are there any specific instructions for any comparisons? (if none answer N/A)
LP	8	Are all digital images/photographs or fingerprint/palm print cards (exemplars) packaged as evidence?
LP	9	Provide Full Name, DOB, and SID# (State Identification number) of ALL persons (victims, subjects, suspects) that may have had contact with the items submitted for latent prints (if unknown answer N/A). If you need to add additional names at a later date – please call the laboratory.
LP	10	I acknowledge that routine analysis completed by the Latent Print section has the potential to destroy any biological evidence that may be present on the submitted item, as well as, remove the ability to request Biology/DNA screening at a later date.

Toxicology Analysis (Drugs in Blood or Urine)

TOX	1	Has a valid breath alcohol test been completed?
TOX	2	If yes, what was the result?
TOX	3	If the result is greater than .100, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstance if you still intend to submit the sample.
TOX	4	Please make sure the chain of custody is complete and available outside the evidence box.
TOX	5	Is evidence box sealed and initialed? If not please seal and initial before submission.
TOX	6	What behaviors/symptoms were observed (e.g. slurred speech, jerky movements, profuse sweating)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	7	What prescriptions or over-the-counter medications does the subject take?
TOX	8	What drugs are suspected in this case (other than those previously listed)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	9	Please contact the Toxicology Section supervisor at 208-209-8700 (CDA) or 208-239-9900 (Pocatello) with any additional comments or concerns regarding your case and/or a specific item(s).
TOX	10	Is the subject deceased?
TOX	11	Do you need alcohol or inhalant testing done on this sample? (You will need to log a separate service request for alcohol if you have not done so already).
TOX	12	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?

Appendix D: PreLog Administrative Procedures

Administrative procedures to designated personnel include:

- Maintaining Investigating Officers
- Deleting Prelog Cases
- Modification of Incorrect Agency Case Number

Procedure 15: *Admin Procedure 1: Maintaining Investigating Officers*

Adding of Deactivating Department Offices

If there are new officers that need to be added to the list of officers available during case entry, or if officers have left the department, use the following procedure to add or modify the officers for the agency

1. Select Maintain Department Officers from Dashboard Menu

The screenshot shows the 'Maintain Department Officers' page for the 'IDAHO STATE POLICE LABORATORY'. The interface includes a left-hand menu with options like 'Dashboard', 'New Prelog', 'Search', 'Reports', 'Maintain Department Officers', and 'Logout'. The main content area has a header 'DEPARTMENT: IDAHO STATE POLICE LABORATORY' and a form for updating department email addresses and notifications. Below this is a search section with a 'Name' input field, a 'Search' button, and a checked checkbox for 'Hide Inactive Officers'. A table lists current officers with columns for Name, Email Address, and Auto Email Notif Active. At the bottom, there is a form for adding or editing an officer, with fields for ID, Name, Email Address, Auto Email Notifications, and Active status, along with 'Add', 'Edit', 'Save', 'Cancel', and 'Back' buttons.

Name	Email Address	Auto Email Notif	Active
Britany Wylie	britany.wylie@isp.idaho.gov	T	T
Matthew Gamette	matthew.gamette@isp.idaho.gov	T	T

ID	* 3907BRIT04
Name	* Britany Wylie
Email Address	britany.wylie@isp.idaho.gov
Auto Email Notifications	▼
Active	Yes ▼

Procedure 16: *Deleting a PreLog case*

The ability to delete an entire case is limited to the designated Agency Representatives only. Deletion can ONLY be done prior to sending the case to the lab for analysis. Once ISPFS has received and accepted the case, it will be locked from deleting.

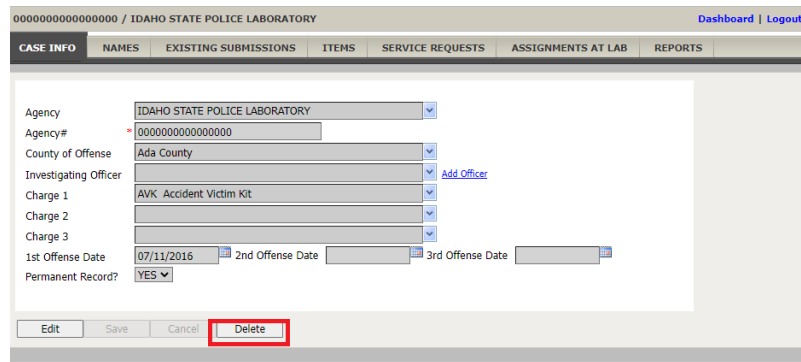
Example of case that would require deletion: case was entered with the incorrect Agency case number.

To Delete An Entire Case (Administrative Prelog Users Only):

Note:

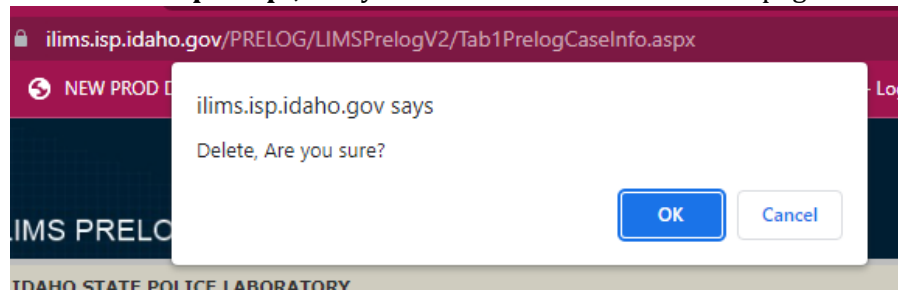
Submissions can be corrected, but not deleted, using the edit function prior to lab acceptance.

1. Navigate to the case using the Quick Find or Recent Cases
2. From the Case Info tab select "Delete" button.

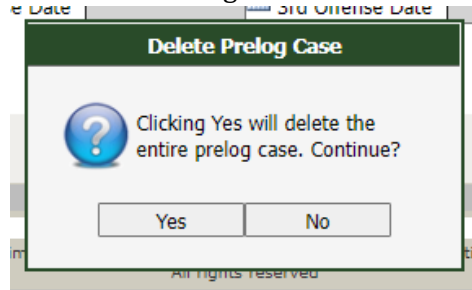


The screenshot shows the 'CASE INFO' tab of the PreLog system. The form contains the following fields: Agency (IDAH0 STATE POLICE LABORATORY), Agency# (0000000000000000), County of Offense (Ada County), Investigating Officer (Add Officer), Charge 1 (AVK Accident Victim Kit), Charge 2, Charge 3, 1st Offense Date (07/11/2016), 2nd Offense Date, 3rd Offense Date, and Permanent Record? (YES). At the bottom of the form, there are buttons for 'Edit', 'Save', 'Cancel', and 'Delete'. The 'Delete' button is highlighted with a red box.

3. Select **ok on the prompt**, and you will be returned to the case page



4. Select Yes on the Delete Prelog Case confirmation prompt



Procedure 17: *Correcting Agency Case Number*

If an Agency Case number was entered incorrectly and needs to be adjusted, this may be completed by administrators, using the Change Case Number button.

1. This must be completed PRIOR to the lab acceptance of the evidence. Navigate to the appropriate case, then select the Change button

0000000000000000 / IDAHO STATE POLICE LABORATORY [Dashboard](#) | [Logout](#)

CASE INFO | NAMES | EXISTING SUBMISSIONS | ITEMS | SERVICE REQUESTS | ASSIGNMENTS AT LAB | REPORTS

Agency: IDAHO STATE POLICE LABORATORY
Agency#: *0000000000000000 **Change**
County of Offense: Ada County
Investigating Officer: [Add Officer](#)
Charge 1: AVK Accident Victim Kit
Charge 2:
Charge 3:
1st Offense Date: 07/11/2016 2nd Offense Date: 3rd Offense Date:
Permanent Record?: YES

2. Enter the new correct case number into the prompt and select the update button.

Change Department Case

Department Case Number: