



Idaho State Police Forensic Services

Evidence Procedures Manual

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Revision History

Revision #	Description of Changes
1	Original Issue
2	Minor wording, grammatical, formatting and numbering changes throughout. Content changes and/or additions: #1 Receiving Evidence #4.2.1.2.1, 4.7.1.6.4.3, 4.7.1.6.4.4; #2 Returning or Intra-Lab Transfer of Evidence #4.1.2, 4.1.3.2, 4.1.3.3; #5 New Case Without a Prelog #4.1.1.1.1.9.4.3, 4.1.1.1.1.9.4.4; #8 Breath Alcohol Instruments, changed wording to reflect the breath alcohol instruments now being maintained in BEAST ILIMS, #4.1.1.1.3.6
3	Copied Revision 2 of the Evidence Procedures Manual and placed it into the correct manual template. This action did not bring the 2024 suggested/accepted changes into this version. The version of the Procedures Manual with suggested edits is stored on the I:Drive, FES folder, 1-Manual Updates, Archive.
4	Minor wording, grammatical, formatting and numbering changes throughout. 3.1.1 changes Cybercrime to Digital Forensics. Created Appendix A detailing all Module completion sign-off sheets.
5	Update information in receiving evidence section, added information for receiving evidence for the Questioned Documents section, updated and added information to section 4.6, simplified wording for internal transfers, added information for ILIMS UPS Ship module, removed requirement for Property Transform Form for breath instruments, and minor wording, grammatical, formatting and number changes throughout.
6	Add revision notes for revisions 4 & 5. Section 10 changed from Canvas to Evidence re-submissions and additional submissions. Minor wording, grammatical, formatting and numbering changes throughout. Updated written exams for Modules 3, 4, 8 & 11. Updated wording to remove quotes from QA manual and added in QA manual references. Removed signature requirements on signature pad throughout.

#1 Receiving Evidence

1.0 Background/References

- 1.1 The procedures outlined in this manual may be performed by any qualified Idaho State Police Forensic Services (ISPFS) staff member, however, they are a normal function of a Forensic Evidence Specialist (FES).
- 1.2 ISPFS receives evidence from agencies throughout Idaho and at times, other states. The evidence is received by various couriers (USPS, Federal Express, United Parcel Service, etc.) or in person. ISPFS uses the BEAST ILIMS (Bar Coded Evidence Analysis Statistical Tracking-Idaho Laboratory Information Management System), a web-based program, as the means of logging, tracking, and reporting analytical results for all accepted evidence. The agencies are granted access to the Prelog Portal, an externally accessible portion of the program, and must enter required case, evidence, and requested analysis information through that process. (Refer to ISPFS Quality Procedure Manual Section 17.4.1.5 for exceptions).
- 1.3 References
 - 1.3.1 ISPFS Quality Procedure Manual
 - 1.3.2 ILIMS User Guide
 - 1.3.3 ISPFS Health and Safety Manual
 - 1.3.4 ILIMS Prelog Manual

2.0 Scope

- 2.1 To provide a uniform procedure for receipt of evidence that is consistently accurate and efficient.

3.0 Equipment

- 3.1 BEAST ILIMS system
- 3.2 Multi-function Printers
- 3.3 Zebra Barcode Printers
- 3.4 Handheld Barcode Scanners
- 3.5 Portable Desk Scanners
- 3.6 Topaz Signature Pads

4.0 Procedure

4.1 Verification of Prelog Information

- 4.1.1 Once an agency enters all relevant case information into Prelog, a barcoded submission form is created and should accompany the evidence to the lab. The FES assigned to incoming casework acceptance, is required to review the accuracy of the Prelog entry with the physical items to be submitted. The FES must verify the agency name, agency case number, agency item number(s), and descriptions of evidence accurately matches and corresponds with the agency's Prelog submission form.

4.2 Inspection of the evidence type and packaging

- 4.2.1 All items of evidence must be evaluated to ensure they meet the testing policies and packaging requirements for the lab.
 - 4.2.1.1 Every firearm must be safety checked by authorized personnel before the case can be accepted. Each lab will have a list of the personnel authorized to perform this safety check posted in the evidence receiving area. Refer to Method #7 Firearms Submissions.
 - 4.2.1.2 Other items such as knives, syringes, glass (broken or unbroken), or any item that can puncture or tear through the packaging shall be placed in a protective container, securely wrapped or packed in a box. Refer to ISPFS Quality Procedure Manual Sections 17.4.1.8 and 17.4.1.9.
 - 4.2.1.2.1 Any item deemed unsafe to handle may be rejected at the evidence counter or shipped back to the agency. If shipped, refer to Method #2 Returning or Intra-Lab Transfer of Evidence and Method #3 Unlogged Evidence.
 - 4.2.1.2.2 If the case has been shipped and there are multiple items on the Prelog form, handle the case as Unlogged Evidence until the agency can be contacted to remove the unsafe item from the Prelog form for return. Refer to Method #3 Unlogged Evidence.
 - 4.2.1.2.3 If the agency cannot be contacted or has not responded to any correspondence after two attempts or 5 working days, the entire case may be returned along with the unlogged form which will include the reason for the return and the corrections that need to be made prior to returning the item(s) to the lab for submission. Refer to Method #3 Unlogged Evidence.

4.3 Review service request

- 4.3.1 Although ISPFS is able to perform a number of forensic analyses, we do not perform every analysis available in the field of forensics. Verify that the agency is only requesting services within the scope of ISPFS approved testing parameters. Refer to the ISPFS Quality Procedure Manual for an approved disciplines list.

- 4.3.2 If an item of evidence is received in a lab that does not perform the analysis being requested, it is required to follow the same procedural steps listed in 4.2 and 4.3 in this method. If questions or concerns arise, contact the appropriate lab for verification. For all biology (BIO) evidence received at either Coeur d' Alene (CDA) or Pocatello (POC), a call should be made to the Meridian lab or reference the biology case triage document before accepting the case.
- 4.3.3 If accepting a new case for one of the other labs, the 'lab code' field shall reflect the laboratory that will be performing the analysis. (Review the ILIMS User Guide for specific details).

4.4 Chain of Custody

- 4.4.1 There must be a distinct chain of custody bearing signatures and/or agency markings on every piece of evidence before it can be accepted into the lab. If a chain of custody is not present on the packaging one will be added prior to being accepted. This must include:
 - 4.4.1.1 Hand delivered evidence.
 - 4.4.1.1.1 The agency representative will sign/fill out the "From:" line.
 - 4.4.1.1.2 The lab representative accepting the evidence, must sign the "To:" line.
 - 4.4.1.1.3 The "Date:" line must be entered with the current date.
 - 4.4.1.2 Shipped evidence.
 - 4.4.1.2.1 The lab representative accepting the evidence, must enter the name of the courier in the "From:" line. (UPS, FedEx, US Mail, etc.).
 - 4.4.1.2.2 The lab representative accepting the evidence, must sign the "To:" line.
 - 4.4.1.2.3 The lab representative, accepting the evidence, shall enter the current date.
 - 4.4.1.3 Evidence containing items described as "Documents" (letters, envelopes etc). If the evidence description indicates an item that may be eligible for document examination, it is recommended this examination is completed prior to latent print processing. Additionally, care should be taken to avoid potential damage to the documents contained within the packaging.
 - 4.4.1.3.1 Avoid writing directly on the evidence packaging chain of custody.
 - 4.4.1.3.2 A chain of custody label will be affixed to a paper tab, then affixed to the side of the evidence packaging, to prevent unintentional indentations from writing on the evidence.
 - 4.4.1.3.3 If document examination evidence is received and processed for Latent Print or Biology examination, with or without a request for document examination, and without safeguards within the evidence packaging, it is recommended that the evidence documents be placed within a hardback folder, then returned to the evidence packaging.
 - 4.4.1.3.4 If the Document examination evidence is not opened prior to being forwarded for Document examination, the evidence shall be placed in a hardback folder and shipped within an appropriate size box. Document examination items should not be folded or bent, to prevent damage to the items.

4.5 Requirements for Evidence Seals

4.5.1 Each seal on every item of evidence, not including factory seals, must be in accordance with the Quality Manual (refer to Sections 17.4.4.8.2 and 17.4.4.8.3) with the following exceptions:

4.5.1.1 Seals lacking officer/agency representative initials, but otherwise properly sealed with no appearance of tampering, shall be remediated prior to accepting the case into the lab.

4.5.1.1.1 Remediation requires a piece of evidence tape be placed perpendicular to the agency seal and must contain the initials and date of the representative accepting the evidence. The remediation must be documented in the remarks section or in case correspondence of ILIMS.

4.5.1.2 If the seal is not adequate but does not appear to have been tampered with and the contents do not appear to have escaped the packaging one of the following may be performed:

4.5.1.2.1 Clear packing tape may be placed over the seal and a remediation seal placed on the clear packing tape, including the date and initials of the representative receiving the evidence. The remediation must be documented in the remarks section or in case correspondence of ILIMS.

4.5.1.2.2 The entire package may be placed in a secondary container and properly sealed. The remediation must be documented in the remarks section or in case correspondence of ILIMS.

4.5.2 Any items of evidence which are open, damaged, or leaking will be returned to the submitting agency to be properly sealed prior to being accepted for testing. If the items are being submitted in person the individual may properly seal the package(s) at the evidence counter.

4.5.2.1 Glue seals on plastic bags that contain no initials/markings are considered to be sealed; however, a remediation seal must be applied. The remediation must be documented in the remarks section or in case correspondence of ILIMS.

4.5.2.2 If the submitting agency is on site the evidence can be rejected and no additional documentation is necessary. If the evidence needs to be shipped back to the agency, it must be unlogged prior to shipping (Refer to Method #2 Returning or Intra-Lab Transfer of Evidence and Method #3 Unlogged Evidence).

4.6 Review Prelog Entry

4.6.1 If it is determined that the information prelogged by the agency does not correspond to the evidence received, agencies are requested to make their own changes/corrections in the Prelog system before the evidence is accepted. (Refer to ISPFs Quality Procedure Manual Section 7.4.1.6).

4.6.2 The following information will be checked and if at any stage of the process prior to a report being issued it is determined the Prelog information is incorrect it must be corrected.

- 4.6.2.1 Agency Case number - this requires agency verification and the change needs to be requested through the ILIMS team after the acceptance of the evidence.
- 4.6.2.2 Death investigation – if it is determined the case is a death investigation this must be updated. (may be updated after case report is issued) Agency verification is required to remove it; it is not required to add it.
- 4.6.2.3 Agency item number – requires agency verification.
- 4.6.3 The following items may be updated if a discrepancy is noted, they require agency verification before changes are made.
 - 4.6.3.1 Offense date(s)
 - 4.6.3.2 Charges/Offense(s)
 - 4.6.3.3 County of offense
 - 4.6.3.4 Investigating officer
 - 4.6.3.5 Individuals names - If a subject is generated using a database such as MBIS it will be added to ILIMS, and a note will be added in the case record that a name was added per the hit.
 - 4.6.3.6 Description of evidence

4.7 Accepting Prelog Submission for case creation

- 4.7.1 Open the Prelog in ILIMS by scanning the barcode on the Prelog form or by opening Prelog under New Cases on the Dashboard. Verify the information entered into Prelog against the physical item(s) of evidence.
 - 4.7.1.1 Verify the lab code
 - 4.7.1.2 Verify the agency case number
 - 4.7.1.3 Add how the evidence was submitted
 - 4.7.1.3.1 If the case is being submitted in person leave the 'Submitted Via' as Hand Delivered or Agency Courier. Enter the agency representative's name in the 'Submitted By' box. Hand Delivered will require an agency signature using the signature pad.
 - 4.7.1.3.2 If the case was shipped to the lab, in the 'Submitted Via' box choose the correct entity from the drop-down menu. (Certified Mail, UPS, etc.)
 - 4.7.1.4 If receiving evidence for latent print testing, 'Hold' should be entered in the 'Priority' box for that assignment, on the assignments tab.
 - 4.7.1.5 Notes or Remarks can be entered on the 'Remarks' tab.
 - 4.7.1.6 Items of evidence must include the following:
 - 4.7.1.6.1 'AE #' - the agency item number
 - 4.7.1.6.2 'Pack Type' – Blood kit, envelope, box, etc.
 - 4.7.1.6.3 'Item Type' – Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc.
 - 4.7.1.6.4 'Attr' – Click on the "?" to select sealed or unsealed.

- 4.7.1.6.4.1 If a seal was remediated the item must be marked "NOT SEALED". Documentation must be added to either the remarks section or in case correspondence. The representative must then update the item to sealed after the case has been accepted.
- 4.7.1.6.4.2 When an item of evidence has an Item type of 'firearm' the "Attr" box will contain an additional field, "Rendered Safe" to be marked "Yes" once the firearm has been safety checked. See Method #7 Firearms Submissions.
- 4.7.1.6.4.3 When an item of evidence has an Item type of 'syringe' the "Attr" box will contain an additional field, "Syringe In Safety Tube?" to be marked "Yes" if properly packaged.
- 4.7.1.6.4.4 When an item of evidence has an Item type of 'sexual assault kit' the "Attr" box will contain an additional field, "SAK Number". The sexual assault kit number must be verified with the SAK # in this box.
- 4.7.1.6.5 'Item Description' – brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc. These do not need to match exactly but need to be generally the same.
- 4.7.1.6.6 'Service Request' – verify the correct request type was selected by the submitting agency.
- 4.7.1.6.7 'Names' Tab – names of the suspects, subjects and victims should be entered for each case. Requests for latent prints for ABIS is the only service that routinely has no names listed. Names can be entered by lab personnel at any time after case acceptance.
- 4.7.1.6.8 Click on "Create". If the case has been hand delivered, a box will open requesting a signature and the agency representative will sign the signature pad. Once this is done, ILIMS will generate the lab case number and evidence labels for each item, unless the item is being resubmitted, then no additional label will print. If agency courier was selected no signature is required.
- 4.7.1.6.9 Place the evidence labels on the corresponding evidence, verifying placement on the correct item by matching agency case and item numbers on the barcode label and the evidence packaging. To the best of your abilities do not cover any seals, seal markings, or case information.
- 4.7.1.6.10 Attach scanned copy of the agency reports/documents on the case info tab, if provided. Search warrants and consent forms will be attached to the service request in the assignments tab.

4.8 Evidence Storage

- 4.8.1 Determine in which controlled environment the evidence should be stored. Refer to the Quality Procedure Manual for specific requirements.

4.8.2 Scan the evidence to the appropriate storage location and then place the evidence in the corresponding storage location. The evidence may also be transferred directly to an analyst.

4.8.2.1 The internal chain of custody is tracked from the time the evidence is received until the evidence is returned to the agency.

4.8.2.1.1 The internal chain of custody is automatically started with the individual that accepted the case into ILIMS.

5.0 Comments

5.1 When receiving evidence from another lab: check the evidence for proper seals and chain of custody. The FES will transfer custody of the container to themselves and then transfer the evidence to the appropriate storage location(s). Alternatively: each item may be scanned to the FES/representative receiving the transferred evidence.

5.2 When receiving Sexual Assault Evidence Collection Kits (SAECK) refer to IKTS Method #14 for required tracking steps.

5.2 When receiving a case where the agency has requested that it be kept confidential you will need to remove the county prosecutor's office from being able to access the case in ILIMS Prelog. To do this follow the steps below.

5.2.1 From the 'Case Info' tab select Edit.

5.2.2 Click on / check the checkbox for "Restrict Prosecutor Access on Prelog"

5.2.3 Click on "Save". No reason is required when changing from an empty field; however, Case Correspondence **MUST** be completed when updating the case access.

5.2.4 Create Case Correspondence with event type of "DIST" Distribution update. Complete the required fields regarding the reason for the change.

#2 Returning Evidence, Intra-Lab Transfer of Evidence, Unlogged Evidence and Supplies

1.0 Background/References

1.1 ISPFS uses the BEAST ILIMS web-based program as the means of logging, tracking and reporting all submitted evidence. The procedures outlined in this method may be performed by any qualified ISPFS staff member; however, they are a normal function of a FES.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 BEAST ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide a uniform procedure of using a courier for evidence return/transferring evidence for further testing that is consistently accurate, efficient and traceable.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Multi-function Printers

3.3 Zebra Barcode Printers

3.4 Handheld Barcode Scanners

3.5 Portable Desk Document Scanners

3.6 Current shipping program

3.7 Topaz Signature Pads

4.0 Procedure

4.1 Returning evidence in-person

4.1.1 Evidence eligible for being returned is pulled for the agencies from the "Go Back Report", (Refer to Method #11 Go Back/Forward Evidence Reports) and placed in a "To Be Returned" storage area for each agency. Larger items may be stored in a different area as indicated on the "Go Back Report". Items to be returned to the Agency may be placed in a Bulk container when you are preparing the items for release.

4.1.2 After retrieving the evidence to be returned from the storage areas, the FES can either:

- 4.1.2.1 Add the items of evidence to the already created bulk container (see Section 4.2.2.1 below) by scanning the bulk container barcode and then scanning each item of evidence. The returned to agency barcode can be scanned and then the bulk container barcode can be scanned. This will transfer all of the evidence in the bulk container at one time. This method is preferred if multiple items are being returned at one time.
 - 4.1.2.2. Scan their own barcode and then scan each piece of evidence being returned into their custody. Then scan the barcode for returned to agency and again scan each piece of evidence being returned.
 - 4.1.3.1 Enter your passcode and check the box 'Print Receipt'.
 - 4.1.3.2 Click on "Save."
 - 4.1.3.2.1 If a signature is needed, select the get signature box and this will generate the 'signature capture' box. Enter the agency representative's name in the "Type Your Name Here:" box.
 - 4.1.3.2.2 Click on the 'Sign' box on the bottom tool bar and have the agency representative sign the signature pad.
 - 4.1.3.2.3 If their signature is in the capture box, click on the 'Accept Signature' box.
 - 4.1.3 Sign the chain of custody on each piece of evidence on the subsequent "From" area and release the item(s) to the agency representative.
- ## 4.2 Internal Transfer to another ISPFs Lab via Shipping Carrier
- 4.2.1 Evidence will be pulled for internal transfer from the Forward Evidence Report.
 - 4.2.2 A container label must be created for the internal transfer. Below are the steps for creating a New Bulk Container.
 - 4.2.2.1 From the Dashboard Menu, select 'Bulk Container' and then click on 'New Bulk Container' tab.
 - 4.2.2.1.1 Under 'Type' select the appropriate container type from the dropdown.
 - 4.2.2.1.2 'Custody Of' and 'Location' drop downs will be auto filled with "Lab Staff" and the name of the individual signed into ILIMS.
 - 4.2.2.1.3 In the 'Describe' box enter the location the items are being sent to.
 - 4.2.2.1.4 Click on the 'Create'. A container barcode will automatically print.
 - 4.2.2.1.5 Leave the label on the backing and remove from the printer.
 - 4.2.3 The evidence must be scanned into the container in ILIMS.
 - 4.2.3.1 Scan the container label and then scan each piece of evidence being forwarded. Enter password.
 - 4.2.4 To create a "Packing List" for the container, go back to the ILIMS Dashboard, click on 'Bulk Container' and then click on the 'Search Bulk Container' tab.
 - 4.2.4.1 Enter the container type.
 - 4.2.4.2 Enter the year the container was created.
 - 4.2.4.3 Enter the container 'Number' from the container label that printed. If you don't have a container number you can search all containers made in the year.

- 4.2.4.4 Click on 'Print Contents'. This will open a separate pdf page, print this sheet for verification.
- 4.2.4.5 Once printed, attach the container label to the packing list, verify all of the items being returned are listed on the packing list, sign and date at the bottom.
- 4.2.5 Complete the Chain of Custody on each piece of evidence being transferred.
 - 4.2.5.1 From: FES signature.
 - 4.2.5.2 To: Shipping company, UPS, FedEx, etc.
 - 4.2.5.3 Date: The date that the evidence is being shipped.
- 4.2.6 Creating the Shipping Label using the approved courier software or webpage.
 - 4.2.6.1 The following information must be entered for the shipping label.
 - 4.2.6.1.1 'Agency Name'
 - 4.2.6.1.2 'Attention:'
 - 4.2.6.1.3 Complete Address
 - 4.2.6.1.4 Items are generally shipped via ground transportation. **Handguns are required to be shipped overnight.**
 - 4.2.6.1.5 Container number, case numbers or automated reference for the items being shipped.
 - 4.2.6.1.6 'Lab Discipline Shipping Code'. Each lab has a list of PCA's for their site.
 - 4.2.6.1.7 Weight and dimensions of the package, as applicable
 - 4.2.6.1.8 'Delivery Confirmation' with 'Signature Required' must be requested.
 - 4.2.6.2 Print the Shipping Label.
- 4.2.7 Place the packing list and shipping label with the corresponding container.
- 4.2.8 Another person shall verify the shipping container by completing the following:
 - 4.2.8.1 Verify all items of evidence are being returned/shipped to the correct lab/agency.
 - 4.2.8.2 Verify that all items being shipped are on the packing list form and initial next to each item as verified.
 - 4.2.8.3 Verify the Chain of Custody is signed on each piece of evidence.
 - 4.2.8.4 Verify the address on the shipping label corresponds to the lab and the case numbers correspond to the packing list and that "Signature Required" is noted on the label.
 - 4.2.8.5 Scan the packing list and place the original back with the evidence and the shipping label. Each lab shall file the scanned packing list(s) in a designated folder for each lab in the "BSFcom (I: drive)". These need to be available as confirmation for shipping questions if needed.
- 4.2.9 Once verification has been completed:
 - 4.2.9.1 Scan the appropriate internal transfer barcode.
 - 4.2.9.2 Scan the container label on the packing list.
 - 4.2.9.3 Click on the box marked 'Tracking Number' in ILIMS and scan the tracking barcode on the shipping label.
 - 4.2.9.4 Enter your password.

4.2.10 The package is now ready to prepare for shipping.

4.2.10.1 Place evidence in the box, envelope or other packaging.

4.2.10.2 Place the packing list with the evidence inside the package.

4.2.10.3 Seal the container and place the shipping label on the package.

4.2.11 When the evidence has been delivered by the courier and the delivery confirmation is available, attach a copy on the Case Info tab for all corresponding cases in ILIMS.

4.3 Returning Evidence to Submitting Agencies using integrated ILIMS UPS Ship module

This procedure must be completed from start to finish for only ONE shipping package at a time. Shipments are completed based on the submitting agency, only one Agency may be shipped per shipment. (IE ISP investigations and ISP Patrol would be shipped as two shipments using the module)

4.3.1 Evidence will be pulled for the agencies from the Go Back/Forward Evidence Report, (Refer to Method #11 Go Back/Forward Evidence Report) and placed in an area for items to be shipped. Larger items may be stored in a different area as indicated on the "Go Back Report".

4.3.2 Create a new bulk shipping container for each agency that will have evidence shipped and transfer the appropriate evidence to the corresponding bulk container. Instructions for creating a bulk container are in Sections 4.2.2.1 through 4.2.4.5 above.

4.3.3 Complete the chain of custody on each piece of evidence being returned.

4.3.4 Write down the box dimensions, for use in the shipping module.

4.3.5 Scan the barcode for returned to submitting agency via UPS, then the container barcode and then click into the UPS tracking number box and scan the UPS barcode. Verify accuracy by reading the ILIMS screen prior to entering your password and hitting enter.

4.3.6 Complete box preparation including packing material but **do not tape it closed**. Place box onto the UPS scale that is connected to the UPS Module.

4.3.7 Click the UPS tab on the left side under the dashboard. Then Click on the SHIP Button located on the upper righthand side, which will bring up the shipping module.

4.3.7.1 The department name is a dropdown and when clicked it should show the current box you are working on. This dropdown is generated by the previous scan to the UPS courier. At this time, you may add something into the attention line (Evidence custodian/PCA code etc) but there is limited space in that field, so it won't fit case #'s as with Worldship.

4.3.7.2 The weight field will autofill the weight from the scale.

4.3.7.3 Click the yellow question marks to choose how you are shipping (Ground/Next day) and choose customer packaging. Then enter the box dimensions.

4.3.7.4 **BE SURE TO select the CHECKBOX for SIGNATURE REQUIRED.**

4.3.7.5 Once all information is verified, click the ship button and it will print your shipping label.

4.3.7.6 Click the X to close the address window to begin a new box.

4.3.8 Remove the box from the scale and have another person verify the shipping container using the procedure listed in Section 4.2.8 above.

4.3.9 Place the packing slip in the box and seal. Then affix the shipping label.

5.0 Comments

5.1 When returning Sexual Assault Evidence Collection Kits refer to Method #14 IKTS for required tracking steps.

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#3 Unlogged Evidence

1.0 Background/References

1.1 ISPFS uses the BEAST ILIMS web-based program as the means of logging, tracking and reporting all submitted evidence. The procedures outlined in this section may be performed by any qualified ISPFS staff member; however, they are a normal function of a FES.

1.2 References

- 1.2.1 ISPFS Quality Procedure Manual
- 1.2.2 ILIMS User Guide
- 1.2.3 ISPFS Health and Safety Manual
- 1.2.4 ILIMS Prelog Manual

2.0 Scope

2.1 To provide a uniform procedure for the temporary handling and storage of evidence that has discrepancies between Prelog and the evidence packaging, evidence that does not contain adequate seals or evidence that is not needed or is not suitable for testing at the lab.

3.0 Equipment

- 3.1 BEAST ILIMS system
- 3.2 Multi-function Printers
- 3.3 Zebra Barcode Printers
- 3.4 Handheld Barcode Scanners
- 3.5 Handheld Barcode Scanners
- 3.6 Portable Desk Scanners
- 3.7 Current shipping program

4.0 Procedure

4.1 For handling evidence that cannot be accepted as received by the lab, determine if the issue(s) can be corrected prior to accepting or if the evidence needs to be returned to the agency for correction. Refer to Method #1 Receiving Evidence for evidence acceptance requirements.

4.1.1 Information on the Prelog form does not correspond with the information on the evidence.

4.1.1.1 Incorrect agency case number.

4.1.1.1.1 If the agency case number is entered into Prelog incorrectly (per communications with the agency) the case can be accepted and the FES will email the ISPFS ILIMS team to update the agency case number.

- 4.1.1.1.2 If the agency case number on the item of evidence does not match the agency case number entered into Prelog the agency must be contacted. If the agency case number in Prelog is correct, the case can be accepted. It must be noted in case correspondence that the agency was contacted and confirmed that the prelogged agency case number was correct. Typically, a sticky note is placed on the item packaging to notify the agency to update the agency case number once returned.
- 4.1.1.2 Number of items being submitted doesn't match number of items on Prelog.
- 4.1.1.2.1 If multiple items are contained in the same evidence package but entered in Prelog as separate items, the agency must correct this in Prelog by consolidating the item numbers on one entry and deleting the individual items.
- 4.1.1.2.2 If more items are received, than entered in Prelog, the agency shall correct this in Prelog by adding the missing items.
- 4.1.1.3 Incorrect agency item number. The agency shall correct this in Prelog prior to lab acceptance.
- 4.1.1.4 Service Request.
- 4.1.1.4.1 The agency shall correct this in Prelog prior to lab acceptance. Service requests may be removed by a FES with verbal or written authorization from the agency and a case correspondence must be completed. Typically, only done by the FES when a service request doesn't make sense and was most likely added in error (i.e. Arson request on a blood kit).
- 4.1.1.4.2 If the case has been accepted and additional analysis is requested the correct set of Prelog Questions shall be sent to the Agency for the appropriate Service Request. When the completed questions are returned, they are attached to the Case info tab of the corresponding case, and the New assignment is added.
- 4.1.1.5 Missing service questions or incorrect answers for service requested.
- 4.1.1.5.1 The agency shall correct this in Prelog prior to lab acceptance.
- 4.1.2 Evidence without proper packaging and/or seals or damaged packaging and/or seals.
- 4.1.2.1 Broken or missing seals are considered unsealed evidence and will not be accepted. Evidence must be returned to the agency with an unlogged form.
- 4.1.2.2 Evidence and/or evidence packaging that appears to have been damaged during transit.
- 4.1.2.2.1 If the evidence can still be analyzed, such as broken item being tested for controlled substance, contact the agency. If the agency still wants the item analyzed, make sure that it is placed in something that is safe to handle and a note shall be added in the remarks section of Quick Create or a comment in the case correspondence.

- 4.1.2.2.2 If the packaging has damage that can be corrected in the lab, such as a small puncture or tear, a remediation seal can be added, use clear packing tape first if needed. Remediations shall be noted in the remarks section of Quick Create or in case correspondence.
- 4.1.2.2.3 If the damage cannot be easily repaired, return the item(s) to the agency. If necessary the item may be placed in additional packaging to prevent evidence loss.
- 4.1.2.3 Evidence not large enough to fit the chain of custody and/or lab case number label.
 - 4.1.2.3.1 It is preferable that the item be returned to the agency for correct packaging. A chain of custody label or lab barcode can be added to a tab and adhered to the edge of the evidence packaging.
- 4.1.2.4 Evidence without packaging must be returned to the agency to be packaged correctly.
- 4.1.3 Evidence deemed unsafe to handle.
 - 4.1.3.1 Items deemed unsafe to handle may be rejected at the evidence counter or returned to the submitting agency without testing.
 - 4.1.3.3 Any evidence escaping from the packaging, liquids, powders or fragments must be returned to the agency. The item should be placed in additional packaging to prevent evidence loss.
- 4.1.4 The Chain of Custody must bear signatures/or agency markings for each piece of evidence that comes into the lab.
- 4.2 Documenting 'Unlogged' evidence in ILIMS.
 - 4.2.1 From the Dashboard in ILIMS, click on 'Activity Log'.
 - 4.2.1.1 Analyst = person unlogging evidence
 - 4.2.1.2 Date = date item/case is being unlogged
 - 4.2.1.3 Activity Code = Unlogged Evidence
 - 4.2.1.4 Agency = agency submitting evidence
 - 4.2.1.5 Agency case number = agency case number
 - 4.2.1.6 Click 'Add' at bottom of screen
 - 4.2.3 Complete the following fields, at a minimum under the Daily Activity (1st Tab):
 - 4.2.3.1 Activity Code = UNLOGGED – Unlogged Evidence
 - 4.2.3.2 Lab = Meridian, Pocatello or Coeur D'Alene
 - 4.2.3.3 Received By – analyst/FES who received evidence
 - 4.2.3.4 Description = Agency name and agency case number. The agency item number may be added.
 - 4.2.3.5 Start Date = date evidence is being unlogged
 - 4.2.3.6 Section = section within lab that testing has been requested for
 - 4.2.3.7 Lab Case = add lab case number if/when it's available
 - 4.2.3.8 Agency Name = agency name
 - 4.2.3.9 Agency case = agency case number
 - 4.2.3.10 Click 'Save' at bottom of screen.

4.2.4 Complete the following fields, at a minimum under the Unlogged Evidence (2nd Tab):

4.2.4.1 Date received = date evidence is being unlogged

4.2.4.2 Received By = person unlogging evidence

4.2.4.3 Carrier = how the evidence/case was received

4.2.4.4 Submitting agency = agency submitting evidence

4.2.4.5 Agency Case # = agency case number

4.2.4.6 Agency Officer = can leave blank or fill in

4.2.4.7 Evidence Description = description of evidence

4.2.4.8 Reason for Return... = Reason the item/case is being unlogged. The storage location can be listed in this box or in the other comments box.

4.2.4.9 Other Comments = storage location if not listed above and any other comments you deem necessary

4.2.4.10 Short Term Storage Date Start = date item/case put into unlogged

4.2.4.11 Short Term Storage Date End = date items removed from unlogged

4.2.4.12 If items are being returned to the submitting agency and will not be accepted for testing the following boxes should also be fill in.

4.2.4.12.1 Date Sent = date item/case was sent back to agency

4.2.4.12.2 Sent By = person sending item/case back

4.2.4.12.3 Carrier = how item/case was returned

4.2.4.13 Click 'Save' at bottom of screen.

4.2.3 Place the evidence in the proper storage location.

4.3 Information received and evidence accepted or returned.

4.3.1 If the information is received and the evidence accepted.

4.3.1.1 Using the original or corrected 'Prelog' form, log the case into ILIMS.

4.3.1.2 Update the Unlogged Evidence Entry with the appropriate Lab Case Number.

4.3.1.3 Attach the "Unlogged Evidence Report" to the case on the case info tab in ILIMS.

This will help to prevent questions on the "Chain of Custody" date received and the date the evidence was submitted.

4.3.2 If the evidence is returned to the agency.

4.3.2.1 Update the Unlogged Evidence Report to include the information listed under Section 4.2.4.12 above.

4.3.2.2 Print the Unlogged Evidence Report and use as the packing list and return receipt.

4.3.2.3 When the evidence has been delivered by the carrier and the delivery confirmation is available, attach a copy to the corresponding Unlogged Evidence Report in ILIMS.

4.3.2.4 For evidence which has been returned to the agency as "Unlogged" and is then resubmitted for analysis, attach the Unlogged Evidence Report to the case in ILIMS, if known.

5.0 Comments

5.1 When returning Sexual Assault Evidence Collection Kits refer to Method #14 IKTS for required tracking steps.

#4 Competency and Proficiency Tests

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as our means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

4.0 Procedure

4.1 Internal and external proficiency tests are logged into ILIMS by the Quality Manager or designated Deputy Quality Manager.

4.1.1 When a proficiency test is received, they are placed in the proper storage location and the Quality Manager/Deputy Quality Manager is notified.

4.1.1.1 The Quality Manager/Deputy Quality Manager will retrieve the proficiency test and create a case in ILIMS.

4.1.1.2 The Quality Manager/Deputy Quality Manager will sign the physical chain of custody and give it to a FES who will scan the evidence into their custody. The FES will then sign the chain of custody, add the date if not entered then scan it to the appropriate storage location.

4.1.1.2.1 The analyst doing the testing will check it out. Refer to Method #10 Evidence Check Out/In for Analysis.

4.2 When analysis is completed, and the competency test is returned from the analyst, it will be retained in the proper storage location until the FES' are instructed to do one of the following: (Refer to Method #9 Destruction of Evidence or Retention for Training Material)

4.2.1 Destroy the test.

4.2.2 Return the test to the discipline lead for training.

#5 New Case Without a Prelog

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

4.0 Procedure

4.1 A new case or additional submission can be created in "Quick Create" in ILIMS without a Prelog form. This will be performed infrequently, as our agencies are **REQUIRED** to Prelog their cases for submittal. Out of State Agencies may submit evidence for limited disciplines using the approved Submission form with the required Prelog questions. Submissions must be approved prior to acceptance.

4.1.1 From the ILIMS Dashboard under MENU, click on New Submission, Create Case.

4.1.2 Complete a Case Search and a Prelog Search using the agency case number to ensure that the case has not been entered into Prelog or accepted at one of the labs. If no results are located with either search, click on 'New Case'.

4.1.3 Enter required fields and any additional information as follows. Note: The 'Lab Code' field will populate automatically.

4.1.3.1 Submitting Agency

4.1.3.2 Agency Case Number

4.1.3.3 Offense Date

4.1.3.4 Charge

4.1.3.5 Is this a Death Investigation/Sexual Assault/Missing Person?

4.1.3.6 County of Offense

4.1.3.7 Investigating Officer

4.1.3.8 Submitted Via, if delivered in person include the individuals name

4.1.3.9 Items tab is where the evidence will be entered.

4.1.3.9.1 'AE#' – the agency item number

4.1.3.9.2 'Pack Type' – Blood kit, envelope, box, etc.

4.1.3.9.3 'Item Type' - Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc.

4.1.3.9.4 'Attr' – Click on “?” to select sealed or unsealed

4.1.3.9.4.1 If a seal was remediated the item must be marked “NOT SEALED”. Documentation must be added to either the remarks section or in case correspondence.

4.1.3.9.4.2 When an item of evidence has an Item type of 'firearm' the “Attr” box will contain an additional field, “Rendered Safe” to be marked “Yes” once the firearm has been safety checked. See Method #7 Firearms Submissions.

4.1.3.9.4.3 When an item of evidence has an Item type of 'syringe' the “Attr” box will contain an additional field, “Syringe In Safety Tube?” to be marked “Yes” if properly packaged.

4.1.3.9.4.4 When an item of evidence has an Item type of 'sexual assault kit' the “Attr” box will contain an additional field, “SAK Number”. The sexual assault kit number must be verified with the SAK # in this box.

4.1.3.9.5 'Item Description' – brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc. These do not need to match exactly but need to be generally the same.

4.1.3.10 'Service Request' – enter the appropriate service request. Contact the Agency and send selected Service Request Question document(s) for completion. When the question set has been returned, attach to the case info tab and document agency contact in case correspondence.

4.1.3.11 Add any applicable names. Include type, last name, first name and date of birth if available.

4.1.3.12 Click on 'Create'. This generates the new lab case number and the evidence label(s).

#6 Prelogged Case Without a Prelog Form

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

3.4 Signature Pad

4.0 Procedure

It is recommended that contact with the submitting agency be made to retrieve the Prelog form prior to proceeding with this method.

4.1 When a case has been entered into Prelog but the printed Prelog form is not available; it is possible to retrieve the Prelog entry in ILIMS.

4.1.1 From the ILIMS Dashboard, click on New Submission, Create Case.

4.1.1.1 In the Case Search pop up box, click on "Prelog" and enter the following:

4.1.1.1.1 'Agency'

4.1.1.1.2 'Agency Case Number' (Note: The Correct Agency Case Number Mask must be used.)

4.1.1.2 Click on 'Search'

4.1.1.3 Click on the case information showing below to highlight

4.1.1.4 Click on "New Submission" and the prelogged case information will populate the ILIMS Quick Create page.

4.1.1.4.1 If there have been multiple submissions, the correct one may be found by clicking on the entry with the largest Submission Number: (Note: The largest submission may not always be the submission received, use the items tab in the populated Quick Create page to verify the agency item numbers on the submission are those that we received in the lab accepting the case. If the items are incorrect return to Section 4.1.1.1 of this procedure.

4.1.1.5 All case, name, item and service request related information must be verified on-screen with the items received prior to acceptance.

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#7 Firearms Submissions

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence. This is used in conjunction with the Prelog System utilized by the agencies to submit evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

1.2.4 ILIMS Prelog Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

4.0 Procedure

4.1 Firearms require a safety check by authorized personnel when received by the lab.

4.1.1 A list of those authorized to perform the safety check shall be posted in each lab. Refer to ISPFS Quality Procedure Manual Section 17.4.1.10 for alternate safety check procedures.

4.1.1.1 Once the firearm is safety checked a label will be attached to the packaging that includes the following:

4.1.1.1.1 'Safety Checked By:'

4.1.1.1.2 'Date:'

4.1.1.1.3 'Seal intact upon Safety Check Yes or No'

4.1.2 Once the safety check is complete, verify that the firearm has been entered in Prelog with at least one of the following item types: FT Firearm, BIO Suspected BIO Stain (Firearm) or IMP Firearm for LP Processing.

4.1.2.1 The sealed 'Attr' box will correspond with the addition of the 'Rendered Safe' field. Select the appropriate option.

4.1.3 If the firearm has a biology or latent print Service Request it should be handled with gloves and a face mask.

#8 Breath Alcohol Instruments

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all breath instruments.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Current shipping program

3.3 Printers

3.4 Barcode Scanners

3.5 Signature Pad

4.0 Procedure

4.1 Breath instruments submitted into the lab are tracked in BEAST ILIMS.

4.1.1 Breath instruments do not require a Prelog entry or external chain of custody, as they are not considered evidence. Internal chain of custody should be maintained to ensure proper tracking of the instrument while in the lab system. They are required to be entered into the BEAST System.

4.1.2 New Breath Instruments

4.1.2.1 On the Dashboard under Menu, click on New Submission, Create Case.

4.1.2.2 Enter the instrument serial number into the agency case field.

4.1.2.3 Click on 'Search', if No Results Found is displayed, click on 'New Case'. If a result is found refer to Section 4.1.3 below.

4.1.2.4 The 'New Case' submittal page will open, the instrument number from the search will automatically populate and the following additional fields should be completed:

4.1.2.4.1 'Submitting Agency'

4.1.2.4.2 'Submitted Via'

4.1.2.4.3 'Contact Officer'

4.1.2.4.4 'Submitted By' - when delivered in person

4.1.2.4.5 Under the Items tab enter the following:

4.1.2.4.5.1 Pack Type

4.1.2.4.5.2 Item Type

4.1.2.4.5.3 Item Description"(can be the same as the item type)

4.1.2.4.5.4 Service Request - BATS

4.1.2.4.6 Lab Code

- 4.1.2.5 Click on the 'Print Receipt' box, if needed.
- 4.1.2.6 Attach the label to the breath instrument and/or case and/or receipt.
- 4.1.2.7 Transfer the breath instrument from the FES to the appropriate storage location.

4.1.3 Re-submission of Breath Instruments

- 4.1.3.1 On the Dashboard under Menu, click on New Submission, Create Case.
- 4.1.3.2 Enter the Instrument Serial number into the Agency Case field.
- 4.1.3.3 Click on 'Search', select the appropriate case and click additional submission. If No Results Found is displayed refer to Section 4.1.2 above.
- 4.1.3.4 The screen will populate the submission information from the previous submission's. Check to make sure all the information is still correct and current. Update any necessary fields which may include the submitting Agency.

Note: Contact ISPFS ILIMS team to update the agency on the case information tab, if necessary. The officer and county may also need to be updated.

- 4.1.3.4.1 Click on the 'Existing Items' tab.
- 4.1.3.4.2 Click in the box under 'Re-Submit'.
- 4.1.3.4.3 Under 'Service Request', click on the yellow "?".
 - 4.1.3.4.3.1 A pop up box will open. Highlight the appropriate Service Request.
 - 4.1.3.4.3.2 Click on the arrow pointing towards the empty box under Selected Service Requests moving that request to the box. Service Request should be BRTH – Calibration. Click on '0 selected', click box for BRTH calibration.
 - 4.1.3.4.3.3 Click on OK.
- 4.1.3.5 Click on the Print Receipt box at the top of the submission information page, if needed.
- 4.1.3.6 Click on Create.
- 4.1.3.7 Transfer the breath instrument from the FES to the appropriate storage location.

4.2 Returning a Breath Instrument In-person

- 4.2.1 After retrieving the breath instrument from its storage location, the FES will scan the instrument into their custody, either directly or through a bulk container.
- 4.2.2 When returning in person, scan return to agency barcode, then scan breath alcohol instrument.
 - 4.2.2.1 Enter your password and check the Print Receipt box, if needed. If the capture signature box was checked follow the steps below.
 - 4.2.2.1.1 Enter the agency representative's name in the 'Type Your Name Here:' box.
 - 4.2.2.3.2 Click on the 'Sign' box on the bottom tool bar and have the agency representative sign the signature pad.
 - 4.2.2.3.3 If their signature is visible in the capture box, click on the 'Accept Signature' box.

- 4.3 Returning a breath instrument via a shipping carrier is the same as the instructions listed in Section 2 (4.3) above.

#9 Destruction of Evidence or Retention for Training Material

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFs Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFs Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Scanners

3.3 Printers

3.4 Signature Pad

4.0 Procedure

4.1 The only evidence destroyed by ISPFs are proficiency tests, competency tests, Randox Kits and Accident Victim Kits. When ready to be destroyed, the FES staff will be notified about proficiency tests by the Lab Manager, Deputy Lab Manager, Quality Manager or Deputy Quality Manager and about competency tests by the discipline lead. The FES will contact the discipline lead to determine if any of the items are to be retained for training purposes. Accident Victim or Randox Kits are retained in the lab for 90 days and then destroyed.

4.1.1 When retaining the item

4.1.1.1 The FES may obtain a witness before starting the process.

4.1.1.2 Scan the item(s) into the custody of the FES.

4.1.1.3 The item is then scanned to the barcode, "RELEASED FOR TRAINING PURPOSES" in ILIMS.

4.1.1.4 When the 'Signature Capture' pop up opens, the FES will click on the 'Sign' field and the witness will sign the signature pad.

4.1.1.5 The FES will then click on the 'Accept Signature' field.

4.1.1.6 The FES will then cross out the lab barcode label, date and initial and write "For Training" across the item. The item is then given to the scientist/discipline lead.

4.1.1.7 The email from the Quality Manager, Deputy Quality Manager, Lab Manager or Deputy Lab Manager granting permission for the item to be retained for training must be attached to the case in ILIMS and a case correspondence completed.

4.1.2 When destroying an item(s):

4.1.2.1 The FES will obtain a witness before starting the process.

- 4.1.2.2 In ILIMS the item is scanned into the custody of the FES.
- 4.1.2.3 The item is then scanned to the appropriate disposal barcode in ILIMS.
- 4.1.2.4 When the 'Signature Capture' pop up opens, the FES will click on the 'Sign' field and the witness will sign the signature pad.
- 4.1.2.5 The FES will then click on the 'Accept Signature' field.
- 4.1.2.6 The FES will then cross out the lab barcode label, date and initial, and with the witness present, properly dispose of the item.
- 4.1.2.7 The email from the Quality Manager, Deputy Quality Manager, Lab Manager or Deputy Lab Manager granting permission for the item to be destroyed must be attached to the case in ILIMS and a case correspondence completed.
- 4.1.3 When destroying the item off site – Drug Items
 - 4.1.3.1 The ISP "Authorization for Drug Destruction Inventory" form must be filled out completely and initialed by another person who will verify the form for accuracy.
 - 4.1.3.2 Scan the authorization form.
 - 4.1.3.3 Scan the item(s) into the custody of the FES.
 - 4.1.3.4 The item is then scanned to the appropriate disposal barcode in ILIMS.
 - 4.1.3.5 When the 'Signature Capture' pop up opens, the FES will click on the 'Sign' field and the representative from the agency transporting the item for destruction will sign the signature pad.
 - 4.1.3.6 The FES will then click on the 'Accept Signature' field.
 - 4.1.3.7 The FES will then cross out the lab barcode label, date and initial, and release the item and the paperwork to the agency representative.
 - 4.1.3.8 The email from the Quality Manager, Deputy Quality Manager, Lab Manager or Deputy Lab Manager granting permission for the item to be destroyed or retained for training and the scan of the authorization form must be attached to the case in ILIMS and a case correspondence completed.

#10 Evidence Check Out and Back In for Analysis

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Barcode Scanner

4.0 Procedure

4.1 Checking evidence out to an analyst

4.1.1 A list of case items that the analyst is requesting to check out will be given to the FES.

4.1.2 The FES will retrieve the items from their storage location.

4.1.3 Custody of each item will be scanned in ILIMS to the FES.

4.1.3.1 FES to Analyst: Custody will then be scanned to the analyst. Both the FES and the analyst must provide their password to complete the transfer.

4.1.3.2 FES to Evidence Locker: Custody will then be scanned to an evidence locker. The FES will inform the analyst the code for the evidence locker. The analyst must transfer the evidence to their custody once received from the evidence locker.

4.2 Evidence Returned from the Analyst

4.2.1 Analyst to FES: Custody of each item will be scanned in ILIMS to the FES. Both the FES and the analyst must provide their password to complete the transfer. The FES will then scan the items to their proper storage location.

4.2.2 Analyst to Evidence Locker: Custody of each item will be scanned in ILIMS to the evidence locker location. The analyst will notify the FES staff of the evidence that is ready for return. The FES will then scan the items to their custody and then into the proper storage location.

4.2.3 If available, evidence can be placed into a storage location for return (i.e. biology CW2 Out). The FES will retrieve the evidence from this storage location, scan it into their custody and then place it into the proper storage location.

#11 Go Back and Forward Evidence Reports

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printer

3.3 Scanner

4.0 Procedure

4.1 The Go Back Report is used as a tool for pulling evidence that is ready to be returned to the agencies. An individual agency or the entire lab may be checked. Evidence items are automatically transferred to this report when all analyses have been completed, the report has been approved, and the items are located in a designated storage location.

4.1.1 From the ILIMS Dashboard Menu, select Reports, Custom Reports.

4.1.2 The Go Back Report is Report #2. Highlight Go Back Report and Select Run selected report.

4.1.3 To check for an individual agency enter both the 'Agency' and the 'Lab'.

4.1.4 To check the entire lab enter just the lab.

4.1.5 Click on the 'View Report' field.

4.1.6 The report will open as a PDF in another screen with an option to print.

4.1.7 Evidence on this list is eligible for return to the submitting agency. The items can be pulled and moved to the "To Be Returned" storage area. The items will be transferred to the FES custody and then into the new storage location.

4.2 The Forward Evidence Report is used as a tool for pulling evidence to be transferred to another lab for additional analysis. Evidence items are included on this report when all reports for the items in the applicable lab are approved, and the items are located in a designated storage location.

4.2.1 From the ILIMS Dashboard Menu, select Reports, Custom Reports and select the report you need.

4.2.2 The Forward Evidence Report is Report #5. Highlight Forward Evidence Report and Select Run selected report.

4.2.3 Enter the 'Lab'.

4.2.4 Click on the 'View Report' field.

4.2.5 The user has the option to open the report as a PDF or in Excel format with an option to print.

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#12 Idaho Administrative License Suspension (ALS)

1.0 Background/References

1.1 The ISP Forensic Laboratories use BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 Prelog User's Guide

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Scanner

4.0 Procedure

4.1 The FES staff in the Pocatello Lab are the point of contact for ALS.

4.1.1 ILIMS will automatically add ALS to the distribution list for any case with a charge of DUI accepted with a DUI Charge entered into the Prelog submission.

4.1.1.1 For cases that may not have a DUI Charge listed in the submission, ALS will request the information by sending an email to the ISPFS contact.

4.1.1.2 Requests for date of birth or any other information will also be sent via email to the contact.

4.1.1.2.1 The contact will respond with the information if available to them.

4.1.1.2.1.1 When a request is received and the correct case is located, the information is emailed to ALS.

4.1.1.2.1.2 The email is then attached on the Case Info tab in ILIMS.

4.1.1.2.2 The contact may forward the request to a delegate from another lab if more information is needed.

4.1.1.2.2.1 When a request is received by a delegate and the correct case is located, the information is emailed to ALS.

4.1.1.2.2.2 The email is then attached on the Case Info tab in ILIMS.

4.1.1.2.3 Each lab will track the requests received from the contact.

4.1.2 ALS will be able to view reports in Prelog if they are on the distribution list for the case.

4.1.2.1 If ALS cannot view the report, make sure that they are on the distribution list. If they are not, verify that the case has a DUI Charge.

4.1.2.1.1 Prior to adding ALS, verify with the Submitting Agency that the case should have a DUI charge associated.

4.1.2.1.2 Once the charge has been verified add "Idaho Transportation ALS" to distribution.

4.1.2.1.3 Complete case correspondence for the distribution update.

#13 Evidence Re-submissions and Additional Submissions

1.0 Background/References

1.1 The procedures outlined in this manual may be performed by any qualified Idaho State Police Forensic Services (ISPFS) staff member, however, they are a normal function of a Forensic Evidence Specialist (FES).

1.2 References

1.2.1 ISPFS Quality Procedure Manual

1.2.2 ILIMS User Guide

1.2.3 ISPFS Health and Safety Manual

1.2.4 ILIMS Prelog Manual

2.0 Scope

2.1 To provide a uniform procedure for receipt of evidence that is consistently accurate and efficient.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Multi-function Printers

3.3 Zebra Barcode Printers

3.4 Handheld Barcode Scanners

3.5 Portable Desk Scanners

3.6 Topaz Signature Pads

4.0 Procedure

4.1 Re-submission of Evidence

4.1.1 Follow the instructions in Method #1 Evidence Receiving Sections 4.1 through 4.6.

4.1.2 Open the Prelog in ILIMS by scanning the barcode on the Prelog form. ILIMS will list cases with the same agency case number. Select the correct case and click Additional Submission.

4.1.3 Follow the instructions in Method #1 Evidence Receiving Sections 4.7 and 4.8.

4.1.3.1 The items of evidence will be listed on the previously submitted items tab.

4.1.3.2 The checkboxes next to each applicable name will need to be checked to be included in the submission.

4.2 Additional evidence for submission in a case

- 4.2.1 Follow the instructions in Method #1 Evidence Receiving Sections 4.1 through 4.6.
- 4.2.2 Open the Prelog in ILIMS by scanning the barcode on the Prelog form. ILIMS will list cases with the same agency case number. Select the correct case and click Additional Submission.
- 4.2.3 Follow the instructions in Method #1 Evidence Receiving Sections 4.7 and 4.8.
 - 4.2.3.1 The checkboxes next to each applicable name will need to be checked to be included in the submission.

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#14 Idaho Sexual Assault Kit Tracking (IKTS)

1.0 Background/References

1.1 The ISP Forensic Laboratories use the Idaho Sexual Assault Kit Tracking (IKTS) as the means of tracking all Sexual Assault Evidence Collection Kits (SAECK) submitted to the lab and returned to the agency.

1.2 References

1.2.1 ISPFS Quality Procedures Manual

1.2.2 Idaho Code Chapter 29, Title 67, Section 67-2919.

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH29/SECT67-2919>

2.0 Scope

2.1 To provide the most accurate, consistent and best possible service to our customers.

3.0 Equipment

3.1 <https://www.isp.idaho.gov/SexualAssaultKitTracking/>

4.0 Procedure

4.1 Every SAECK that is distributed by ISPFS requires a serial number and must be entered into the IKTS system. This tracking continues for the life of every SAECK.

4.1.1 Tracking at the lab consists of the following:

4.1.1.1 Serial numbers are entered into IKTS when new SAECK's are delivered to the lab.

4.1.1.2 When SAECK's are submitted to the lab they must be 'Received' in IKTS

4.1.1.2.1 When a lab receives a case that requires the SAECK to be shipped to another lab for analysis, they must be the lab that enters the SAECK as 'Received' in IKTS.

4.1.1.3 When SAECK's are returned to an agency they must be 'Sent' in IKTS

4.2 To start the tracking process on new SAECK's distributed to a medical facility or agency.

4.2.1 From the IKTS dashboard screen, click on the 'New Kits' tab.

4.2.2 Click on the 'Send Kits' box.

4.2.3 In the 'Send Sexual Assault Kits' pop up box do the following:

4.2.3.1 Click on the correct entity that is being distributed to.

4.2.3.2 Enter entity name

4.2.3.3 Enter the serial numbers for the SAECK's that are being distributed. If the numbers are sequential, they can be entered as 00111-00116.

4.2.3.4 Make sure the 'Send Date' is correct.

4.2.3.5 Click on 'Send'.

4.3 To 'Receive' a submitted SAECK.

4.3.1 From the IKTS dashboard screen, click on the 'Incoming Kits' tab.

- 4.3.2 Click on the kit serial number then click on 'Receive Kit'. Or search the kit serial number and then click on 'Receive Kit'.
- 4.3.3 In the 'Receive Sexual Assault Kits' pop up box,
 - 4.3.3.1 Make sure the agency name is correct.
 - 4.3.3.2 Make sure the 'Received Date' is correct.
- 4.3.4 Enter the lab case number.
- 4.3.5 Click on 'Receive'
- 4.4 To 'Send' a SAECK being returned to the agency.
 - 4.4.1 From the IKTS dashboard screen, enter the SAECK serial number in the search field.
 - 4.4.2 On the second tool bar, click on 'Kit #xxxxx'.
 - 4.4.3 Click on the 'Send Kit' box.
 - 4.4.4 In the 'Send Sexual Assault Kits' pop up box verify the following:
 - 4.4.4.1 Kit Serial Number'
 - 4.4.4.2 Agency
 - 4.4.4.3 'Send Date'
 - 4.4.4.4 Click on 'Send'

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