

Idaho State Police Forensic Services ILIMS Pre-Log User's Guide

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Overview

The Idaho Laboratory Information Management System (ILIMS) Pre-Log is the customer link to the ISP laboratory system 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.

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Accessing the Pre-Log System

Users must be granted permission to access the Pre-Log System before they can sign on to the web application. Users must be approved by the Idaho State Police Forensic Services (ISPFS) Quality Manager. Depending on the user type specified by Idaho State Police Forensic Services determines the functions that the designated 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 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 agree 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 the employment of an individual user of the ILIMS 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 Police Services Major before access to ILIMS will be restored.

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Procedure 1: LOGGING INTO PRE-LOG SYSTEM

1. **Obtain a login from the ISPFS Quality Manager.** Most login names are the last four digits of the individual’s social security number, first four letters of first name, and two digit day of birth.
2. Sign on to Pre-Log by going to the website address provided by ISPFS. The website address is not published for security reasons. Contact the ISPFS Quality Manager to obtain the address.
3. Enter the designated User ID and Password provided by ISPFS. User passwords are unique and shall 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:

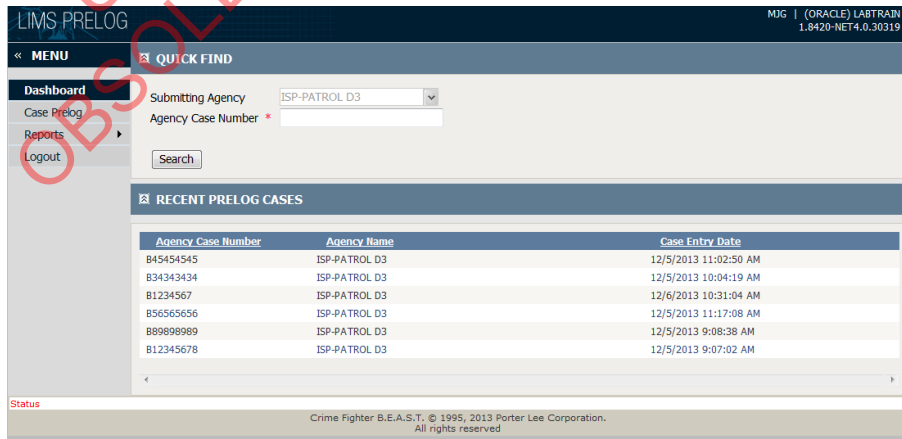
- Passwords can be reset by the ILIMS system using the “Reset Pwd” button (see Procedure 2).



4. Once logged in, the Dashboard will be visible.

Note:

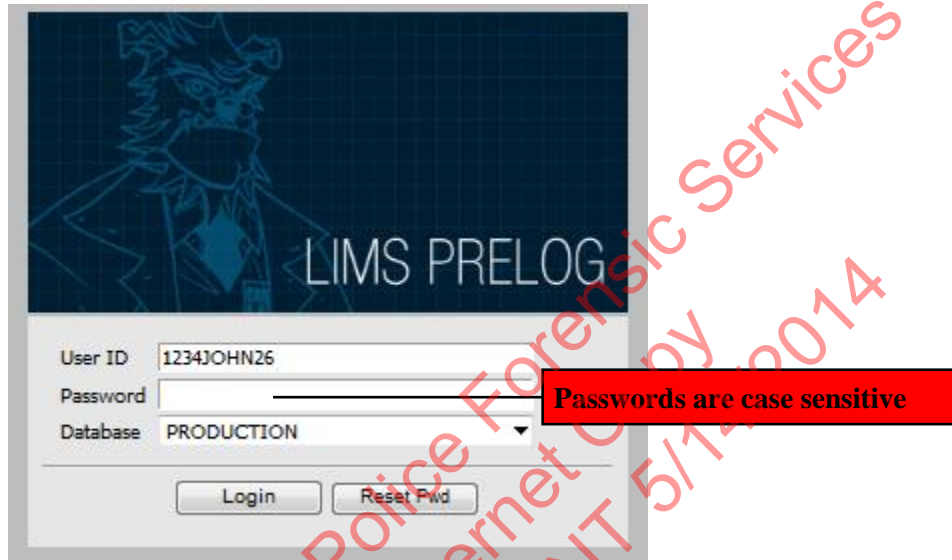
- The dashboard is the navigation screen or the homepage. Users navigate from the dashboard to view previously Pre-Logged submissions, case status, and cases with case reports and notes available for review.



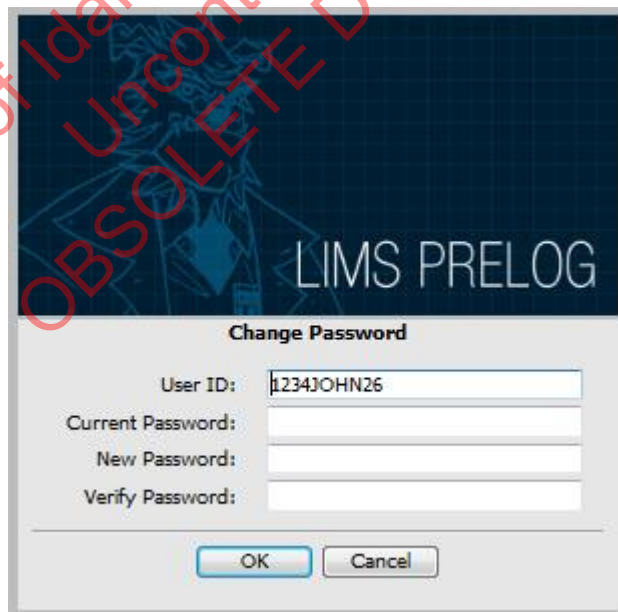
Procedure 2: CHANGING YOUR PASSWORD:

Upon initial login to the Pre-Log system, passwords must be changed. Passwords sent from ISPFS via email or other means are not secure and must be changed immediately.

1. Access the website using the link provided by ISPFS.
2. Click on the **Reset Pwd** button.



3. 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, the user will be returned to the log-in screen.

Default Tabs

Within Pre-Log there are four default tabs that are accessible to all users. The dashboard is the homepage view and is the first screen visible after login.

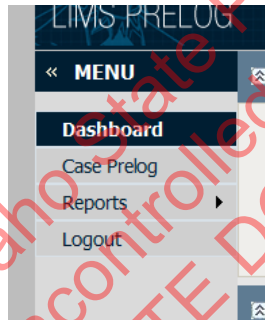
DASHBOARD



The dashboard has three sections:

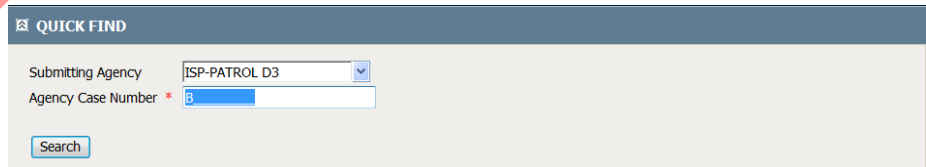
1. **Menu:**

Use the side menu to navigate throughout the Pre-Log System.



2. **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 their employer agency.



Note:

- The agency case number has a hard-coded format designation in the Pre-Log system for most agencies based on information provided to ISPFS. Contact the ISPFS Quality Manager to have the agency case number format changed.

3. **Recent Pre-Log Cases:**

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

Agency Case Number	Agency Name	Case Entry Date
B45454545	ISP-PATROL D3	12/5/2013 11:02:50 AM
B34343434	ISP-PATROL D3	12/5/2013 10:04:19 AM
B1234567	ISP-PATROL D3	12/6/2013 10:31:04 AM
B56565656	ISP-PATROL D3	12/5/2013 11:17:08 AM
B89898989	ISP-PATROL D3	12/5/2013 9:08:38 AM
B12345678	ISP-PATROL D3	12/5/2013 9:07:02 AM

Note:

- If a different user from the same agency Pre-Logs a case, it will not appear under the recent Pre-Log cases section for all users. However, all users for an agency can access all case information for that agency by using the Quick Find feature.

CASE PRE-LOG

This section is where all submission information resides and where cases are submitted.

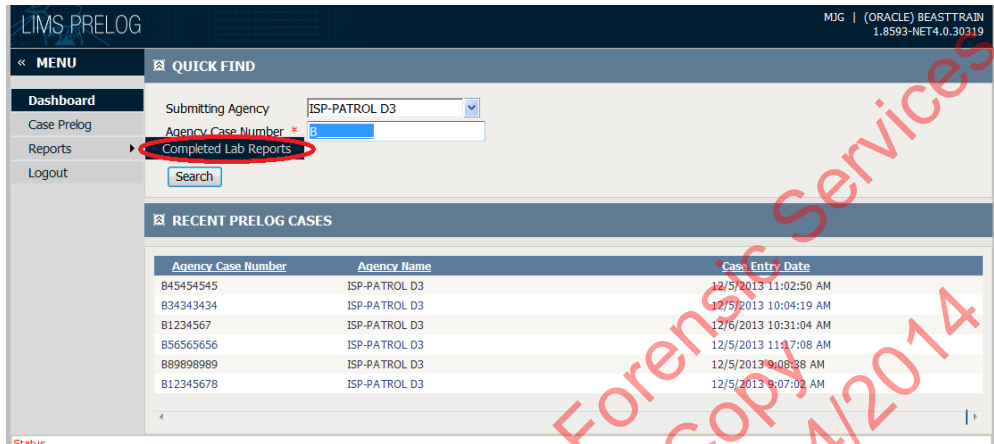
Prior to any case being entered into the system, search for the agency case number. There are two possibilities from the search.

1. The agency case number has not been entered before, and therefore a new lab case will be created for the submission. (See [Pre-Log 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](#))

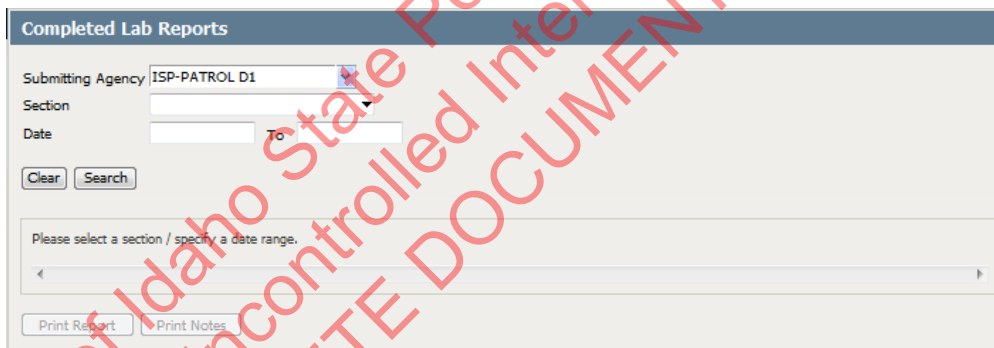
REPORTS

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 before January 2014 must be obtained from the ISPFS Lab Reporting System (LRS).

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



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 (the date range is required).



LOGOUT

Used to logout of the Pre-Log System

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Pre-Logging Cases

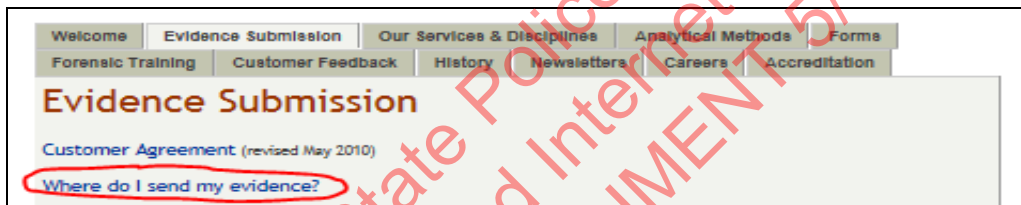
An individual user is able to Pre-Log a case for their agency to be submitted to the lab. Agencies are expected to Pre-Log evidence before shipping or delivering evidence to ISPFS. Agency representatives will deliver the Pre-Log form in-person or place it in the shipping box.

Procedure 3: PRE-LOG 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 in more than one laboratory.
- When one item from an agency case needs analysis in one ISP laboratory and another item from the agency case needs analysis in a different ISP laboratory, each item will need to be Pre-Logged to the laboratory where they need to be submitted.

Questions regarding where to submit items are addressed in the document “Where do I send my evidence” at <http://www.isp.idaho.gov/forensics/index.html>



1. Select **Case Pre-Log**

- Enter the agency case number (using the format designated in the Pre-Log system).
- Ensure that the agency case number is correct.
- Select **Search**

Note:

- A multi-agency user must ensure the proper Submitting Agency is selected from the drop down for each Pre-Log case.
- If there are no results found, select **Create Pre-Log**.

2. New Pre-Log Case screen.

a. The top section of the New Pre-Log Case screen is the Agency Case Information.

- i. 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. (The agency case number entered into the search will automatically populate in the form).

b. The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case.

Note:

- Spelling of names and item numbers provided will automatically fill into the laboratory report. The lab will not change data on laboratory reports that is 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”)

Items		Names				
Name type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	
Suspect	JAMESON	JOHN		01/01/1981		

ii. Required information for ITEMS being submitted:

- a. *Agency Exhibit 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.
- b. *Package Type*: exterior 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.).

Items		Names		
Dept.	Item #	Package Type	Item Type	Description
1		Envelope	CS Marijuana (plant material or paraph)	25 grams susp marijuana

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

The screenshot shows a software interface with a grid of input fields. At the bottom of the grid, there is a 'More Fields' link and three buttons: 'Continue', 'Cancel', and 'Clear Grid'. The 'Continue' button is highlighted, indicating it is the next step in the process.

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3. Requesting Analysis

The first step is to create the request, select **Continue**.

Note:

- You may enter comments in this section regarding the case, but it is not necessary.

- 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 and forwarded by ISPFS on the same submission.

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 submission 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 submissions ([see procedure 4](#)).

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

Item	Description	Footwear and Fire Impressions (FTI)	Blood Alcohol Testing Section (BATS)	Controlled Substance Analysis (CS)	Firearms (FA)	Biology (BU)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)
1	25 grams kilo marijuana + CS Marijuana (plant material or 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"/>

- b. 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 notated 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? ?

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 (as shown above) to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional analysis.

Select Service Requests

Yes
No

Press CTRL key to multi-select.

OK Cancel Clear All

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

4. When ready to submit the case to the lab, selecting **Complete** generates a PDF Pre-Log Submission Form. 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 Pre-Logged information.

Idaho State Police Forensic Services
Prelog Submission Form

12/17/2013

Submitting Agency: ISP-PATROL 03
Agency Case #: B00012345
Investigating Officer: Brandon Eller
Offense: DUI
Offense Date: 12/02/2013

BARCODE

NAMES:

Name Type	First Name	Middle Name	Last Name	DOB
Suspect	JOHN		JAMESON	01/01/1981

ITEMS:

Item#	Packaging	Item Type	Description
1	Envelope	CS Marijuana (plant material or	25 grams susp marijuana)

Note:

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

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Procedure 4: ADDITIONAL SUBMISSION:

If there are additional items of evidence (after the initial submission) or other item(s) in the case that require analysis to be completed at a different ISPFs laboratory (i.e. the item will only be worked at the second laboratory), the following instructions apply:

1. Select **Case Pre-Log**
 - a. Enter the agency case number (using the correct format designated in the Pre-Log System).
 - b. Ensure that the agency case number is correct.
 - c. Select **Search**.

Agency Case Number	Submitting Agency	Offense
B00012345	ISP-PATROL D3	12/2/2013 12:00:00 AM

- d. The previous submission will populate the search results. Clicking on the agency case number will load the first submission information.

Note:

- A Submissions section will be available in the Case Pre-Log Screen after a case has an original submission. This section allows the user to view the information related to each submission.

2. Select **New Submission** to create a new submission. The Case information will be populated using the information from the original submission.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	K13000076	1/30/2014 2:26:49 PM	NO	

Note:

If in the additional submission there is a new charge or date of offense, the populated information for the additional submission may be changed to reflect that in which is relevant to the evidence included in this submission.

3. Enter the new items of evidence into the Items grid.

- Only enter additional names in the names tab. Do not enter names again if they exist in the first submission, as double entry will duplicate the names in the ISPFs Lab LIMS.

Case Information [Submission #2]

Submitting Agency * ISP-PATROL D3
 Agency Case Number * 800012845
 Offense Date 12/03/2013
 Offense Date 2
 Offense Date 3
 Charge * I37-2732B - Trafficking of a Controlled Subst
 Charge 2
 Charge 3
 Court Date Type of Court Hearing
 Is this a Death Investigation / Sexual Assault / Missing Person? * NO
 County of Offense * Ada County
 Investigating Officer BRANDON E ?

Dept. Item # *	Package Type *	Item Type *	Description
2	Box	CS General (pwrdr,cryst,tar,tabl,paraph)	suspected methamphetamine 2 pds

- Select **Continue**, once all information is entered.
- Add the requested analysis for the new submission items by selecting **Add** on the Service Request Screen

Filter by Section: All

Requested	Status	Status Date	Status By	Item #	Section(s)	Lab Status	Analyst
01/30/2014	Requested	01/30/2014		140000217-1-2-001,140000217-2-2-002	CS		

Back to Case **Add** Open Cancel Print History

- Check the requested analysis for the evidence being submitted and complete the required questions. Select **Complete** and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

Procedure 5: RESUBMISSION OF EVIDENCE:

Additional submissions that include items to be resubmitted are done as an additional submission (if the required testing for all evidence items is completed at the same laboratory).

1. Select **Case Pre-Log**

- a. Enter the agency case number (using the correct format designated in the Pre-Log System).
- b. Ensure that the agency case number is correct.
- c. Select **Search**.
- d. The previous submission will populate the search results. Clicking on the agency case number will load the first submission information.

Agency Case Number	Submitting Agency	Offense
B00012345	ISP-PATROL D3	12/2/2013 12:00:00 AM

Note:

- A Submissions section will be available in the Case Pre-Log Screen after a case has an original submission. This section allows the user to view the information related to each submission.

2. Select **New Submission** to create a new submission. The Case information will be populated using the information from the original submission.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	K13000076	1/30/2014 2:26:49 PM	NO	

3. Select the **Submitted Items** tab.

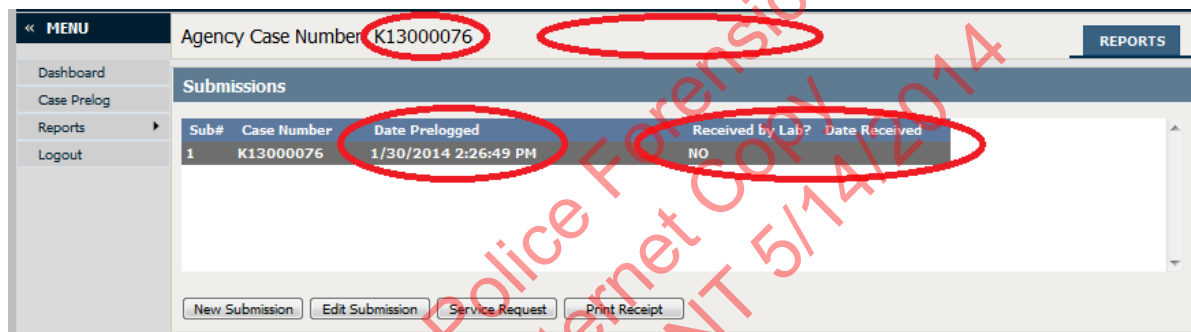
4. Check the **Resubmit?** box for the items that you want resubmitted for analysis then select **Continue**.
5. Select **Add** on the Service Request screen
 - Designate the requested analysis.
 - Answer the required question sets.
 - Select **Continue**.
 - Select **Complete** to submit the lab request.

6. Select **Complete** and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

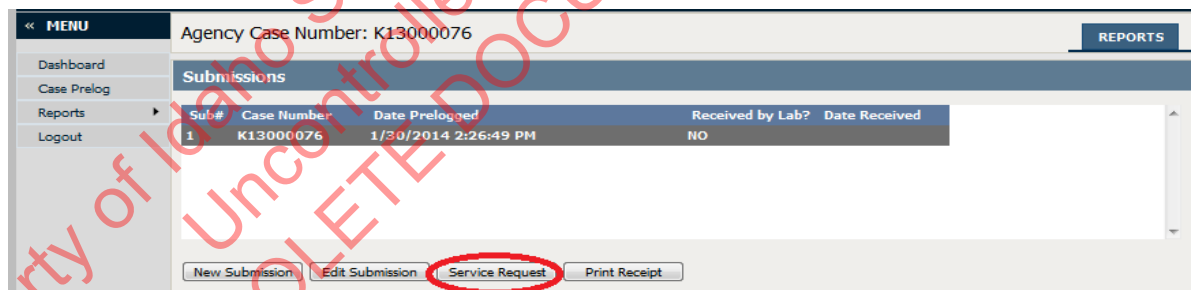
Checking the Lab Status:

There are several items of information that will be updated as evidence moves through the lab.

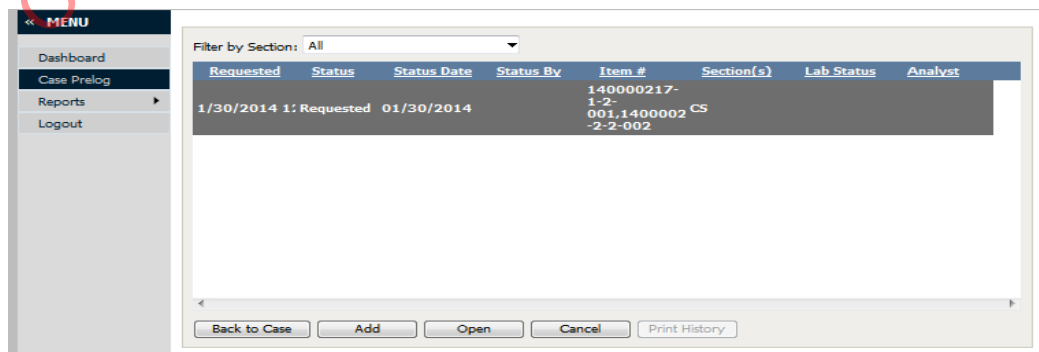
1. From the dashboard search for the case using Quick Find or Recent Pre-Log Cases.
2. When the case is received by the laboratory the information in the Submission Section is updated. Three helpful pieces of information are available in this view.
 - When the evidence is received by the lab, the assigned lab number will be displayed in the header next to the agency case number (where the blank red ellipse is shown).
 - The date the Pre-Logged submission was created will show on the line with the submission.
 - When the evidence is received by the lab, that field will change to “yes” and the date received by the lab will populate.



3. If you would like to check on the lab status of the progress of a specific submission, ensure that the submission of interest is highlighted and select the **Service Request** button.



If the submission has multiple service requests, each service request will show in this view.

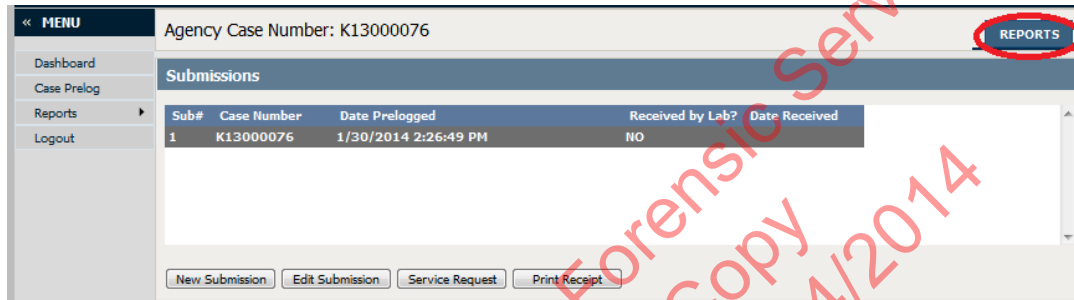


Completed Lab Reports

Case Specific:

Completed lab reports and case analytical notes can be downloaded from Pre-Log. 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 case screen select the **Report** tab.



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.



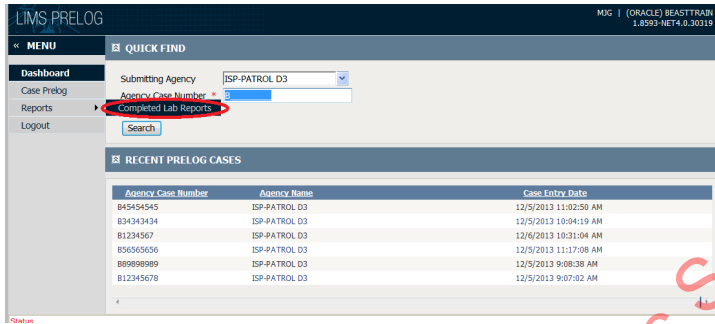
Note:

- The notes packet may not include all the quality related data pertaining to a case. Additional quality control 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.

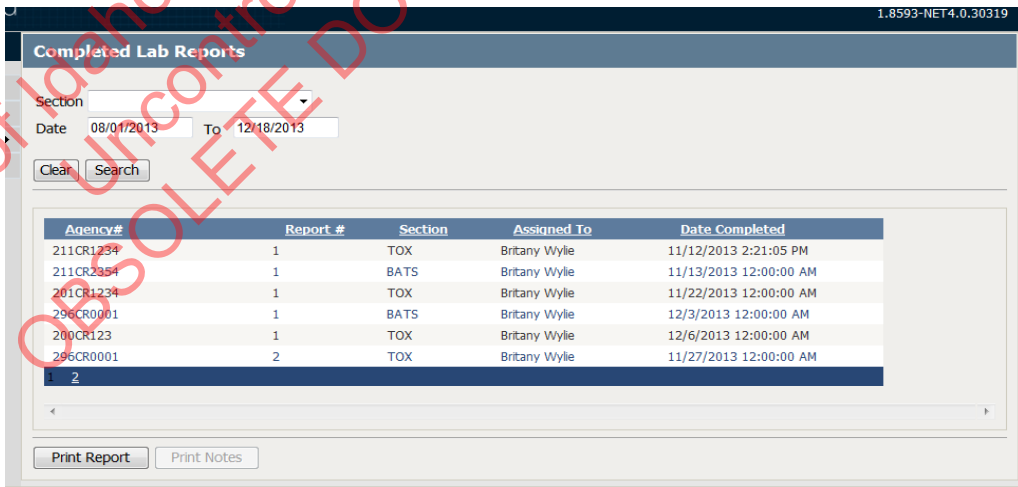
1. Select **Reports**, then **Completed Lab Reports**



2. Enter the specified start **and** end date, and select **Search**.
 - a. A combination of the section (lab discipline) and date filters in this search can be used.



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



3. Highlight the case and select **Print Report**, or **Print Notes**. PDF download is also available.

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).

Appendix A: Packaging Types

Packaging Code	Description
BUCK	Bucket
SUIT	Suitcase
PAPER	Butcher/craft paper
NONE	None
BAGPAP	Paper bag
BAGPLA	Plastic bag
BOX	Box
CAN	Can
ENV	Envelope
FILE	Case File
ITEM	Item
JAR	Jar
CASE	Gun Case
FIFLC	Friction Lid Can
FIHSPB	Heat Sealed Arson Bags
CLRHTS	Heat Sealed Plastic Bag
SEXKIT	Sexual Assault Kit
BLOODK	Blood Kit
URINEK	Urine Kit
BLUKIT	Blood/Urine Kit

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Appendix B: Item Types

Item Type	Description
BIOOSW	Other Swabs
BIOBONE	BIO Bones/Teeth
FILIQR	Liquid Reference
BIOTHER	BIO Other
SAK07	Right Breast Swabs
TIRE	IMP Tire Impression Item(s)
FICONT	Control - Matrix Reference
BIOPEN	BIO Penile Swabs
BLOOD	Blood
BREF	Reference Blood
AALIQ	Liquid (Alcohol Analysis)
UCK	Urine Collection Kit
BCK	Blood Collection Kit
CBUK	Combination Blood and Urine Kit
AVK	Accident Victim Kit
TOXVH	Vitreous Humor
SAK	BIO Sexual Assault Kit
BIOBED	BIO Suspected Bio Stain (Bedding)
BIOCLOTH	BIO Suspected Bio Stain (Clothing)
BIOSTAIN	BIO Suspected Bio Stain (Misc)
BIOWEAR	BIO Clothing for DNA only (wearer DNA)
BIOHS	BIO Hand Swabs from Subject/Suspect
SAK02	Rectal Swabs
SAK03	Oral Swabs
BIOREF	BIO Reference Sample
PHOTOS	Photographs
DIGI	Digital Media (digital images/files)
LPCOMP	IMP Latent Print Comparison Item(s)
LPPROC	IMP Latent Print Processing Item(s)
LPREF	IMP Latent Print Exemplar(s)
FTWARE	IMP Footwear Items(s)
CSMJ	CS Marijuana (plant material or paraph)
CSSYN	CS Spice (plant material or paraph)

CSPILL	CS Pharmaceutical Pills/Tablets
CSMUSH	CS Mushrooms
CSQUANT	CS Quantitation (Methamphetamine)
CSGEN	CS General (pwr,cryst,tar,tabl,paraph)
CSCLAN	CS Clandestine Lab Samples
CSLIQ	CS Liquid/Wash (Controlled Sub Analysis)
FT	FT Firearm
FT05	FT Firearms Accessories/Components
FT06	FT Shotshell/Shotshell Components
FTAMMO	FT Ammunition
FTBLT	FT Bullet
FTCART	FT Cartridge
FTCASE	FT Cartridge Case
TMCOMP	FT Tools for Toolmark Comparison
TMIMP	FT Impressions for Toolmark Comparison
EXPLOSV	Explosives/Fireworks
FIRE	Fire Debris (Arson related)
OTHER	OTHER
FILE	Case File
SAK01	Vaginal Swabs
SAK04	Perineal Swabs
SAK05	External Genitalia Swabs
SAK06	Left Breast Swabs
SAK08	Neck Swabs
SAK09	Pubic Hair Combings
SAK10	Foreign Matter
URINE	Urine
FTTEST	FT Test Fires
DNAEX	DNA Extract(s)
BIOCUT	Cutting(s)
SAK11	Breast Swabs
BIOHAIR	BIO Hair

Appendix C: Prelog Discipline Based Questions

Discipline	Question #	Questions:
Blood Alcohol	1	Has a valid breath alcohol test been completed?
Blood Alcohol	2	If Yes, what was the result? If No, enter N/A.
Blood Alcohol	3	If there is a valid breath test, 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.
Blood Alcohol	4	Please make sure the submittal form and chain of custody is complete and available outside the evidence box. We recommend folding it and tucking it into the seam of the box it goes with so they stay together but can still be accessed.
Blood Alcohol	5	Is evidence box sealed and initialed? If not please seal and initial before submission.
Biology/DNA	1	Has a report been included with the submission? Reports are required for all biology/DNA cases
Biology/DNA	2	Was the victim bleeding? Victim reference samples are required for DNA testing.
Biology/DNA	3	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
Biology/DNA	4	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
Biology/DNA	5	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
Biology/DNA	6	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.
Biology/DNA	7	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.
Biology/DNA	8	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
Biology/DNA	9	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
Biology/DNA	10	Please briefly describe case circumstances
Biology/DNA	11	Please contact the Biology/DNA Section supervisor at 208-884-7173 with case specific questions. Requests for additional item examination should be approved in advance of submission.

Controlled Substances	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
Controlled Substances	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.
Controlled Substances	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.
Controlled Substances	4	If a particular item is the probable cause for the case please note the agency exhibit number.
Controlled Substances	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.
Controlled Substances	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.
Controlled Substances	7	Is the letter from the federal prosecutor requesting Methamphetamine Quantitative Analysis (Purity) included with the submission?
Firearms	1	Type of analysis requested:
Firearms	2	Does the evidence require fingerprinting or DNA analysis in addition to the Firearms examination/comparisons? (If Yes, send only relevant evidence to Meridian lab for fingerprinting; if no, send to CDA).
Firearms	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)
Firearms	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)
Firearms	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".
Firearms	6	Is the incident report included with the evidence? (Incident report must be included)
Firearms	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.

Fire Debris	1	Is the case report included with the submission?
Fire Debris	2	Are the items designated as either sample or controls?
Fire Debris	3	Is the description of the item clear?
Fire Debris	4	Briefly describe the circumstances behind the case.
Footwear/Tire Impression	1	Are footwear exemplars included?
Footwear/Tire Impression	2	If any items have been processed, what process was conducted?
Footwear/Tire Impression	3	Are all digital images/photographs packaged as evidence?
Footwear/Tire Impression	4	Are known exemplars packaged as evidence?
Footwear/Tire Impression	5	Are casts packaged in non-plastic containers?
Latent Prints	1	Are there any specific instructions for any comparisons?
Latent Prints	2	Are controlled substances separated from any packaging to be processed for latent prints?
Latent Prints	3	Are all digital images/photographs packaged as evidence?
Latent Prints	4	Are known exemplars (fingerprint cards) packaged as evidence?
Latent Prints	5	Is information recorded on each submitted Latent Lift Card (Date lifted, Lifted by, Lifted from)?
Latent Prints	6	Are all items requested for latent print processing listed as a unique item (no miscellaneous items submitted)?
Latent Prints	7	If comparison is requested provide State Identification Number (SID) for Suspect, Subject, and Victim if applicable.
Latent Prints	8	If any items have been processed for latent prints, what process was conducted?
Latent Prints	9	Have weapons been rendered safe and are they secured in an evidence box?
Toxicology	1	Has a valid breath alcohol test been completed?
Toxicology	2	If yes, what was the result?
Toxicology	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.
Toxicology	3	Please contact the Toxicology Section supervisor at 208-209-8700 (CDA) or 208-232-9474 (Pocatello) with any additional comments or concerns regarding your case and/or a specific item(s).
Toxicology	4	Please make sure the submittal form and chain of custody is complete and available outside the evidence box? We recommend folding it and tucking it into the seam of the box it goes with so they stay together but can still be accessed.
Toxicology	5	Is evidence box sealed and initialed? If not please seal and initial before submission.

Appendix D: Offense Codes

I18-1351	Bribery and Corrupt Practices
I18-3302	Weapon-Carry Concealed Weapon Without a License
I18-2603	Evidence-Destruction, Alteration or Concealment
I18-801	Arson/Explosives
I18-901	Assault
I18-905	Aggravated Assault
I18-903	Battery
I18-907	Aggravated Battery
I18-915	Assault/Battery on Certain Personnel
I18-918	Domestic Violence
I18-919	Sexual Exploitation by a Medical Provider
I18-1401	Burglary
I18-1501	Injury to Child
I18-1505	Abuse/Exploitation of a Vulnerable Adult
I18-1506	Sexual Abuse of Child Under 16
I18-1507	Sexual Exploitation of a Child
I18-1508	Lewd Conduct
I18-1509	Enticing Children
I18-1514	Obscene Materials
I18-2403	Theft (includes extortion and embezzlement)
I18-3001	Fraud Offenses
I18-3316	Unlawful Possession of a Firearm
I18-3601	Forgery
I18-4001	Murder
I18-4006	Manslaughter
I18-4006(3)	Vehicular Manslaughter
I18-4501	Kidnapping
I18-6101	Rape
I18-6108	Male Rape
I18-6501	Robbery
I18-6608	Penetration with a Foreign Object
I18-7001	Malicious Injury to Property
I18-7006	Trespass of Privacy/Peeping Tom
I18-7011	Trespassing

I18-7038	Destroying Livestock
I18-7905	Stalking/Intimidation
I18-8004	DUI
I18-8007	Leaving the Scene of an Accident
I36-1101	Poaching
I37-2732	Possession of a Controlled Substance
I37-2732(a)	Deliver/Manufacture of a Controlled Substance or Intent
I37-2732B	Trafficking of a Controlled Substance
I37-2734A	Possession of Paraphernalia
I54-1732	Possession of a Legend Drug
37-2732C	Under the Influence in Public
OIS	Officer Involved Shooting (no charge)
DI	Death Investigation (non-homicide)
OPS	Office of Professional Standards
IPV(F)	Idaho Probation Violation - Felony
IPV(M)	Idaho Probation Violation - Misdemeanor
IA	Injury Accident
AAF	Auto Accident Fatality
PROF	Proficiency
COMP	Competency
AVK	Accident Victim Kit
FBLV	Firearms Barrel Length Violation
FOLV	Firearms Overall Length Violation
FSNOV	Firearms Serial Number Obliteration Violation
IJVP	Idaho Juvenile Probation Violation

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HISTORY PAGE

Revision	Effective	Changes
0	2/14/2014	Original Revision

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