

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

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Idaho State Police Forensic Services
700 S. Stratford Drive
Meridian, ID
208-884-7219

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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 of any changes in employment status of an individual user of the ILIMS.

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.

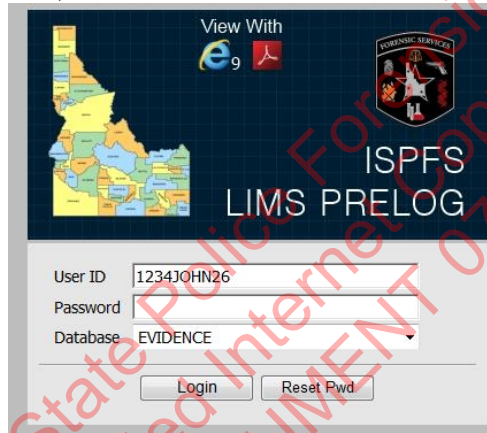
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Procedure 1: LOGGING INTO PRE-LOG SYSTEM

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:

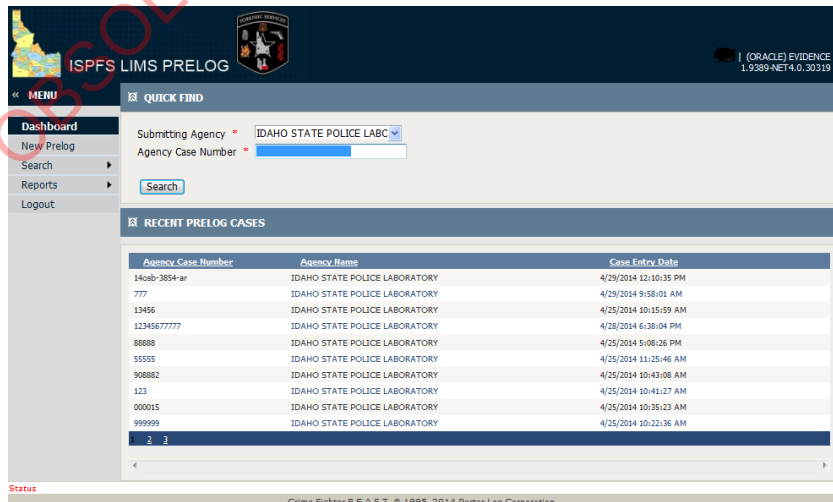
- Passwords can be reset by the ILIMS system using the “Reset Pwd” button (see Procedure 2).



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.



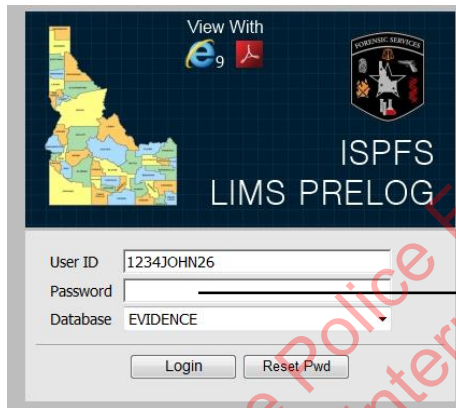
Procedure 2: CHANGING YOUR PASSWORD:

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.

Forgot Password:

If you forget your password and need to have it reset, please contact the ISPFS Quality Manager

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



Passwords are case sensitive

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

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

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. The designated Agency representative will 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.

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

Note:

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

CASE PRE-LOG

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

The screenshot shows the 'New Prelog Case' form. On the left is a 'MENU' sidebar with options: Dashboard, New Prelog, Search, Reports, and Logout. The main form area is titled 'New Prelog Case' and includes a 'REPORTS' button. The 'Case Information' section contains the following fields: Submitting Agency (dropdown), Agency Case Number (text input), Offense Date, Offense Date 2, Offense Date 3, Charge, Charge 2, Charge 3, Court Date, Is this a Death Investigation / Sexual Assault / Missing Person? (checkbox), County of Offense (dropdown), Investigating Officer (text input with a help icon), and Special Notes or Case Handling Instructions (text area). A 'Search/Create Prelog Case' dialog box is open, showing a search for 'IDAHO STATE POLICE LABO' with a 'Search' button and a 'Close' button.

Prior to any case being entered into the system, search for the agency case number. There are two possibilities that may result 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](#))

SEARCH:

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

Click on the Search sidebar tab, and then click Received Prelog Cases.



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

Note:

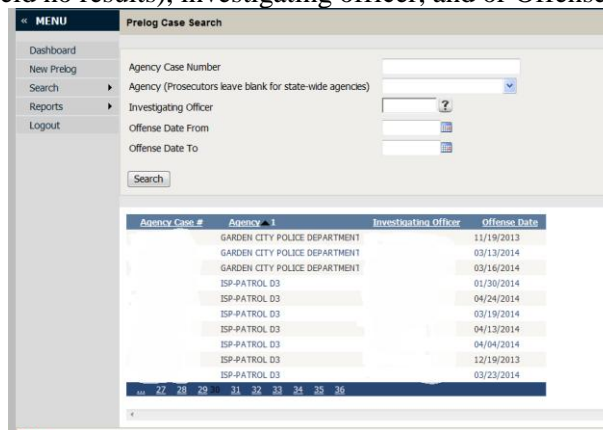
Additional fields may be completed to filter the results of the search being performed.



Display All Received Cases: The ability to search for any case received by the lab for the users selected agency.

Note:

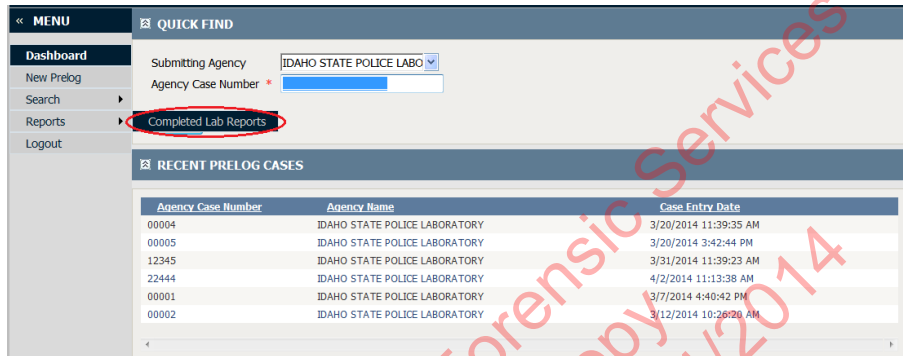
The resulting cases from search may be limited by using additional criteria; to include agency case number (ensure that the agency case number format is correct or the search will yield no results), investigating officer, and or Offense date to and from fields.



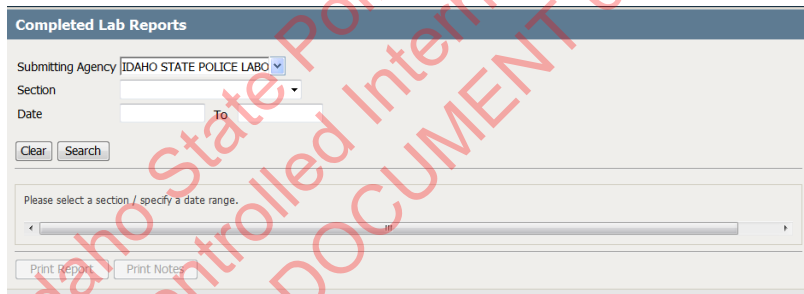
REPORTS

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 ISPFPS 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

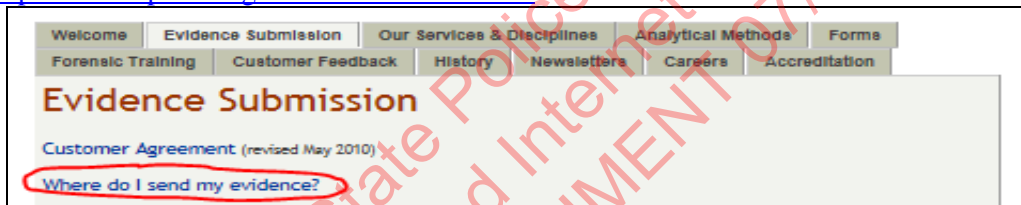
An individual user is able to Pre-Log a case for their agency to be submitted to the lab. Agencies are expected to Pre-Log all evidence to be submitted to the lab for analysis before shipping or delivering evidence to ISPFS. Agency representatives will deliver the Pre-Log form in-person or place it in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

d. 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).

Note:

- You may enter comments in the *Special Notes* field that are pertinent for the lab to know at intake of the case.
- If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge 1 field.

The screenshot shows the 'New Prelog Case' form with the following data entered:

- Submitting Agency: DAHO STATE POLICE LABORATORY
- Agency Case Number: 123456
- Offense Date: 02/01/2014
- Offense Date 2: (empty)
- Offense Date 3: (empty)
- Charge: 118-8004 - DUI
- Charge 2: B37-2732 - Possession of a Controlled Substz
- Charge 3: (empty)
- Court Date: (empty)
- Type of Court Hearing: (empty)
- Is this a Death Investigation / Sexual Assault / Missing Person?: NO
- County of Offense: Ada County
- Investigating Officer: BRANDON E. ? brandon.eller@isp.idaho.gov - -ISP-PATROL D3
- Special Notes or Case Handling Instructions: Rush case

- 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
<input checked="" type="checkbox"/>	Suspect	JOHNSON	JOHN		01/01/1995	
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

ii. Required information for ITEMS being submitted:

- a. *Agency Item number*: the unique item designation given to the item of evidence by the submitting agency. This must be the designation used for the item by the agency.
- 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.).
- d. *Description*: This field should be completed for all items; it may assist in the analysis of the evidence.

Items		Names		
	Dept. Item # *	Package Type	Item Type	Description
<input checked="" type="checkbox"/>	1	Envelope	CS Marijuana (plant material or paraph)	25 grams tpw suspected marijuana
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

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

<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

More Fields

3. Requesting Analysis

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

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

Request Date

Requested By * FES USER

a. 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 separate submissions ([see procedure 4](#)).

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

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

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

Buttons: Back to Case, Go Back, **Continue**

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- 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? *

Buttons: Back to Case, Go Back, Continue

Note:

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

Select Service Requests

Yes
No

Press CTRL key to multi-select.

Buttons: OK, Cancel, Clear All


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

- When finished with all questions sets (if multiple), selecting **Complete on the Submit to Lab** screen 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.



PLCWebCommon/PDFView.aspx - Microsoft Internet Explorer provided by IDAHO STATE POLICE

Idaho State Police Forensic Services 4/15/2014
Prelog Submission Form



Submitting Agency: IDAHO STATE POLICE LABORATORY
 Agency Case #: 123456
 Investigating Officer: Brandon Eller
 Offense: DUI Possession of a Controlled Substance
 Offense Date: 02/01/2014

NAMES:

Name Type	First Name	Middle Name	Last Name	DOB
Suspect	JOHN		JOHNSON	01/01/1995

ITEMS:

Item Number	Packaging	Item Type	Description	Analysis
1	Envelope	CS Marijuana	(plant material or 25 grams tpws suspected CS	

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.).

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**

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

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

- The previously entered case 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 entered into Pre-Log. This section allows the user to view the information related to each submission.

- Select **New Submission** to create a new submission. The Case information fields will populate using the information from the original submission.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	123456	4/15/2014 1:56:13 PM	NO	

Note:

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

- Enter the new items of evidence into the Items grid.
- Only enter New or 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 system.

- Select **Continue**, once all information is entered.
- The Create Request page will display, Select **Continue**

- Check the requested analysis for the evidence being submitted and complete the required questions.

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

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

Procedure 5: RESUBMISSION OF EVIDENCE:

Items that have been submitted to the lab and returned to the Submitting Agency which need to be resubmitted to the lab for additional analysis are entered into the Pre-Log system 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	Agency	Offense Date
123456	IDAHO STATE POLICE LABORATORY	02/01/2014

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		1/30/2014 2:26:49 PM	NO	

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

Resubmit?	Dept. Item #	Package Type	Item Type	Description
<input checked="" type="checkbox"/>	87	Envelope	CS General (pwdr,cryst,t)	

4. Check the **Resubmit?** box for the items that you want resubmitted for analysis then select **Continue**.

Resubmit?	Dept. Item #
<input checked="" type="checkbox"/>	87

5. Once continue has been selected they system will be directed to the **Create Request** page
 - Designate the requested analysis for the item.
 - Answer the required question set(s).
 - Select **Continue**.
6. Select **Complete** on the Submit to Lab page 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.

Use of the additional Search Option may be used for agencies that are state-wide, or if searching for all cases that have been submitted to the Lab. (Prosecutors must use this function if searching for cases submitted by a State-wide Agency i.e. ISP)

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, the Received by Lab field will change to “yes” and the date received by the lab will populate the Date Received column.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123456	4/1/2014 10:29:33 PM	YES	04/22/2014
2	2015DR123456	4/7/2014 11:12:41 AM	NO	
3	2015DR123456	4/7/2014 11:24:31 AM	NO	
4	2015DR123456	4/7/2014 11:32:54 AM	NO	
5	2015DR123456	4/7/2014 11:33:27 AM	NO	

3. If you would like to check on the Status of a case within the Lab for a specific submission, ensure that the submission of interest is highlighted and select the **Service Request** button.

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	2015DR123456	4/1/2014 10:29:33 PM	YES	04/22/2014
2	2015DR123456	4/7/2014 11:12:41 AM	NO	
3	2015DR123456	4/7/2014 11:24:31 AM	NO	
4	2015DR123456	4/7/2014 11:32:54 AM	NO	
5	2015DR123456	4/7/2014 11:33:27 AM	NO	

If the submission has multiple service requests, each service request will show in this view. The lab status of each requested analysis will update when the evidence is moved through the lab system process.

Requested	Status	Status Date	Status By	Item #	Section(s)	Lab Status
04/15/2014	Requested	04/15/2014	FES USER	1	LP	
04/15/2014	Requested	04/15/2014	FES USER	1	CS	

Search Received Prelog Cases

Search Received Prelog Case function is used to find a complete listing of cases the lab has received from a select agency, or for retrieval of case information for cases submitted by a state-wide agency (Use of Search function will be required for Prosecutors to find information of cases for agencies that cover multiple counties i.e. ISP).

Note:

This function will return results for cases entered into the Prelog system and have been received by the lab for analysis. If the case has not been received by the lab it will not be found in the results of the Search.

Procedure 6: AGENCY SPECIFIC:

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

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

Prelog Case Search

Agency Case Number:

Agency (Prosecutors leave blank for state-wide agencies): COEUR D ALENE POLICE DEPT

Investigating Officer: ?

Offense Date From: 05/01/2014

Offense Date To: 05/07/2014

Agency Case #	Agency	Investigating Officer	Offense Date
	COEUR D ALENE POLICE DEPARTME		05/02/2014
	COEUR D ALENE POLICE DEPARTME		05/01/2014
	COEUR D ALENE POLICE DEPARTME		05/05/2014
	COEUR D ALENE POLICE DEPARTME		05/02/2014
	COEUR D ALENE POLICE DEPARTME		05/05/2014
	COEUR D ALENE POLICE DEPARTME		05/06/2014

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Procedure 7: SEARCH ALL CASES (PROSECUTORS) OR CASES FOR STATE-WIDE AGENCIES

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

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

Prelog Case Search

Agency Case Number

Agency (Prosecutors leave blank for state-wide agencies) ▼

Investigating Officer ?

Offense Date From

Offense Date To

Agency Case #	Agency	Investigating Officer	Offense Date
	KOOTENAI COUNTY SHERIFF'S OFFI		04/09/2014
	POST FALLS POLICE DEPARTMENT		04/27/2014
	ISP-PATROL D1		04/29/2014
	KOOTENAI COUNTY SHERIFF'S OFFI		04/27/2014
	KOOTENAI COUNTY SHERIFF'S OFFI		01/12/2014
	ISP-PATROL D1		02/17/2014
	KOOTENAI COUNTY SHERIFF'S OFFI		03/05/2014
	POST FALLS POLICE DEPARTMENT		03/06/2014
	POST FALLS POLICE DEPARTMENT		03/04/2014
	ISP-PATROL D1		03/12/2014

1 2 3 4 5 6 7 8 9 10 ...

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

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Completed Lab Reports

Case Specific:

Completed lab reports and analytical case notes can be accessed and 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 **Reports** tab from the top right of the screen.

Agency Case Number: 123456

Submissions

Sub#	Case Number	Date Prelogged	Received by Lab?	Date Received
1	123456	4/15/2014 1:56:13 PM	NO	
2	123456	4/15/2014 2:19:29 PM	NO	

Buttons: New Submission, Edit Submission, Service Request, Print Receipt

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.

Case Reports

Report #	Section	Status	Date Completed
1	CS	5	03/27/2014

Buttons: Print Report, Notes Packet, Back

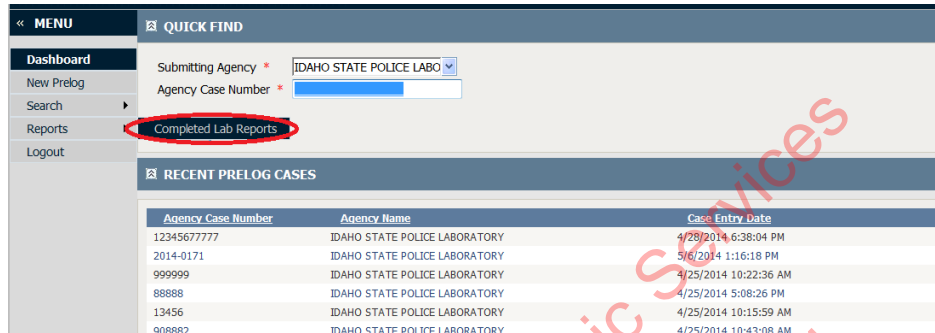
Note:

- 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.

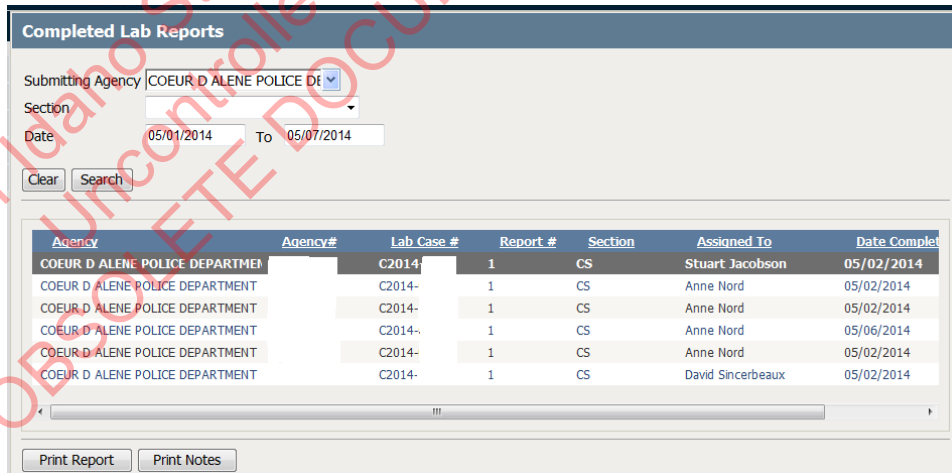
- From the Menu: Select **Reports**, then **Completed Lab Reports**



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



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



- 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

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

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Appendix B: Item Types

Item Type
Accident Victim Kit
BIO Bones/Teeth
BIO Clothing for DNA only (wearer DNA)
BIO Hair
BIO Hand Swabs from Subject/Suspect
BIO Penile Swabs
BIO Reference Sample
BIO Sexual Assault Kit
BIO Suspected Bio Stain (Bedding)
BIO Suspected Bio Stain (Clothing)
BIO Suspected Bio Stain (Misc)
Blood
Blood Collection Kit
Case File
Combination Blood and Urine Kit
Control - Matrix Reference
CS Clandestine Lab Samples
CS General (pwr,cryst,tar,tabl,paraph)
CS Liquid/Wash (Controlled Sub Analysis)
CS Marijuana (plant material or paraph)
CS Mushrooms
CS Pharmaceutical Pills/Tablets
CS Quantitation (Methamphetamine)
CS Spice (plant material or paraph)
Digital Media (digital images/files)
DNA Extract(s)
Explosives/Fireworks
Fire Debris (Arson related)
FT Ammunition
FT Bullet
FT Cartridge
FT Cartridge Case

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FT Firearm
FT Firearms Accessories/Components
FT Impressions for Toolmark Comparison
FT Shotshell/Shotshell Components
FT Test Fires
FT Tools for Toolmark Comparison
IMP Firearm for LP Processing
IMP Footwear Items(s)
IMP Latent Print Comparison Item(s)
IMP Latent Print Exemplar(s)
IMP Latent Print Processing Item(s)
IMP Tire Impression Item(s)
Liquid (Alcohol Analysis)
Liquid Reference
OTHER
Other Swabs
Photographs
Reference Blood
Urine
Urine Collection Kit
Vitreous Humor

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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		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		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	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	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	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
1	5/14/2014	Adjustments made due to changes in the Pre-Log system for Case searches, and process flows.

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