EVIDENCE PROCEDURES

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Revision History

Revision #	Description of Changes
1	Original Issue

Revision 1
Issue Date: 05/31/2018
Issuing Authority: Quality Manager

#1 Receiving Evidence

1.0 Background/References

1.1 The procedures outlined in this manual can be performed by any ISPFS staff member, however, they are normally performed by a Forensic Evidence Specialist (FES).

1.2 The Idaho State Police (ISP) Forensic Laboratories use the BEAST ILIMS (Bar Coded Evidence Analysis Statistical Tracking) (Idaho Laboratory Information Management System) 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.

1.3 References

1.3.1 ISPFS Quality/Procedure Manual

1.3.2 BEAST ILIMS General Users Guide

1.3.3 ISPFS Health & Safety Manual

1.3.4 PreLog User's Guide

2.0 Scope

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4.1 Verification of Prelog Information

4.1.1 When evidence is received by the lab, either in person or by a courier, using the Prelog Submission Form, verify the Agency Case Number, Agency Item Number(s), descriptions of evidence and Service Request(s) correspond to all evidence received before case acceptance is started.

4.2 Visual inspection of the evidence

4.2.1 Are contents items that can be accepted?

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. Refer to Method #7.

4.2.1.2 Other items such as knives, glass, broken or unbroken, or any item that can puncture or tear through the packaging shall be placed in a protective container, wrapped securely or packed in a box.

4.2.1.2.1 Any item deemed unsafe to handle may be rejected at the window or shipped back to the agency. If shipped, refer to Method #2.

4.2.1.2.1.1 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.

4.2.1.2.1.2 If the agency cannot be contacted or has not returned a phone message or email, 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 before returning it to the lab for submission.

4.3 Review service request

4.3.1 ISPFS is able to perform a number of forensic analyses. The laboratories (labs) do not perform every analysis available in the field of forensics. Verify that the agency is only requesting services ISPFS is able to perform. Refer to the ISPFS approved disciplines list.

4.3.1.1 All three of the ISPFS labs do not perform every type of analysis. If an item is received for analysis in a lab that does not perform the analysis being requested, check the PreLog form to make sure the information for submission is correct. If unsure, contact the appropriate lab for verification. For all biology (BIO) evidence received at either Coeur d' Alene (CDA) or Pocatello, a call should be made to the Meridian lab before accepting the case.

4.3.1.2 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.

4.4 Review Chain of Custody

4.4.1 There must be a physical chain of custody on every piece of evidence and a physical signature on that chain of custody before it can be accepted into the lab. This must include:

4.4.1.1 Hand delivered evidence.

4.4.1.1.1 The agency representative will sign 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 can be completed by either the agency representative or the lab representative accepting the evidence, but must be entered.

4.4.1.2 Shipped evidence

4.4.1.2.1 The lab representative accepting the evidence, will 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, will enter the date that the evidence was received into the lab.

4.5 Inspect the evidence seals

4.5.1 Each seal on every piece of evidence that is not a factory seal, must be in accordance with the Quality Manual with the following exceptions:

4.5.1.1 If an item has not been initialed, but has been properly sealed and appears not to have been tampered with. A piece of evidence tape must be placed perpendicular to the agency seal and must be initialed and dated by the FES accepting the evidence. The exception must be documented in the remarks section of Quick Create or in case correspondence.

4.5.1.2 If the seal is not adequate, but does not appear to have been tampered with. Clear packing tape may be placed over the seal and a piece of evidence tape placed perpendicularly over the packing tape, initialed and dated. Optionally, the entire package may be placed in a secondary container and properly sealed. The exception must be documented in the remarks section of Quick Create or in case correspondence.

4.6 Review PreLog entry. Any changes made by the FES during a case submission into the lab are not reflected on the agency submission in PreLog.

4.6.1 The following changes must be reflected in PreLog. All attempts to have the agency correct these items prior to case acceptance is preferred. Changes needed after acceptance must be completed by the ISPFS Headquarters staff.

4.6.1.1 Agency case number

4.6.1.2 Agency item number

4.6.1.3 Combining items

4.6.1.4 Adding items

4.6.1.5 Changing an existing service request –

4.6.2 These changes can be made by the FES without contacting ISPFS Headquarters Staff, unless the agency requests that they be reflected in Prelog

4.6.2.1 Additional offense date

4.6.2.2 Additional charge

4.6.2.3 Court date and court type

4.6.2.4 Investigating officer

4.6.2.5 Item type

4.6.2.6 Subject/suspect/victim names

4.7 Create lab case number and corresponding case evidence label(s).

4.7.1 Open the prelog in ILIMS by scanning the barcode on the PreLog form or by opening the prelog under New Cases on the Dashboard and verify the information entered.

4.7.1.1 Change "Lab Code" if taking the case for another lab.

4.7.1.2 Check "Agency Case Number" against the evidence.

4.7.1.3 If the case is being submitted in person leave the "Submitted Via" as Hand Delivered and add the agency representative's name in the "Submitted By" box. If the case was shipped to the lab, in the "Submitted Via" box, click on the arrow and choose the correct entity, (Certified Mail, UPS, etc.)

4.7.1.4 If receiving for another lab, "Hold" can be entered in the "Priority" box, on the assignments tab, using the dropdown.

4.7.1.5 Notes or Remarks can be entered in either the "Special Notes or Case Handling Instructions" or on the "Remarks" tab.

4.7.1.6 Items of evidence must include the following correct information.

4.7.1.6.1 "AE #" - The item's identifying agency number.

4.7.1.6.2 "Pack Type" – Blood kit, envelope, box, etc. Options may be selected from the dropdown.

4.7.1.6.3 "Item Type" – Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc. Options may be selected from the dropdown.

4.7.1.6.4 "Attr" – Click on "?" and mark whether the items were sealed or unsealed.

4.7.1.6.4.1 If a seal was corrected by adding the evidence tape with initials and date, the item must be marked "NOT SEALED". Documentation should be added to the special notes or remarks tab reflecting the correction or modification that was completed

4.7.1.6.4.2 When a firearm is being submitted and has been safety checked, the "Attr" box will contain an additional field, "Rendered Safe" to be marked "Yes". See "#7 Firearms".

4.7.1.6.5 "Item Description" – Brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc.

4.7.1.6.6 "Service Request" – This must be completed by the agency. If not and the case is hand delivered, have them log in to PreLog, enter the request and answer the questions. If the case was shipped, contact the agency to have them enter the information before accepting the case.

4.7.1.6.7 "Names" Tab – Names of the suspects, subjects and victims should be entered for each case. Latent prints for ABIS is the only service that routinely has no names listed. These can be entered by lab personnel at any time.

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 submitted. An agency evidence submission receipt will also be printed for hand delivered cases.

4.7.1.6.9 Place labels on corresponding evidence.

4.7.1.6.10 Attach agency reports on the case info tab if provided.

4.8 When finished with the agency submission(s), provide receipts to the customer if the evidence was hand delivered. (Note: Receipts for each lab accepted prelog submission are available to the user in Prelog)

4.9 Scan the evidence to the appropriate storage location.

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

4.9.2 Scan the evidence to and then place in the correct storage location.

4.9.2.1 The internal chain of custody is tracked from the time the evidence is accepted, until the evidence is returned to the agency.

4.9.2.1.1 The evidence is automatically in the custody of the FES accepting the case into ILIMS.

4.9.2.1.2 The FES then scans the evidence out of their custody to the correct location.

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 location.

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

#2 Returning or Intra-Lab Transfer of Evidence

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 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & 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 Current shipping program

3.5 Signature Pad

4.0 Procedure

4.1 Returning evidence in person

4.1.1 Evidence being returned is pulled for the agencies from the "Go Back Report", (Refer to Method #11) 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".

4.1.2 After retrieving the evidence to be returned, the FES will scan their own barcode and then scan each piece of evidence being returned will transfer all evidence for return into their custody.

4.1.3 Then scan the barcode for the agency that the evidence is being returned to 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 "Create", this will generate the "Signature Capture" box.

4.1.3.2.1 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.

4.1.3.3 The receipt may not automatically print. It may generate in a separate tab on the webpage as a "pdf" which will need to be opened and printed from there.

4.1.4 Sign the chain of custody" on each piece of evidence on the subsequent "From" area and release them to the agency representative to sign and date along with the receipt.

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4.2 Returning Evidence to the Agencies or Internal Transfer to another ISPFS Lab via Shipping Carrier

4.2.1 Evidence will be pulled for the agencies from the Go Back or Forward Evidence Report, (Refer to Method #11) 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".

4.2.2 A container label must be created for each agency that will be shipped to.

4.2.2.1 From the Dashboard Menu, select "Bulk Container" and then click on "New Bulk Container".

4.2.2.1.1 Enter "Type". Select appropriate container from the dropdown.

4.2.2.1.2 "Custody Of" and "Location" will be auto filled with "Lab Staff" and "Your Name"

4.2.2.1.3 Enter "Describe". This is the agency name, Adams CSO, Twin Falls PD, or ISPFS Lab for additional analysis etc.

4.2.2.1.4 Click on the "Create" box, 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 returned. 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 "Search Bulk Container".

4.2.4.1 Enter "Type". Select container type from the dropdown options.

4.2.4.2 Enter "Year (YYYY)".

4.2.4.3 Enter the container "Number" from the container label.

4.2.4.4 Click on "Print Contents" on the bottom tool bar. This will open up a separate pdf page, click on "Print" and the print box will open. Click on "Print" at the bottom of the box.

4.2.4.5 Once printed, attach the Container label to the Packing List, sign and date.

4.2.5 Complete the Chain of Custody on each piece of evidence being returned or transferred.

4.2.5.1 From: FES name

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 couriers 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 All Lab Case Numbers 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 At this point, if shipping to multiple agencies, another person shall verify the shipping by completing the following:

4.2.8.1 Verify that all items being shipped are on the packing list form and initial next to each item as verified.

4.2.8.2 Verify the Chain of Custody is signed on each piece of evidence.

4.2.8.3 Verify the address on the Shipping Label corresponds to the agency or lab and the Case Numbers correspond to the Packing List and that "Signature Required" is noted on the label.

4.2.8.4 Scan the Packing List and place the original back with the evidence and the Shipping Label.

4.2.8.5 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 courier or 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 "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.

4.2.10.3 Seal 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 in the Case Info tab of the corresponding case in ILIMS.

5.0 Comments

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

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#3 Unlogged Evidence

1.0 Background/References

1.1 The ISP Forensic Laboratories use the 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 BEAST ILIMS General Users Guide

  1.2.3 ISPFS Health & Safety Manual

  1.2.4 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 Printers

3.3 Scanners

3.4 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.

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

    4.1.1.1 Agency case number.

      4.1.1.1.1 If the Agency Case Number is entered into PreLog incorrectly, the agency must create a new Prelog Case with the correct Agency Case Number. The PreLog entry with the incorrect agency case number should be sent to ISPFS Headquarters staff for deletion from PreLog.

      4.1.1.1.2 If it has been entered into PreLog correctly and the item has the incorrect number, contact the submitting Agency to verify which case number is correct. 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 number was correct.

    4.1.1.2 Number of items being submitted.

      4.1.1.2.1 If multiple items are contained in the same evidence package but entered in PreLog as separate items, the agency shall 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 items missing on the prelog form.

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4.1.1.3 Agency item number.

    4.1.1.3.1 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.

    4.1.1.4.2 If the case has been accepted and additional analysis is requested or if an incorrect service request needs changed 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.

4.1.1.5 Missing service questions or incorrect questions 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

        4.1.2.1.1 Must be returned to the agency.

    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 attach a note to the item and document in case correspondence in ILIMS.

        4.1.2.2.2 If the packaging has damage that can be corrected in the lab, such as a small puncture or tear, correct the damage by placing evidence tape over the area, use clear packing tape first if needed. Initial and date the repair. Correction 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 items 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.

    4.1.2.4 Evidence without packaging.

        4.1.2.4.1 Must be returned to the agency to be packaged correctly.

4.1.3 Evidence deemed unsafe to handle.

    4.1.3.1 Improperly packaged syringes. See Quality Manual.

        4.1.3.1.1 Must be returned to the agency

    4.1.3.2 Sharp or broken items that cannot be analyzed.

        4.1.3.2.1 These must be returned to the agency.

    4.1.3.3 Any evidence escaping from the packaging, liquids, powders or fragments.

        4.1.3.3.1 These must be returned to the agency. If necessary the item may be placed in additional packaging to prevent evidence loss.

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4.1.4 The Chain of Custody must be signed for each piece of evidence that comes into the lab. Exceptions to this must be approved by the lab manager and documented in ILIMS "Unlogged".

4.2 Documenting "Unlogged" evidence in ILIMS.

4.2.1 From the Dashboard in ILIMS, click on "Activity Log".

4.2.2 Click on "Add" on the bottom tool bar.

4.2.3 Complete the following fields, at a minimum under the Daily Activity Tab (1st Tab):

4.2.3.1 "Activity Code" (use UNLOGGED)

4.2.3.2 "Lab" (from drop down)

4.2.3.3 "Analyst" (this will be the FES filling out the form)

4.2.3.4 "Description" (use the agency case number)

4.2.3.5 "Start Date"

4.2.3.6 "Agency Name"

4.2.4 Click on "Save".

4.2.5 The entry should still be on the screen. Click on "Edit" on the bottom tool bar and proceed to the second tab (unlogged evidence).

4.2.5.1 Enter as much information as available on this page. Then click on "Save".

4.2.6 If the evidence needs to be stored, place it in the proper storage location. Document the location in the comments box on the unlogged tab.

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 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 Edit the "Unlogged Evidence Report" to include the

4.3.2.1.1 "End Date" and "Short Term Storage Date End"

4.3.2.1.2 "Lab Case" if applicable

4.3.2.1.3 Any additional notes or comments

4.3.2.1.4 "Date Sent"

4.3.2.1.5 "Sent By"

4.3.2.1.6 "Carrier (UPS, etc.)"

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.

#4 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 BEAST ILIMS General Users Guide

      1.2.3 ISPFS Health & 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 Current shipping program

4.0 Procedure

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

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

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

         4.1.1.2 The 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 and scan it to the appropriate storage location.

            4.1.1.2.1 If the analyst doing the testing is within the same lab, they will check it out. Refer to Method #10.

            4.1.1.2.2 If the analyst is in another lab, the proficiency test will be shipped on the next lab shipping day, unless another shipping date is requested by the Quality Manager.

      4.1.2 When a proficiency test is received by the Coeur d' Alene or Pocatello lab, they are placed in the proper storage location and the Quality Manager is notified and given the associated paperwork.

         4.1.2.1 The Quality Manager will create the case in ILIMS and notify the FES.

         4.1.2.2 The FES will print the barcode label(s) and place it on the evidence. The FES will scan the evidence into their custody and then scan it to the appropriate storage location. The FES will then sign and date the physical chain of custody from themselves to the appropriate storage location. The FES will then notify the Management Assistant to remove the Quality Manager from the chain of custody in ILIMS.

         4.1.2.3 The analyst doing the testing will check it out. Refer to Method #10.

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4.2 When analysis is completed, and 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.

4.2.1 Destroy the test

4.2.2 Return the test to the discipline lead for training.

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#5 New Case Without A PreLog

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 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

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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 rarely be used, as our agencies are **REQUIRED** to "PreLog" their cases for submittal.

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

4.1.1.1 Complete a "Case Search" and a "Prelog Search" to make sure that the case has not been entered. If "No Results Found" are returned on both, click on "New Case".

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

4.1.1.1.1.1 Submitting Agency

4.1.1.1.1.2 Agency Case Number

4.1.1.1.1.3 Offense Date

4.1.1.1.1.4 Charge

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

4.1.1.1.1.6 County of Offense

4.1.1.1.1.7 Investigating Officer

4.1.1.1.1.8 Submitted Via if not hand delivered

4.1.1.1.1.9 "Items" tab. Enter the evidence

4.1.1.1.1.9.1 "AE#" - The agency exhibit number.

4.1.1.1.1.9.2 "Pack Type" – Blood kit, envelope, box, etc. Select appropriate packaging type from the dropdown.

4.1.1.1.1.9.3 "Item Type" Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc. Select the appropriate item type from the dropdown.

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4.1.1.1.1.9.4 "Attr" " – Click on "?" and mark whether the items were sealed or unsealed.

4.1.1.1.1.9.4.1 If a seal needs to be corrected, the item must be   marked "NOT SEALED", and appropriate correction notated.

4.1.1.1.1.9.4.2 When a firearm is being submitted and has been safety checked, the "Attr" box will contain an additional field, "Rendered Safe" to be marked "Yes". See "#7 Fire Arms".

4.1.1.1.1.9.5 "Item Description" – Brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc.

4.1.1.1.1.9.6 "Service Request" – Enter the appropriate service request. Contact the Agency and send selected Service Request Question set document for completion. When the question set has been returned attach to the case info tab and document agency contact in case correspondence.

4.1.1.1.1.10 "Names" tab if applicable

4.1.1.1.1.10.1 "Type"

4.1.1.1.1.10.2 "Last"

4.1.1.1.1.10.3 "First"

4.1.1.1.1.10.4 "Date of Birth"

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

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#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 BEAST ILIMS General Users Guide

        1.2.3 ISPFS Health & 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

    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 Case" under Menu.

            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 Step 4.1.1.1 of this procedure.

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#7 Firearms Submissions

1.0 Background/References

  1.1 The ISP Forensic Laboratories use the 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 BEAST ILIMS General Users Guide

    1.2.3 ISPFS Health & Safety Manual

    1.2.4 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 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.

      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   No"

        4.1.1.1.4 "Resealed: Date: By:"

    4.1.2 Once the Safety Check is complete, verify that the firearm has been entered in prelog with 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.

        4.1.2.1.1 This field includes:

          4.1.2.1.1.1 "N/A"

          4.1.2.1.1.2 "No"

          4.1.2.2.1.3 "Yes"

#8 Breath Alcohol Instruments

1.0 Background/References

    1.1 The ISP Forensic Laboratories use the BATSYS 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 & 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 BATSYS 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 BATSYS. This is an ILIMS that is separate from the BEAST ILIMS system. Users cannot be logged into both BATSYS and BEAST programs at the same time.

        4.1.1 New 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 BATSYS System.

            4.1.1.1 On the BATSYS Dashboard under Menu, click on "New Case", then "Create Case".

                4.1.1.1.1 In the "Case Search" pop up box, enter the Instrument Serial number into the Instrument Number field.

                4.1.1.1.2 Click on "Search", if "No Results Found" is displayed, click on "New Case"

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

                    4.1.1.1.3.1 "Submitting Agency"

                    4.1.1.1.3.2 "Submitted Via"

                    4.1.1.1.3.3 "Contact Officer"

                    4.1.1.1.3.4 "Submitted By" should be entered when delivered by hand.

                    4.1.1.1.3.5 Under the Items tab enter the following:

                        4.1.1.1.3.5.1 "Pack Type"

                        4.1.1.1.3.5.2 "Item Type"

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

4.1.1.1.3.5.4 "Service Request"

4.1.1.1.3.6 "Lab Code"

4.1.1.1.4 Click on the "Print Receipt" box

4.1.1.1.5 Attach the label to the breath instrument and/or case and/or receipt

4.1.1.1.5.1 Additional labels may optionally be printed for the instrument and/or receipt and/or the instrument case.

4.1.1.1.6 Transfer Breath Instrument from the FES to the appropriate Location.

4.1.2 Breath Instruments Additional Submissions.

4.1.2.1 On the BATSYS Dashboard under Menu, click on "New Case", then "Create Case".

4.1.2.1.1 In the "Case Search" pop up box, enter the Instrument Serial number into the Instrument Number field.

4.1.2.2 Click on "Search", if the instrument is in the system a box will appear below the case search and will contain the instrument information.

4.1.2.2.1 Click on the instrument box

4.1.2.2.2 Click on "New Submission"

4.1.2.3 The screen will populate the submission information from the previous submission's information.

4.1.2.3.1 Check to make sure all the information is still correct and current. Update any necessary fields which may include the submitting Agency. Note: Contact ISPSF Headquarters staff to update the agency on the case information tab.

4.1.2.3.2 Click on the "Existing Items" tab

4.1.2.3.3 Click in the box under "Re-Submit"

4.1.2.3.4 Under "Service Request", click on the yellow "?"

4.1.2.3.5 A pop up box will open. Highlight the appropriate "Service Request

4.1.2.3.6 Click on the arrow pointing towards the empty box under "Selected Service Requests" moving that request to the box

4.1.2.3.7 Click on "OK"

4.1.2.3.8 The box under "Service Requests" will now be populated with the request

4.1.2.3.9 Click on "Print Receipt" box at the top of the submission information page

4.1.2.3.9 Click on "Create"

4.1.2.3.10 Transfer Breath Instrument from the FES to the appropriate location.

4.1.3 All breath instruments being submitted by an ISP agency, must be accompanied by an ISP "Property Transfer Form" (PTF) associated with the instrument.

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.

4.2.2 When returning in person, scan the barcode for the agency that it is being returned to.

4.2.2.1 Enter password and check the box "Print Receipt".

4.2.2.3 Click on "Create", this will generate the "Signature Capture" box.

4.2.2.3.1 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.

4.2.2.4 The receipt may not automatically print. It may generate in a separate tab on the webpage as a "pdf" and will need to be opened up and printed from there.

4.3 Returning a breath instrument Via Shipping Carrier

4.3.1 Retrieve the breath instrument(s) from storage location.

4.3.2 A Bulk Container and container label must be created for each agency that will be shipped to.

4.3.2.1 From the BATSYS Dashboard Menu, click on "Bulk Container" and then click on "New Bulk Container".

4.3.2.1.1 Enter "Type". Select the appropriate shipping container from the dropdown.

4.3.2.1.2 "Custody Of" and "Location" will be auto filled with "Lab Staff" and "Your Name"

4.3.2.1.3 Enter "Describe". This is the agency name, Adams CSO, Twin Falls PD, etc.

4.3.2.1.4 Click on the "Create" box. The container label will automatically print.

4.3.2.1.5 Leave the label on the backing and remove from the printer.

4.3.3 The breath instrument(s) must be scanned into the container in ILIMS.

4.3.3.1 Scan the container label and then scan each instrument being returned. Enter password.

4.3.4 To create a "Packing List" for the container, go back to the ILIMS Dashboard, click on "Bulk Container" and then click on "Search Bulk Container".

4.3.4.1 Enter "Type". The arrow will show the choices.

4.3.4.2 Enter "Year (YYYY)".

4.3.4.3 Enter the container "Number" from the container label.

4.3.4.4 Click on "Print Contents" on the bottom tool bar. This will open up a separate pdf page, click on "Print" and the print box will open. Click on "Print" at the bottom of the box.

4.3.4.5 Once printed, attach the "Container" label to the "Packing List", sign and date .

4.3.5 If evidence is being shipped to the same agency as the breath instrument(s), they can be shipped together in the same package. There must be a separate packing list for the breath instrument(s).

4.3.6 Creating the Shipping Label, using the approved shipping couriers software or website.

4.3.6.1 If shipping with evidence, add the instrument number(s) with the Lab case number(s) to the shipping label. If shipping without evidence, the following information must be entered on the shipping label:

4.3.6.1.1 "Agency Name"

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4.3.6.1.2 "Attention"

4.3.6.1.3 Complete Address

4.3.6.1.4 Breath Instruments are shipped "Ground".

4.3.6.1.5 All "Breath Instrument Numbers" being shipped.

4.3.6.1.6 "Blood Alcohol (BAC) Lab Discipline PCA code".

4.3.6.1.7 Weight of the package.

4.3.6.1.8 "Delivery Confirmation" with "Signature Required" must be requested.

4.3.6.2 Print the Shipping Label.

4.3.7 Place the Packing List and Shipping Label with the corresponding container.

4.3.8 At this point, if shipping to multiple agencies, another person shall verify the shipping by completing the following:

4.3.8.1 On the "Packing List" form, initial next to each instrument that corresponds to the Packing List.

4.3.8.2 The Shipping Label corresponds to the agency and the Breath Instrument Numbers on the Packing List and "Signature Required" is noted on the label.

4.3.8.3 Scan the Packing List and place it back with the evidence and the "Shipping Label".

4.3.8.4 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.

4.3.9 Once ready to ship and logged back into BATSYS:

4.3.9.1 Scan the courier barcode

4.3.9.2 Scan the Container Label on the Packing List.

4.3.9.3 Click on the box marked "Tracking Number" on the BATSYS Transfer Screen and scan the tracking barcode on the Shipping Label.

4.3.9.4 Enter "Password"

4.3.10 The package is now ready to prepare for shipping.

4.3.10.1 Place breath instrument(s) in the box or other packaging.

4.3.10.2 Place the Packing List with the breath instrument(s).

4.3.10.3 Seal and place the "Shipping Label" on the package.

4.3.11 When the shipment has been delivered by the courier and the delivery confirmation is available, attach a copy to the corresponding instrument record in BATSYS.

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#9 Destruction or Training Retention of Evidence

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 BEAST ILIMS General Users Guide

        1.2.3 ISPFS Health & 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 and Accident Victim Kits. When ready to be destroyed, the FES staff will be notified about proficiency tests by the 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 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 In ILIMS the item is scanned 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 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 granting permission for the item to be destroyed or retained for training must be attached to the case in ILIMS.

        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.

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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 and with the witness present, properly dispose of the item.

4.1.2.7 The email from the Quality Manager granting permission for the item to be destroyed or retained for training must be attached to the case in ILIMS.

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 In ILIMS the item is scanned 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 and release the item and the paperwork to the agency representative.

4.1.3.8 The email from the Quality 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.

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#10 Evidence Check Out and Back In for Analysis

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 BEAST ILIMS General Users Guide

    1.2.3 ISPFS Health & 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.

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

  4.2 Evidence Returned from the Analyst

    4.2.1 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.

    4.2.2 The FES will then scan the items to their proper storage location.

#11 Go Back and Forward Evidence Reports

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 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & 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, hover on reports and then click on "Custom Reports".

4.1.2 The Go Back Report is Report #2. Click on "Select", scroll to the bottom of the page and click on the "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.

4.2 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, hover on reports and then click on "Custom Reports".

4.2.2 The Forward Evidence Report is Report #5. Click on "Select", scroll to the bottom of the page and click on the "Run selected report" field.

4.2.3 Enter the "Lab"

4.2.4 Click on the "View Report" field.

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

#12 Idaho Administrative License Suspension (ALS)

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 BEAST ILIMS General Users 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 At this time ISPFS has one FES that is the contact person for ALS.

4.1.1 ILIMS will automatically add ALS to the distribution list for any case with a charge of DUI on any case 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, add them to the distribution list. The Agency that should be added is Idaho Transportation ALS.

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#13 Canvas

1.0 Background/References

    1.1 The ISP Forensic Laboratories use the "Canvas Online Training" to provide Online Breath Alcohol Training for law enforcement officers throughout the State of Idaho.

    1.2 References

      1.2.1 ISPFS Quality/Procedure Manual

2.0 Scope

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

3.0 Equipment

    3.1 https://canvas.instructure.com/login/canvasProcedure

    4.1 "Canvas" is the online training portal that ISPFS utilizes as the online breath alcohol training tool for law enforcement. When an agency or individual submits their request for the class, the name(s) and or email address(es) are added into the portal.

      4.1.1 Each FES has teacher level permissions in the portal. This enables them to edit content within the program, however, they are only to use the option of adding officers to the course.

        4.1.1.1 To add officers to the course:

          4.1.1.1.1 On the "Canvas" "User Dashboard", click on the "ISP Online Breath Alcohol Training", in the box.

          4.1.1.1.2 Under the "Home" column, click on "People".

          4.1.1.1.3 On the right side of the screen, click on "+People" in the blue box.

          4.1.1.1.4 Under "Add user(s) by", click on "Email Address".

          4.1.1.1.5 Add email address. If adding multiples, separate the email addresses with a comma.

          4.1.1.1.6 Under "Role", make sure "Student" is selected.

          4.1.1.1.7 On the bottom right hand corner, click on "Next".

          4.1.1.1.8 Click in the box to add the email address(es) of users.

          4.1.1.1.9 On the bottom right hand corner, click on "Next".

          4.1.1.1.10 Click on "Add Users"

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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/SexualAssultKitTracking/

4.0 Procedure

   4.1 Every SAECK that is distributed by ISPFS requires a serial number and must have been 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 given out.

         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,

         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".

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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,

        4.4.4.1 Make sure the "Kit Serial Number" is correct in the box.

        4.4.4.2 Make sure the agency is correct.

        4.4.4.3 Make sure the "Send Date" is correct.

        4.4.4.4 Click on "Send".

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