IDAHO STATE POLICE FORENSIC SERVICES ILIMS PRE-LOG USER'S GUIDE

Table of Contents

Revision History

Revision #	Description of Changes
1	Original Qualtrax Version

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.

Accessing the Pre-Log System

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

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

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

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

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

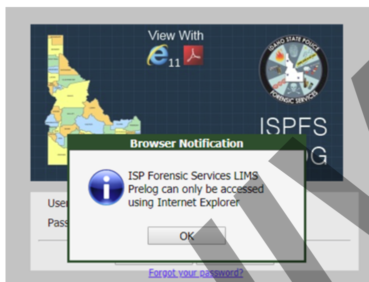
Procedure 1: ***Logging into Evidence Pre-Log System***

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 (POST ID).

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.

Note:

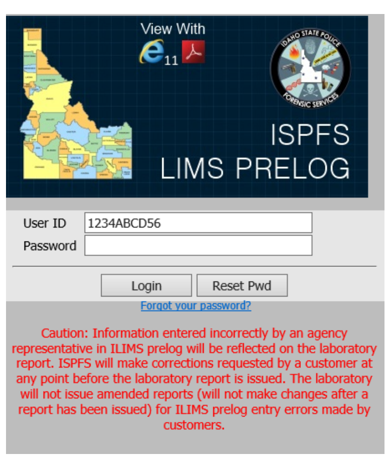
Pre-Log has been designed to function with Internet Explorer. If attempting to log in using a different browser a browser notification window will display, and you will not be permitted to log in to the Pre-Log system



3. Enter the designated User ID and Password provided by ISPFS. Upon initial log-in the user will need to reset the password given to them by ISPFS following the instructions in Procedure 2. **User passwords are unique and 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 changed at any time on the ILIMS Pre-Log system using the "Reset Pwd" button (see Procedure 2). If password has been forgotten (See Procedure 3).



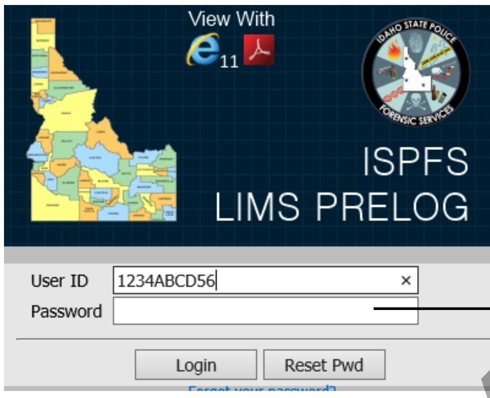
Procedure 2: ***Changing Your Password:***

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 Your Password:

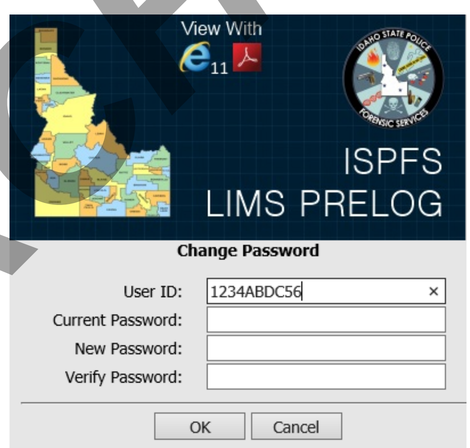
See [Procedure 3: Forgotten Password]

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



Passwords are case sensitive

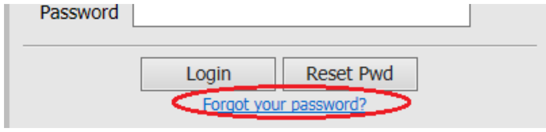
2. The **Change Password** screen will display.
   Enter User ID in the **User ID** field.
   Enter current password in the **Current Password** field.
   Enter a new password in the **New Password** field (passwords are case sensitive).
   Retype new password in the **Verify New Password** field, and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



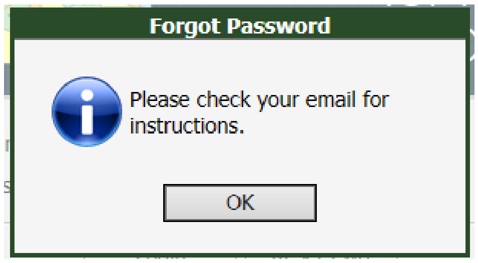
4. If the password was changed successfully, the user will be returned to the log-in screen.

Procedure 3: ***Forgotten Password Reset***

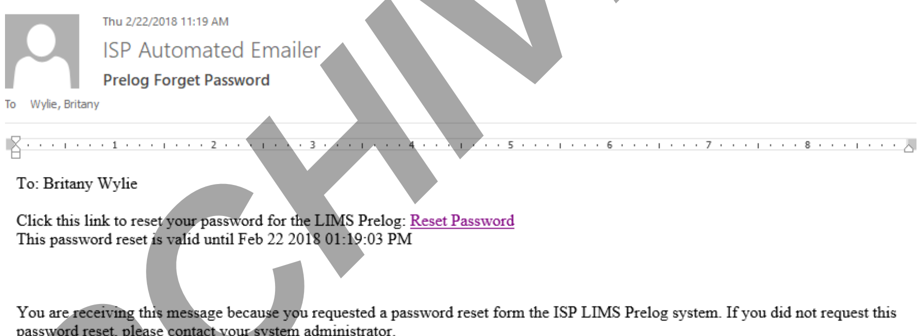
1. If you forget your password and need to have it reset, select the “Forgot your Password?” link underneath the Log-In/Reset Pwd buttons on the ISPFS Pre-Log Log-In Screen. (Note: if the forgot password link is not displayed, enter your user name and select “Login”, the link should appear.)



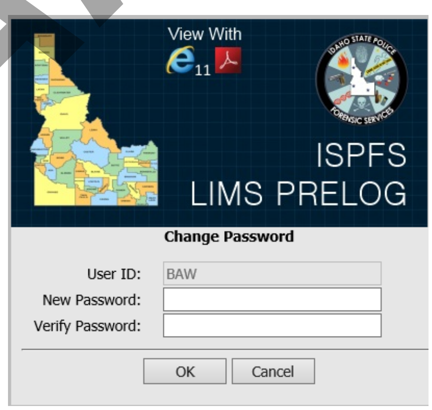
2. The following prompt will be shown.



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



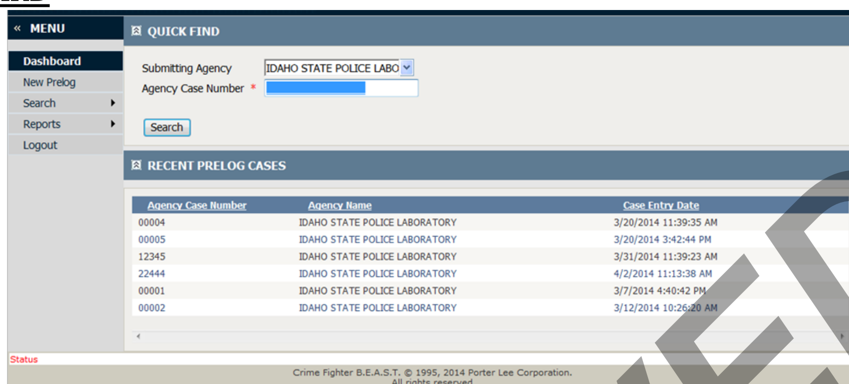
4. You will be redirected to a Change Password screen, enter your new password in the New Password field and the same password in the Verify Password field.



Default Tabs

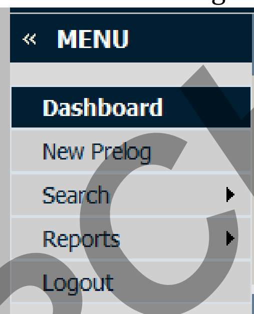
Within Pre-Log there are four default tabs that are accessible to all users. The dashboard is the navigation screen or the homepage, and is the first screen visible after login. Users navigate from the dashboard to create a new Pre-Log submission, view previously Pre-Logged submissions, case status,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

<u>DASHBOARD</u>

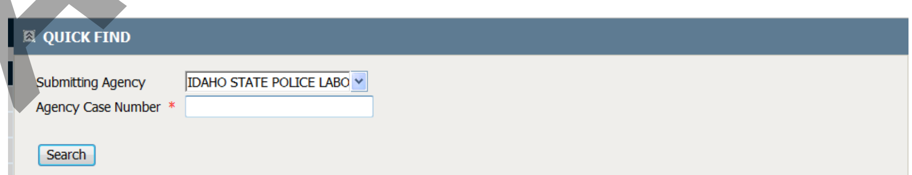


The dashboard has three sections:

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.

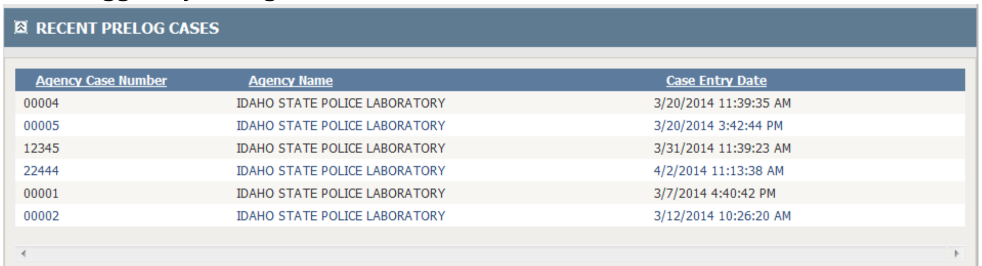


Note:

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

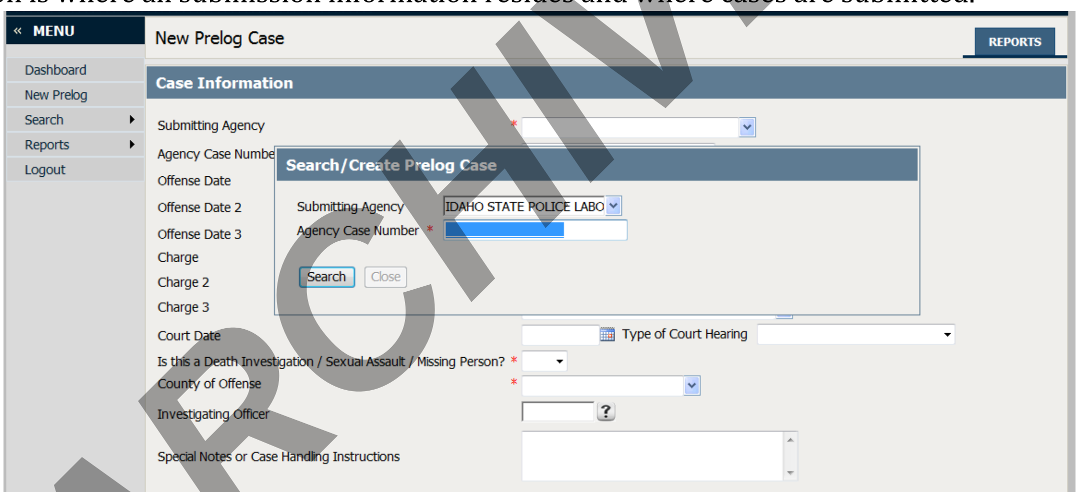
Agency Case Number	Agency Name	Case Entry Date
00004	IDAHO STATE POLICE LABORATORY	3/20/2014 11:39:35 AM
00005	IDAHO STATE POLICE LABORATORY	3/20/2014 3:42:44 PM
12345	IDAHO STATE POLICE LABORATORY	3/31/2014 11:39:23 AM
22444	IDAHO STATE POLICE LABORATORY	4/2/2014 11:13:38 AM
00001	IDAHO STATE POLICE 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 cases for that agency by using the Quick Find or Search Received Pre-Log Cases features.

<u>NEW PRE-LOG</u>

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



<u>**Prior to any case being entered into the system, search for the agency case number.**</u> There are two possibilities that may result from the search.

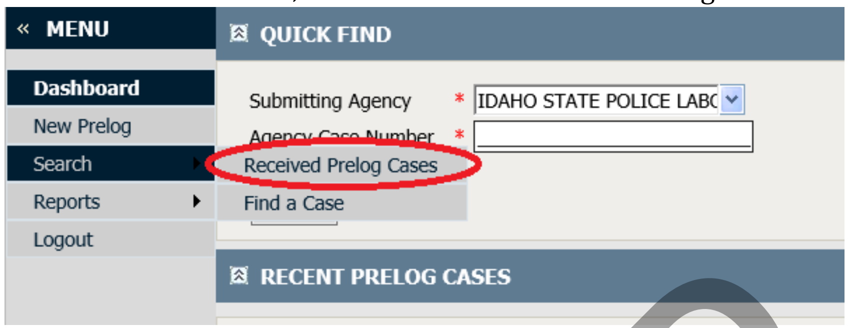
1. The specified agency case number has not been entered before, and therefore a new lab case will be created for the submission. (See <u>Pre-Log a New Case</u>)

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 <u>Additional Submissions</u> or <u>Resubmission of Evidence</u>)

SEARCH RECEIVED PRELOG:

Received Pre-Log Case Search allows for access to all cases which have been entered into Pre-Log **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.

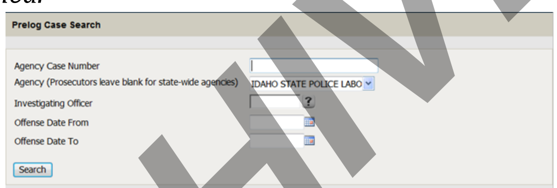
Click on the Search sidebar tab, and then click “Received Pre-Log Cases”.



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:

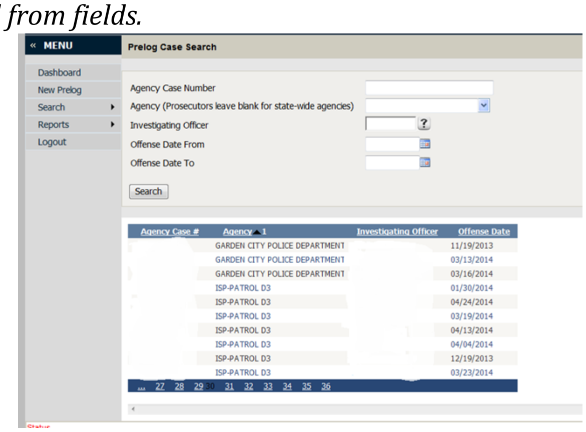
Additional fields may be completed to filter the results of the search being performed.



Display All Received Cases: The ability to search for any case received by the lab for the users approved agency(ies).

Note:

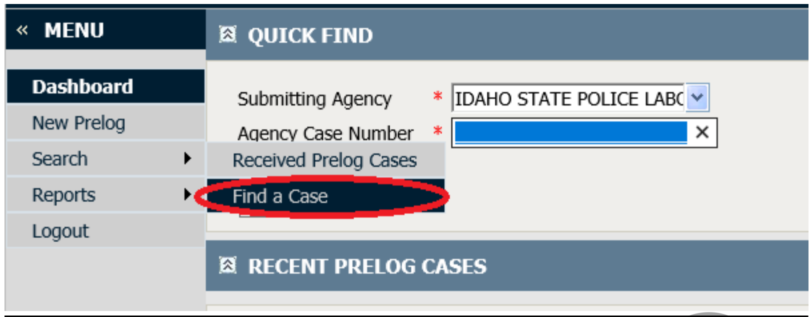
The resulting cases from search may be limited by using additional criteria; to include agency case number (ensure that the agency case number format is correct or the search will yield no results), investigating officer, and or Offense date to and from fields.



SEARCH- FIND A CASE

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

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



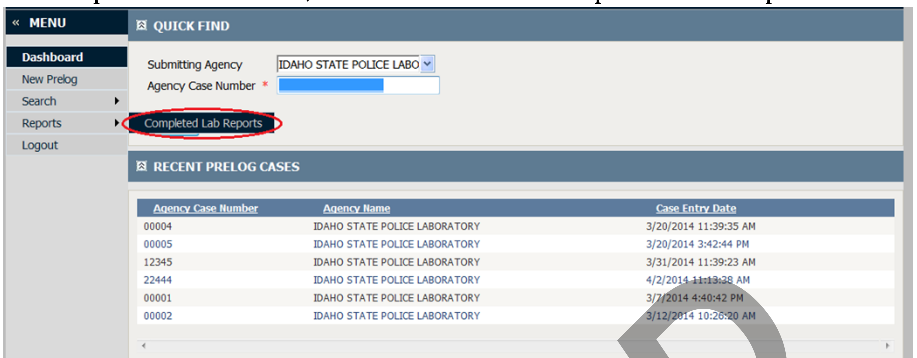
Search By (1) Case Number: To search for received cases from a specific agency: select the desired agency from the Agency drop-down, then select search.

Search by (2) Case Names: The ability to search for lab cases with a specific name.

REPORTS

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

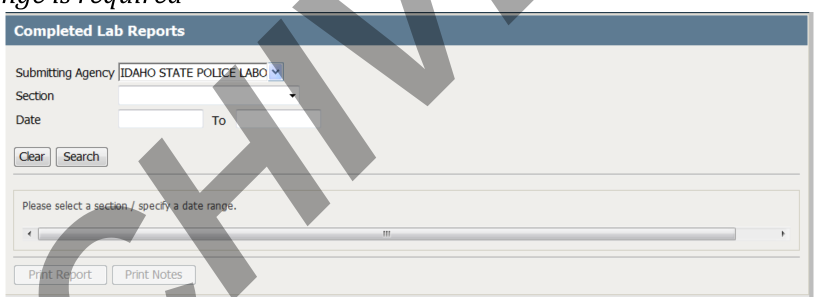
Click on the Reports sidebar tab, and then click on Completed Lab Reports.



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

Note:

Date range is required



LOGOUT

Used to logout of the Pre-Log System

Pre-Logging Cases

An individual user is able to Pre-Log a case for their agency to be submitted to the lab. Agencies are **required 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 4: ***Pre-Logging a New Case:***

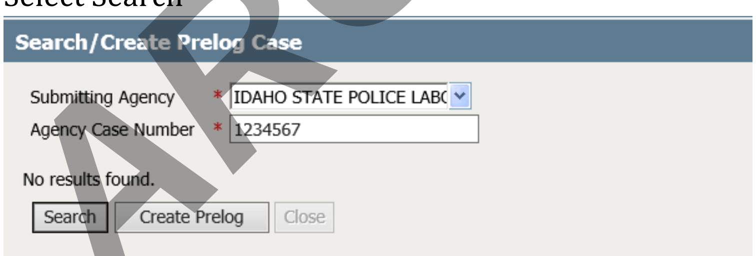
IMPORTANT NOTES:

- *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 needs analysis in a different ISP laboratory,* ***each item will need to be Pre-Logged in two separate Submissions*** *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 New Pre-Log
   a. Enter the agency case number (using the format designated in the Pre-Log system).
   b. Ensure that the agency case number is correct.

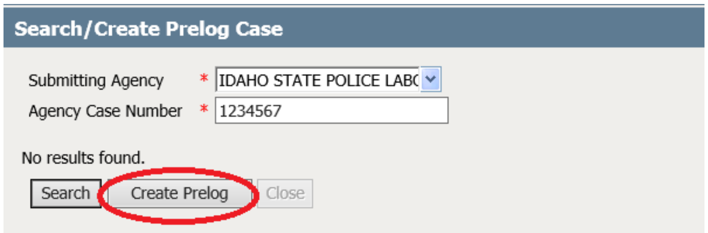
      NOTE: *DO Not Proceed unless verification that the correct Agency Case number has been entered. If the case number does not match what is documented on the evidence the entire pre-log will have to be deleted and reentered*
   c. Select Search



Note:

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

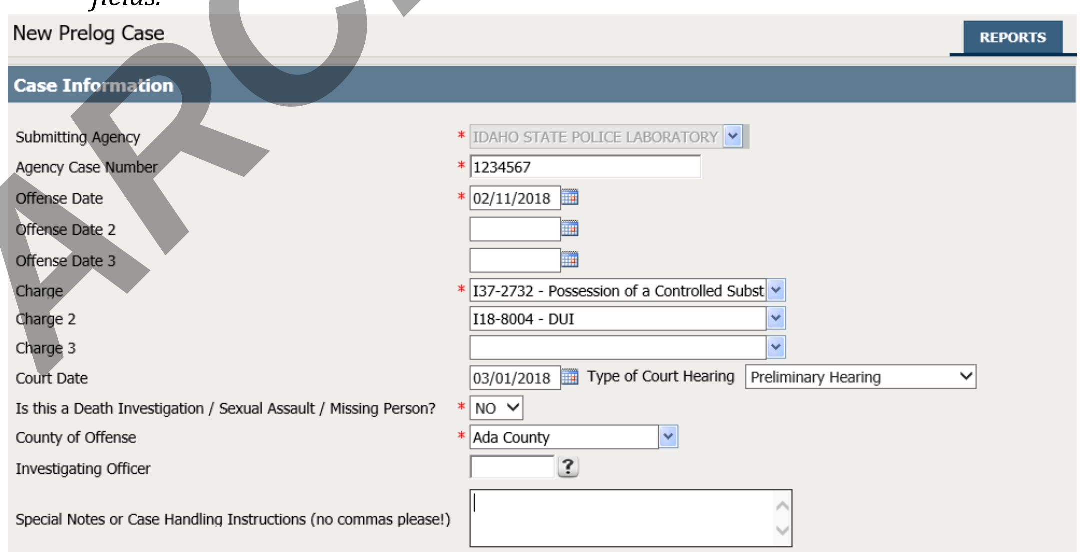
   d. If there are no results found, select **Create Pre-Log**. If a case has previously been entered using the case number refer to the Procedure for Additional Submissions.



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.
      ii. The investigating officer field is critically important to ISPFS so the analysts can contact the investigator regarding case questions. Please use the Black Question mark button, by clicking on the button, to add the investigating officer, **typing the name into the field does not save.**

Note:

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



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

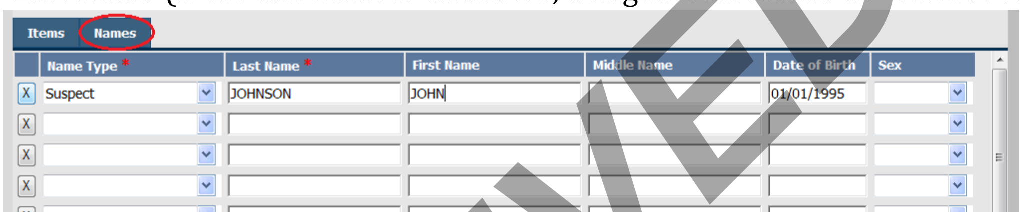
Note:

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

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")



ii. Required information for ITEMS being submitted:

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

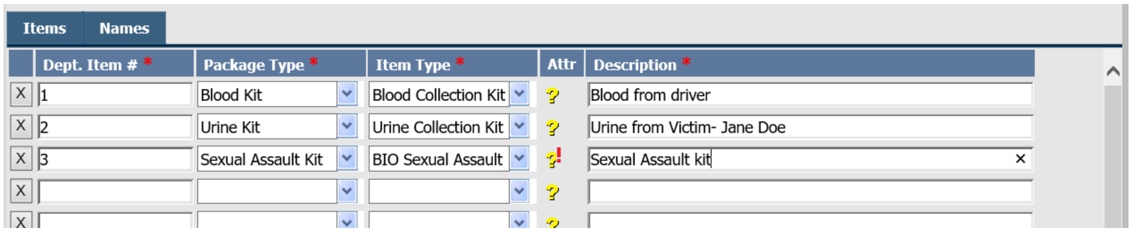
a. ***Agency Item number***: the unique item designation given to the item of evidence by the submitting agency. This must be the designation used for the item by the agency- this number should be located on the evidence sent to the lab.

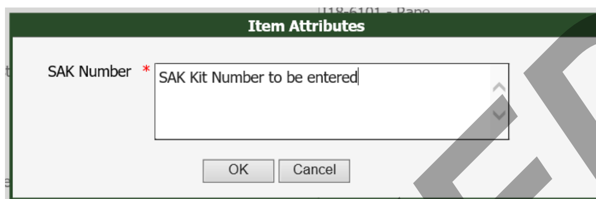
b. ***Package Type***: exterior sealed packaging of your evidence (i.e. envelope, box, urine kit, heat sealed plastic bag, etc.)

c. ***Item Type:*** Lab designation of the type of evidence being submitted for analysis (example: Blood Collection Kit, CS Marijuana, IMP Latent Print Comparison Item(s), FT Firearm, etc.). For a list of all available item types see Appendix B.

d. ***Attr:*** This field is an item specific attribute for ONLY BIO Sexual Assault Kits and CS Syringes. These two item types are the only types that will trigger the Attribute as being required, a red exclamation point will generate on the . This field is not required to be selected for all items entered. (***Note****: selecting* *the yellow question mark on items that do not require additional information, the selection will not redirect the user to a separate location.)*

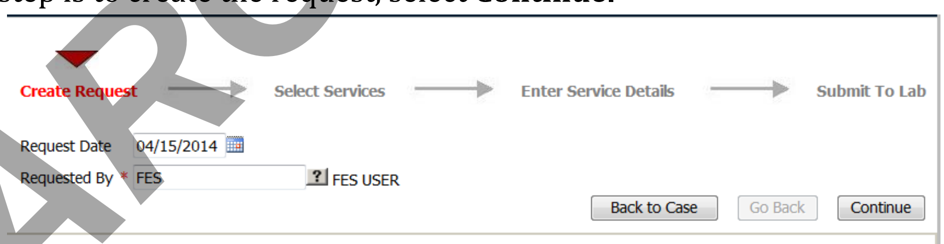
e. ***Description:*** This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.





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

3. Requesting Analysis:
   The first step is to create the request, select **Continue.**



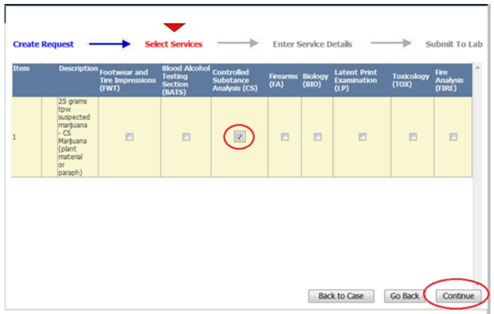
a. For <u>each item</u> of evidence, select the analysis you would like performed. Remember ISPFS will forward <u>single items that must be worked in multiple ISPFS laboratories</u>.
   - ***Example***- A firearm needing latent prints in Meridian and operability testing in CDA will be submitted to Meridian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

Items that will <u>only be worked in one ISPFS lab</u> must be directly submitted to that lab.
   - ***Example***- A firearm not requiring latent print analysis should be sent directly to CDA.

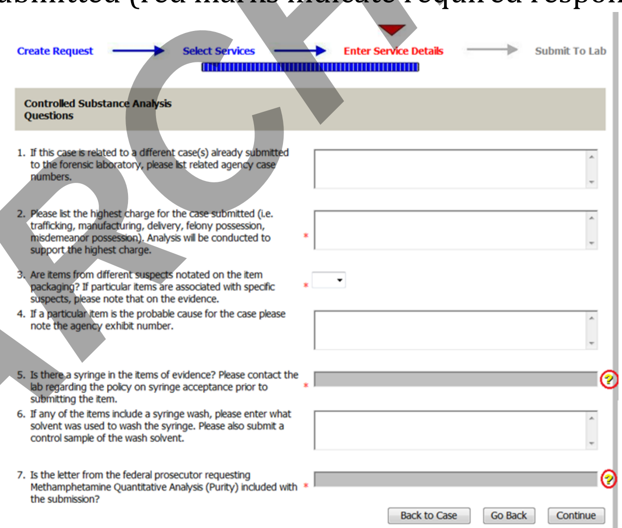
If one <u>case requires analysis of evidence performed in different labs</u>, evidence would require an additional submission for each lab receiving evidence

- ***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 5).

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

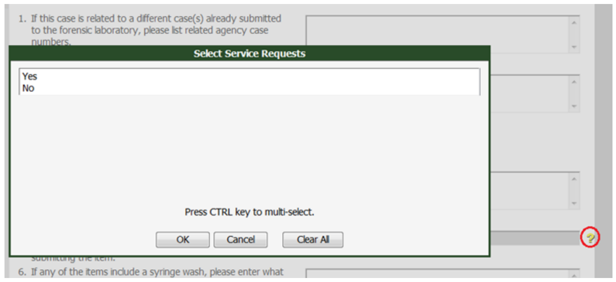


b. Based on the selected Analysis requested, there will be a required set of questions that will be used in the laboratory to assist the analyst in the examination of the evidence submitted (red marks indicate required responses).



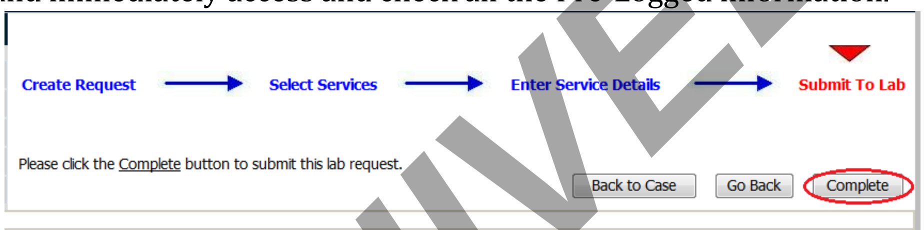
Note:

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.



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

4. When finished with all question sets (if multiple), select **<u>Complete</u>** on the **<u>Submit to Lab</u>** page**.** This will finalize the request and will also generate a Pre-Log Submission Form (PDF format). This form must be printed and provided to the ISPFS lab (hand-delivered or shipped) with the evidence. This form allows the laboratory to scan the barcode and immediately access and check all the Pre-Logged information.



If the complete button is not selected the Printed Pre-Log Submission form will be missing item and requested analysis information.


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

Idaho State Police Forensic Services
Prelog Submission Form

4/15/2014

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 tpw suspected	CS

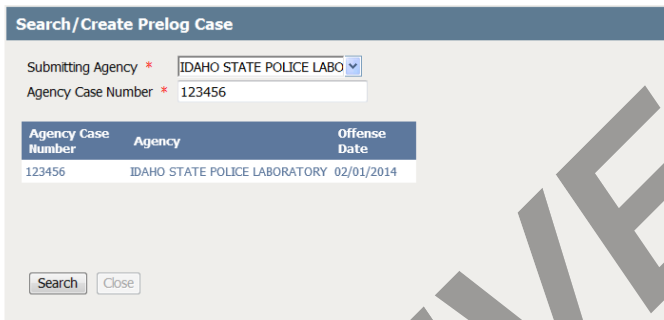
Note:

<u>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.).</u>

Procedure 5: ***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 **New Pre-Log**
   a. Select the correct agency from the drop-down (if applicable)
   b. Enter the agency case number (using the correct format designated in the Pre-Log System).
   c. Ensure that the agency case number is correct.
   d. Select Search.

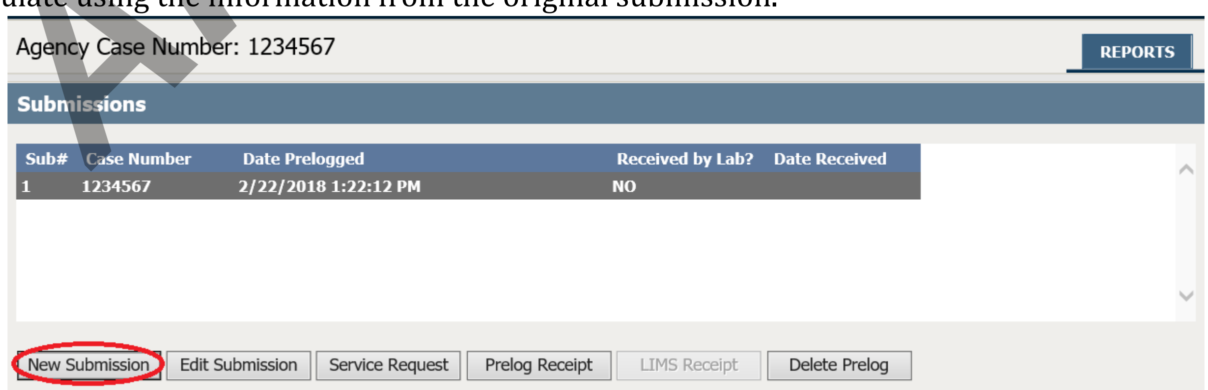


   e. The previously entered case will populate the search results. Clicking on the agency case number will load the first submission information.

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. ([For Example checking Lab Status of your case](#)).

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



Note:

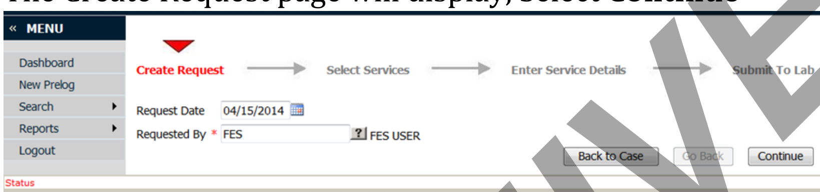
If there are changes to the information relating to only the second submission, the pre-populated information for the additional submission may be changed to reflect that which is relevant to the evidence included.

3. Enter New or additional charges into the Charge Field. If the charge for the additional submission is different than the original charge it may be replaced with the charge relating to this submission to the lab.

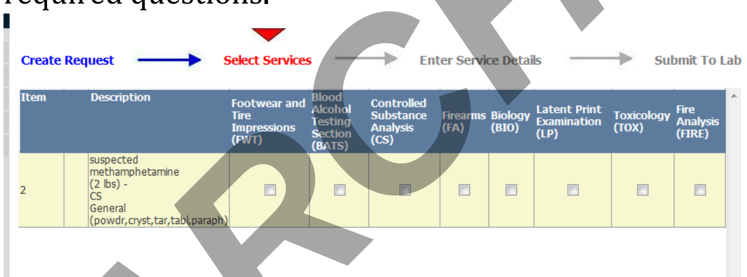
4. Enter the new items of evidence into the Items grid, completing all required information.

5. Select **Continue**, once all information is entered.

6. The Create Request page will display, Select **Continue**



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

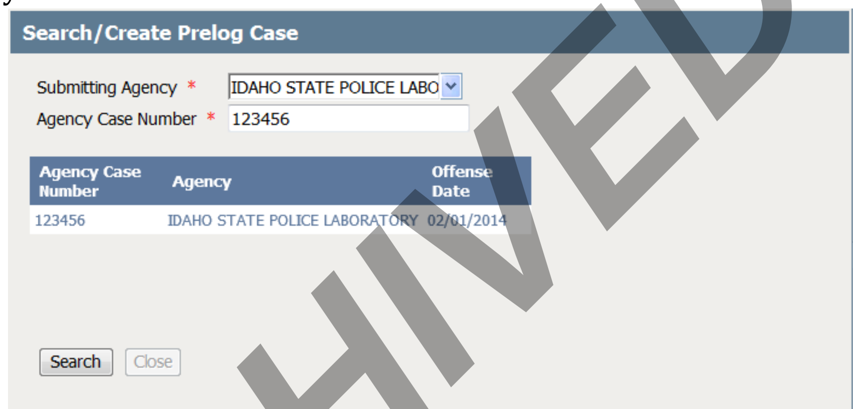


8. Select **Complete** on the **Submit to Lab** Screen to finalize your analysis request and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

Procedure 6: ***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).

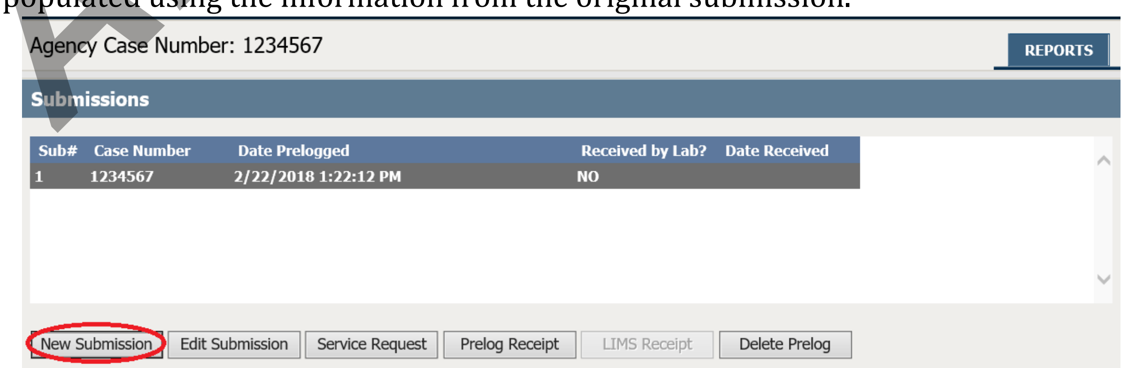
1. Select New Pre-Log
   a. Select the correct agency from the drop-down (if applicable)
   b. Enter the agency case number (using the correct format designated in the Pre-Log System).
   c. Ensure that the agency case number is correct.
   d. Select Search.
   e. The previous submission will populate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



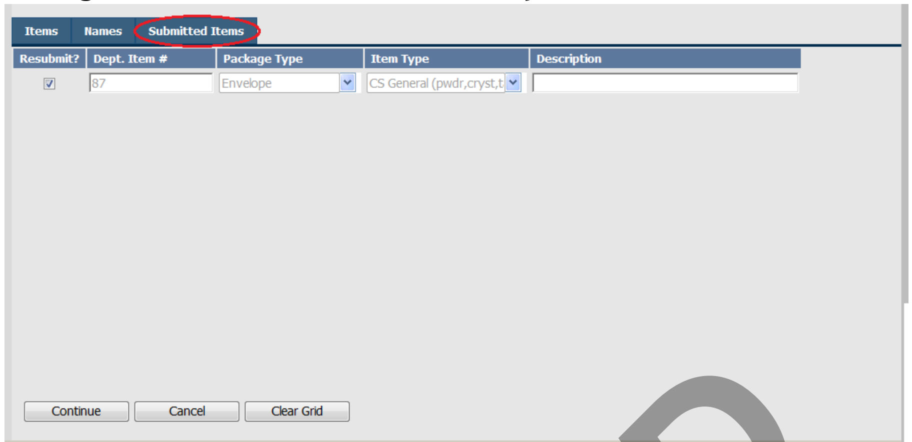
Note:

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.

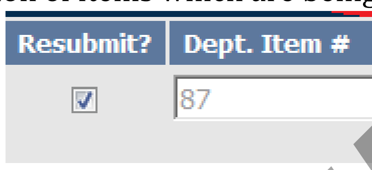
2. Select **New Submission** to create a new submission. The Case information will be populated using the information from the original submission.



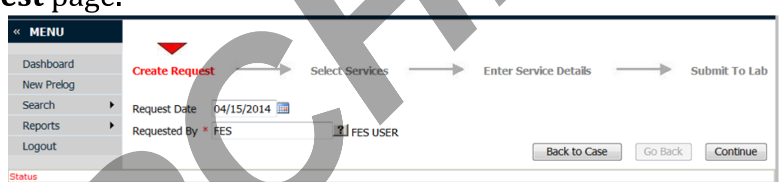
3. Select the **Submitted Items** tab. If there are only resubmitting items, do NOT enter item information into the Items tab (***unless*** there is new evidence being submitted along with the resubmitted evidence.)



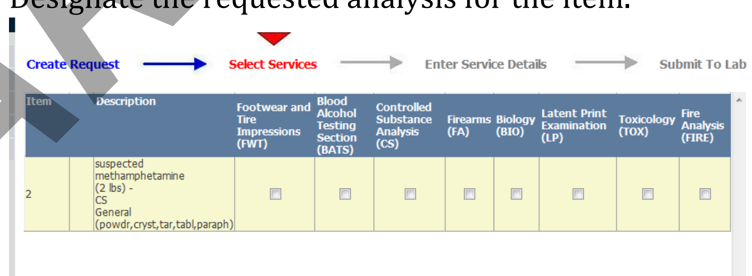
4. Check the **Resubmit?** box for the items that you want resubmitted for analysis then select **Continue.** The system does not allow for modification of information of items which are being resubmitted for testing.



5. Once continue has been selected the system will be directed to the **Create Request** page.



   a. Designate the requested analysis for the item.



   b. Answer the required question set(s) based on the requested analysis.
   c. 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.

Procedure 7: ***Editing Submissions (Case Information, Names, Items):***

Any changes to information contained in Pre-log must be completed prior to the lab receiving a case: The user has the ability to edit information that may have been entered in the Pre-Log system incorrectly. Any information, **excluding** Agency Name and Case Number may be corrected.

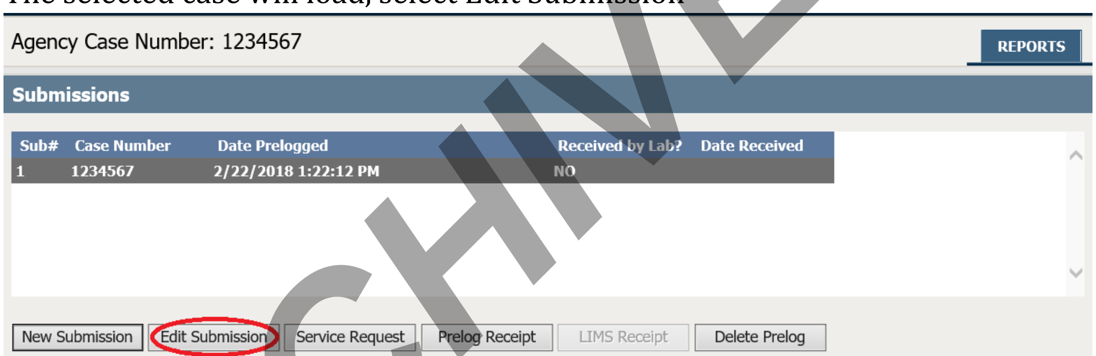
Note:

*If the **Agency Name or Agency Case Number** has been entered incorrectly, **a new case pre-log must be created** using the correct information. Once the case has been correctly re-entered; contact Your Agencies Pre-Log contact to have the incorrect case removed from the Pre-Log system* *(See Admin Procedure 9: Deleting a Pre-Log Case.)*

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

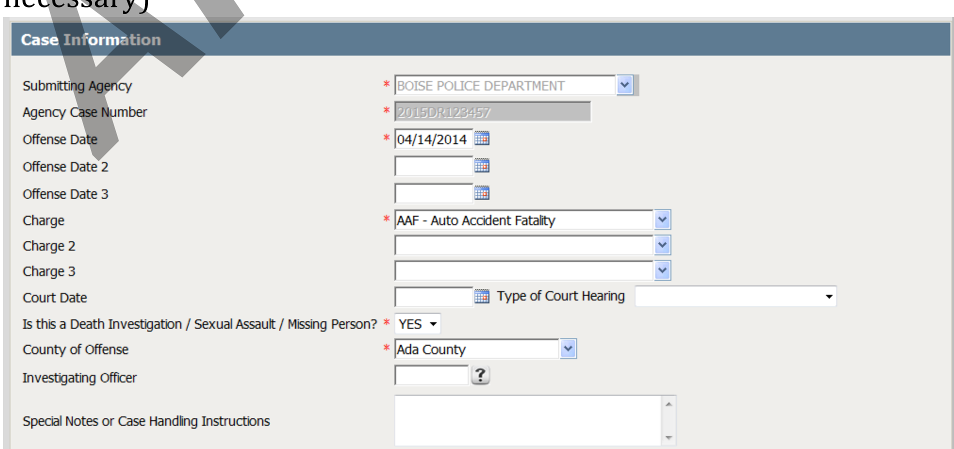
1. Enter the Agency Case Number and select search. Multi-agency users must select the proper agency in the Submitting Agency field.

2. The selected case will load, select Edit Submission



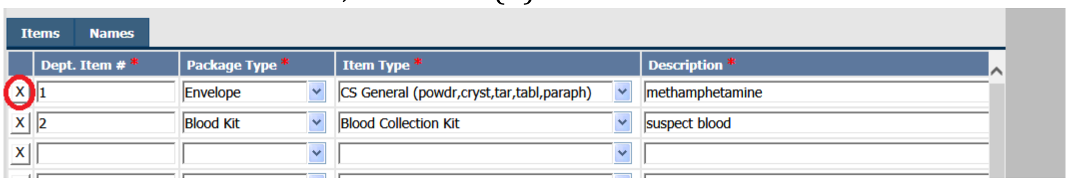
Note: The fields in the case information and items/name grid will change from locked to unlocked.

3. Correct or change desired information in the Case Information section (if necessary)

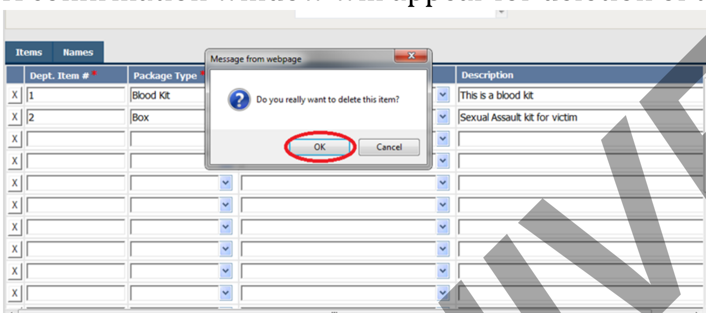


4. When editing submission information, the user may add additional items and/or names in the additional grid lines available. The user may also make necessary corrections or remove previously entered items or names information.

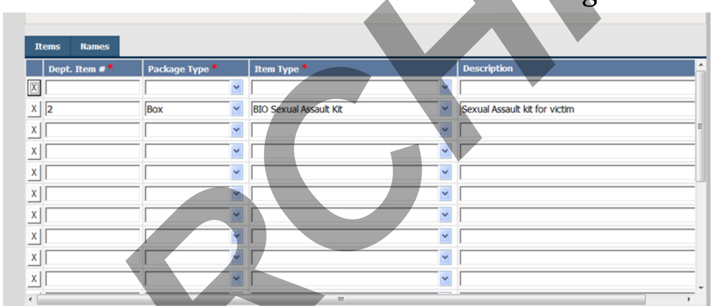
5. To delete a name or item, select the (X) next to the item or name.



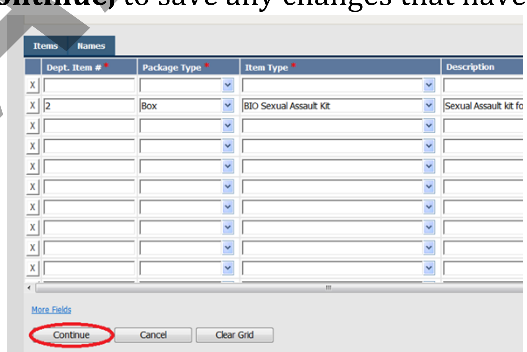
6. A confirmation window will appear for deletion of the item or name, select OK.



The selected item will be deleted from the grid



7. Select **Continue**, to save any changes that have been made.

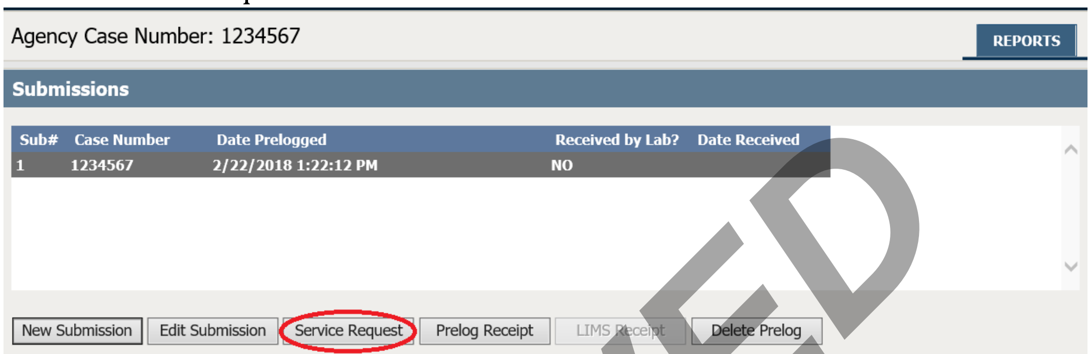


Procedure 8: ***Editing Service Request (Adding/Removing):***

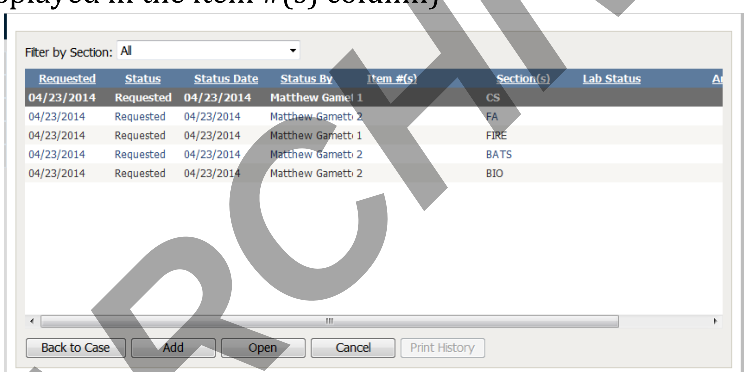
The user may request additional testing or remove requested testing associated with an item **prior to submission of the evidence to the lab**. If the additional analysis is completed at a second lab different than other items associated with the case, the item may need to be removed from the current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

To Remove a Service Request:

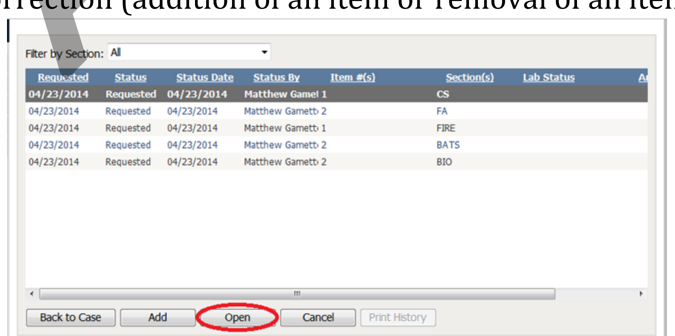
1. Select Service Request button in the Submissions section.



2. The list of selected Service Requests will display (Note: Service Requests are separated by Lab Section; items associated with analysis in that section will be displayed in the item #(s) column)

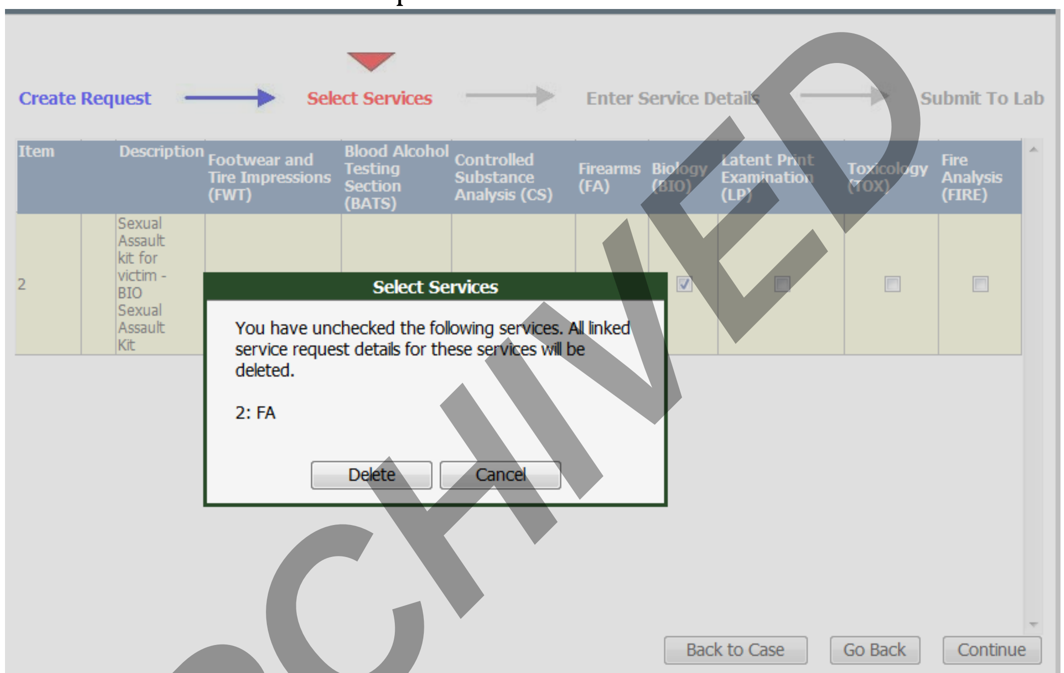


3. Select the appropriate line for the Service Request “Section” that needs correction (addition of an item or removal of an item). Then select Open.



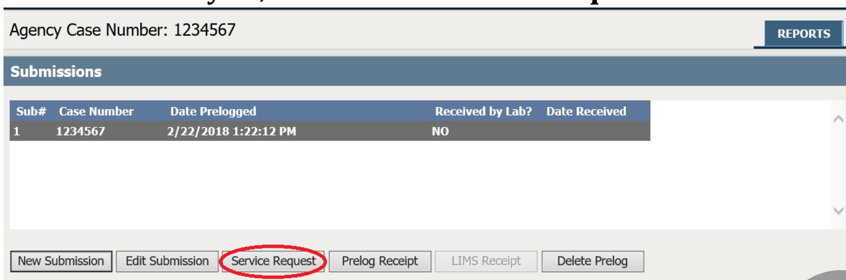
4. On the create request page ensure that the information in the required fields is populated and select Continue.

5. Items that are associated with that service will display. To remove the request, uncheck the box for the discipline. Select Delete in the Confirmation window.

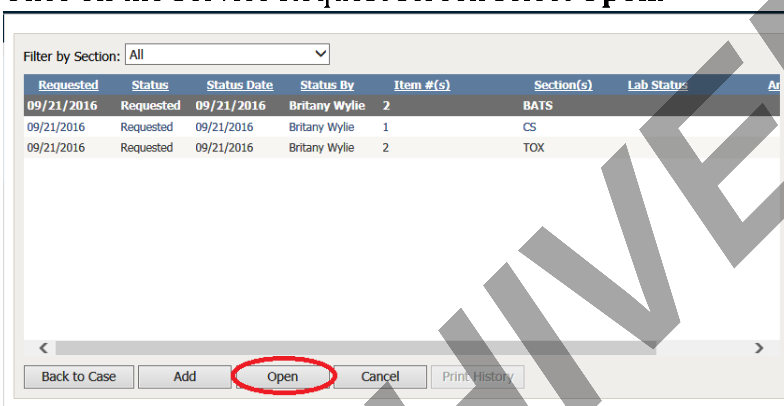


Procedure 9: ***To Add an Additional Service Request:***

1. To create a New Service Request (**<u>additional type of analysis, which have not been selected</u>**) Select the submission containing the evidence to receive additional analysis, then select **Service Request.**

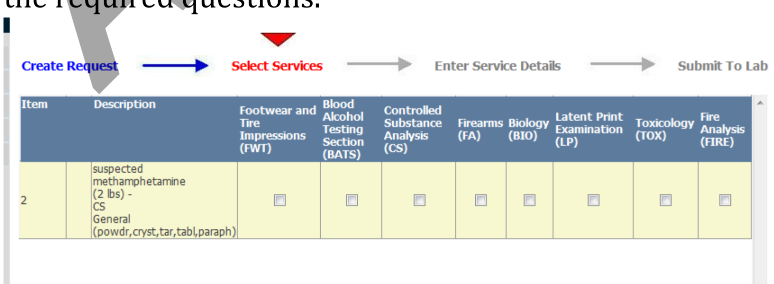


2. Once on the Service Request screen select **Open.**



3. On the create request page ensure that the information in the required fields is populated and select Continue.

4. Check the additional analysis for the evidence being submitted and complete the required questions.



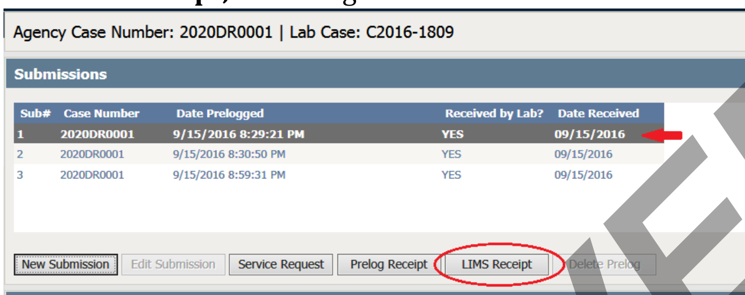
5. Select **Complete** on the **Submit to Lab** Screen and print the generated PDF Pre-Log Submission Form to be included with the laboratory submission.

Procedure 10: ***Lab Evidence Submission Receipts***

Effective 9/16/2016: Cases that have been entered into Pre-Log and received at the Lab, users will be able to access the Evidence Submission Receipt. This is the receipt that is given to agencies (if requested) for cases that are Hand Delivered to the laboratory.

To retrieve LIMS Receipt:

1. Navigate to the intended **Case**, select the **Submission** in which the receipt is needed.
2. Select **LIMS Receipt,** this will generate a PDF which can be saved or printed.



Procedure 11: ***Deleting a Pre-Log case***

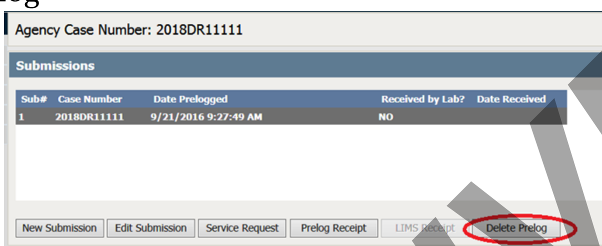
The ability to delete an entire case is limited to the designated Agency Representatives only. Deletion can ONLY be done prior to sending the case to the lab for analysis. Once ISPFS has received and accepted the case, it will be locked from deleting.
Example of case that would require deletion: case was entered with the incorrect Agency case number.

To Delete An Entire Case (Administrative Users Only):

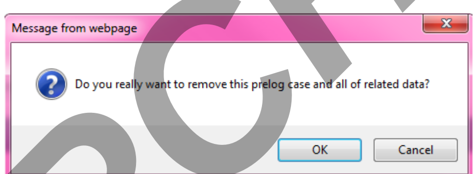
Note:

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

1. Navigate to the case using the Quick Find or Recent Cases, then select "Delete Pre-Log"



2. Verification of the Deletion is required, Select "OK" to complete the Deletion process. Once the case has been deleted you will be redirected back to the Dashboard.



Checking the Lab Status:

Procedure 12: ***Checking Case Status/Progress***

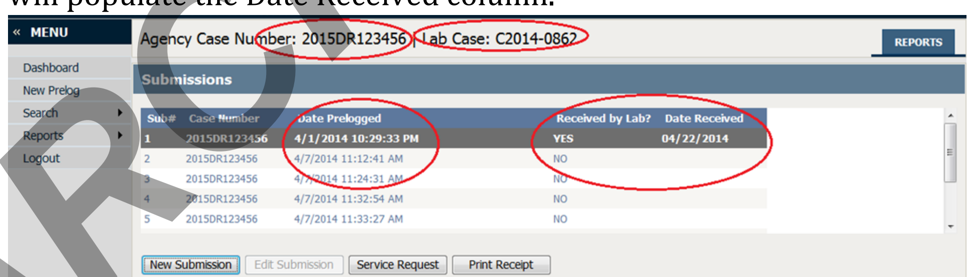
There are several items of information that will be updated as evidence moves through the lab system. The user may use the different areas to check the status of a case within the lab system.

1. From the dashboard search for the case using **Quick Find** or **Recent Pre-Log Cases**.

   Note:

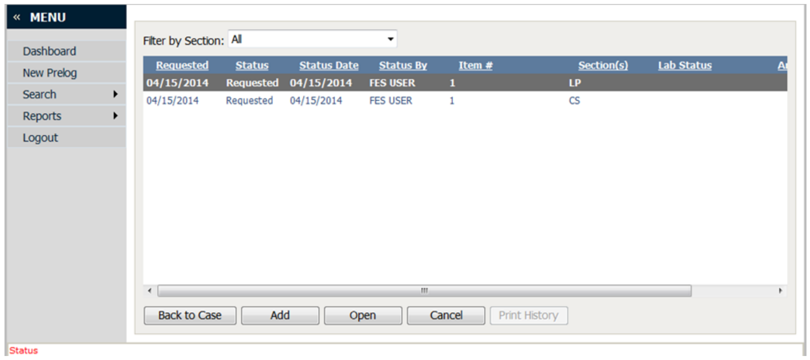
   Use of the additional Search Option may be used for agencies that are state-wide, or if searching for all cases that have been submitted to the Lab. (Prosecutors must use this function if searching for cases submitted by a State-wide or Multi-County Agencies i.e. ISP, US Forrest Service, and Tribal Police)

2. When the case is received by the laboratory the information 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.
   - 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 the evidence was accepted by the lab will populate the Date Received column.



3. To check where in the lab system a specific submission is, ensure that the submission of interest is highlighted and select the **Service Request** button.

4. 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.



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

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

Search Received Pre-Log Cases

Search Received Pre-Log 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 this Search function will be required for Prosecutors to find information of cases for agencies that cover multiple counties i.e. ISP, Tribal Police, Forest Service etc.).

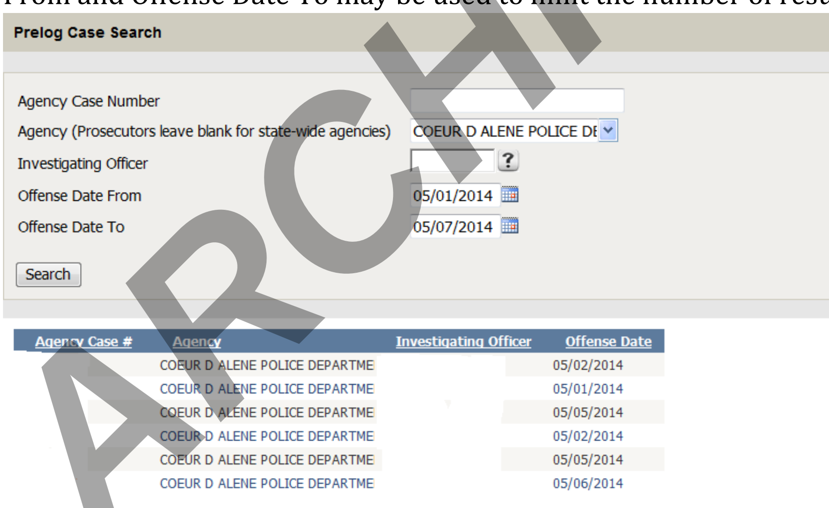
Note:

*This function will return results for cases entered into the Pre-Log 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 13: ***Agency Specific:***

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

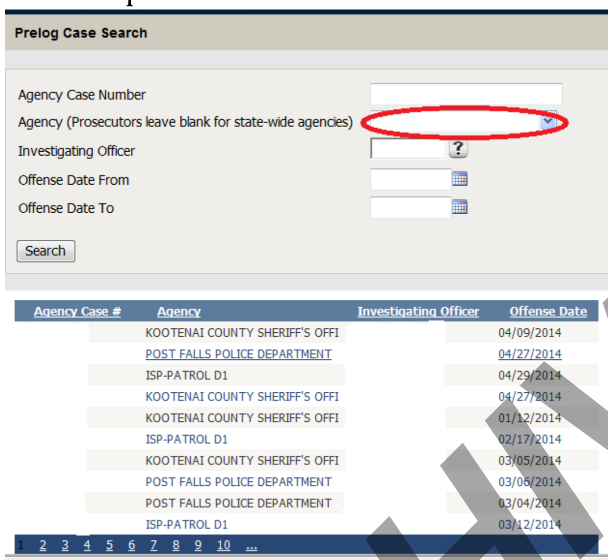
1. Select **Search,** then Received Pre-Log Cases
2. Select **Search button** to view all cases for the selected agency (based on user settings).
   - All cases that have been received by the lab will be displayed. Cases not appearing in the list may not have a Pre-Log entry or the lab has not received 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.



Procedure 14: ***Search All Cases (Prosecutors) Or Cases for State-Wide/Multi-County Agencies***

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

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



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

Search Find a Case

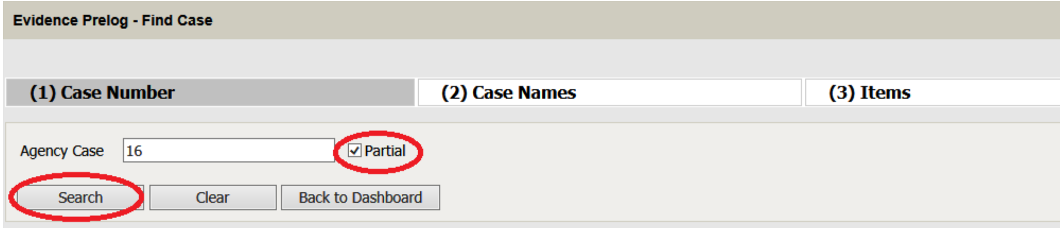
Search "find a case" function is used to find cases using partial case numbers and names.

Procedure 15: ***Find A Case Search by Partial Case Number, Names and Items***

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

<u>To search by (1) Case Number:</u>

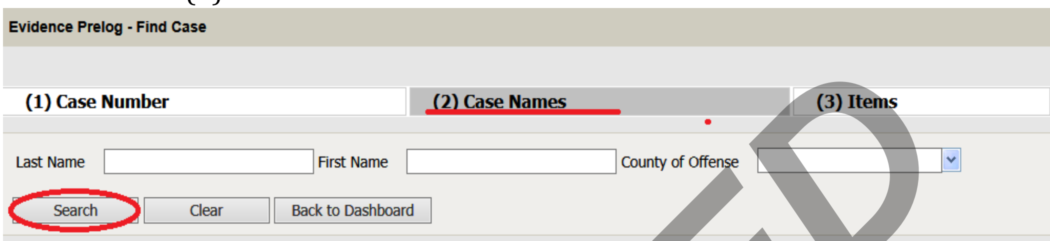
1. From the Menu: Select **Search**, then **Find a Case**.
2. Enter the desired agency case number into the **Agency Case** Field (you are able to search partial case numbers by checking the option for Partial)



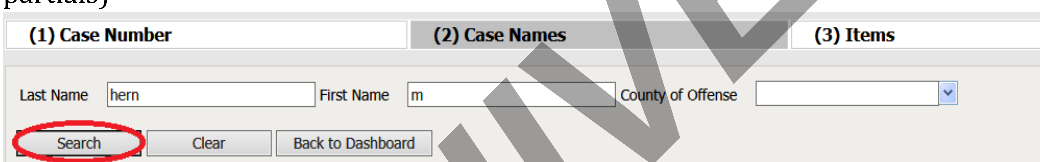
3. Select **Search**, the results will populate below.

<u>To search by (2) Case Names:</u>

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



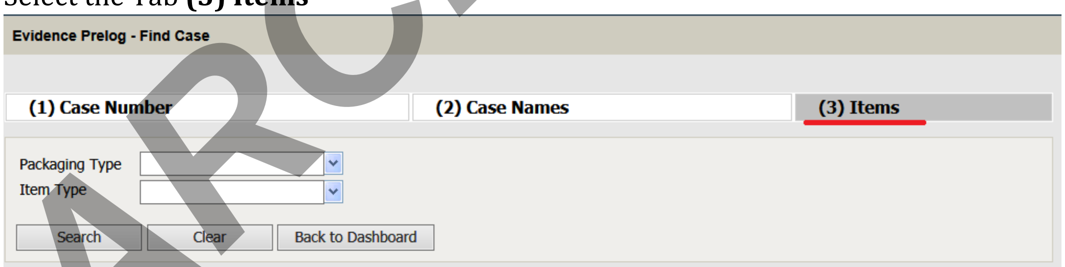
3. Search using last name only, first name only or combination of both (this may include partials)



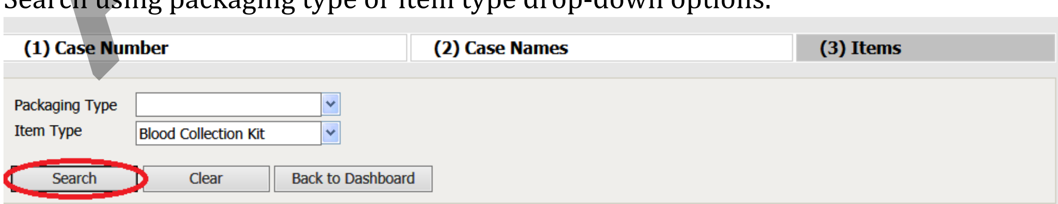
4. Select **Search,** the results will populate below.

<u>To search by (3) Items:</u>

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



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



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

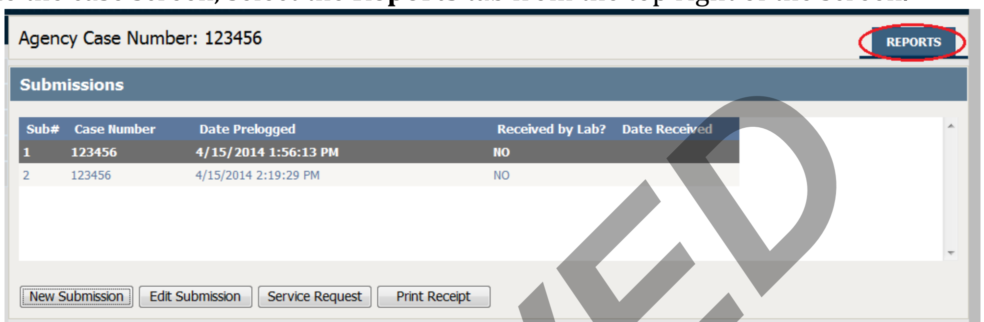
Completed Lab Reports

Procedure 16: ***Accessing Lab Report and Case Notes:***

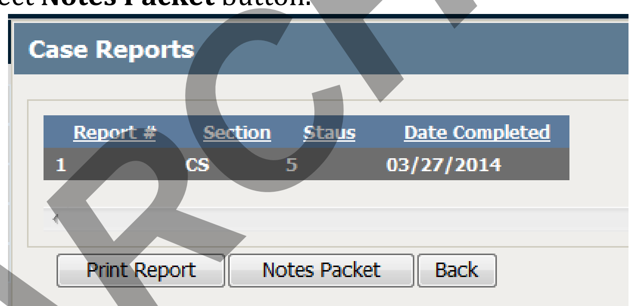
<u>Case Specific:</u>

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.



3. To view/print the lab report:
   - Select the report
   - Select the **Print Report** button.
4. To view the lab notes:
   - Select the report
   - Select **Notes Packet** button.



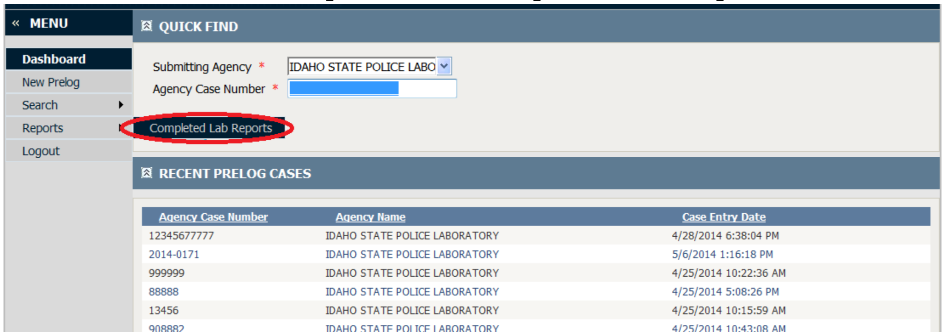
Note:

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

Completed During a Specified Time Period:

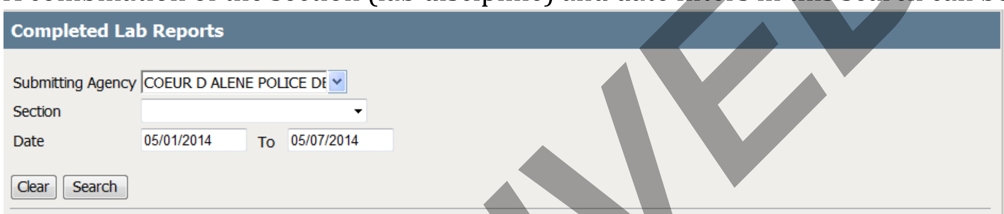
Users looking for all lab reports completed during a specific time frame should use the **Completed Lab Report** search from the Dashboard side menu.

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

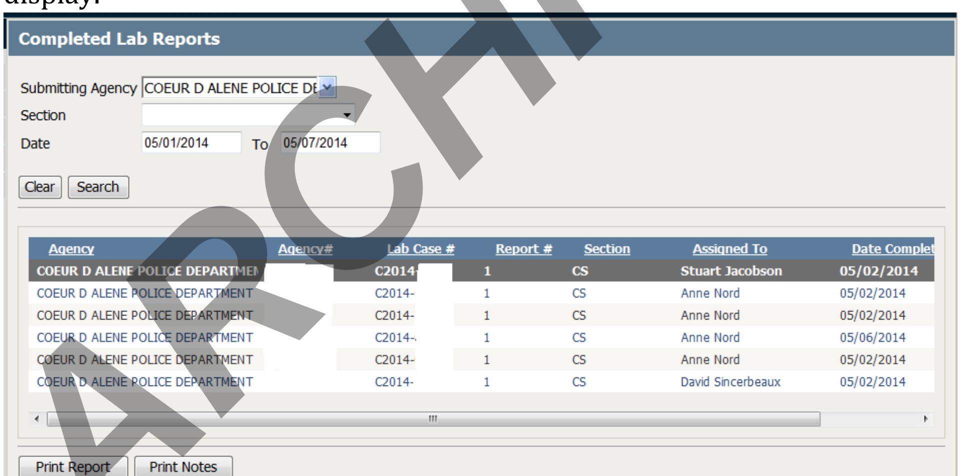


2. Enter the specified start **and** end date, and select **Search**.

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



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



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

Note:

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

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

Appendix A: Packaging Types

(These are external evidence packaging)

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

Appendix B: Item Types

Item Type
Accident Victim Kit
BIO Bones/Teeth
BIO Clothing for DNA only (wearer DNA)
BIO Fetal Tissue
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 (Firearm)
BIO Suspected Bio Stain (Swbs/Misc Itms)
Blood
Blood Collection Kit
Breath Alcohol Instrument (Calibration)- Do not use
Breath Alcohol Instrument (Initial Cert) - Do not use
Combination Blood and Urine Kit
CS Clandestine Lab Samples
CS Federal Quantitation
CS General (powdr,cryst,tar,tabl,paraph)
CS Liquid/Wash (Controlled Sub Analysis)
CS Marijuana (plant material or paraph)
CS Mushrooms
CS Pharmaceutical Pills/Tablets
CS Spice (plant material or paraph)
Digital Media (digital images/files)
Explosives/Fireworks
Fire Debris (Arson related)
FT Ammunition
FT Bullet
FT Cartridge
FT Cartridge Case
FT Distance Determination (Clothing)
FT Firearm
FT Firearms Accessories/Components
FT Impressions for Toolmark Comparison
FT Misc
FT Shotshell/Shotshell Components
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)
OTHER
Photographs
Reference Blood
Urine Collection Kit
Vitreous Humor

Appendix C: Evidence Pre-Log Discipline Based Questions

Discipline	Question #	Question
		Alcohol Analysis (includes testing for Inhalants)
BATS	1	Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.
BATS	2	If YES, what were the results? If the valid breath test results are within 0.020 of each other, do not submit the sample for alcohol testing. If NO, enter N/A.
BATS	3	If there is a valid breath test, and the results are within 0.020 of each other, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstances if you still intend to submit the sample.
BATS	4	Please make sure the chain of custody is complete and available outside the evidence box.
		Is evidence box sealed and initialed? If not please seal and initial before submission.
BATS	6	Is the subject deceased?
		Biology/DNA Analysis
BIO	1	Has a report been included with the submission? Reports are required for all biology/DNA cases
BIO	2	Was the victim bleeding? Victim reference samples are required for DNA testing.
BIO	3	Was the suspect bleeding? Known suspect reference samples are required for DNA testing.
BIO	4	Was anyone other than victim or suspect bleeding? Applicable elimination samples are required for DNA testing.
BIO	5	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
BIO	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.
BIO	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.
BIO	8	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
BIO	9	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
BIO	10	If any required reference samples are missing, provide a detailed explanation why. If prior laboratory approval was obtained, include the name of the individual.

BIO	11	Please briefly describe case circumstances:
BIO	12	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 Substance Analysis

CS	1	If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.
CS	2	Please list the highest charge for the case submitted (i.e. trafficking, manufacturing, delivery, felony possession, misdemeanor possession). Analysis will be conducted to support the highest charge.
CS	3	Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence. "
CS	4	If a particular item is the probable cause for the case please note the agency exhibit number.
CS	5	Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.
CS	6	If any of the items include a syringe wash, please enter what solvent was used to wash the syringe. Please also submit a control sample of the wash solvent.
CS	7	Were these items found in the same location? If not, is this information provided on the evidence packaging?
CS	8	Federal Quantitative Analysis for methamphetamine only (federal jurisdiction): ISP forensic services only offers this type of testing for cases that are being tried federally, or may be tried federally and the AUSA has expressed an interest in pursuing the case. These questions and your responses are part of the case record. If there is more than one sample, the samples will be combined to form a composite sample at the laboratory's discretion. If this answer is "no" to this question (or the answer is blank), the case will be returned to your agency without analysis.
CS	9	Federal Quantitative Analysis - Is this a federal case needing methamphetamine quantitation performed?
CS	10	Federal Quantitative Analysis - Do you approve of multiple samples being composited for analysis?

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

FA	1	Type of analysis requested:
FA	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).

FA	3	If it's a firearm is it unloaded? (All firearms must be unloaded prior to submission, contact Coeur d'Alene lab with questions)
FA	4	If it's a firearm or a tool is it securely fastened within a hard-backed packaging (e.g. box using multiple zip-ties) with the action secured open? (Please package in a manner to which the item is secure in the package and can be visually determined that the firearm is unloaded)
FA	5	Does the evidence require comparative examination? If Yes, are the items requiring comparative examination included with this submission? If NO, "Firearms Examiner must have two items to compare".
FA	6	Is the incident report included with the evidence? (Incident report must be included)
FA	7	Is the area which was suspected to have been used to make the mark or includes the mark protected from further contact with other objects? If no, area should be preserved to prevent damage to either the mark or the tool.

Fire Debris/Arson Analysis

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

Footwear/Tire Analysis

FWT	1	Are footwear exemplars included?
FWT	2	If any items have been processed, what process was conducted?
FWT	3	Are all digital images/photographs packaged as evidence?
FWT	4	Are known exemplars packaged as evidence?
FWT	5	Are casts packaged in non-plastic containers?

Latent Print Analysis

LP	1	Are there any specific instructions for any comparisons?
LP	2	Are controlled substances separated from any packaging to be processed for latent prints?
LP	3	Are all digital images/photographs packaged as evidence?
LP	4	Are known exemplars (fingerprint cards) packaged as evidence?
LP	5	Is information recorded on each submitted Latent Lift Card (Date lifted, Lifted by, Lifted from)?
LP	6	Are all items requested for latent print processing listed as a unique item (no miscellaneous items submitted)?
LP	7	If comparison is requested provide State Identification Number (SID) for Suspect, Subject, and Victim if applicable.

LP	8	If any items have been processed for latent prints, what process was conducted?
LP	9	Have weapons been rendered safe and are they secured in an evidence box?
LP	10	Were these items found in the same location? If not, is this information provided on the evidence packaging?
LP	11	Do any items need to be processed for Latent Prints?

Toxicology Analysis (Drugs in Blood or Urine)

TOX	1	Has a valid breath alcohol test been completed?
TOX	2	If yes, what was the result?
TOX	3	If the result is greater than .100, the lab policy is to only perform additional testing if there is an extenuating circumstance: Please list the circumstance if you still intend to submit the sample.
Please make sure the chain of custody is complete and available outside the evidence box.		
Is evidence box sealed and initialed. If not please seal and initial before submission.		
TOX	6	What behaviors/symptoms were observed (e.g. slurred speech, jerky movements, profuse sweating)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
TOX	7	What prescriptions or over-the-counter medications does the subject take?
TOX	8	What drugs are suspected in this case (other than those previously listed)? If relevant information is not provided in this question, only a panel for most common drugs of abuse will be run.
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).		
TOX	10	Is the subject deceased?
TOX	11	Do you need alcohol or inhalant testing done on this sample? (You will need to log a separate service request for alcohol if you have not done so already).