

Idaho State Police Forensic Services

# IDAHO STATE POLICE FORENSIC SERVICES ILIMS PRELOG V2 USER GUIDE

**ILIMS Prelog Manual** 

Revision 3 Issue Date: 06/16/2022 Issuing Authority: Quality Manager

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# **Revision History**

Revision #	Description of Changes
1	Original Qualtrax Version
2	Additions for new features in Prelog (attachments to submissions and Notifications panel on dashboard), general updates
3	Update to reflect functional changes for Master branch update to Prelog V2.

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# **Overview**

The Idaho Laboratory Information Management System (ILIMS) PreLog is the customer interface to the ISP Forensic laboratory system. ISPFS Prelog is used 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 performed by ISPFS.

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# Accessing the PreLog System

Users must be granted permission to access the PreLog System before they can sign on to the web application. All users must be approved by Idaho State Police Forensic Services (ISPFS). Depending on the user type specified by the agency the user is associated with and ISPFS user set up determines the functions that the 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 and/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 agrees 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. <u>All users agree not to share passwords</u>. 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 with access to ISPFS Prelog 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 Forensic Services Director and appropriate ISP Major before access to ILIMS will be restored.

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#### Procedure 1: Logging into Evidence PreLog System

- 1. Obtain a login from the ISPFS. Most login names are the individuals POST ID (Prior to 2022: last four digits of users social security number, first four letters of first name, and two digit day of birth). New formats may be used if the USERID is unique to the individual accessing ISPFS PreLog please contact the Laboratory for assistance.
- 2. Sign on to PreLog by going to the website address provided by ISPFS. The website address is not published for security reasons. Contact the ISPFS to obtain the address.



PreLog has been upgraded to function with Edge and Chrome as of June 10<sup>th</sup>, 2022.

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 should 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 PreLog system using the "Reset Pwd" button (see Procedure 2). If password has been forgotten (See Procedure 3).



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#### Procedure 2: Changing Your Password:

Prior to initial login to the PreLog system, passwords **<u>must</u>** 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.



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**.

0		ISPFS LIMS PRELOG
	Ch	ango Daccword
		ange Password
	User ID:	1234ABDC56 ×
	User ID: Current Password:	1234ABDC56 ×
	User ID: Current Password: New Password:	1234ABDC56 ×
	User ID: Current Password: New Password: Verify Password:	1234ABDC56 ×

4. If the password was changed successfully, a prompt will appear stating the change was successful and once acknowledged, the user will be returned to the log-in screen.

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#### Procedure 3: Forgotten Password Reset

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

Password			
	Login	Reset Pwd	
	Forgot you	ır password?	

2. The following prompt will be shown.



3. Open the email received from <u>no-reply@isp.idaho.gov (ISP Automated</u> <u>Emailer</u>), and select the "<u>ISPFS Prelog Password Reset</u>" text.

	Thu 2/22/2018 11:19 AM
	ISP Automated Emailer
	Prelog Forget Password
To Wylie, Britany	
8	. 1
To: Britany	Wylie
Click this li	nk to reset your password for the LIMS Prelog: Reset Password
This passwo	ord reset is valid until Feb 22 2018 01:19:03 PM
You are rece	eiving this message because you requested a password reset form the ISP LIMS Prelog system. If you did not request this
password re	set, please contact your system administrator.

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.

ISPFS LIMS PRELOG
BAW

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# Default Tabs

Within PreLog 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 PreLog Case or submission, view previous PreLogged case or submissions, case status, and cases with case reports and notes available for downloading.

#### DASHBOARD

MENU	제 Notice				
Dashboard New Prelog Search Reports Logout	NOTICE: The new feature aware attachments MAY N system until this known is Lab Contact Information: ( <u>Where do I send Evidence</u> Analyst CV's and Lab Ana Prelog User Manual: <u>Pre</u>	for attaching PDF documents to a Preid O'T be carried over to the internal lab s sue is resolved. Joceur d'Alene 208-209-8700; Meridian 2 lytical Methods: <u>ISPFS Website</u> og Manual	g submission is unde /stem. Please keep al 08-884-7170; Pocatell	rr construction. Please utilize this function b I attachments that are uploaded into the Pre Io 208-239-9900	ut be log
	QUICK FIND     Submitting Agency *     Agency Case Number *	ISP-PATROL D2			
	Search	SEC.			
	Agency Case Number	Agency Name		Case Entry Date	
	2020DR00001	ADA COUNTY SHERIFE'S OFFICE		2/18/2019 2:00:50 PM	
		IDAHO STATE POLICE LABORATORY		2/17/2019 12:34:25 PM	
	BAWPRELUGMERGETE				

The dashboard has five sections (Additional selections may be available for Department Administrators):

- 1. *Menu:* 
  - Use the side menu to navigate throughout the PreLog System.



2. Notice:

Any important notifications regarding maintenance to ISPFS Prelog will be added into this section. Also available is contact information for each of the ISPFS Laboratories and links to helpful information relating to Prelog.

ILIMS Prelog Manual Default TabsDefault Tabs

![](_page_10_Picture_0.jpeg)

#### 3. 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 the agency designated at account creation.

図 QUICK FIND	
Submitting Agency IDAHO STATE POLICE LABO	
Search	

### Note:

As of June 10<sup>th</sup>, 2022; the agency case number is no longer hardcoded to follow a specified format. Please follow the correct format for the submitting agency in its entirety. (Example: if the format is YY-#####, please enter with the dash and any leading digits ie 22-00123)

#### 4. Recent PreLog Cases:

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

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 PreLogs a case, it will not appear under the recent PreLog 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 PreLog Cases features.

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#### **NEW PRELOG**

This section is where all submission information resides and where new cases are submitted to the ISPFS PreLog system.

« MENU	New Prelog Case REPORTS
Dashboard New Prelog	Case Information
Search  Reports  Logout	Submitting Agency Agency Case Numbe Offense Date Offense Date 2 Submitting Agency TDAHO STATE POLICE LABO Agency Case Number *
	Charge 2 Charge 2 Charge 3 Court Date Is this a Death Investigation / Sexual Assault / Missing Person? *
	County of Offense Investigating Officer Special Notes or Case Handling Instructions

Prior to any case being entered into the system, search for the agency case number (using the correct format designated by the submitting agency). There are two possibilities for search results.

- 1. The specified agency case number has not been entered, and therefore a new lab case will be created for the submission. (See <u>PreLog 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</u> <u>Submissions</u> or <u>Resubmission of Evidence</u>)

#### **SEARCH- RECEIVED PRELOG:**

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

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

« MENU	ଷ QUICK FIND
Dashboard	Submitting Agency * IDAHO STATE POLICE LABC
New Prelog	Agency Care Number *
Search •	Received Prelog Cases
Reports •	Find a Case
Logout	
	X RECENT PRELOG CASES

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

![](_page_12_Picture_5.jpeg)

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

![](_page_12_Figure_7.jpeg)

**Display All Received Cases:** The ability to search for any case received by the lab for the users approved agency(ies). Cases submitted by ISP to ISPFS are excluded from this at this time.

### 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.

× MENU	Prelog Case Sear	ch		
Dashboard				
New Preico	Agency Case Numb	er		
new riedy	Agency (Prosecutors leave blank for state wide agencies)			
Search	Agency (Prosecutors leave blank for state-wide agencies)		, 	×
Reports •	Investigating Officer		?	
Logout	Offense Date From			
	Offense Date To			
	Ollerise Date TO			
	Search			
	Agency Case #	Agency 1	Investigating Officer	Offense Date
		GARDEN CITY POLICE DEPARTMENT		11/19/2013
		GARDEN CITY POLICE DEPARTMENT		03/13/2014
		GARDEN CITY POLICE DEPARTMENT		03/16/2014
		ISP-PATROL D3		01/30/2014
		ISP-PATROL D3		04/24/2014
		ISP-PATROL D3		03/19/2014
		ISP-PATROL D3		04/13/2014
		ISP-PATROL D3		04/04/2014
		ISP-PATROL D3		12/19/2013
		ISP-PATROL D3		03/23/2014
		ISP-PATROL D3 30 31 32 33 34 35 36		03/23/2014
		ISP-PATROL D3 30 31 32 33 34 35 36		03/23/2014

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#### **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)

- « MENU QUICK FIND Dashboard \* IDAHO STATE POLICE LABC Submitting Agency New Prelog Agency Case Number х Search Received Prelog Cases Reports Find a Case Logout 🕱 RECENT PRELOG CASES The following screen will load giving multiple search options Evidence Prelog - Find Case (1) Case Number (2) Case Names (3) Item Agency Case × Partial earch Clear Back to Dashboard
- Click on the Search sidebar tab, and then click "Find A Case".

**Search By (1) Case Number:** This search can be used for full or partial case numbers. To search for a partial case number, enter in the partial entry and check the Partial box, then select search. The returned search results will show below the search criteria field.

![](_page_13_Figure_5.jpeg)

Search by (2) Case Names: The ability to search for lab cases with a specific name. Partial searches are allowed in the name search option. If spelling is unknown use %to key for a partial search (Ex: Jo% will display results for all name entries containing the letters JO). Adding County of Offense will limit results (if user is a multi-agency user/Prosecutor or ITDALS user)

(1) Case Number	(2) Case Names	(3) Items
Last Name Jo%	× First Name County of Offense	
Search Clear	Back to Dashboard	

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**Search by (3) Items:** The ability to search for lab cases with a certain packaging or item type.

51		
(1) Case Number	(2) Case Names	(3) Items
(-,	(-)	(-7
Packaging Type		
Search Clear Back to Dashboard		

#### 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.

« MENU	图 QUICK FIND		
Dashboard New Prelog Search	Submitting Agency Agency Case Number *	IDAHO STATE POLICE LABO	
Reports	Completed Lab Reports		
Logout			
	图 RECENT PRELOG CAS	SES .	
	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	3/28/2014 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

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. If a multiagency user is logged in the appropriate Submitting agency must be selected

Note: Date rai	nge and/or Section is required
	Completed Lab Reports Submitting Agency IDAHO STATE POLICE LABO
	Please select a section / specify a date range.                  Print Report           Print Notes

#### DOCUMENTS

ISPFS Documents related to PreLog, case acceptance or any document ISPFS would like the agency to have readily accessible will be located under this section. The ISPFS Prelog User Guide will be located here, as well as on the ISP website.

#### LOGOUT

Used to logout of the PreLog System.

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# PreLogging Cases

An individual user is able to PreLog a case for the agency assigned to be submitted to the lab. Agencies are **required to PreLog all evidence to be submitted to the lab for analysis** before shipping or delivering evidence to ISPFS. Agency representatives will deliver the PreLog form in-person or place it in the shipping box. (At this time, Breath Alcohol Instruments are not entered into Prelog)

#### Procedure 4: PreLogging a New Case:

#### **IMPORTANT NOTES:**

- When a single item or multiple items need analysis in a <u>single</u> ISPFS laboratory, the evidence is submitted to that lab.
- If a single item needs analysis in <u>more than one</u> laboratory, agencies should call the laboratory to determine where the item should be submitted first. The laboratory will forward an item that requires analysis that is performed 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 PreLogged in two separate Service Requests** to the laboratory where they need to be submitted. (New Procedure for these circumstances)

**NEW PR**OCEDURE – ENTER ALL **APPROPRIATE** CASE EVIDENCE ITEMS **eligible for Lab analysis** when entering new cases. If all items are not added on original **entry**, then additional items will need to be added to the case individually for additional **Service Requests/Lab S**ubmissions.

Questions regarding where to submit items are addressed in the document "Where do I send my evidence". A link to the document is in the Notice Section on the Dashboard in Prelog or can be found on the ISPFS website <u>http://www.isp.idaho.gov/forensics/index.html</u>

#### 1. Select New PreLog

- a. Enter the agency case number.
- b. Ensure that the agency case number is correct.
- c. Select Search

Search/Create Prelog Case								
Submitting Agency 💉 IDAHO STATE POLICE LABC								
Agency Case Number * 1234567								
No results found.								
Search Create Prelog Close								

## Note:

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

d. If there are no results found, select Create PreLog. If a case has previously been entered using the case number refer to the <u>Procedure for Additional Submissions</u>.

Search/Create Prelog Case							
Submitting Agency * IDAHO STATE POLICE LABC							
No results found. Search Create Prelog Close							

#### 2. New PreLog Case screen.

- a. The top section of the New PreLog 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 select from the drop-down or use the Add officer hyper link.

### 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.
- Attachments of case reports or documents that the lab requires can be made on Prelogged Cases.

New Prelog Case	
Case Information	
Submitting Agency Agency Case Number Offense Date Offense Date 2 Offense Date 3 Charge	
Charge 3	IA - Injury Accident
Court Date	06/30/2022 Type of Court Hearing Arraignment
Is this a Death Investigation / Sexual Assault / Missing Person?	* YES 🕶
County of Offense	* Ada County
Investigating Officer	Quality Manager 🖌 Add Officer
Special Notes or Case Handling Instructions (no commas please!)	add case related information the lab needs to know

b. The lower section of the new case screen is for case information regarding the evidence items and any persons associated with the case. Reminder you must Toggle between the Names and Items tab to enter the appropriate information.

ILIMS Prelog Manual PreLogging Cases

![](_page_17_Picture_0.jpeg)

Spelling of names and item numbers provided will automatically fill into the laboratory report. <u>The lab will not issue amended reports due to incorrectly entered data provided incorrectly by the submitting agency.</u>

#### i. Required Information Fields in the NAMES Section:

- a. *Name Type* (i.e. Suspect, Subject or Victim). Enter any individuals associated with this case.
- b. Last Name (If the last name is unknown, designate last name as "UNKNOWN")

Items Names							
Name Type *		Last Name *	First Name	Middle Name	Date of Birth Se	x	Â
X Suspect	~	JOHNSON	JOHN		01/01/1995	*	
X	~					~	
X	~					<b>~</b>	Ξ
X	~					<b>•</b>	
v		[					

#### ii. Required information for ITEMS being submitted:

<u>NEW PROCEDURE – ENTER ALL INFORMATION FOR ALL CASE ITEMS AT THIS POINT,</u> <u>even if the evidence will be submitted to multiple laboratories, or only a limited</u> <u>number of items being sent upon initial testing request.</u>

<u>Important</u>: Each line item should reflect the external packages being submitted to the lab. For example: if 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. (EX1, EX2, EX3..)

- 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 being submitted 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 <sup>24</sup>. This field is not required to be selected for all items entered. **This is not required for most item types.** 

	Items	Names						
	Dept	. Item # *	Package Type *	Item Type *	Attr	Attach	Description *	~
>	< 1		Sexual Assault Kit 💌	BIO Sexual Assault 💌	2	P	SAK kit	
)	<		~	~	?	B		

		Item Attributes	20
t	SAK Number *	SAK Kit Number to be entered	$\hat{}$
0		OK Cancel	

e. *Linking Item to an individual (optional):* When multiple individuals are added to the names tab and a single item is attributed to a specific person, you may attribute the item

to a person by selecting the 🎽 button.

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

Names Items	5					
Dept. Item # *	Package Type *		Item Type <b>*</b>	Attr	Attach	Description *
× 1	Envelope	~	CS General (powdr, 💙	2	8 🐣	item 1-cs item
× 2	Envelope	*	CS General (powdr, 🛩	?	8 🐣	item 2- cs item
× 3	Envelope	~	CS General (powdr, 🛩	2	8 🐣	ítem 3- cs item
X 4	Box	~	FT Firearm	2	8 *	item 4- firearm
× 5	Envelope	~	FT Cartridge	?	8 &	item 5- cart case
× 6	Envelope	*	IMP Latent Print Cc	?	A 44	item 6- Latent item
x		~	×	?	8 4	
x		~		?	8 *	
x		~	· · · · · · · · · · · · · · · · · · ·	2	8 4	
×		*		?	8 8	
×		~		?	8 4	
×		~		2	8 🐣	
x		~		?	<i>R</i> &	
More Items						
Continue	Cancel New Su	ibmi	ssion Clear G	rid	Attachm	ents

iii. Attachments: If there are documents that are needed by ISPFS regarding the case being submitted, please submit them to the lab via the Attachments feature. At this time ISPFS requests only PDF attachments. Select the Attachments button at the bottom of the screen, then follow the prompts for attaching the document.

![](_page_18_Picture_6.jpeg)

d	Submission Attachmer	nt		
Is	Select the files you wish to attach	to this submission.		
G	Browse			
SI	Here is a list of files attached to the	nis submission. Attachments listed	will be uploaded upon submissi	on.
	Thumbnail	Filename		
	Adobe	PDFView.pdf	Delete	
¥ I Mi				
				Close
NOTE:		All rights reserved		

The attachments button will change to red text, indicating an attachment is present

or the case				
x	~	~ ? @	*	
More Items	1			
Continue	Cancel New Submission	Clear Grid A	ttachments	

iv. When all the information has been entered, select Continue

![](_page_19_Picture_4.jpeg)

#### 3. Requesting Analysis:

The first step is to create the PreLog Submission and Service request, this screen will populate based on the information entered on the previous screen for new cases, select Continue.

NEWCASEMULTLAB / IDAHO	STATE POLICE LABORATORY				Dashboard   Logout
CASE INFO NAMES	EXISTING SUBMISSIONS	ITEMS SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
Prelog Submission					
Investigating Department *	IDAHO STATE POLICE LABORATO	DRY 🔽			
Case Officer	Quality Manager	<b>*</b>			
Incident Report Date *	05/29/2022				
Charge 1 *	I18-8004 DUI	~			
Charge 2	I18-1501 Injury to Child	*			
Charge 3	IA Injury Accident	×			
1st Offense Date	05/29/2022 2nd Offense	Date 05/30/2022 3rd Offer	nse Date 05/31/2022		
Court date (if known)	06/30/2022				
Type of Court Hearing	Arraignment	<b>v</b>			
					Go Back Continue

 To create a request for testing: in the "Submitting To" field, select the appropriate lab (Depending on the lab selected the available testing is limited to the services provided at the designated lab).

Create Request	Select Services	>	Enter Service Details	>	Submit To Lab
Submitting To Request Date Requested By Please briefly describe case circumstances	* Coeur D'Alene Meridian Pocatello	ita ıy Wylie		]	
Please include other comments regarding the cas	;e.				Go Back Continue

# NOTE:

The Submitting to Label is a Hyper link that will open a document showing the services provided by each lab and a brief summary of the testing capabilities.

PRELOGTESTCASE6822 / IDAHO STATE POLICE LABORATORY	S Idaho Info2.pdf × +	
CASE INFO NAMES EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS	← → C 🏠 🔒 9dc-labilitms-01/BEAST_MASTER_PRELOG/LIMSPrelogV2/PDFFILES/Idaho%20Info2.pdf 🔍 🔍	🖻 🖈 🔲 😩 🗄
	🚯 Homepage - Curre 🙀 SOFTember; Agenda 📀 Prelog Login - McC 🧿 BEASTILIMS - Login 🥥 MASTER Prelog Log 🜔 Qualtrax 🕇 ISPF	FS Court Calend »
Create Request	≡ idaho info2.pdf 1 / 3   - 70% +   🗈 🗞	± a :
Submitted 13 Request Date Request Date Request d by Base buffly describe case circumstances Plane buffly describe case circumstances	Idaho State Police Forensic Services Services Provided	Î
	Section Pervice Request Cover d'Alexe Lab Meridian Lab Pocatella Lab Controlled Solutions: X X X	
	Toxicology X X	
Please include other comments regarding the case.	Blood Alcohol Testing X X X	
	Firearms/Toolmarks X	
	Biology/DNA X	
	Fire Analysis X	
Status	Latent Prints X	
	Cyber Crimer Degital X Evidence	

Once a lab has been selected, click "Continue" The list of testing options will be limited based on your lab selection.

NEWCASEMULTLAB / IDAHO STATE POLICE LABO	DRATORY			Dashboard   Logout
CASE INFO NAMES EXISTING SUBMISS	SIONS ITEMS SERVICE RE	ASSIGNMENTS AT LAB	REPORTS	
-				
Create Request 5	elect Services	Enter Service Details		Submit To Lab
Submitting To *	Meridian 👻			
Request Date	06/05/2022			
Requested By	BAW Britan	y Wylie	-	
Please briefly describe case circumstances	test			
nease shery describe case circumstances			Required	
riease include other comments regarding the case.				
				Go Back Continue

• 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, with service request selected for all analysis to be performed and forwarded by ISPFS on the same submission.

CASE INFO NAI	NAMES EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS		STS	ASSIGNMENTS AT LAB REPORTS								
reate Request Ieridian		t Servio	es —		Ente	er Serv	ice Deta	ils	_	+	Submit	To Lab
Inv/Item	Description	At Lab	Aiready Req	juested	Blood Alcohol Testing Section (BATS)	Biology (BIO)	Cyber Crime Digital Evidence (CCU)	Controlled Substance Analysis (CS)	Firearms (FA)	Fire Analysis (FIRE)	Latent Print Examination (LP)	Toxicolog (TOX)
	FT Firearm - Item 1- Firearm	N										
	FT Bullet - item 2 - bullet	N				<b>~</b>						
	Blood Collection Kit - item 3 Blood kit	N										
- resubmitted item fi	rom PRELOG											
ervices Info											Go Back	Conti

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 Service Requests 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 service requests would be created (see Procedure 5).

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

![](_page_21_Picture_6.jpeg)

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).

Create Request	Enter Service Details		Submit To Lab
Controlled Substance Analysis Questions			
<ol> <li>If this case is related to a different case(s) already submitted to the forensic laboratory, please list related agency case numbers.</li> </ol>			r.
<ol> <li>Please lst 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.</li> </ol>	*		A V
<ol> <li>Are items from different suspects notated on the item packaging? If particular items are associated with specific suspects, please note that on the evidence.</li> </ol>	* •		
<ol> <li>If a particular item is the probable cause for the case please note the agency exhibit number.</li> </ol>			۸ ٣
<ol> <li>Is there a syringe in the items of evidence? Please contact the lab regarding the policy on syringe acceptance prior to submitting the item.</li> </ol>	*		0
<ol> <li>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.</li> </ol>			A V
<ol> <li>Is the letter from the federal prosecutor requesting Methamphetamine Quantitative Analysis (Purity) included with the submission?</li> </ol>	* Back to Case	Go Back	Continue
		20 Duck	

# 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.

![](_page_22_Figure_3.jpeg)

c. Once all questions have been answered select Continue.

# Note:

If original submission Service Request is navigated away from prior to completion of the service request questions (step c in this procedure) a draft will not be saved. To restart the request, navigate to the service request tab and select new (ONLY if you did not select continue after the last question set). See <u>Editing Service Request Procedure 8</u> if the Submit to Lab continue button was not selected.

4. When finished with all question sets (if multiple), you may choose to make an attachment by selecting the Attach Files checkbox or linking names to the submission. If no attachments or links are needed, select <u>Complete on the Submit to Lab</u> page. This will finalize the request and will also generate a PreLog 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 PreLogged information.

NEWCASE123 / IDA	HO STATE POLICE I	ABORATORY			_		Da	shboard   Logout
CASE INFO NA	MES EXISTING	SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENT	S AT LAB	REPORTS	
Create Request		Foloct Comicor		Entor Co	wice Details		- Cul	wit To Lab
Create Request		Select Selvices		Enter Ser	vice Details		Sur	
Please click the Comp	lete button to submit	this lab request.						
Link Names							Go B	ack Complete
						🗆 Attach file	es after Comple	te button is clicked.
itatus								

If the complete button is not selected, the PreLog Submission form will not generate.

	Idaho State Police F Prelog Submi <i>Evidence to M</i>	Forensic Services ssion Form ERIDIAN Lab	Date Printed: 6/6/2022
Submitting Agency: IDAHO STATE	POLICE LABORATORY		
Agency Case #: NEWCASE123			
Investigating Officer: Quality Mana	iger (phone: / email: )		
Offense: Unlawful Possession of a	a Firearm, DUI, Grand Theft		
Offense Date: 01/01/2022 01/02/	2022 01/03/2022	1	
Court Information: 6/30/22 Arraigr	nment		
Special Notes or Case Handling In	structions:		
Additional Case Information: Testin	ng;		
NAMES:			
Name Type First Name	Middle Name	Last Name	
ouspect Fino I NAME		LAGITINAIVIE	UTHE UT
ITEMS:			
Packaging	Item Type	Description	Analysis
1 Box 2 Envelope	FT Bullet	item 2 - bullet	BIO, FA, LP BIO, FA, LP
3 Blood Kit	Blood Collection Kit	item 3 Blood kit	BATS, TOX
Prelog Entered By: Britany Wylik SERVICE REQUEST RESPONS BATS 1. Has a valid breath test been Yes Note:	a on 6/6/22 (Contact Info: / britany.wyli IEE: completed?/If YES, do not submit the t	a@jsp.idahor.gov) ample for alcohol testing.	

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

#### Procedure 5: Additional Lab Service Request/Submission :

Additional Submissions are now referred to as Additional Service Requests. Once a Prelog entry has been completed for a case, any additional evidence being sent to a second laboratory for testing or new items being sent on an existing case will need to have a new Service Request completed. After completing the request for the first subset of the items entered, requests for additional testing performed at a second lab using the following procedure.

#### 1. Search for the Case in Quick Find or Select New PreLog

- a. Select the correct agency from the drop-down (if applicable)
- b. Enter the agency case number (using the correct format designated by the submitting agency).
- 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 PreLog Case.

NEWCASEMUL	TLAB / IDAH	O STATE POLICE LABORATOR	IY .				Dashboard   Logout
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
Agency Agency# County of Of Investigating Charge 1 Charge 2 Charge 3 1st Offense I Permanent R	fense Officer Date ecord?	AHO STATE POLICE LABORATOR WCASEMULTLAB a County ality Manager 3-1501 Injury to Child Injury Accident /29/2022 21 2nd Offense D SV	Y Chan	Je Add Officer V Add Officer V Add Officer J2 Add Officer Add Officer Add Officer Add Officer Add Officer Add Officer	ite 05/31/2022		
Edit	Save	Cancel Delete					

## Note:

AS OF June 10<sup>th</sup>, 2022. The Prelog Case page will have multiple tabs relating to specified information entered upon original entry into PreLog.).

*Verify the items and names to be sent in the new submission are in the prelog appropriate prelog tab. If new items or names need to be added continue to step 2-xx* 

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#### New items and/or names need added for new lab submission

(skip to step 4, if items and/or names were previously added upon initial case entry):

**2.** After navigating to the applicable case. Select Names tab from the case header. Add new case name by selecting add and completing the required information.

1									
LIMS PRE	LOG						BAW   (MS		
NEWCASEMUL	TLAB / IDAH	O STATE POLICE LABORATOR	Y						
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS			
<u>Name Type</u> Suspect	<u>Last Name</u> POTTER	<u>First Name</u> HARRY	<u>Sex</u>	Race	<u>D08</u> 5/15/2000				
Details Ite	ms Name no	t yet submitted to lab.							
Name Type Last Name First Name Middle Name	* Suspect • POTTER HARRY								
Gender		~							
Date Of Birth Juvenile	05/15/200	00 juai							
Add	Edit	Save Cancel C	elete						
Status			Crime Fig	hter B.E.A.S.T. © 1995, 2022	Porter Lee Corporation.				

3. Select Items Tab- to enter new evidence items for the case. (If items for submission are being displayed- skip to step3). Add new items one at a time by selecting "Add" and completing all of the required information for each item.

NEWCASEMUL	TLAB / IDAHO STATE	POLICE LABORATORY				
CASE INFO	NAMES EXIST		ITEMS SERV	ICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS
Dept. Item#	Package Type	Item Type	Description	Lab Item #	Received By Lab	
1	Envelope	CS General (powdr,crys	item 1- cs item		F	
2	Envelope	CS General (powdr,cryst,ta	item 2- cs item		F	
3	Envelope	CS General (powdr,cryst,tar	item 3- cz item		F	
4	Box	FT Firearm	item 4- firearm		F	
5	Envelope	FT Cartridge	item 5- cart case		F	
6	Envelope	IMP Latent Prist Comparise	item 6- Latent item		F	
Item not yet su	bmitted to lab.					
					Attribute Currency Na	mes Tasks
DI #					No attributes have been define	d for this item type.
Packaging '		*				
Item Type		*				
Description						
Description						
Add	Edit Save	Cancel Dele	te			

4. Once all new items and/or names have been added to the case, Select the "**Service Request**" tab. Then select "**New Request**" (*Note: Service requests are the new process of creating additional lab submissions*)

NEWCASEMULT	ILAB / IDA	HO STATE POLICE LABORATOR	χγ				Dashboard   Logout
CASE INFO	NAMES	EXISTING SUBMISSIONS		/ICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
Filter by Section	on: All	~					
Requested Da	te <u>Status</u>	Section(s)	Lab Item #	<u>Sub</u>	mitted To		
06/06/2022	Reques	sted CS	1, 2	COL	OR D'ALENE		
New Paquest	0.000	n Cancol Print Hi	ston	Drint Lab Subm	iccion Form		
New Request	Oper		story Attachment				
NOT							6.1.L
NOT	E: F01	r ltems added u	pon initia	l case en	try follow step	os 3-8 o	f this
	_						
proc	cedure	e					
If	all cas	e related items n	eedina tes	tina were	added unon ini	tial item	s entry for the
IJ							

If all case related items needing testing were added upon initial items entry for the case Begin the new Service Request for testing, starting with Step 3 of this procedure and continuing through step 9.

5. The Prelog Submission page will display, if applicable, you may update any of the charges, offense dates and/or court date information. If no changes are needed, select "**Continue**"

· · · · · ·		
CASE INFO NAMES	EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS ASSIGNMENTS AT LAB REPORTS	
Prelog Submission		
Investigating Department *	* IDAHO STATE POLICE LABORATORY	
Case Officer	×	
Incident Report Date	* 01/01/2022	
Charge 1	118-8004 DUI	
Charge 2	118-3316 Unlawful Possession of a Firearm	
Charge 3	▼	
1st Offense Date	01/01/2022 III 2nd Offense Date 01/02/2022 IIII 3rd Offense Date	
Court date (if known)	06/15/2022	
Type of Court Hearing	Preliminary Hearing	
		So Back

# Note:

If there are changes to the information relating to only the second submission, the prepopulated information for the additional submission may be changed to reflect that which is relevant to the evidence included. 6. Update the Lab to be Submitted to is correct for the new submission (this field will populate with previously entered information.) Check the requested analysis for the evidence being submitted and complete the required questions.

NEWCASEMULTILAB / IDA	HO STATE POLICE LABORATO	RY				Dashboard   Logout
CASE INFO NAMES	EXISTING SUBMISSIONS	ITEMS SERV	ICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
Create Request	> Select Se	rvices —	→	Ente <del>r</del> Service Details		Submit To Lab
Submitting To	* Coeur	D'Alene	Chang	e to second Laboratory		
Request Date	06/06/	2022				
Requested By	* BAW	?	Britany Wylie			
Please include other commer	nts regarding the case.					Go Back Continue
reate Request		Sel	ect Servic	es	-	Enter Service Detai
ubmitting To equest Date			<u>Meridian</u> 06/06/2022			

7. Select the requested analysis for all items for the second lab submission (items previously selected for testing will show in the grid but will not be selectable- if modifications are needed for previously requested testing see <u>Procedure 7</u> for editing information prior to lab submission.

NEWCASEMULTI	LAB / IDAHO STATE POLICE LABOR		RY							Dashl	ooard   Logo	out
CASE INFO	NAMES EXISTING SUBMISSIO	NS	ITEMS SERVICE REQU	JESTS	ASSIG	NMENTS AT	LAB RE	PORTS				
Create Request Select Services Enter Service Details Submit To Lab												
Inv/Item	Description	At Lab	Already Requested	Blood Alcohol Testing Section (BATS)	Biology (BIO)	Cyber Crime Digital Evidence (CCU)	Controlled Substance Analysis (CS)	Firearms (FA)	Fire Analysis (FIRE)	Latent Print Examination (LP)	Taxicology (TOX)	•
1	CS General (powdr,cryst,tar,tabl,paraph) - white crystal	N	cs, pending requests									
2	CS General (ppwdr,cryst,tar,tabl,paraph) - 200 blue pills	N	CS,									
3	Blood Collection Kit - blood kit	N										
4	Blood Collection Kit - blood kit2	N	Select testing for new									
5	FT Firearm - firearm	N	lab submission									
* - resubmitted it	em from PRELOG									Go Bac	k Contin	Ť
Services Into												

- 8. Select "Continue" and complete the requested testing Service Request questions
- 9. Select "Complete" on the Submit to Lab Screen to finalize your analysis request and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

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#### Procedure 6: Resubmission of Evidence:

Any evidence items that have been previously 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 PreLog system as a New Service request. You will not be allowed to request additional testing, using prelog unless the items are in a lab location designated for being returned to the submitting agency.

#### 1. Search for the Case in Quick Find or Select New PreLog

- a. Select the correct agency from the drop-down (if applicable)
- b. Enter the agency case number (using the correct format designated by the submitting agency).
- 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.

Search/Creat	te Prelog Case		
Submitting Ager Agency Case Nu	IDAHO STATE F Imber * 123456		
Agency Case Number	Agency	Offense Date	
123456	IDAHO STATE POLICE LAB	ORATORY 02/01/2014	
Search Co	se		

### Note:

An Existing Submissions and Service Request tab will be available in the Case PreLog Screen after a case has an original submission. This section allows the user to view the information related to each submission.

### Note:

*If original submission Service Request is navigated away from prior to completion of the service request questions a draft will not be saved.* 

- f. Select the "Service Request" tab. Then select "New Request" (Note: Service requests are the new process of creating additional lab submissions)
- g. The Prelog Submission page will display, if applicable, you may update any of the charges, offense dates and/or court date information. If no changes are needed, select "Continue"

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Page 29 of 56 All printed copies are uncontrolled h. Once continue has been selected the system will be directed to the Create Request page. Select the appropriate Lab for analysis.

Create Request	Select Services	$\longrightarrow$	Enter Service Details	>	Submit To Lab
Submitting To Request Date Requested By	* Coeur D'Alene Meridian * Pocatello	ita ıy Wylie		٦	
Please briefly describe case circumstance Please include other comments regarding	the case.			]	
					Go Back Continue

i. Designate the requested analysis for the item(s) being resubmitted. (NOTE: any items created in the laboratory will also display for testing in the grid- if resubmission is need on those items created by the Laboratory (IE DNA Extracts, Firearm Test fires etc)

![](_page_29_Figure_3.jpeg)

- ii. Answer the required question set(s) based on the requested analysis.
- iii. Select Continue.
- i. Select **Complete** on the Submit to Lab page and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

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Procedure 7: Editing Case Information, Names, Items:

Note:

Any changes to information contained in PreLog must be completed <u>prior</u> to the lab receiving a case: The user has the ability to edit most information that may have been entered in the PreLog system incorrectly. Any information, <u>excluding</u> the Submitting Agency Name may be corrected.

### If the <u>Agency Name</u> has been entered incorrectly, <u>an agency administrator</u> <u>may correct the Agency case number PRIOR to submission to the</u> <u>laboratory.</u>

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

- 1. Enter the Agency Case Number as previously entered and select search. Multi-agency users must select the proper agency in the Submitting Agency field.
- 2. The selected case will load, select the appropriate case tab where information needs corrected.

CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
							-

3. Select Edit on the appropriate tab to unlock Correct or change desired information in the Case section (if necessary). *Case Inof tab displayed for edit option only.* 

000000000000000000 / 10	DAHO STATE POLICE LABORATORY		Dashboard   Logout				
CASE INFO NAMES	EXISTING SUBMISSIONS	ITEMS SERVIO	E REQUESTS	ASSIGNMENTS AT LAB	REPORTS		
Agency 1	IDAHO STATE POLICE LABORATORY	· · ·	~				
Agency# * (	000000000000000						
County of Offense	Ada County		~				
Investigating Officer			✓ Add Officer				
Charge 1	AVK Accident Victim Kit		~				
Charge 2			~				
Charge 3			~				
1st Offense Date	07/11/2016 2nd Offense Dat	e	3rd Offense Da	te			
Permanent Record?	YES ~						
Edit Save	Cancel Delete						
	<b>V</b>						

- 4. When existing case related information, the user may add additional items (following procedure 5, step 3) and/or names (following procedure 5, step 2) on the appropriate case tab (eg Names, Items or Service Requests). The user may also make necessary corrections or remove previously entered items or names information.
- 5. To delete a name or item, navigate to the appropriate tab, select the item or name to be removed and select the Delete button

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00000000000000 / IDAHO STATE POLICE LABORATORY Dashbe										
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS				
Dept. Item#	Package Typ	e <u>Item Type</u>	<u>Descript</u>	ion Lab Item #	Received By Lab					
	BIOOD KIT	Blood Collection Ki	t persoin		F					
_										
Item not yet su	bmitted to lab.									
				Attribute	Currency Names Tasks					
DI #	* 222 R Rlood Kit	~		No attributes	have been defined for this item typ	e.				
Ttem Type	Blood Collec	tion Kit								
item type	persoin									
Description										
	r da	Cause Causal	Delete							
Add	Eult	Save   Cancel	Delete							
Ne										

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

![](_page_31_Picture_2.jpeg)

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Page 32 of 56 All printed copies are uncontrolled 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:

Note:

1. Select Service Request tab in the appropriate case.

![](_page_32_Picture_4.jpeg)

- 2. The list of selected Service Requests will display (Note: Service Requests are separated by requests)
- 3. Select the appropriate line for the Service Request that needs correction (addition of an item or removal of an item). Then select Open.

If New request is submitted testing for an item linked to an existing request will not be available (selections will be greyed out).

000000000000000000000000000000000000000		Dashboard   Logout						
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVIO	E REQUESTS	ASSIGNMENTS AT LAB	REPORT	ſS
Filter by Section	n: All	~						
Requested Oat	<u>e Status</u>	Section(s)	La	b Item #	<u>Sub</u>	omitted To		
07/11/2016	Draft	тох	22	2				
New Request	Open	Cancel Print Hi	story Atta	chments	Print Lab Subm	ission Form		

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- 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 the selected service will display. To remove the request, uncheck the box for the discipline, select continue. Select Delete in the Confirmation window.

Create R	equest -		ect Services	>	Enter §	Service D	)etails —	→ s	submit To Lab		
Item	Descriptio	<sup>n</sup> Footwear and Tire Impressions (FWT)	Blood Alcoho Testing Section (BATS)	<sup>ol</sup> Controlled Substance Analysis (CS)	Firearms (FA)	Biology (BIO)	Latent Print Examination (LP)	Toxicology (TOX)	Fire Analysis (FIRE)		
2	Sexual Assault kit for victim - BIO Sexual Assault Kit	You have un	Select S	ervices plowing services.	All linked						
	Kit Service request details for these services will be deleted. 2: FA Delete Cancel										
						Bac	:k to Case	Go Back	Continue		

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#### Procedure 8: To Add an Additional Service Request:

- 1. To create a New Service Request (additional type of analysis, which have not previously been selected at the designated lab for testing) Select the Service Request tab, then select the Service request containing the evidence to receive additional analysis, then select Open.
- 2. On the create request page ensure that the information in the required fields is populated and select Continue.
- 3. Check the additional analysis for the evidence being submitted and complete the required question set(s).

![](_page_34_Figure_4.jpeg)

4. Select Complete on the Submit to Lab Screen and print the generated PDF PreLog Submission Form to be included with the laboratory submission.

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#### Procedure 9: Lab Evidence Submission Receipts

For cases that have been entered into PreLog **and received at the Lab**, users will be able to access the Evidence Submission Receipt generated at the lab when evidence has been accepted. 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 Existing **Submission** tab in the Case header, for the case in which the receipt is needed. Select the Lab receipt associated with the appropriate submission.

CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQ	UESTS	ASSIGNMENTS AT LAB	REPORTS	
Item Lab Receip	Submissi (Lab Item t	on 1 -Received at Lab 05/10/22 #1): CS General (powdr,cryst,tar	at 11:29 AM ;tabl,paraph)	by ,submitted -Glass pipe	by			
Status						7		

2. Select LIMS Receipt, this will generate a PDF which can be saved or printed.

![](_page_35_Figure_6.jpeg)

### NOTE:

To retrieve Lab Submission receipts for cases received by the laboratory prior to the update completed on June 10, 2022, please contact eh laboratory to generate the Lab receipt in the Lab system. Once the lab generates this receipt it will be available for downloading. For cases received after June 10, 2022, you do not need to contact the laboratory for generating this.

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# Checking the Lab Status:

#### Procedure 10: 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 PreLog Cases.

# Note:

Use of the additional Search Option may be used for agencies that are statewide, or if searching for all cases that have been submitted to the Lab. (Prosecutors must use the Search -> Find A Case by Name 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 on the Case screen 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 Existing Submissions tab will be updated to reflect received by lab status and the Lab submission receipt will be available.
  - The Pending Lab assignments designated for the items related to each section testing was requested will display.

22- / SHERIFF'S OFFICE	C2022- Cashboard
CASE INFO NAMES EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS ASSIGNMENTS AT	LAB REPORTS
CASE INFO NAMES EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS ASSIGNMENTS AT LAB REP	ORTS
	_
Access	
Agency# * Agency Case #	
County of Offense E County	
Investigating Officer Name	
Charge 1 I37-2732 Possession of a Controlled Substance	
Charge 2	
Charge 3	
1st Offense Date 05/02/2022 2010 2nd Offense Date 3rd Offense Date	
Permanent Record?	
Edit Save Cancel	
Status	

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Page 37 of 56 All printed copies are uncontrolled 3. To check where in the lab system a specific section requested for testing is, select the Assignments at Lab tab in the case header.

22- /	2- / SHERIFF'S OFFICE				C2022- [	ishboard   Logout	
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	B REPORTS	

4. If there are multiple lab sections for testing, select the appropriate assignment to view detailed information. The lab status of each requested analysis will update when the evidence is moved through the lab system process.

CASE INFO	NAMES	EXISTING SUBMI	SSIONS ITEMS	SERVICE REQU	ASSIGNMENTS	AT LAB REPORTS	
Sequence	Section	Analyst Assigned	Dal	e Assigned Status	Draft Date		
1	BIO		04/	11/2022 0			
Lab Code	* MERI	DIAN				2	
Section	* Biolog	IV	• 04/11/2022				
Analyst Assig	ned	,,	·				
Priority	* Norm	al	•				
Status	* Assig	ned to Section	~		*		
Report Type							

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.

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# Search Received PreLog Cases

Search Received PreLog Case function is used to find a complete listing of cases the lab has received from a select agency, or for retrieval of case information for cases submitted by a state-wide agency

### Note:

This function will return results for cases entered into the PreLog system <u>and</u> have been received by the lab for analysis. If the case has not been received by the lab, or the investigating agency is a department of the Idaho State Police, it will not be found in the results of the Search.

Procedure 11: 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 PreLog Cases
- 2. Select **Search button** to view all cases for the selected agency (based on user settings).
  - All cases that have been received by the lab will be displayed. Cases not appearing in the list may not have a PreLog entry or the lab has not received the case for analysis.
- 3. Additional fields including: Investigating Officer, Offense Date From and Offense Date To may be used to limit the number of results returned.

Prelog Case Search				
Agency Case Number Agency Investigating Officer Offense Date From Offense Date To Search	. POLICE DEPAR 01/01/2022 01/31/2022	Add Officer		
Dept Case # Dept	artment	<u>Officer</u>	Lab Code	Offense Date
22	L POLICE DEPARTMENT		М	1/22/2022
22	L POLICE DEPARTMENT		М	1/9/2022
22	L POLICE DEPARTMENT		M	1/14/2022
22	POLICE DEPARTMENT		M	1/27/2022
22	L POLICE DEPARTMENT		М	1/22/2022
22	POLICE DEPARTMENT		M	1/17/2022
22	POLICE DEPARTMENT		M	1/31/2022
22	POLICE DEPARTMENT		М	1/31/2022
22	POLICE DEPARTMENT		М	1/8/2022
22	POLICE DEPARTMENT		М	1/16/2022
22	POLICE DEPARTMENT		Р	1/31/2022
22	POLICE DEPARTMENT		М	1/18/2022
22	POLICE DEPARTMENT		М	1/13/2022
22	POLICE DEPARTMENT		М	1/30/2022
22.02525	DOI TOE DEDADTMENT		м	1/20/2022

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#### Procedure 12: 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 <u>all cases</u> in which the user's agency has been approved to view.

- 1. Select **Search**, then Received PreLog Cases
- 2. Delete the Agency name from the **Agency Field**. (This field is pre-populated based on the users home/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.

Prelog Case Search			
Agency Case Number	r 🗌		
Agency	. POLICE DEPARI		
Investigating Officer	Ad	ld Officer	
Offense Date From	01/01/2022		
Offense Date To	01/31/2022		
Offense Date 10			
Search			
Dept Case #	<u>Department</u> Officer	r <u>Lab Code</u> Offense I	Dat
22	POLICE DEPARTMENT	M 1/22/2022	2
22	L POLICE DEPARTMENT	M 1/9/2022	
22	- POLICE DEPARTMENT	M 1/14/2022	2
22	L POLICE DEPARTMENT	M 1/27/2022	2
22	L POLICE DEPARTMENT	M 1/22/2022	2
22	L POLICE DEPARTMENT	M 1/17/2022	2
22	POLICE DEPARTMENT	M 1/31/2022	2
22	POLICE DEPARTMENT	M 1/31/2022	2
22	POLICE DEPARTMENT	M 1/8/2022	
22	- POLICE DEPARTMENT	M 1/16/2022	2
22	POLICE DEPARTMENT	P 1/31/2022	2
22	POLICE DEPARTMENT	M 1/18/2022	2
22	POLICE DEPARTMENT	M 1/13/2022	2
22	L POLICE DEPARTMENT	M 1/30/2022	2

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

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# Search Find a Case

Search "find a case" function is used to find cases using partial case numbers and names. Cases Submitted to ISP Forensic Services by other sections of the Idaho State Police (eg Patrol and Investigations must be searched using Find a Case by Name (as of 6/10/2022)

#### Procedure 13: Find A Case Search by Partial Case Number, Names and Items

An additional function which can be used to search for PreLogged cases is the "Find A Case" option. Similar to Search Received Prelog Cases, for these search options to return results **the case must be PreLogged 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

#### To search by (1) Case Number:

- 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)

Evidence Prelog - Find Case		
(1) Case Number	(2) Case Names	(3) Items
Agency Case 16		
Search Clear Back to Dashboa	d	

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

#### To search by (2) Case Names:

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

Evidence Prelog - Find Case			
(1) Case Number	(2) Case	Names	(3) Items
		•	
Last Name	First Name	County of Offense	<b>v</b>
Search Clear	Back to Dashboard		

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

(1) Case Number	(2) Case Names	(3) Items
Last Name hern First Name	m County of Offense	<b>v</b>
Search Clear Back to Dashboar	d	

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

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#### To search by (3) Items:

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

Evidence Prelog - Find Cas	se		
(1) Case Number		(2) Case Names	(3) Items
Packaging Type	v		
Search	Clear Back to Dashboard		

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

(1) Case Number	(2) Case Names	(3) Items
Packaging Type        Item Type     Blood Collection Kit       Search     Clear   Back to Dashboard		

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

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# **Completed Lab Reports**

Procedure 14: Accessing Lab Report and Case Notes:

#### **Case Specific:**

Completed lab reports and analytical case notes can be accessed and downloaded from PreLog. 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 Prelog case screen, select the **Reports** tab from the top case menu.
- 3. To view/print the lab report:
  - Select the report •
  - Select the **Print Report** button. •
- 4. To view the lab notes:
  - Select the report
  - Sel •

ect Notes Packet button.	
CASE INFO NAMES EXISTING SUBMI	SSIONS ITEMS SERVICE REQUESTS ASSIGNMENTS AT LAB REPORTS
Case Reports	
Report #         Section         Staus         Date Completed           1         CS         5         01/07/2022	
Print Report Notes Packet	

#### Note:

The notes packet may not include all the quality related data, or internal lab chain of custody pertaining to a case. Additional case related data including chain of custody and quality related 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.

**ILIMS Prelog Manual** Completed Lab Reports

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#### **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** 

« MENU	🕅 QUICK FIND		
Dashboard New Prelog Search Reports	Submitting Agency * II Agency Case Number * Completed Lab Reports	DAHO STATE POLICE LABO	
Logout		50	
	RECENT PRELOG CASI	ES	
	Agency Case Number	Agency Name	Case Entry Date
	12345677777	IDAHO STATE POLICE LABORATORY	4/28/2014 6:38:04 PM
	2014-0171	IDAHO STATE POLICE LABORATORY	5/6/2014 1:16:18 PM
	999999	IDAHO STATE POLICE LABORATORY	4/25/2014 10:22:36 AM
	88888	IDAHO STATE POLICE LABORATORY	4/25/2014 5:08:26 PM
	13456	IDAHO STATE POLICE LABORATORY	4/25/2014 10:15:59 AM
	908882	IDAHO STATE POLICE LABORATORY	4/25/2014 10:43:08 AM

- 2. Enter the specified start **and** end date, then select **Search**. If a multi-agency user, remove the Submitting agency department from the search field and case reports for all agencies approved for viewing (excluding cases submitted by Idaho State Police) will display.
- 3. A combination of the Submitting agency, section (lab discipline) and date filters in this search can be used.

Completed La	b Reports			•		
Submitting Agency	COEUR D ALEN	e police de	~			
Section			-			
Date	05/01/2014	To 05/07/	2014			
Clear Search						

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

Completed Lab Reports					
Submitting Agency COEUR D ALENE POLICE DE					
Agency Agency#	Lab Case #	<u>Report #</u>	Section	Assigned To	Date Complet
COEUR D ALENE POLICE DEPARTMEN	C2014			Stuart Jacobson	05/02/2014
COEUR D ALENE POLICE DEPARTMENT	C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT	C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT	C2014-	1	CS	Anne Nord	05/06/2014
COEUR D ALENE POLICE DEPARTMENT	C2014-	1	CS	Anne Nord	05/02/2014
COEUR D ALENE POLICE DEPARTMENT	C2014-	1	CS	David Sincerbeaux	05/02/2014
	m				- P
Print Report Print Notes					

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).

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# Accessing Prelog Documents and Custom Reports

From the Dashboard menu, select the Documents option. (A list of ISPFS Defined Documents will be available for reference)

« MENU	Documents
Dashboard New Prelog Search	Department IDAHO STATE POLICE LABORATORY
Reports  Maintain Department Officers Documents Logout	Department Name         Description         Revision Date           IDAHO STATE POLICE LABORATORY         Prelog 6-10-2022 Update Quick Reference         06/98/2022
Custom reports (IN P	ROCESS)
« MENU	¤ QUICK FIND
Dashboard New Prelog Search Reports Maintain Department Officers Documents Logout	Submitting Agency * IDAHO STATE POLICE LABORATORY  Completed Lab Reports Search
	RECENT PRELOG CASES

Select the document description hyperlink to open the document.

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# Appendix A: Packaging Types

(These are external evidence packaging)

Description	
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	۱ ۱
None	
Paper bag	
Plastic bag	
Sexual Assault Kit	
Suitcase	
Urine Kit	

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# Appendix B: Item Types

Item Type		CS Pharmaceutical Pills/Tablets
Liquid (Alcohol Analysis)		CS Federal Quantitation
Accident Victim Kit		CS Spice (plant material or paraph)
Blood Collection Kit		CS Syringe (**attribute required)
BIO Suspected Bio Stain (Bedding)		Digital Media (digital images/files)
BIO Bones/Teeth		EasyCal
BIO Suspected Bio Stain (Clothing)		Explosives/Fireworks
BIO Suspected BIO Stain (Firearm)		IMP Firearm for LP Processing
BIO Fetal Tissue		Fire Debris (Arson related)
BIO Hair		FT Firearm
BIO Hand Swabs from Subject/Suspect		FT Firearms Accessories/Components
BIO Penile Swabs		FT Shotshell/Shotshell Components
BIO Reference Sample		FT Ammunition
BIO Suspected Bio Stain (Swbs/Misc		FT Bullet
Itms)	-	FT Cartridge
BIO Clothing for DNA only (wearer DNA)		FT Cartridge Case
BIO Sexual Assault Kit (**attribute		FT Distance Determination (Clothing)
required)		FT Misc
Blood		IMP Footwear Items(s)
Reference Blood		IMP Latent Print Comparison Item(s)
Combination Blood and Urine Kit		IMP Latent Print Processing Item(s)
CCU Cellular Device Evidence		IMP Latent Print Exemplar(s)
CCU Computer/Memory Evidence		OTHER
CCU Working Copy Evidence		Photographs
CS Clandestine Lab Samples		IMP Tire Impression Item(s)
CS General (powdr,cryst,tar,tabl,paraph)		FT Tools for Toolmark Comparison
CS Hemp		FT Impressions for Toolmark
CS Liquid/Wash (Controlled Sub		Comparison
Analysis)		Vitreous Humor
CS Marijuana (plant material or paraph)	1 L	Urine Collection Kit
CS Mushrooms		

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# Appendix C: Evidence PreLog 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.			
BATS	6	Is the subject deceased?			
BATS	7	If submitting multiple items, please indicate by name if each subject is deceased or alive.			
BATS	8	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?			

# **Biology/DNA Analysis**

		Have you read our case acceptance policy? If yes please answer all
BIO	1	required questions. If No, please refer to the Biology Case Acceptance
		Policy located on the ISPFS website prior to continuing.
		Have you received approval for case submission? If not, please contact
BIO	2	the Biology Section at 208-884-7170 with case specific questions. 
DIO	2	Requests for additional item examinations should be approved in
		advance of submission.
BIO	3	Please briefly describe case circumstances:
DIO		Has a report been included with the submission? Reports are required for
BIO	4	all biology/DNA cases
BIO	5	Was the victim bleeding? Victim reference samples are required for DNA
		testing.
DIO	6	Was the suspect bleeding? Known suspect reference samples are
BIO	6	required for DNA testing.
DIO	-	Was anyone other than victim or suspect bleeding? Applicable
BIO	7	elimination samples are required for DNA testing.
DIO	0	Is animal blood suspected for any of these items?
віО	8	
BIO	9	List any items you suspect may be contaminated with animal blood.

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		Biology/DNA Analysis cont.
BIO	10	Is this submission for criminal paternity testing? If so, known reference samples from the mother, child, and suspected father are required.
BIO	11	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	12	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. Suspect body swabs require suspect known reference samples for testing.
BIO	13	Did the victim have consensual intercourse within 96 hours of the incident? If so, consensual partner reference samples are required for DNA testing.
BIO	14	Is there a known suspect in the case? If so, suspect reference samples are required for DNA testing
BIO	15	Indicate the gender assigned at birth for all relevant individuals (victim, suspect, consensual partner, etc).
BIO	16	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	17	Is this case currently inactive?
BIO	18	If yes, will the DNA results change the status of the case?
BIO	19	If known, what is the date of the jury trial?
BIO	20	Is rush testing being requested for this case?
BIO	21	How does this case meet the rush testing requirements outlined in the case acceptance policy? (if case is not a rush, please mark n/a
BIO	22	Is this a resubmission for Y-STR testing? If yes, the laboratory must be contacted prior to resubmission.
BIO	23	The ISPFS Biology/DNA unit makes every effort to use only a portion of each sample for testing whenever possible. However, the laboratory will consume samples of limited size and/or quantity for DNA analysis, if necessary. If you do NOT wish for the laboratory to consume a sample, please indicate this request in the comments section (Please note, if consumption is necessary and you have indicated that the lab is not to do so, DNA testing will be placed on hold until the lab receives written permission to consume from the prosecuting attorney).
BIO	24	I acknowledge that routine analysis completed by the Biology/DNA section has the potential to destroy any fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Latent Print analysis at a later date.

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### Cyber Crime/Digital Evidence

ССИ	1	Please complete a separate prelog submission for each location items seized from. In addition, please submit with the prelog form and evidence, a paper copy of search warrant affidavit and/or the investigative report.
CCU	2	Location of search site (please use address items found)
CCU	3	Authority for seizure and examination. (If other please complete question 3)
ССО	4	For Verbal/Other consent cases please include brief documentation from the investigator attesting to the fact that verbal consent was granted.
CCU	5	Date Seized
CCU	6	Has the evidence been viewed/accessed since seizure? If yes, complete question 6.
CCU	7	Explanation of Access: include date and time of view/access, please be as precise as possible.
CCU	8	Cellular device evidence status at time of seizure.
CCU	9	List any known username/passwords/pin code/swipe pattern.
CCU	10	Service Requested (brief explanation).

### **Controlled Substances**

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?

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#### **Controlled Substances cont.**

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, Serial Number Restoration

FA	1	Type of analysis requested:
FA	2	Does any of the evidence require latent print processing or Biology/DNA analysis, in addition to the Firearms examination/comparisons? (If Yes, please ensure a BIO and/or LP request is completed for those items and send only relevant evidence to Meridian lab for Latent Prints or Biology/DNA (any FA only items can be sent directly to CDA); 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.
FA	8	If applicable, please note any specific requests for analysis.
FA	9	I acknowledge that routine analysis completed by the Firearms section has the potential to destroy any biological or fingerprint evidence that may be present on the submitted item, as well as, remove the ability to request Biology or Latent Processing at a later date.

and NIBIN Entry)

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### **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?			

#### **Latent Print Analysis**

LP	1	Do any items need to be processed (treated with chemicals/powders in an attempt to locate latent prints)? If YES please answer questions 2 through 6 below. If NO skip to question 7.
LP	2	If submitting multiple items for processing – list the items that are most probative to the case (these items may be examined first).
LP	3	List any items you suspect may be contaminated with biological fluids (blood, semen, etc.).
LP	4	Have weapons been rendered safe and are they secured in an evidence box?
LP	5	Some processing methods may damage items or pose a health risk. List ANY items you plan to return to the victim.
LP	6	List all items you are submitting that were processed or partially processed by your agency. Specify which processing methods (glue, powder, ninhydrin, etc.) were used on which items.
LP	7	Are there any specific instructions for any comparisons? (if none answer N/A)
LP	8	Are all digital images/photographs or fingerprint/palm print cards (exemplars) packaged as evidence?
LP	9	Provide Full Name, DOB, and SID# (State Identification number) of ALL persons (victims, subjects, suspects) that may have had contact with the items submitted for latent prints (if unknown answer N/A). If you need to add additional names at a later date – please call the laboratory.
LP	10	I acknowledge that routine analysis completed by the Latent Print section has the potential to destroy any biological evidence that may be present on the submitted item, as well as, remove the ability to request Biology/DNA screening at a later date.

### 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?
тох	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.
ТОХ	4	Please make sure the chain of custody is complete and available outside the evidence box.
тох	5	Is evidence box sealed and initialed? If not please seal and initial before submission.
тох	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.
ТОХ	7	What prescriptions or over-the-counter medications does the subject take?
ТОХ	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.
тох	9	Please contact the Toxicology Section supervisor at 208-209- 8700 (CDA) or 208-239-9900 (Pocatello) with any additional comments or concerns regarding your case and/or a specific item(s).
TOX	10	Is the subject deceased?
тох	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).
ТОХ	12	When the submitted blood kit only contains one blood tube, the submitting agency and prosecuting attorney, stipulate upon submission that ISPFS can open and consume the sample, as necessary, from the submitted tube to run the necessary methods selected by the ISPFS analyst?

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# Appendix D: PreLog Administrative Procedures

Administrative procedures to designated personnel include:

- Maintaining Investigating Officers
- Deleting Prelog Cases
- Modification of Incorrect Agency Case Number

#### Procedure 15: Admin Procedure 1: Maintaining Investigating Officers

Adding of Deactivating Department Offices

If there are new officers that need to be added to the list of officers available during case entry, or if officers have left the department, use the following procedure to add or modify the officers for the agency

« MENU DEPAI	RTMENT: IDAHO STATE POLICE LABORATORY
Dashboard	
New Prelog	
Search Dept En	
Reports • Update	
Maintain Department Officers	
Logout	
Name	
Search	
Hide	Inactive Officers
· · · · · · · · · · · · · · · · · · ·	
Name	Email Address <u>Auto Email Notil Active</u>
Britany	Wylie britany.wylie@isp.idahu.gov T T
Matthew	Gamette matthew.gamette@isp.idaho.gov T T
ID	* 3907BRIT04
Name	* Britany Wylie
Email A	ddress britany.wylie@isp.idaho.gov
Auto En	ail Notifications
Active	
Ad	d Edit Save Cancel Back
Change -	
	Crime Fighter B.E.A.S.T. (© 1995, 2022 Porter Lee Corporation.

1. Select Maintain Department Officers from Dashboard Menu

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#### Procedure 16: Deleting a PreLog 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 Prelog Users Only):

![](_page_54_Picture_4.jpeg)

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
- 2. From the Case Inf o tab select "Delete" button.

00000000000000007	IDANO STATE POLICE LABORATO	G				Isnboard   Logout
SE INFO NAM	ES EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS	
gency	IDAHO STATE POLICE LABORATOR	<u>۲</u>	v			
gency#	000000000000000000000000000000000000000	_				
ounty of Offense	Ada County		×			
nvestigating Officer			Add Officer			
harge 1	AVK Accident Victim Kit		~			
harge 2			✓			
harge 3			<b>~</b>			
st Offense Date	07/11/2016 2nd Offense D	ate	3rd Offense Da	te		
ermanent Record?	YES 🗸					
Edit Save	Cancel Delete					

3. Select **ok on the prompt**, and you will be returned to the case page

![](_page_54_Picture_10.jpeg)

4. Select Yes on the Delete Prelog Case confirmation prompt

![](_page_54_Picture_12.jpeg)

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#### Procedure 17: Correcting Agency Case Number

If an Agency Case number was entered incorrectly and needs to be adjusted, this may be completed by administrators, using the Change Case Number button.

1. This must be completed PRIOR to the lab acceptance of the evidence. Navigate to the appropriate case, then select the Change button

00000000000	00000 / ID	AHO STATE POL	ICE LABORATORY	r					Dashboar	d   Logout
CASE INFO	NAMES	EXISTING S	UBMISSIONS	ITEMS	SERVICE R	EQUESTS	ASSIGNME	NTS AT LAB	REPORTS	
									_	
Agency	I	DAHO STATE POL	ICE LABORATORY	_	~					
Agency#	* 0	000000000000000000000000000000000000000	10	Chang	e					
County of Of	fense 🛛	Ada County			~					
Investigating	Officer				~	Add Officer				
Charge 1	F	AVK Accident Vict	im Kit		~					
Charge 2					~					
Charge 3					~					
1st Offense [	Date 0	07/11/2016	2nd Offense Dat	e	🛄 3r	d Offense Dat	e			
Permanent R	lecord?	(ES ¥								
Edit	Save	Cancel	Delete							

2. Enter the new correct case number into the prompt and select the update button.

Change Department Case
Department Case Number TES 2022
Update Cancel

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