



Idaho State Police Forensic Services

Evidence Procedures Manual

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Revision History

Revision #	Description of Changes
1	Original Issue
2	Minor wording, grammatical, formatting and numbering changes throughout. Content changes and/or additions: #1 Receiving Evidence #4.2.1.2.1, 4.7.1.6.4.3, 4.7.1.6.4.4; #2 Returning or Intra-Lab Transfer of Evidence #4.1.2, 4.1.3.2, 4.1.3.3; #5 New Case Without a Prelog #4.1.1.1.1.9.4.3, 4.1.1.1.1.9.4.4; #8 Breath Alcohol Instruments, changed wording to reflect the breath alcohol instruments now being maintained in BEAST ILIMS, #4.1.1.1.3.6
3	Copied Revision 2 of the Evidence Procedures Manual and placed it into the correct manual template. This action did not bring the 2024 suggested/accepted changes into this version. The version of the Procedures Manual with suggested edits is stored on the I:Drive, FES folder, 1-Manual Updates, Archive.

#1 Receiving Evidence

1.0 Background/References

1.1 The procedures outlined in this manual may be performed by any Idaho State Police Forensic Services (ISPFS) staff member, however, they are a normal function of a Forensic Evidence Specialist (FES).

1.2 ISPFS receives evidence from agencies throughout Idaho and at times, other states. The evidence is received by various couriers (USPS, Federal Express, United Parcel Service, etc.) or in person. ISPFS uses the BEAST ILIMS (Bar Coded Evidence Analysis Statistical Tracking-Idaho Laboratory Information Management System) a web-based program as the means of logging, tracking, and reporting analytical results for all accepted evidence. The agencies are granted access to the Prelog Portal, an externally accessible portion of the program and must enter required case, evidence, and requested analysis information through that process. (Refer to ISPFS Quality/Procedure Manual 17.4.1.5 for exceptions):

1.3 References

1.3.1 ISPFS Quality/Procedure Manual

1.3.2 ILIMS General Users Guide

1.3.3 ISPFS Health & Safety Manual

1.3.4 ILIMS PreLog User's Guide

2.0 Scope

2.1 To provide a uniform procedure for receipt of evidence that is consistently accurate and efficient.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Multi-function Printers

3.3 Zebra Barcode Printers

3.4 Handheld Barcode Scanners

3.5 Portable Desk Scanners

3.6 Topaz Signature Pads

4.0 Procedure

4.1 Verification of Prelog Information

4.1.1 Once an agency enters all relevant case information into Prelog, a barcoded submission form is created and must accompany the evidence to the lab. The FES assigned to incoming casework acceptance, is required to review the accuracy of the Prelog entry with the physical items to be submitted. The FES must verify the agency name, agency case number, agency item number(s), and descriptions of evidence accurately matches and corresponds with the agency's prelog submission form.

4.2 Visual inspection of the evidence

4.2.1 Do the items sent for submission comply with the lab system packaging and testing policies?

4.2.1.1 Every firearm must be safety checked by authorized personnel before the case can be accepted. Each lab will have a list of the personnel authorized to perform this safety check. Refer to Method #7.

4.2.1.2 Other items such as knives, glass, broken or unbroken, or any item that can puncture or tear through the packaging shall be placed in a protective container, securely wrapped or packed in a box. Refer to ISPFS Quality/Procedure Manual 17.4.1.8 and 17.4.1.9.

4.2.1.2.1 Any item deemed unsafe to handle may be rejected at the window or shipped back to the agency. If shipped, refer to Method #3.

4.2.1.2.1.1 If the case has been shipped and there are multiple items on the PreLog form, handle the case as Unlogged Evidence until the agency can be contacted to remove the unsafe item from the PreLog form for return. Refer to Method #3.

4.2.1.2.1.2 If the agency cannot be contacted or has not responded to any correspondence, the entire case may be returned along with the unlogged form which will include the reason for the return and the corrections that need to be made before returning it to the lab for submission. Refer to Method #3.

4.3 Review service request

4.3.1 Although ISPFS is able to perform a number of forensic analyses, we do not perform every analysis available in the field of forensics. Verify that the agency is only requesting services within the scope of ISPFS approved testing parameters. Refer to the ISPFS Quality/Procedure Manual for approved disciplines list.

- 4.3.1.1. If an item is received in a lab that does not perform the analysis being requested, it is required to follow the same procedural steps listed in 4.2 and 4.3 of this method. If questions or concerns arise, contact the appropriate lab for verification. For all biology (BIO) evidence received at either Coeur d' Alene (CDA) or Pocatello, a call should be made to the Meridian lab before accepting the case.
- 4.3.1.2 If accepting a new case for one of the other labs, the "lab code" field shall reflect the laboratory that will be performing the analysis. (Please review the ILIMS User Guide for specific details).

4.4 Chain of Custody

- 4.4.1 There must be a distinct chain of custody bearing valid signatures on every piece of evidence before it can be accepted into the lab. This must include:

4.4.1.1 Hand delivered evidence.

- 4.4.1.1.1 The agency representative will sign the "From:" line.
- 4.4.1.1.2 The lab representative accepting the evidence, must sign the "To:" line.
- 4.4.1.1.3 The "Date:" line must be entered with the current date.

4.4.1.2 Shipped evidence.

- 4.4.1.2.1 The lab representative accepting the evidence, must enter the name of the courier in the "From:" line. (UPS, FedEx, US Mail, etc.).
- 4.4.1.2.2 The lab representative accepting the evidence, must sign the "To:" line.
- 4.4.1.2.3 The lab representative accepting the evidence, shall enter the current date.

4.4.1.3 Evidence containing items described as "Documents" (letters, envelopes etc)

If the evidence description indicates an item that may be eligible for document examination, it is recommended this examination is completed prior to latent print processing. Additionally care should be taken to avoid potential damage to the documents contained within the packaging.

- 4.4.1.3.1 *The receiving lab staff should avoid writing directly on the Evidence packaging chain of custody.*
- 4.4.1.3.2 *An additional chain of custody label will be affixed to a paper tab, then affixed to the side of the evidence envelope, to prevent indentations from writing on the evidence envelope, for example chain of custody transactions.*
- 4.4.1.3.3 *If document examination evidence is received and processed for Latent Print or Biology examination, with or without a request for document examination, and without safeguards within the evidence packaging, it is recommended that the evidence documents be placed within a hardback folder, then returned to the evidence packaging.*
- 4.4.1.3.4 *If the Document examination evidence is not opened prior to being forwarded for Document examination, the evidence shall be placed in a hardback folder and shipped within an appropriate size box. Document examination contained in evidence envelopes should not be folded or bent, to prevent damage to the items*

4.5 Requirements for Evidence Seals

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

4.5.1.1 Item seals lacking officer/agency representative initials, but otherwise properly sealed with no appearance of tampering, shall be remediated prior to accepting the case into the lab.

4.5.1.1.1 A piece of evidence tape must be placed perpendicular to the agency seal and must be initialed and dated by the FES accepting the evidence. The exception must be documented in the remarks section or in case correspondence of ILIMS during the log in process.

4.5.1.2 If the seal is not adequate but does not appear to have been tampered with and contents does not appear to have escaped the packaging.

4.5.1.2.1 Clear packing tape may be placed over the seal and a piece of evidence tape placed perpendicularly over the packing tape, initialed and dated by the FES accepting the evidence.

4.5.1.2.2 Optionally, the entire package may be placed in a secondary container and properly sealed. The exception must be documented in the remarks section or in case correspondence of ILIMS during the log in process.

4.6 Review PreLog entry. If it is determined that the information prelogged by the Agency does not correspond to the evidence received. Customers are requested to make their own changes/corrections in the pre-log system before submission. ISPFs staff members are encouraged to request that customers correct information in pre-log before the evidence is accepted into the laboratory. (duplicated from Quality Manual Section 17.4.1.6)

4.6.1 The following items will be checked and if at any stage of the process prior to the report being issued it is determined the prelog information is wrong they must be corrected.

4.6.1.1 Agency Case number -This requires agency verification and the change needs to be made by the ILIMS team.

4.6.1.2 Death investigation – If it is determined the case is a death investigation this must be updated. (may be updated after case report is issued) Agency verification is required to remove it; it is not required to add it.

4.6.1.3 Agency item number – requires agency verification.

4.6.2 The following items may be updated if a discrepancy is noted, they require verification from the agency verification.

4.6.2.1 Offense dates

4.6.2.2 Charges/Offenses

4.6.2.3 County of offense

4.6.2.4 Investigating officer

4.6.2.5 Case Name - (additionally if a subject is generated using a database such as MBIS it will be added, and a note will be added in the case record that a name was added per the hit)

4.6.2.6 Description of evidence ISPFS ILIMS teamISPFS ILIMS team

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4.7 Accepting Prelog Submission for case creation

- 4.7.1 Open the prelog in ILIMS by scanning the barcode on the PreLog form or by opening the prelog under New Cases on the Dashboard and verify the information entered.
 - 4.7.1.1 Verify “Lab Code” if taking the case for another lab.
 - 4.7.1.2 Verify “Agency Case Number” against the evidence.
 - 4.7.1.3 If the case is being submitted in person leave the “Submitted Via” as Hand Delivered or Agency Courier. Enter the agency representative’s name in the “Submitted By” box. If the case was shipped to the lab, in the “Submitted Via” box, click on the arrow and choose the correct entity, (Certified Mail, UPS, etc.)
 - 4.7.1.4 If receiving for another lab, “Hold” should be entered in the “Priority” box, on the assignments tab.
 - 4.7.1.5 Notes or Remarks can be entered on the “Remarks” tab.
 - 4.7.1.6 Items of evidence must include the following verified information.
 - 4.7.1.6.1 “AE #” - The item’s identifying agency number.
 - 4.7.1.6.2 “Pack Type” – Blood kit, envelope, box, etc.
 - 4.7.1.6.3 “Item Type” – Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc.
 - 4.7.1.6.4 “Attr” – Click on “?” and mark whether the items were sealed or unsealed.
 - 4.7.1.6.4.1 If a seal was corrected by adding the evidence tape with initials and date, the item must be marked “NOT SEALED”. Documentation should be added to the remarks tab, or documented as case correspondence, reflecting the correction or modification that was completed.
 - 4.7.1.6.4.2 When a firearm is being submitted and has been safety checked, the “Attr” box will contain an additional field, “Rendered Safe” to be marked “Yes”. See “#7 Firearms”.
 - 4.7.1.6.4.3 When a syringe is being submitted, the “Attr” box will contain an additional field, “Syringe In Safety Tube?” is to be marked “Yes” if properly packaged.
 - 4.7.1.6.4.4 When a sexual assault kit is being submitted, the “Attr” box will contain an additional field, “SAK Number”. The sexual assault kit number must be verified with the SAK # in this box.
 - 4.7.1.6.5 “Item Description” – Brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc.
 - 4.7.1.6.6 “Service Request” – Verify the correct request type was selected by the submitting agency.
 - 4.7.1.6.7 “Names” Tab – Names of the suspects, subjects and victims should be entered for each case. Latent prints for ABIS is the only service that routinely has no names listed. These can be entered by lab personnel at any time after case acceptance.

4.7.1.6.8 Click on "Create". If the case has been hand delivered, a box will open requesting a signature and the agency representative will sign the signature pad. Once this is done, ILIMS will generate the lab case number and evidence labels for each item, unless the items is being resubmitted, then no additional label will print..

4.7.1.6.9 Place labels on corresponding evidence, verifying placement on the correct item by matching agency case and item numbers on the barcode label and the evidence packaging.

4.7.1.6.10 Attach scanned copy of the agency reports/documents on the case info tab, if provided.

4.8 Scan the evidence to the appropriate storage location.

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

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

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

4.8.2.1.1 The starting of the internal chain of custody is automatically entered as the individual that accepted the case into ILIMS.

4.8.2.1.2 The FES then scans the evidence out of their custody to the correct storage location or to another individual.

5.0 Comments

5.1 When receiving evidence from another lab: check the evidence for proper seals and chain of custody. The FES will transfer custody of the container to themselves and then transfer the evidence to the appropriate location. Alternatively: each item may be scanned to the FES/Lab staff receiving the transferred evidence.

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

5.2 When receiving a case that the agency requests to keep confidential you will need to remove the county prosecutor's office from the accessing the case in ILIMS prelog.

5.2.1 From the "Case Info" tab select Edit.

5.2.2 Click on the checkbox for "Restrict Prosecutor Access on Prelog"

5.2.3 Click on "Save". No reason is required when changing from an empty field. However, Case Correspondence MUST be completed when updating the case access.

5.2.4 Create Case Correspondence with event type of "DIST" Distribution update. Complete the required fields regarding the reason for the change.

#2 Returning Evidence, Intra-Lab Transfer of Evidence, Unlogged Evidence and Supplies

1.0 Background/References

1.1 ISPFS uses the BEAST ILIMS web-based program as the means of logging, tracking and reporting all submitted evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

2.0 Scope

2.1 To provide a uniform procedure of using a courier for evidence return/transferring evidence for further testing that is consistently accurate, efficient and traceable.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Multi-function Printers

3.3 Zebra Barcode Printers

3.4 Handheld Barcode Scanners

3.5 Portable Desk Document Scanners

3.6 Current shipping program

3.7 Topaz Signature Pads

4.0 Procedure

4.1 Returning evidence in-person

4.1.1 Evidence eligible for being returned is pulled for the agencies from the "Go Back Report", (Refer to Method #11) and placed in a "To Be Returned" storage area for each agency. Larger items may be stored in a different area as indicated on the "Go Back Report". Items to be returned to the Agency should be placed in a Bulk container.

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

4.1.3 Then scan the barcode for the agency that the evidence is being returned to and again scan each piece of evidence being returned.

4.1.3.1 Enter your passcode and check the box "Print Receipt".

4.1.3.2 Click on "Save", this will generate the "Signature Capture" box.

4.1.3.2.1 Enter the agency representative's name in the "Type Your Name Here:" box.

4.1.3.2.2 Click on the "Sign" box on the bottom tool bar and have the agency representative sign the signature pad.

4.1.3.2.3 If their signature is in the capture box, click on the "Accept Signature" box.

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

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

4.2 Internal Transfer to another ISPFs Lab via Shipping Carrier

4.2.1 Evidence will be pulled for Internal transfer from the Forward Evidence Report.

4.2.2 A container label must be created for the internal.

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

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

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

4.2.2.1.3 Enter "Describe". Lab items are being sent to..

4.2.2.1.4 Click on the "Create" box, a Container Barcode will automatically print.

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

4.2.3 The evidence must be scanned into the container in ILIMS.

4.2.3.1 Scan the container label and then scan each piece of evidence being forwarded. Enter password.

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

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

4.2.4.2 Enter "Year (YYYY)".

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

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

4.2.4.5 Once printed, attach the Container label to the Packing List, verify all of the items being returned are listed on the packing list, initialing next to each item, sign and date.

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

4.2.5.1 From: FES name

4.2.5.2 To: Shipping company, UPS, FedEx, etc.

- 4.2.5.3 Date: The date that the evidence is being shipped.
- 4.2.6 Creating the Shipping Label using the approved couriers software or webpage
- 4.2.6.1 The following information must be entered for the shipping label.
- 4.2.6.1.1 "Agency Name"
 - 4.2.6.1.2 "Attention:"
 - 4.2.6.1.3 Complete Address
 - 4.2.6.1.4 Items are generally shipped via Ground transportation. Handguns are required to be shipped overnight
 - 4.2.6.1.5 Container number, Case numbers or Automated reference for the items being shipped.
 - 4.2.6.1.6 "Lab Discipline Shipping Code". Each lab has a list of PCA's for their site.
 - 4.2.6.1.7 Weight and dimensions of the package as applicable
 - 4.2.6.1.8 "Delivery Confirmation" with "Signature Required" must be requested.
- 4.2.6.2 Print the Shipping Label.
- 4.2.7 Place the Packing List and Shipping Label with the corresponding container.
- 4.2.8 Another person shall verify the shipping container by completing the following:
- 4.2.8.1 Verify that all items being shipped are on the packing list form and initial next to each item as verified.
 - 4.2.8.2 Verify the Chain of Custody is signed on each piece of evidence.
 - 4.2.8.3 Verify the address on the Shipping Label corresponds to the lab and the Case Numbers correspond to the Packing List and that "Signature Required" is noted on the label.
 - 4.2.8.4 Scan the Packing List and place the original back with the evidence and the Shipping Label.
 - 4.2.8.5 Each lab shall file the scanned Packing List(s) in a designated folder for each lab in the "BSFcom (I: drive)". These need to be available as confirmation for shipping questions if needed.
- 4.2.9 Once verification has been completed:
- 4.2.9.1 Scan the appropriate Internal Transfer Barcode
 - 4.2.9.2 Scan the Container Label on the Packing List.
 - 4.2.9.3 Click on the box marked "Tracking Number" in ILIMS and scan the tracking barcode on the Shipping Label.
 - 4.2.9.4 Enter "Password"
- 4.2.10 The package is now ready to prepare for shipping.
- 4.2.10.1 Place evidence in the box, envelope or other packaging.
 - 4.2.10.2 Place the Packing List with the evidence.
 - 4.2.10.3 Seal and place the Shipping Label on the package.
- 4.2.11 When the evidence has been delivered by the courier and the delivery confirmation is available, attach a copy on the Case Info tab for all corresponding cases in ILIMS.

4.3 Returning Evidence to Submitting Agencies using integrated ILIMS UPS Ship module

This procedure must be completed from start to finish for only ONE shipping package at a time. Shipments are complete based on the submitting agency, only one Agency may be shipped per shipment. (IE ISP investigations and ISP Patrol would be shipped as two shipments using the module)

- 4.3.1 Evidence will be pulled for the agencies from the Go Back or Forward Evidence Report, (Refer to Method #11) and placed in an area for items to be shipped. Larger items may be stored in a different area as indicated on the "Go Back Report".
- 4.3.2 Create the Bulk "shipping" container for each agency that will be shipped to and transfer evidence to the bulk container following Bulk container creation instructions from Section 4.2.1-4.2.4.
- 4.3.3 Complete the Chain of Custody on each piece of evidence being returned or transferred.
- 4.3.4 Write down the box dimensions, for use in the shipping module.
- 4.3.5 Scan the UPS Courier* – (Coeur d'Alene, Meridian, Pocatello) Returned to Submitting Agency via UPS, then the container barcode. Verify accuracy by reading the ILIMS screen prior to entering your password and hitting enter.
- 4.3.6 Complete box preparation including packing material but **do not tape it closed**. Place box onto the UPS scale that is connected to the UPS Module.
- 4.3.7 Click the UPS tab on the left side under the dashboard. Then Click on the SHIP Button located on the upper righthand side, which will bring up the Shipping Module.
 - 4.3.7.1 The department name is a dropdown and when clicked it should show the current box you are working on. This dropdown is generated by the previous scan to the UPS Courier. At this time, you may add something into the attention line (Evidence custodian/PCA code etc) but there is limited space in that field, so it won't fit case #'s as with Worldship.
 - 4.3.7.2 The weight field will autofill the weight from the scale.
 - 4.3.7.3 Click the yellow question marks to choose how you are shipping (Ground/Next day) and choose customer packaging. Then enter the box dimensions.
 - 4.3.7.4 BE SURE TO select the CHECKBOX for SIGNATURE REQUIRED.
 - 4.3.7.5 Once all information is verified, click the ship button and it will print your shipping label.
 - 4.3.7.6 Click the X to close the address window to begin a new box.
- 4.3.8 Remove the box from the scale and have another person verify the shipping container using the same procedure as 4.2.8.1-4.2.8.5.
- 4.3.9 Place the packing slip in the box and seal. Then affix the shipping label.

5.0 Comments

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

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#3 Unlogged Evidence

1.0 Background/References

1.1 ISPFS uses the BEATS ILIMS web-based program as the means of logging, tracking and reporting all submitted evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

1.2.4 ILIMS PreLog User's Guide

2.0 Scope

2.1 To provide a uniform procedure for the temporary handling and storage of evidence or prelog entries that do not follow the lab system requirements or having recorded, disputable information that is traceable.

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Multi-function Printers

3.3 Zebra Barcode Printers

3.4 Handheld Barcode Scanners

3.5 Handheld Barcode Scanners

3.6 Portable Desk Scanners

3.7 Current shipping program

4.0 Procedure

4.1 For handling evidence that cannot be accepted as received by the lab, determine if the issue(s) can be corrected prior to accepting or if the evidence needs to be returned to the agency for correction.

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

4.1.1.1 Agency case number.

4.1.1.1.1 If the Agency Case Number is entered into PreLog incorrectly, the agency must correct the Agency Case Number, if the specified prelog user does not have the correct access permissions, please contact forensic.services@isp.idaho.gov. The PreLog entry with the incorrect agency case number should be sent to ISPFS ILIMS team for deletion from PreLog.

4.1.1.1.2 If it has been entered into PreLog correctly and the item has the incorrect number, contact the submitting Agency to verify which case number is correct. If the Agency case number in PreLog is correct, the case can be accepted. It must be noted in case correspondence that the agency was contacted and confirmed that the prelogged number was correct.

4.1.1.2 Number of items being submitted.

4.1.1.2.1 If multiple items are contained in the same evidence package but entered in PreLog as separate items, the agency must correct this in Prelog by consolidating the item numbers on one entry and deleting the individual items.

4.1.1.2.2 If more items are received, than entered in prelog, the agency shall correct this in Prelog by adding the items missing on the prelog form.

4.1.1.3 Agency item number.

4.1.1.3.1 The agency shall correct this in PreLog prior to lab acceptance.

4.1.1.4 Service Request.

4.1.1.4.1 The agency shall correct this in Prelog prior to lab acceptance.

4.1.1.4.2 If the case has been accepted and additional analysis is requested the correct set of Prelog Questions shall be sent to the Agency for the appropriate Service Request. When the completed questions are returned, they are attached to the Case info tab of the corresponding case, and the New assignment is added.

4.1.1.5 Missing service questions or incorrect answers for service requested.

4.1.1.5.1 The agency shall correct this in Prelog prior to lab acceptance.

4.1.2 Evidence without proper packaging and/or seals or damaged packaging and/or seals.

4.1.2.1 Broken or Missing Seals

4.1.2.1.1 Must be returned to the agency.

4.1.2.2 Evidence and/or evidence packaging that appears to have been damaged during transit.

4.1.2.2.1 If the evidence can still be analyzed, such as broken item being tested for controlled substance, contact the agency. If the agency still wants the item analyzed, make sure that it is placed in something that is safe to handle and attach a note to the item and document in case correspondence in ILIMS.

4.1.2.2.2 If the packaging has damage that can be corrected in the lab, such as a small puncture or tear, correct the damage by placing evidence tape over the area, use clear packing tape first if needed. Initial and date the repair. Correction shall be noted in the remarks section of Quick Create or in case correspondence.

4.1.2.2.3 If the damage cannot be easily repaired, return the items to the agency. If necessary the item may be placed in additional packaging to prevent evidence loss.

4.1.2.3 Evidence not large enough to fit the chain of custody and/or lab case number label.

4.1.2.3.1 It is preferable that the item be returned to the agency for correct packaging.

- 4.1.2.4 Evidence without packaging.
 - 4.1.2.4.1 Must be returned to the agency to be packaged correctly.
- 4.1.3 Evidence deemed unsafe to handle.
 - 4.1.3.1 Improperly packaged syringes. See Quality Manual.
 - 4.1.3.1.1 Must be returned to the agency
 - 4.1.3.2 Sharp or broken items that cannot be analyzed.
 - 4.1.3.2.1 These must be returned to the agency.
 - 4.1.3.3 Any evidence escaping from the packaging, liquids, powders or fragments.
 - 4.1.3.3.1 These must be returned to the agency. The item should be placed in additional packaging to prevent evidence loss.
- 4.1.4 The Chain of Custody must be signed for each piece of evidence that comes into the lab. Exceptions to this must be approved by the lab manager and documented in ILIMS "Unlogged".
- 4.2 Documenting "Unlogged" evidence in ILIMS.
 - 4.2.1 From the Dashboard in ILIMS, click on "Activity Log".
 - 4.2.2 Click on "Add" on the bottom tool bar.
 - 4.2.3 Complete the following fields, at a minimum under the Daily Activity Tab (1st Tab):
 - 4.2.3.1 "Activity Code" (use UNLOGGED)
 - 4.2.3.2 "Lab" (from drop down)
 - 4.2.3.3 "Analyst" (this will be the FES filling out the form)
 - 4.2.3.4 "Description" (use the agency case number)
 - 4.2.3.5 "Start Date"
 - 4.2.3.6 "Agency Name"
 - 4.2.4 Click on "Save".
 - 4.2.5 The entry should still be on the screen. Click on "Edit" on the bottom tool bar and proceed to the second tab (unlogged evidence).
 - 4.2.5.1 Enter as much information as available on this page. Then click on "Save".
 - 4.2.6 If the evidence needs to be stored, place it in the proper storage location. Document the location in the comments box on the unlogged tab.
- 4.3 Information received and evidence accepted or returned.
 - 4.3.1 If the information is received and the evidence accepted.
 - 4.3.1.1 Using the original or corrected "PreLog" form, log the case into ILIMS.
 - 4.3.1.2 Update the Unlogged Evidence Entry with the appropriate Lab Case Number.
 - 4.3.1.3 Attach the "Unlogged Evidence Report" to the case in ILIMS. This will help to prevent questions on the "Chain of Custody" date received and the date the evidence was submitted.

4.3.2 If the evidence is returned to the agency.

4.3.2.1 Edit the “Unlogged Evidence Report” to include the

4.3.2.1.1 “End Date” and “Short Term Storage Date End”

4.3.2.1.2 “Lab Case” if applicable

4.3.2.1.3 Any additional notes or comments

4.3.2.1.4 “Date Sent”

4.3.2.1.5 “Sent By”

4.3.2.1.6 “Carrier (UPS, etc.)”

4.3.2.2 Print the Unlogged Evidence Report and use as the packing list and return receipt.

4.3.2.3 When the evidence has been delivered by the carrier and the delivery confirmation is available, attach a copy to the corresponding Unlogged Evidence Report in ILIMS.

4.3.2.4 For evidence which has been returned to the agency as “Unlogged” and is then resubmitted for analysis, attach the Unlogged Evidence Report to the case in ILIMS, if known.

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#4 Competency and Proficiency Tests

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as our means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

4.0 Procedure

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

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

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

4.1.1.2 The Quality Manager will sign the physical chain of custody and give it to a FES who will scan the evidence into their custody. The FES will then sign the chain of custody, add the date if not entered then scan it to the appropriate storage location.

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

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

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

4.1.2.2 The designated Deputy Quality Manager will sign the physical chain of custody and give it to a FES who will scan the evidence into their custody. The FES will then sign the chain of custody, add the date if not entered then scan it to the appropriate storage location.

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

4.2 When analysis is completed, and returned from the analyst, it will be retained in the proper storage location until the FES are instructed to do one of the following: Refer to Method #9.

4.2.1 Destroy the test

4.2.2 Return the test to the discipline lead for training.

#5 New Case Without a PreLog

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

4.0 Procedure

4.1 A new case or additional submission can be created in "Quick Create" in ILIMS without a prelog form. This will rarely be used, as our agencies are **REQUIRED** to "PreLog" their cases for submittal. Out of State Agencies may submit evidence for limited disciplines using the approved Submission form with the required Prelog questions. Submissions must be approved prior to acceptance.

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

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

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

4.1.1.1.1.1 Submitting Agency

4.1.1.1.1.2 Agency Case Number

4.1.1.1.1.3 Offense Date

4.1.1.1.1.4 Charge

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

4.1.1.1.1.6 County of Offense

4.1.1.1.1.7 Investigating Officer

4.1.1.1.1.8 Submitted Via if not hand delivered

4.1.1.1.1.9 "Items" tab. Enter the evidence

4.1.1.1.1.9.1 "AE#" - The agency exhibit number.

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

- 4.1.1.1.1.9.3 "Item Type" Blood Collection Kit, BIO Reference Sample, CS Marijuana, etc. Select the appropriate item type from the dropdown.
- 4.1.1.1.1.9.4 "Attr" – Click on "?" and mark whether the items were sealed or unsealed.
- 4.1.1.1.1.9.4.1 If a seal needs to be corrected, the item must be marked "NOT SEALED", and appropriate correction notated.
- 4.1.1.1.1.9.4.2 When a firearm is being submitted and has been safety checked, the "Attr" box will contain an additional field, "Rendered Safe" to be marked "Yes". See "#7 Firearms".
- 4.1.1.1.1.9.4.3 When a Sexual Assault Kit is being submitted, the "Attr" box will contain an additional field, "SAK Number". The SAK serial number is to be entered in this field.
- 4.1.1.1.1.9.4.4 When a syringe is being submitted, the "Attr" box will contain an additional field, "Syringe In Safety Tube?" This should always be marked "Yes", as a syringe cannot be submitted if it is not packaged in a safety tube.
- 4.1.1.1.1.9.5 "Item Description" – Brief description of the evidence in the package. Glass pipe, soda can, swabs from victim, etc.
- 4.1.1.1.1.9.6 "Service Request" – Enter the appropriate service request. Contact the Agency and send selected Service Request Question set document for completion. When the question set has been returned attach to the case info tab and document agency contact in case correspondence.
- 4.1.1.1.1.10 "Names" tab if applicable
- 4.1.1.1.1.10.1 "Type"
- 4.1.1.1.1.10.2 "Last"
- 4.1.1.1.1.10.3 "First"
- 4.1.1.1.1.10.4 "Date of Birth"
- 4.1.1.1.2 Click on "Create". This generates the new lab case number and the evidence label(s).

#6 Prelogged Case Without a PreLog Form

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Printers

3.3 Scanners

3.4 Signature Pad

4.0 Procedure

It is recommended that contact with the submitting agency be made to retrieve the Prelog form prior to proceeding with this method.

4.1 When a case has been entered into PreLog but the printed prelog form is not available, it is possible to retrieve the PreLog entry in ILIMS.

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

4.1.1.1 In the Case Search pop up box, click on "Prelog" and enter the following:

4.1.1.1.1 "Agency"

4.1.1.1.2 "Agency Case Number" (Note: The Correct Agency Case Number Mask must be used.)

4.1.1.2 Click on "Search"

4.1.1.3 Click on the case information showing below to highlight

4.1.1.4 Click on "New Submission" and the prelogged case information will populate the ILIMS Quick Create page.

4.1.1.4.1 If there have been multiple submissions, the correct one may be found by clicking on the entry with the largest Submission Number: (Note: The Largest submission may not always be the submission received, use the items tab in the populated Quick Create page to verify the Agency Item numbers on the submission are those that we received in the lab accepting the case. If the items are incorrect return to Step 4.1.1.1 of this procedure.

4.1.1.5 All case, name, item and Service Request related information MUST be verified on-screen with the items received, prior to case acceptance.

#7 Firearms Submissions

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence. This is used in conjunction with the PreLog System utilized by the agencies to submit evidence.

1.2 References

- 1.2.1 ISPFS Quality/Procedure Manual
- 1.2.2 BEAST ILIMS General Users Guide
- 1.2.3 ISPFS Health & Safety Manual
- 1.2.4 PreLog User's Guide

2.0 Scope

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

3.0 Equipment

- 3.1 BEAST ILIMS system
- 3.2 Printers
- 3.3 Scanners

4.0 Procedure

4.1 Firearms require a Safety Check by authorized personnel when received by the Lab.

4.1.1 A list of those authorized to perform the safety check shall be posted in each lab. Refer to ISPFS Quality/Procedure Manual 17.4.1.10 for alternate safety check procedures.

4.1.1.1 Once the firearm is Safety Checked a label will be attached to the packaging that includes the following:

4.1.1.1.1 "Safety Checked By:"

4.1.1.1.2 "Date:"

4.1.1.1.3 "Seal intact upon Safety Check Yes or No"

4.1.2 Once the Safety Check is complete, verify that the firearm has been entered in prelog with at least one of the following item types: FT Firearm, BIO Suspected BIO Stain (Firearm) or IMP Firearm for LP Processing.

4.1.2.1 The sealed "Attr" box will correspond with the addition of the "Rendered Safe" field.

4.1.2.1.1 This field includes:

4.1.2.1.1.1 "N/A"

4.1.2.1.1.2 "No"

4.1.2.1.1.3 "Yes"

#8 Breath Alcohol Instruments

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all breath instruments.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Current shipping program

3.3 Printers

3.4 Barcode Scanners

3.5 Signature Pad

4.0 Procedure

4.1 Breath instruments submitted into the lab are tracked in BEAST ILIMS .

4.1.1 Breath instruments do not require a PreLog entry or external Chain of Custody, as they are not considered evidence. Internal Chain of Custody should be maintained to ensure proper tracking of the instrument while in the Lab system. They are required to be entered into the BEAST System.

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

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

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

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

4.1.1.1.3.1 "Submitting Agency"

4.1.1.1.3.2 "Submitted Via"

4.1.1.1.3.3 "Contact Officer"

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

4.1.1.1.3.5 Under the Items tab enter the following:

4.1.1.1.3.5.1 "Pack Type"

4.1.1.1.3.5.2 "Item Type"

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

4.1.1.1.3.5.4 "Service Request"

4.1.1.1.3.6 "Lab Code"

- 4.1.1.1.4 Click on the “Print Receipt” box
- 4.1.1.1.5 Attach the label to the breath instrument and/or case and/or receipt
 - 4.1.1.1.5.1 Additional labels may optionally be printed for the instrument and/or receipt and/or the instrument case.
- 4.1.1.1.6 Transfer Breath Instrument from the FES to the appropriate Location.
- 4.1.2 Breath Instruments Additional Submissions.
 - 4.1.2.1 On the Dashboard under Menu, click on “New Case”.
 - 4.1.2.1.1 In the “Case Search” pop up box, enter the Instrument Serial number into the AgencyCase field.
 - 4.1.2.2 Click on “Search”, if the instrument is in the system a box will appear below the case search and will contain the instrument information.
 - 4.1.2.2.1 Click on the instrument box
 - 4.1.2.2.2 Click on “New Submission”
 - 4.1.2.3 The screen will populate the submission information from the previous submission’s information.
 - 4.1.2.3.1 Check to make sure all the information is still correct and current. Update any necessary fields which may include the submitting Agency. Note: Contact ISPFS ILIMS team to update the agency on the case information tab.
 - 4.1.2.3.2 Click on the “Existing Items” tab
 - 4.1.2.3.3 Click in the box under “Re-Submit”
 - 4.1.2.3.4 Under “Service Request”, click on the yellow “?”
 - 4.1.2.3.5 A pop up box will open. Highlight the appropriate “Service Request
 - 4.1.2.3.6 Click on the arrow pointing towards the empty box under “Selected Service Requests” moving that request to the box
 - 4.1.2.3.7 Click on “OK”
 - 4.1.2.3.8 The box under “Service Requests” will now be populated with the request
 - 4.1.2.3.9 Click on “Print Receipt” box at the top of the submission information page
 - 4.1.2.3.10 Click on “Create”
 - 4.1.2.3.11 Transfer Breath Instrument from the FES to the appropriate location.

4.2 Returning a Breath Instrument In-person

- 4.2.1 After retrieving the breath instrument from its storage location, the FES will scan the instrument into their custody.
- 4.2.2 When returning in person, scan the barcode for the agency that it is being returned to.
 - 4.2.2.1 Enter password and check the box “Print Receipt”.
 - 4.2.2.3 Click on “Create”, this will generate the “Signature Capture” box.
 - 4.2.2.3.1 Enter the agency representative’s name in the “Type Your Name Here:” box.
 - 4.2.2.3.2 Click on the “Sign” box on the bottom tool bar and have the agency representative sign the signature pad.

4.2.2.3.3 If their signature is visible in the capture box, click on the “Accept Signature” box.

4.2.2.4 At this time the receipt will not automatically print. It will generate in a separate tab on the webpage as a “pdf” which will need to be opened up and printed from there.

4.3 Returning a breath instrument Via Shipping Carrier

Follow the shipping procedures in Method 2, section 4.3

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#9 Destruction or Training Retention of Evidence

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

- 1.2.1 ISPFS Quality Procedure Manual
- 1.2.2 BEAST ILIMS General Users Guide
- 1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

- 3.1 BEAST ILIMS system
- 3.2 Scanners
- 3.3 Printers
- 3.4 Signature Pad

4.0 Procedure

4.1 The only evidence destroyed by ISPFS are proficiency tests, competency tests, Randox Kits and Accident Victim Kits. When ready to be destroyed, the FES staff will be notified about proficiency tests by the Lab Manager or Quality Manager and about competency tests by the discipline lead. The FES will contact the discipline lead to determine if any of the items are to be retained for training purposes. Accident Victim or Randox Kits are retained in the lab for 90 days and then destroyed.

4.1.1 When retaining the item

- 4.1.1.1 The FES may obtain a witness before starting the process.
- 4.1.1.2 In ILIMS the item is scanned into the custody of the FES
- 4.1.1.3 The item is then scanned to the barcode, "RELEASED FOR TRAINING PURPOSES" in ILIMS.
- 4.1.1.4 When the "Signature Capture" pop up opens, the FES will click on the "Sign" field and the witness will sign the signature pad.
- 4.1.1.5 The FES will then click on the "Accept Signature" field.
- 4.1.1.6 The FES will then cross out the Lab barcode label and write "For Training" across the item. The item is then given to the scientist/discipline lead.
- 4.1.1.7 The email from the Quality Manager granting permission for the item to be destroyed or retained for training must be attached to the case in ILIMS.

4.1.2 When destroying an item(s):

- 4.1.2.1 The FES will obtain a witness before starting the process.
- 4.1.2.2 In ILIMS the item is scanned into the custody of the FES.

- 4.1.2.3 The item is then scanned to the appropriate disposal barcode in ILIMS.
- 4.1.2.4 When the “Signature Capture” pop up opens, the FES will click on the “Sign” field and the witness will sign the signature pad.
- 4.1.2.5 The FES will then click on the “Accept Signature” field.
- 4.1.2.6 The FES will then cross out the Lab barcode label and with the witness present, properly dispose of the item.
- 4.1.2.7 The email from the Quality Manager granting permission for the item to be destroyed or retained for training must be attached to the case in ILIMS.
- 4.1.3 When destroying the item off site – Drug Items
 - 4.1.3.1 The ISP “Authorization for Drug Destruction Inventory” form must be filled out completely and initialed by another person who will verify the form for accuracy.
 - 4.1.3.2 Scan the authorization form.
 - 4.1.3.3 In ILIMS the item is scanned into the custody of the FES.
 - 4.1.3.4 The item is then scanned to the appropriate disposal barcode in ILIMS.
 - 4.1.3.5 When the “Signature Capture” pop up opens, the FES will click on the “Sign” field and the representative from the agency transporting the item for destruction will sign the signature pad.
 - 4.1.3.6 The FES will then click on the “Accept Signature” field.
 - 4.1.3.7 The FES will then cross out the Lab barcode label and release the item and the paperwork to the agency representative.
 - 4.1.3.8 The email from the Quality Manager granting permission for the item to be destroyed or retained for training and the scan of the authorization form must be attached to the case in ILIMS.

#10 Evidence Check Out and Back In for Analysis

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFIS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 ISPFIS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Barcode Scanner

4.0 Procedure

4.1 Checking evidence out to an analyst

4.1.1 A list of case items that the analyst is requesting to check out will be given to the FES

4.1.2 The FES will retrieve the items from their storage location.

4.1.3 Custody of each item will be scanned in ILIMS to the FES.

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

4.2 Evidence Returned from the Analyst

4.2.1 Custody of each item will be scanned in ILIMS to the FES. Both the FES and the analyst must provide their password to complete the transfer.

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

#11 Go Back and Forward Evidence Reports

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

- 1.2.1 ISPFS Quality/Procedure Manual
- 1.2.2 BEAST ILIMS General Users Guide
- 1.2.3 ISPFS Health & Safety Manual

2.0 Scope

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

3.0 Equipment

- 3.1 BEAST ILIMS system
- 3.2 Printer
- 3.3 Scanner

4.0 Procedure

4.1 The Go Back Report is used as a tool for pulling evidence that is ready to be returned to the agencies. An individual agency or the entire lab may be checked. Evidence items are automatically transferred to this report when all analyses have been completed, the report has been approved, and the items are located in a designated storage location.

4.1.1 From the ILIMS Dashboard Menu, hover on reports and then click on "Custom Reports".

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

4.1.3 To check for an individual agency enter both the "Agency" and the "Lab".

4.1.4 To check the entire lab enter just the "Lab".

4.1.5 Click on the "View Report" field.

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

4.2 The Forward Evidence Report is used as a tool for pulling evidence to be transferred to another lab for additional analysis. Evidence items are included on this report when all reports for the items in the applicable lab are approved, and the items are located in a designated storage location.

4.2.1 From the ILIMS Dashboard Menu, hover on reports and then click on "Custom Reports".

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

4.2.3 Enter the "Lab"

4.2.4 Click on the "View Report" field.

4.2.5 The user has the option to open the report as a PDF or in Excel format with an option to print.

#12 Idaho Administrative License Suspension (ALS)

1.0 Background/References

1.1 The ISP Forensic Laboratories use the BEAST ILIMS as the means of logging and tracking all evidence.

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

1.2.2 BEAST ILIMS General Users Guide

1.2.3 PreLog User's Guide

2.0 Scope

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

3.0 Equipment

3.1 BEAST ILIMS system

3.2 Scanner

4.0 Procedure

4.1 At this time ISPFS has one FES that is the contact person for ALS.

4.1.1 ILIMS will automatically add ALS to the distribution list for any case with a charge of DUI accepted with a DUI Charge entered into the Prelog submission.

4.1.1.1 For cases that may not have a DUI Charge listed in the submission, ALS will request the information by sending an email to the ISPFS contact.

4.1.1.2 Requests for date of birth or any other information will also be sent via email to the contact.

4.1.1.2.1 The contact will respond with the information if available to them.

4.1.1.2.1.1 When a request is received and the correct case is located, the information is emailed to ALS.

4.1.1.2.1.2 The email is then attached on the Case Info tab in ILIMS.

4.1.1.2.2 The contact may forward the request to a delegate from another lab if more information is needed.

4.1.1.2.2.1 When a request is received by a delegate and the correct case is located, the information is emailed to ALS.

4.1.1.2.2.2 The email is then attached on the Case Info tab in ILIMS.

4.1.1.2.3 Each lab will track the requests received from the contact.

4.1.2 ALS will be able to view reports in PreLog if they are on the distribution list for the case.

4.1.2.1 If ALS cannot view the report, make sure that they are on the distribution list. If they are not, verify that the case has a DUI Charge.

4.1.2.1.1 Prior to adding ALS, verify with the Submitting Agency that the case should have a DUI charge associated.

4.1.2.1.2 Once charge has been verified add "Idaho Transportation ALS" to distribution

4.1.2.1.3 Complete case correspondence for distribution update.

#13 Canvas

1.0 Background/References

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

1.2 References

1.2.1 ISPFS Quality/Procedure Manual

2.0 Scope

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

3.0 Equipment

3.1 <https://canvas.instructure.com/login/canvas>

4.0 Procedure

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

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

4.1.1.1 To add officers to the course:

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

4.1.1.1.2 Under the “Home” column, click on “People”.

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

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

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

4.1.1.1.6 Under “Role”, make sure “Student” is selected.

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

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

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

4.1.1.1.10 Click on “Add Users”

#14 Idaho Sexual Assault Kit Tracking (IKTS)

1.0 Background/References

1.1 The ISP Forensic Laboratories use the Idaho Sexual Assault Kit Tracking (IKTS) as the means of tracking all Sexual Assault Evidence Collection Kits (SAECK) submitted to the lab and returned to the agency.

1.2 References

1.2.1 ISPFS Quality Procedures Manual

1.2.2 Idaho Code Chapter 29, Title 67, Section 67-2919.

<https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH29/SECT67-2919>

2.0 Scope

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

3.0 Equipment

3.1 <https://www.isp.idaho.gov/SexualAssaultKitTracking/>

4.0 Procedure

4.1 Every SAECK that is distributed by ISPFS requires a serial number and must have been entered into the IKTS system. This tracking continues for the life of every SAECK.

4.1.1 Tracking at the lab consists of the following:

4.1.1.1 Serial numbers are entered into IKTS when new SAECK's are delivered to the lab.

4.1.1.2 When SAECK's are submitted to the lab they must be "Received" in IKTS

4.1.1.2.1 When a lab receives a case that requires the SAECK to be shipped to another lab for analysis, they must be the lab that enters the SAECK as "Received" in IKTS.

4.1.1.3 When SAECK's are returned to an agency they must be "Sent" in IKTS

4.2 To start the tracking process on new SAECK's distributed to a medical facility or agency.

4.2.1 From the IKTS dashboard screen, click on the "New Kits" tab.

4.2.2 Click on the "Send Kits" box.

4.2.3 In the "Send Sexual Assault Kits" pop up box,

4.2.3.1 Click on the correct entity that is being distributed to.

4.2.3.2 Enter entity name

4.2.3.3 Enter the serial numbers for the SAECK's that are being distributed. If the numbers are sequential, they can be entered as 00111-00116.

4.2.3.4 Make sure the "Send Date" is correct.

4.2.3.5 Click on "Send".

4.3 To "Receive" a submitted SAECK

4.3.1 From the IKTS dashboard screen, click on the "Incoming Kits" tab.

- 4.3.2 Click on the kit serial number then click on "Receive Kit".
- 4.3.3 In the "Receive Sexual Assault Kits" pop up box,
 - 4.3.3.1 Make sure the agency name is correct
 - 4.3.3.2 Make sure the "Received Date" is correct.
- 4.3.4 Enter the lab case number
- 4.3.5 Click on "Receive"
- 4.4 To "Send" a SAECK being returned to the agency
 - 4.4.1 From the IKTS dashboard screen, enter the SAECK serial number in the search field.
 - 4.4.2 On the second tool bar, click on "Kit #xxxxx".
 - 4.4.3 Click on the "Send Kit" box.
 - 4.4.4 In the "Send Sexual Assault Kits" pop up box,
 - 4.4.4.1 Make sure the "Kit Serial Number" is correct in the box.
 - 4.4.4.2 Make sure the agency is correct.
 - 4.4.4.3 Make sure the "Send Date" is correct.
 - 4.4.4.4 Click on "Send".