# New PreLog Case- Coroner Samples

An individual user is able to PreLog a case for the agency assigned to be submitted to the lab. Agencies/Coroners 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.

Procedure 1: PreLogging a New Case:

## IMPORTANT NOTES:

• Coroner Samples will be submitted to the *Meridian Laboratory* for analysis.

### a. Select New PreLog

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

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

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. (See full</u> Prelog Manual)

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

#### b. 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.



- You may enter comments in the Special Notes field that are pertinent for the lab to know at intake of the case.
- If there are multiple items of evidence that support one charge, the charge will only need to be completed in the Charge 1 field. 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 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 (no commas please!)	* * * *	IDAHO STATE POLICE LABORATORY V NEWCASEMULTLAB 05/29/2022 05/31/2022 118-8004 - DUI 118-5001 - Dui 118-5001 - Dui 118-5004 - DUI 118-1501 - Injury to Child V IA - Injury Accident V Ada County Ada County V Quality Manager V Add Officer add case related information the lab needs to know	ingignment v

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.



Spelling of names and item numbers provided will automatically fill into the laboratory report. <u>The lab will not issue amended reports due to</u> <u>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.
  - For Coroner, select Subject as name type.
- b. *Last Name* (If the last name is unknown, designate last name as "UNKNOWN")

Items Names	)					
Name Type *	L	ast Name *	First Name	Middle Name	Date of Birth	Sex
X Suspect	<b>&gt;</b> Jo	OHNSON	Јони		01/01/1995	~
X	×					
X	<b>~</b>					~
X	<b>~</b>					~
V						

## ii. Required information for ITEMS being submitted:

<u>Important</u>: Each line item should reflect the **external packages being submitted** to the lab. For example: if 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
  - For *Coroners samples*: select the Package Type of *Coroner Blood Collection Kit* or *Envelope- This is dependent on the type of external packaging of your item for submission*

- c. *Item Type:* Lab designation of the type of evidence being submitted for analysis.
  - *For Coroners samples*: select the item type: (*Coroner Only*) *Blood Collection Kit*).
- d. *Description:* This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.

1	Envelope	~	CS General (powdr,	~	?	8	*	item 1- cs item
2	Envelope	~	CS General (powdr,	~	2	8	**	item 2- cs item
3	Envelope	~	CS General (powdr,	~	2	B	4	item 3- cs item
4	Box	~	FT Firearm	~	2	3		item 4- firearm
5	Envelope	~	FT Cartridge	~	2	8	*	item 5- cart case
6	Envelope	~	IMP Latent Print Cc	*	2	P	-	item 6- Latent item
		~		~	2	P	2	
		~		*	2	P		
		~		~	2	P	-	
		~		*	2	P		
		~		~	2	P	4	
		~		~	2	P	-	
1	1	~		~	?	ß	4	

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.

re Items								
Continue	Cancel	Clear Grid 🌔	Attachment	s				
	G Submi	ssion Attachment						
	Is Select th	e files you wish to attach to this submiss	ion.					
	Ir Browse. Here is a	list of files attached to this submission.	Attachments listed will b	e uploaded upon submissio				
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			All rights reserved					
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NOTE	9 <b>1</b>							
The	e attachm	ents button	vill cha	nge to re	d text, i	ndicati	ng an at	tachment i
pre	sent for th	he case						
X		~		Y 2 ∅	*			

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

	Litems		<b>~</b>	*	? 8		
tore Terms	- Items	- C		-	•• A	1	
e Items	e Items						
The Andrew							

c. Requesting Analysis: (you will be redirected to this page after selecting continue on a new Prelog.

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.

NEWCASEMUL	TLAB / IDAH	O STATE POLICE LABORATOR	Y				Dasht	oard   Logout
CASE INFO	NAMES	EXISTING SUBMISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS		
Prelog Sub	mission							
Tourselisedia	D		TORY					
Investigating	Department	IDAHO STATE POLICE LABOR	ATORT	· · · · · · · · · · · · · · · · · · ·				
Case Officer		Quality Manager		×				
Incident Rep	ort Date	* 05/29/2022						
Charge 1		* I18-8004 DUI		~				
Charge 2		I18-1501 Injury to Child		*				
Charge 3		IA Injury Accident		~				
1st Offense D	)ate	05/29/2022 2nd Offe	nse Date 05	/30/2022 🛄 3rd Offe	nse Date 05/31/2022			
Court date (if	known)	06/30/2022						
Type of Court	t Hearing	Arraignment	~					
							Go Back	Continue

i. To create a request for testing: in the "Submitting To" field, select the appropriate lab (CORONER SAMPLES- Meridian **must** be selected)).

Create Request	Select Services	>	Enter Service Details	>	Submit To Lab
Submitting To Request Date Requested By	* Coeur D'Alene Meridian Pocatello	ita ny Wylie		٦	
Please briefly describe case circumstances	*				
Please include other comments regarding the	case.				Co Barth Continue
					GO DACK CONTINUE

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

NEWCASEMULT	ILAB / IDAH	IO STATE POLICE L	ABORATOR	RY					Dashboard   Logout
CASE INFO	NAMES	EXISTING SUB	ISSIONS	ITEMS	SERVICE REQUESTS	ASSIGNMENTS AT LAB	REPORTS		
-									
Create Reque	st		Select S	ervices	>	Enter Service Details		•	Submit To Lab
Submitting To			* Merid	ian	~				
Request Date			06/05	/2022					
Requested By			* BAW		Britany Wylie		-		
Please briefly d	escribe case	circumstances	* test						
							Required		
Please include o	other comme	nts regarding the cas	e.						
			L				_		Go Back Continue

- For <u>each item</u> of evidence, select the analysis you would like performed.
  - For coroner samples- select "**Randox Screening**" then Select

		Contini	1e.									
CASE INFO NAMES	EXISTING SUBMISSIONS	ITEMS SERVICE REQU	ESTS ASSIGNMENTS AT LAB	REPORTS								
			-									
Create Request		► 1	elect Services	-		Enter Service Details			$\longrightarrow$	Submit To L	ab	
Meridian												
Inv/Item	Description At L	ab 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 (LI	) Randox Screening (RAND)	oxicology (TOX)	^
2 (Co	oner Only) Blood Collection Kit - N	RAND,										
1 (M2023-3648 ITEM #1)* (Contest	roner Only) Blood Collection Kit - Y	TXRANDOX,	0		0						0	
* - resubmitted item from P	RELOG											
												~
4											Co Pack	Continue
Services Info											GO DECK	conunue

ii. Complete the 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).

CASE INFO NAMES EXISTING SUBMISSIONS ITEMS SERVICE REQUESTS ASSIGNMENTS AT LAB REPO	DRTS
Create Request	
Randox Screening Questions	Select Service Requests
Ling your gancy a Content in Midda Economis effect Londong you a sample for Katoca Androyant Vitadi ongs as expandent in this case (clube than those previous (since) index	
Please make sure the chain of custody is complete and available outside the evidence box.	Press CTRI, key to multi-select.
Is evidence box sealed and initialed? If not please seal and initial before submission.	OK Cancel Dear Al
Please contact the Toxicology Section supervisor at 208-209-8700 (CDA) or 208-209-9900 (Pocatelio) with any additional commen-	nts or concerns regarding your case and/or a specific item(s).
	Co Back Contr

## 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.

iii. Once all questions have been answered select Continue.



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</u> <u>B</u> in the ISPFS Prelog Manual, in the Documents tab in Prelog, if the Submit to Lab continue button was not selected. *iv.* When finished with **the** question set, 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.

CASE INFO	NAMES	EXISTING	SUBMISSIONS	ITEMS	SERVICE REQUEST	ASSIGNM	ENTS AT LAB	REPORTS	
Create Reques	t 💻		Select Service		Enter S	ervice Details	-	-> Sul	omit To Lab
create rieque									
Please click the (	Complete bu	tton to submit	this lab request						
	complete bu	CON CO SUDIM	tills lab request.						
Link Names								Go E	Back Complete
							C Attach file	es after Comple	te button is clicked.
Status									

*If the "Complete" button is not selected on the Submit to Lab page, the PreLog Submission form will not generate.* 



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

For Additional ISPFS Prelog procedures, please refer to the ISPFS Prelog Manual. *This manual is available to all prelog users, in the Documents section located on the dashboard menu.* 

MENU	Documents		
Dashboard			
New Prelog	Department BONNER COUNTY CORON	IER 💌	
Search	•		
Reports	Department Name	Description	Revision Date
Documents	BONNER COUNTY CORONER	Prelog Quick info	06/09/2022
Logout	BONNER COUNTY CORONER	ILIMS Prelog Manual 6-2022	06/18/2022
	BONNER COUNTY CORONER	FSContractCustomeragreementv5	07/12/2022
	BONNER COUNTY CORONER	ISP Biology Case Acceptance Policy	07/12/2022
	BONNER COUNTY CORONER	QD Document Exam Submission Guide	10/13/2022
	BONNER COUNTY CORONER	QD ISPFS Handwriting Exemplar Packet	10/13/2022
	BONNER COUNTY CORONER	<b>QD ISPFS</b> Document Examination Section	10/13/2022
	BONNER COUNTY CORONER	QD Possible Sources for Known Exemplar handwriti	10/13/2022
	BONNER COUNTY CORONER	<b><u>QD ISPFS</u></b> Document Examination Section	08/14/2023