

## New PreLog Case

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.

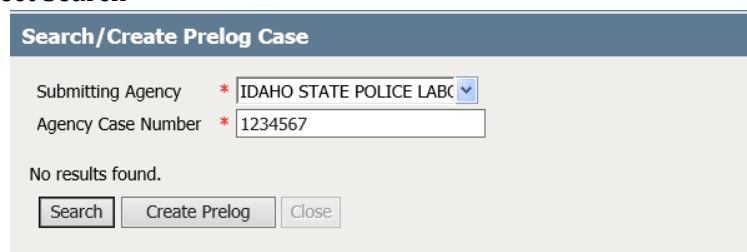
### Procedure 1: *PreLogging a New Case:*

#### **IMPORTANT NOTES:**

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

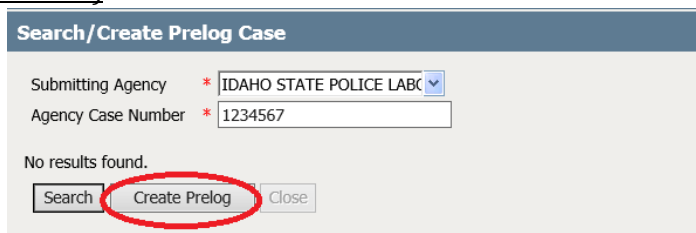
#### a. **Select New PreLog**

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



The screenshot shows a web form titled "Search/Create Prelog Case". It has two input fields: "Submitting Agency" with a dropdown menu set to "IDAHO STATE POLICE LAB" and "Agency Case Number" with the text "1234567". Below the fields, it says "No results found." At the bottom, there are three buttons: "Search", "Create Prelog", and "Close".

- If there are no results found, select Create PreLog. If a case has previously been entered using the case number refer to the [Procedure for Additional Submissions](#). (See full Prelog Manual)



This screenshot is identical to the previous one, but the "Create Prelog" button is circled in red to indicate it should be selected.

#### b. **New PreLog Case screen.**

- The top section of the New PreLog Case screen is the Agency Case Information.
  - Fields indicated with red marks are required, but all fields are important to ISPFS. Not completing the form will slow the analysis process.
  - 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 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.*

The screenshot shows a 'New Prelog Case' form with the following fields and values:

- Submitting Agency: IDAHO STATE POLICE LABORATORY
- Agency Case Number: NEWCASEMULTLAB
- Offense Date: 05/29/2022
- Offense Date 2: 05/30/2022
- Offense Date 3: 05/31/2022
- Charge: I18-8004 - DUI
- Charge 2: I18-1501 - Injury to Child
- 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
- Special Notes or Case Handling Instructions (no commas please!): add case related information the lab needs to know

- 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.

**Note:**

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

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

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


The screenshot shows the 'Names' section of the software interface with the following table:

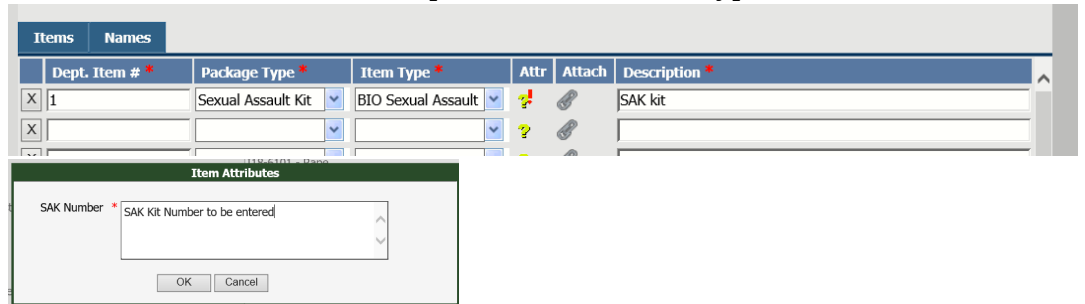
Items	Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex
X	Suspect	JOHNSON	JOHN		01/01/1995	
X						
X						
X						
X						


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

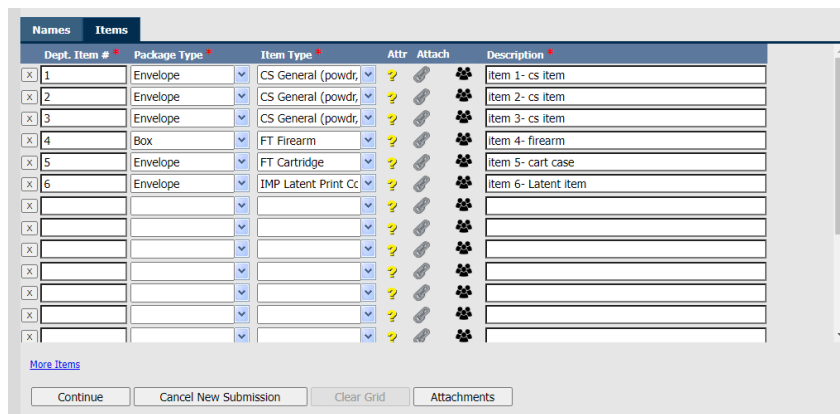
*Important: Each line item should reflect the external packages being submitted to the lab. For example: if exhibits are placed in one evidence envelope to be submitted. Then the Dept. Item # field should include all item numbers in that evidence envelope, items need to be comma separated. (EX1, EX2, EX3..)*

- 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.
- Package Type:** exterior sealed packaging of your evidence (*Coroners samples: select Coroner Blood Collection Kit*)
- Item Type:** Lab designation of the type of evidence being submitted for analysis (example: Blood Collection Kit, CS Marijuana, IMP Latent Print Comparison Item(s), FT Firearm, etc.). For a list of all available item types see Appendix B.

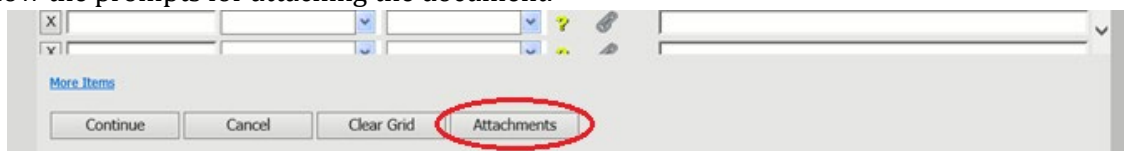
- d. **Attr:** This field is an item specific attribute for ONLY BIO Sexual Assault Kits and CS Syringes. These two item types are the only types that will trigger the Attribute as being required, a red exclamation point will generate on the . This field is not required to be selected for all items entered. **This is not required for most item types.**

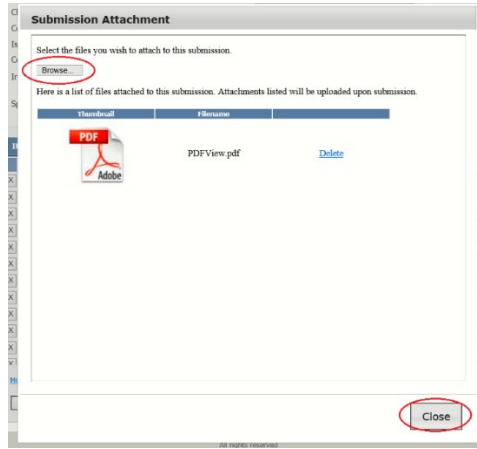


- e. **Linking Item to an individual (optional):** When multiple individuals are added to the names tab and a single item is attributed to a specific person, you may attribute the item to a person by selecting the  button.
- f. **Description:** This field must be completed for all items; it may assist the Laboratory in the analysis of the evidence.



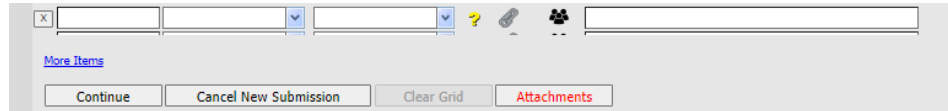
- iii. **Attachments:** If there are documents that are needed by ISPFs regarding the case being submitted, please submit them to the lab via the Attachments feature. At this time ISPFs requests **only PDF attachments**. Select the **Attachments** button at the bottom of the screen, then follow the prompts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



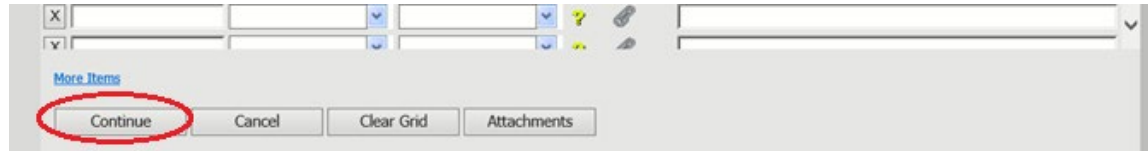


**NOTE:**

*The attachments button will change to red text, indicating an attachment is present for the case*



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



**c. 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 LABORATORY

Case Officer Quality Manager

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 Offense Date 05/31/2022

Court date (if known) 06/30/2022

Type of Court Hearing Arraignment

Go Back Continue

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

The screenshot shows the 'Create Request' form with the 'Submitting To' dropdown menu open, highlighting the 'Meridian' option. The form includes fields for 'Request Date', 'Requested By', and two text areas for case circumstances and comments. Navigation buttons 'Go Back' and 'Continue' are at the bottom right.

**NOTE:**

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

The screenshot shows the 'Submitting To' hyperlink in the form, which opens a PDF document titled 'Idaho Info2.pdf'. The document contains a table titled 'Idaho State Police Forensic Services Services Provided'.

Section/Service Request	Coeur d'Alene Lab	Meridian Lab	Pocatello Lab
Controlled Substances	X	X	X
Toxicology	X	X	X
Blood Alcohol Testing	X	X	X
Firearms/Toolmarks	X		
Biology/DNA		X	
Fire Analysis		X	
Latent Prints		X	
Cyber Crime/Digital Evidence		X	

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

The screenshot shows the 'Create Request' form with 'Meridian' selected in the 'Submitting To' dropdown. The 'Request Date' is 06/05/2022 and 'Requested By' is BAW. The 'Test' field is highlighted in red and marked as 'Required'. Navigation buttons 'Go Back' and 'Continue' are at the bottom right.

- For each item of evidence, select the analysis you would like performed. For coroner samples- select “Toxicology” then Select **Continue**.



The screenshot shows the 'Select Services' screen with a table of testing options for a coroner sample. The 'Toxicology' option is selected.

Item	Description	Footwear and Tire Impressions (FTI)	Blood Alcohol Testing (BAT)	Controlled Substances Analysis (CS)	Trace (TA)	Biology (BD)	Latent Print Examination (LPE)	Toxicology (TOX)	Fer Analysis (FAN)
1	20 grams clear suspected marijuana - CS Meridian (quantitative search)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Navigation buttons 'Back to Case', 'Go Back', and 'Continue' are at the bottom right.

- b. 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).

**Note:**

*Within the question sets there may be free-text fields, drop downs, or  buttons which are generally yes/no answers. Click on the  icon to open the selections. The answers to some questions serve as triggers for the laboratory to perform additional or specified analysis.*

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

**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 [Editing Service Request Procedure](#) if the Submit to Lab continue button was not selected.*

- d. When finished with all question sets, 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 Complete on the Submit to Lab 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.

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

Create Request → Select Services → Enter Service Details → **Submit To Lab**

Please click the Complete button to submit this lab request.

Attach files after Complete button is clicked.

Status

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



Idaho State Police Forensic Services  
Prelog Submission Form  
*Evidence to MERIDIAN Lab*

Date Printed:  
6/6/2022

Submitting Agency: IDAHO STATE POLICE LABORATORY  
 Agency Case #: NEWCASE123  
 Investigating Officer: Quality Manager (phone: / email: )  
 Offense: Unlawful Possession of a Firearm, DUI, Grand Theft  
 Offense Date: 01/01/2022 01/02/2022 01/03/2022  
 Court Information: **6/30/22 Arraignment**  
 Special Notes or Case Handling Instructions:  
 Additional Case Information: Testing:



NAMES:				
Name Type	First Name	Middle Name	Last Name	DOB
Suspect	FIRST NAME		LAST NAME	6/14/2001

ITEMS:				
	Packaging	Item Type	Description	Analysis
1	Box	FT Firearm	Item 1- Firearm	BIO, FA, LP
2	Envelope	FT Bullet	Item 2 - bullet	BIO, FA, LP
3	Blood Kit	Blood Collection Kit	Item 3 Blood kit	BATS, TOX

Prelog Entered By: Britany Wylie on 6/6/22 (Contact Info: / britany.wylie@isp.idaho.gov)

**SERVICE REQUEST RESPONSES:**  
**BATS**  
 1. Has a valid breath test been completed? If YES, do not submit the sample for alcohol testing.  
 Yes

**Note:**

**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.).**