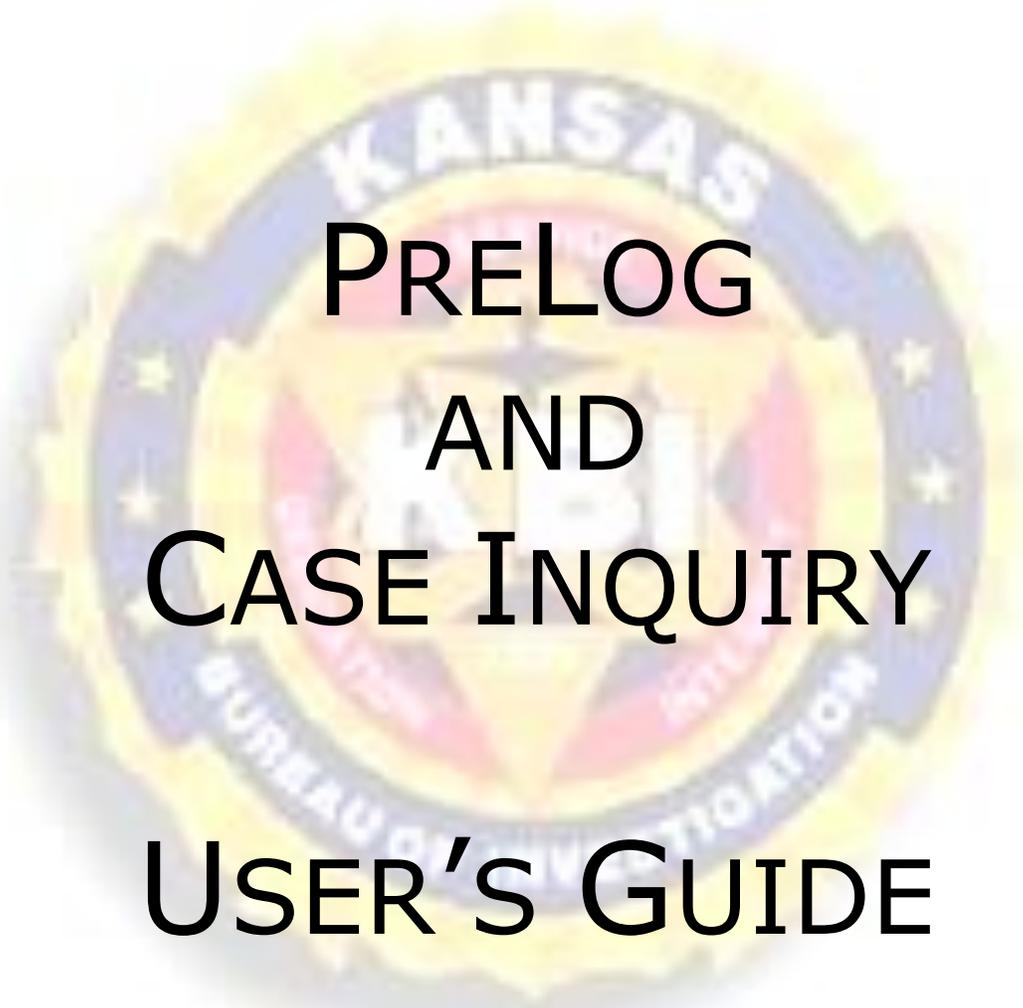




KBI Forensic Science Laboratory



# PRELOG AND CASE INQUIRY USER'S GUIDE

# Preface:

## **Evidence Prelog**

To help expedite the evidence submission process, the Evidence Prelog system is a web based system solely for the law enforcement customers of the Kansas Bureau of Investigation Forensic Science Laboratories. The system enables law enforcement agencies to “prelog” evidence submission information prior to delivery to a KBI Forensic Science Laboratory. Once completed, the agency delivers the evidence and printed packing slip to an Evidence Control Center for processing.

## **Case Inquiry**

The system also offers a Case Inquiry function for law enforcement agencies to access specific information about the status of evidence submitted to the KBI Forensic Science Laboratories for analysis. Agencies can download copies of their Submission Receipts shortly after the evidence submittal. Copies of any completed Laboratory Report are available for download through the Case Inquiry system shortly after the report is released by the laboratory. Both Submission Receipts and Laboratory Reports are available in PDF format for ease of printing or incorporation into you information management system.

For any questions or additional information contact the LIMS Administrator at (785) 296-1130.

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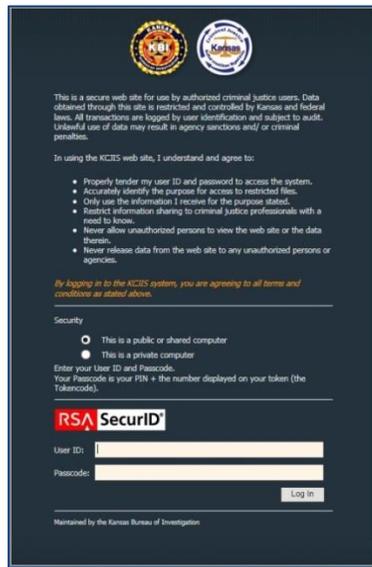
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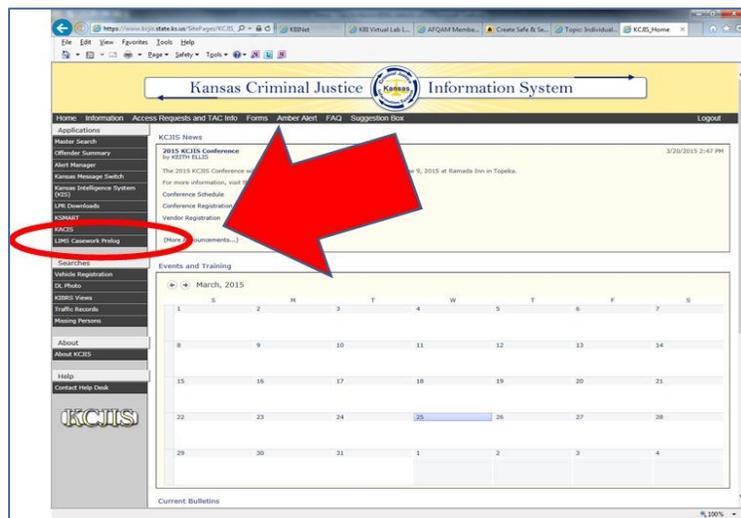
# LOGGING INTO PRELOG AND CASE INQUIRY

Users will need to access the KCJIS Portal one of two ways:

1. Through the following link: <https://kcjis.ks.gov>
  - o Enter your:
    - **KCJIS User ID**
    - **KCJIS Passcode** (the passcode is your PIN + the number displayed on your token).



- o Once logged in, on the left hand menu find/select **LIMS Casework Prelog**.
  - [Note: You will be required to sign into RSA again. See above step.]



2. Or the user can enter the KCJIS portal through the following link:

<https://lims.kcjis.state.ks.us/webprelog>

o Enter your :

- **KCJIS User ID**
- **KCJIS Passcode** (the passcode is your PIN + the number displayed on your token).

This is a secure web site for use by authorized criminal justice users. Data obtained through this site is restricted and controlled by Kansas and federal laws. All transactions are logged by user identification and subject to audit. Unlawful use of data may result in agency sanctions and/or criminal penalties.

In using the KCJIS web site, I understand and agree to:

- Properly tender my user ID and password to access the system.
- Accurately identify the purpose for access to restricted files.
- Only use the information I receive for the purpose stated.
- Restrict information sharing to criminal justice professionals with a need to know.
- Never allow unauthorized persons to view the web site or the data therein.
- Never release data from the web site to any unauthorized persons or agencies.

*By logging in to the KCJIS system, you are agreeing to all terms and conditions as stated above.*

Security

This is a public or shared computer  
 This is a private computer

Enter your User ID and Passcode.  
Your Passcode is your PIN + the number displayed on your token (the Tokencode).

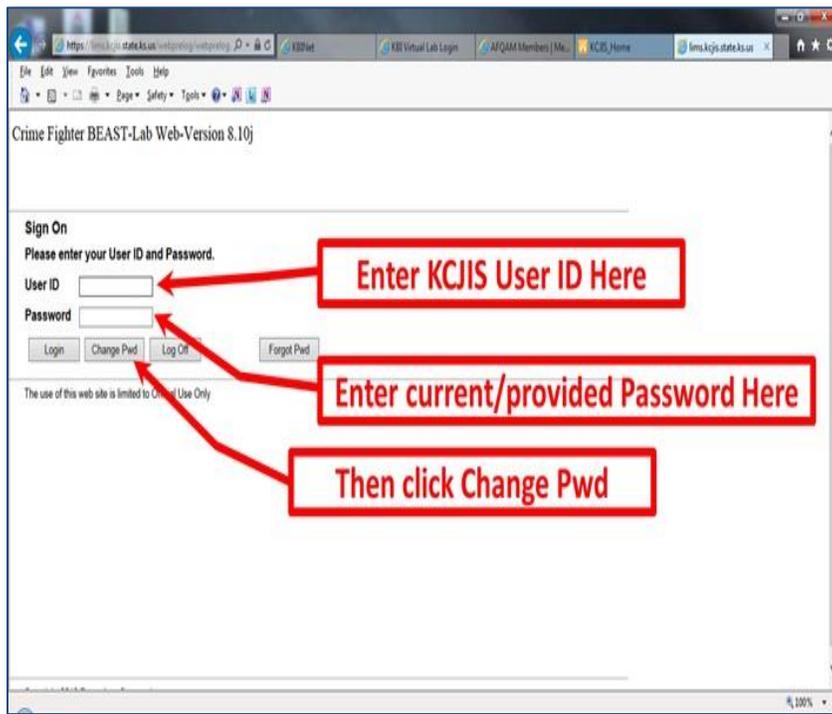
**RSA SecurID**

User ID:

Passcode:

Maintained by the Kansas Bureau of Investigation

Once through KCJIS, users can log into the KBI Laboratory Prelog and Report Inquiry System through the following screen:



- Upon creation of an account the user will receive an account setup email from the KBI with log-in instructions.
  - Enter your **KCJIS User ID**
  - Enter your Prelog **Password** (This is different than your KCJIS Passcode).
    - In the account setup email there will be a *temporary password* for new users.
    - Click **Login**.
    - If it is your first time logging in, you will need to change your password. The following screen will appear:

Crime Fighter BEAST-Lab Web-Version 8.10j  
Department: **KANSAS BUREAU OF INVESTIGATION [KBI0**

**Change Password**

Password

Verify Password

**You are required to change your password. Please enter a new password now.**

The following are required for passwords.

- 1.) Minimum 8 character length.
- 2.) At least one uppercase letter required.
- 3.) At least one lowercase letter required.
- 4.) At least one number required.
- 5.) Cannot repeat previous 10 passwords.

- Enter your new password in the **Password** and **Verify Password** fields.
- Select **OK**.

New passwords have the following requirements:

- Must be at least *8 characters* long.
- Must have at least one *upper case*.
- Must have at least one *lower case*.
- Must have at least one *number*.
- Cannot repeat the previous 10 passwords.
- *Special characters* are allowed but are not required.

Every 90 days the KBI Laboratory Prelog and Case Inquiry System will require users to change their password.

## CHANGING PASSWORD

- Log into KCJIS as normal
- At the KBI Prelog and Case Inquiry System screen:
  - Enter your **KCJIS User ID**
  - Click the **Change Pwd** button. The following screen will appear:



Crime Fighter BEAST-Lab Web-Version 8.10j  
Department: **KANSAS BUREAU OF INVESTIGATION [KBI]**

**Change Password**

Password

Verify Password

**You are required to change your password. Please enter a new password now.**

The following are required for passwords.

- 1.) Minimum 8 character length.
- 2.) At least one uppercase letter required.
- 3.) At least one lowercase letter required.
- 4.) At least one number required.
- 5.) Cannot repeat previous 10 passwords.

- Enter your new password in the **Password** and **Verify Password** fields.
- Select **OK**.

New passwords have the following requirements:

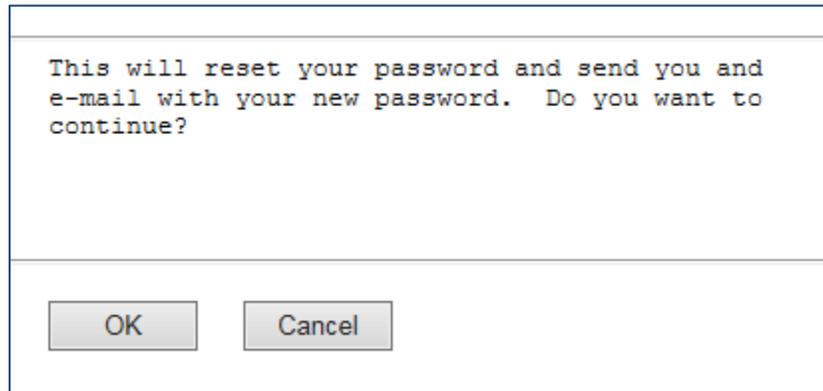
- Must be at least *8 characters* long.
- Must have at least one *upper case*.
- Must have at least one *lower case*.
- Must have at least one *number*.
- Cannot repeat the previous 10 passwords.
- *Special characters* are allowed but are not required.

Every 90 days the KBI Laboratory Prelog and Case Inquiry System will require users to change their password.

# FORGOTTEN PASSWORD

If you have forgotten your password to the KBI Laboratory Preloq and Case Inquiry System:

- Log into KCJIS as normal
- At the KBI Laboratory Preloq and Case Inquiry System screen:
  - Enter your **KCJIS User ID**.
  - Select the **Forgot Pwd** button.
  - The window below will appear:

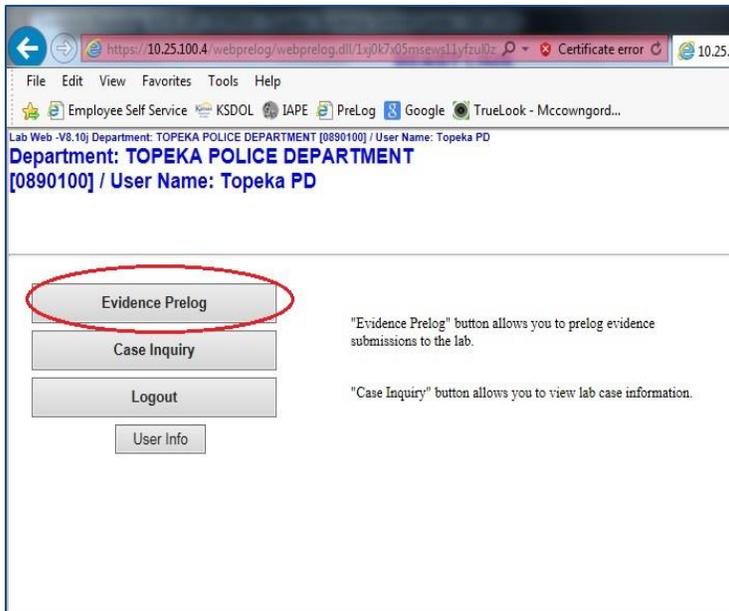


- If you do not intend to reset your password, select **Cancel**.
- If you would like your password reset, select **OK**. A pop up window will appear and you will be sent an email with your new password.



# PRELOGGING EVIDENCE

Once logged into the KBI Laboratory Prelog and Case Inquiry System, select **Evidence Prelog** from the main screen.



## NEW CASE

Once logged into Evidence Prelog, select **New Case**.



# CASE INFORMATION

In the **Case Info** tab, input the following case information:

- **Department Case**
- **Case Officer** - select name from drop down list, which will populate: Officer Name, email and phone number fields.  
[Note: If the Officer Names are not available from the drop down list, please contact the [LIMS Administrator](#) to have them added.]
- **Offense Date**  
[Note: Because physical evidence custody receipts do not always have an offense date, the collection date may be used in place of an offense date.]
- **Offense Type** - **NCIC listed codes**.  
[Note: If there is more than one offense chose the offense with the higher NCIC code.]
- **County**
- **Case type** - **statistical codes used for KBI Forensic Science Laboratory analysis**.
- **Case comments** - optional field: **place trial date information here**.
- **Linked Case**, if applicable.

Lab Web -V8.10j Department: TOPEKA POLICE DEPARTMENT [0890100] / User Name: Topeka PD

**NEW CASE**

(1) Case Info (2) Names (3) Items (4) Lab Submission

Department Case XXXXX-15

Case Officer Pick RECORDS

Officer Name RECORDS

Officer EMail [REDACTED]

Officer Phone 785- [REDACTED]

Offense Date 4/3/2015

Offense Location

Offense Type A/B: ASSAULT/BATTERY

County 089 - Shawnee

Case Type Other Assault

Case Comments

Linked Case

Edit Save Cancel Delete Back

**TEST CASE**

Once all the information is entered, click the **Save** button.

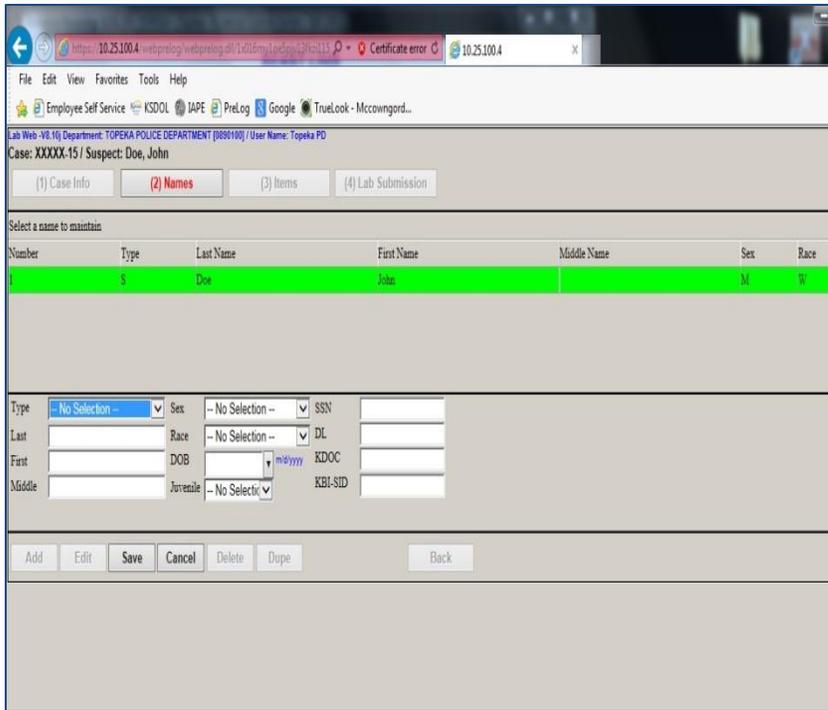
# NAMES

1. Select the **(2) Names** tab.
2. Click the **Add** button at the bottom of the form.
3. Then enter the following information (these names will be reflected on the laboratory report):
  - **Type** - suspect, victim, elimination etc.
  - **Last name** - Enter **ALL** names in proper English – example **Doe**.
  - **First name**
  - **Middle name**
  - **Sex**
  - **Race**
  - **DOB** - **XX/XX/XXXX** format
  - **SSN** - **XXX-XX-XXXX**
  - **DL** - Use state's format for number – **KXX-XX-XXXX**. If from another state, add state initials then number – **MO SXXXXXXXXX**.

The screenshot shows a web browser window displaying a form for entering name information. The browser address bar shows a URL starting with '10.25.100.4'. The page title is 'Lab Web - V6.10 Department: TOPEKA POLICE DEPARTMENT [089100] | User Name: Topoka PD'. The page has a navigation bar with tabs for '(1) Case Info', '(2) Names', '(3) Items', and '(4) Lab Submission'. The 'Names' tab is selected. Below the navigation bar is a section titled 'Select a name to maintain' with a table with columns: Number, Type, Last Name, First Name, Middle Name, Sex, and Race. Below this is a form with the following fields: Type (Suspect), Sex (Male), SSN (XXXX-XX-XXXX), Last (Doe), Race (White), DL ( ), First (John), DOB (4/3/1994), KDOC ( ), Middle ( ), and Javelin (No Select). At the bottom of the form are buttons for Add, Edit, Save, Cancel, Delete, Dupe, and Back. The Windows taskbar at the bottom shows the time as 8:35 AM on 4/9/2015.

3. When completed, click the **Save** button.

You will see the name you entered in green.



4. If you have additional names to enter, select the **Add** button and enter the information.
5. Clicking the **Dupe** button allows you to make a copy of the name entry. Should you need to enter several people with similar names, this feature will copy the data. You can then change the information which differs.
6. To edit a saved person click on the row at the top of the screen in which that person appears. The data entry fields at the bottom of the screen will display the information on the selected person. Click the **Edit** button. Make changes. Click the **Save** button.
7. To delete a person, click on that person's row at the top of the screen and click the **Delete** button.
8. Once all the names are entered, proceed to the next step to enter the evidence for the case.

# ITEMS

1. Select the **(3) Items** tab to enter your evidence.

The screenshot shows the 'Items' tab interface. At the top, there are four tabs: (1) Case Info, (2) Names, (3) Items (highlighted in red), and (4) Lab Submission. Below the tabs is a table with columns: Item #, Package, Quantity, Item Type, and Item Description. The table is currently empty. Below the table is a form with fields for Item #, Package, Quantity, and Type. To the right of these fields is a Description field with a scrollable text area. Further right are two 'Attributes' sections, each with 'Attribute Type' and 'Attribute' fields. At the bottom of the form are buttons: Add, Edit, Save, Cancel, Delete, Dupe, and Back.

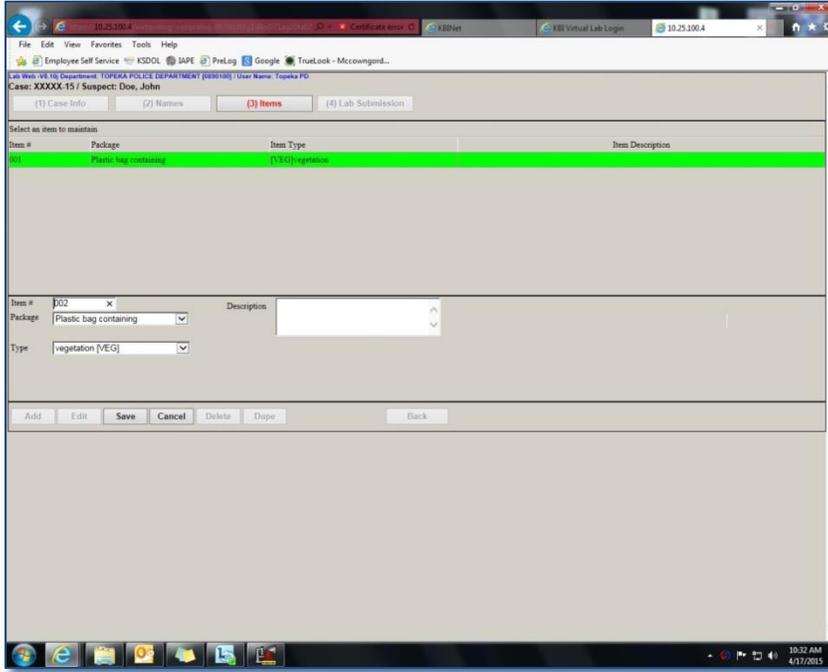
2. To add evidence, select the **Add** button.

This screenshot is similar to the previous one, but the 'Add' button at the bottom left of the form is highlighted in a darker shade, indicating it is the active button.

3. Enter your **Item #**.
  - a. The system will default to Item #: 001.
  - b. If you have more than one item with the same number, an option would be to add an alphabetical character after your additional items, i.e. 001 then 001a and so on.
4. From the drop down menu select the **Packaging Type**.

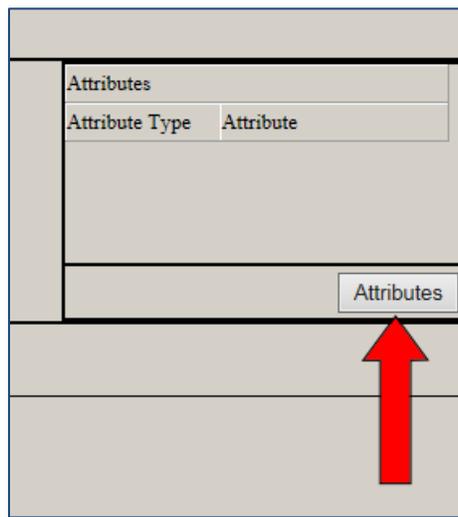
This screenshot shows the 'Items' tab interface with the 'Package' dropdown menu open. The 'Item #' field contains '001'. The dropdown menu lists various packaging types, including: -- No Selection --, Blood alcohol kit containing, Bottle containing, Coin envelope containing, Envelope containing, Glass tube containing, Heat sealed plastic bag containing, Luggage containing, Mailing tube containing, Metal can containing, Paper bag containing, Paper containing, Plastic bag containing, Plastic containing, Box containing, Gun box containing, Jar containing, Plastic cup containing, Plastic tube containing, and Safety container containing. The 'Add' and 'Delete' buttons are visible at the bottom of the form.

5. Enter the **Quantity**. The default value is 1.
6. Then enter the **Item Type** ([See APPENDIX 1 - common item types for the laboratory](#)).  
[Note: The item type list is not necessarily in alphabetical order.]
7. Add the description of your item in the **Description** field.
8. When finished click the **Save** button to complete data entry for your item.



[Note: If you have an item type of **blood alcohol sample (BAC)**, then **Item Attributes** are required to be entered before submission.]

9. Entering **Attributes** (only relevant for some item types):
  - a. With the item highlighted, click on the **Attributes** button to the far right of the screen.



- b. When the new window appears, choose from the first drop down box from whom the sample was collected.

Traffic Blood Alcohol Information

-- No Selection --

Driver

Form Not Completed

Listed as 'Unknown'

Non-traffic related submission

Other

Passenger

Pedestrian

- c. From the second drop down box choose the type of incident in which the sample was collected.

Traffic Accident Type Blood Alcohol Info

-- No Selection --

Accident

Accident with Fatality

Accident with Serious Injury

Form Not Completed

Non-traffic related incident

Other

Routine DUI

Vehicular Homicide

- d. Click **Save** and then **Close**.

Item: blood alcohol sample

Save

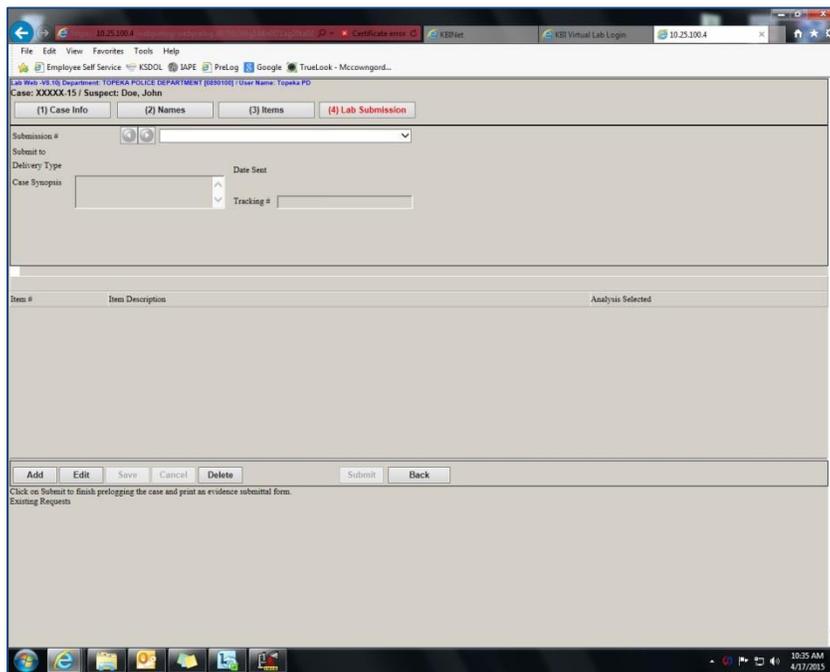
Close

10. If you have additional evidence, select the **Add** button and continue entering the evidence (click the **Save** button after each item is entered).
11. If you have additional items of the same type and packaging you can select the **Dupe** button and Prelog will select the next item number and automatically fill in the **Package** and **Type** fields.

# LAB SUBMISSIONS

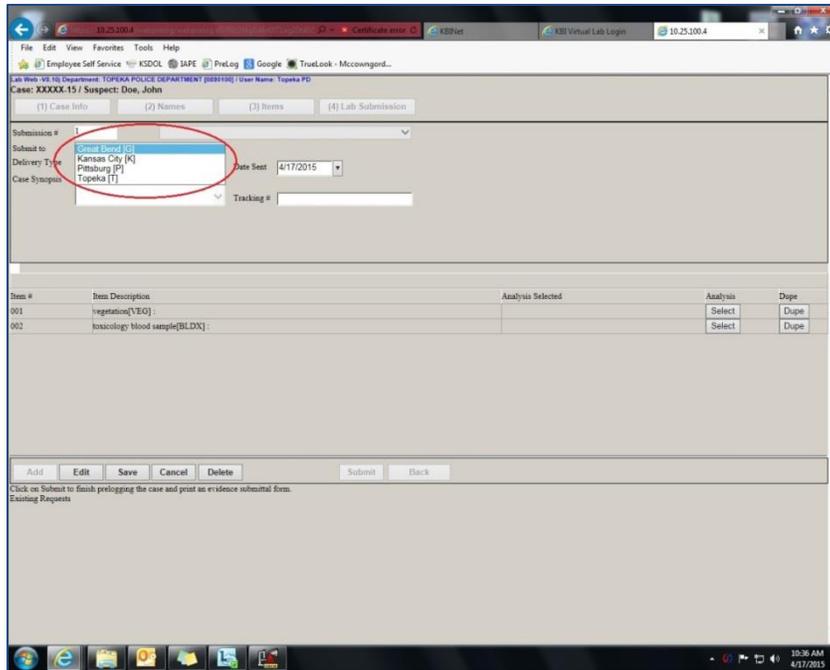
Note: If some of the evidence is going to one KBI Forensic Laboratory and another portion of the evidence is going to another KBI Forensic Laboratory, you will create different submissions for each laboratory. [See instructions on Additional Submissions to an Existing Case](#)

1. When all the items of evidence are entered for one submission, select the **(4) Lab Submission** tab at the top of the screen.

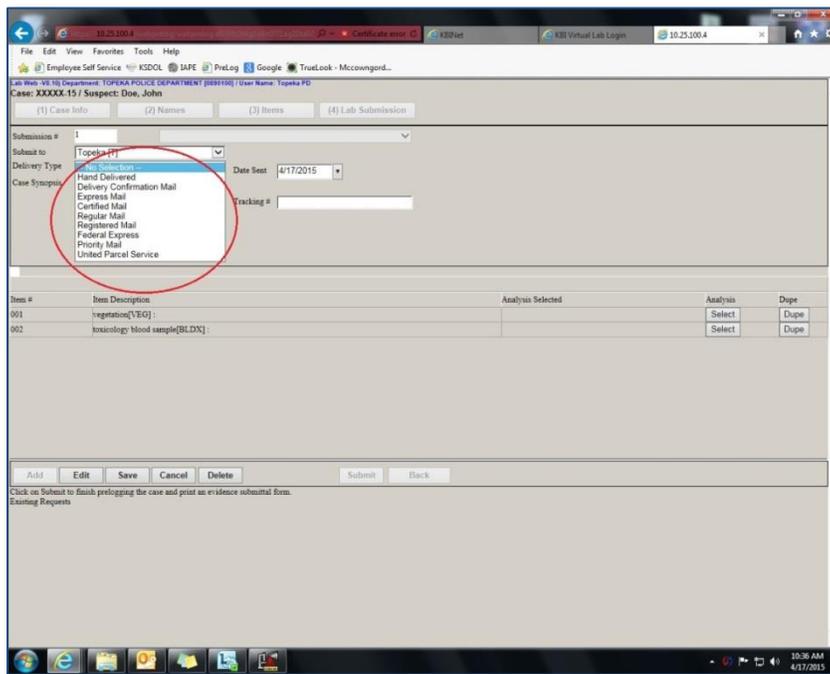


2. Select the **Add** button at the bottom of the field.
3. Under the **Submit To** drop down box, select the KBI Forensic Science Laboratory to which the evidence will go.  
[Note: Since the move of the Topeka KBI Forensic Science Laboratory to the Washburn Campus, the Topeka Lab is labeled as **KBI FSC at WU**

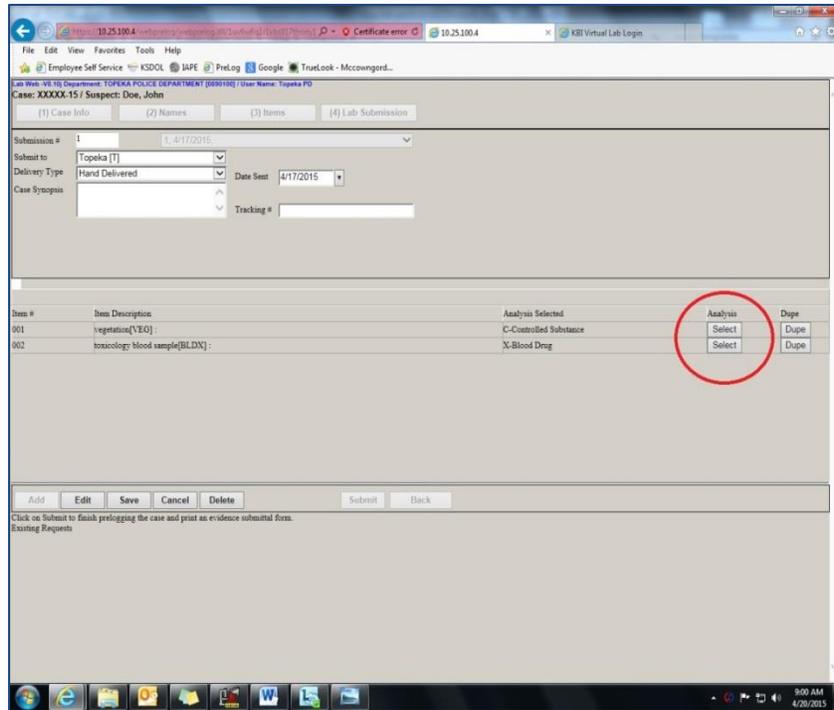
Note: If you would like to have your default laboratory set to a specific laboratory, please contact the [LIMS Administrator](#) to enable this feature.]



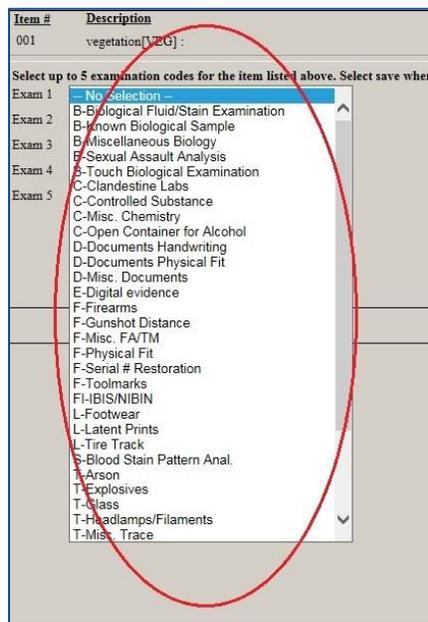
- From the **Delivery Type** drop down box, select the method of delivery.



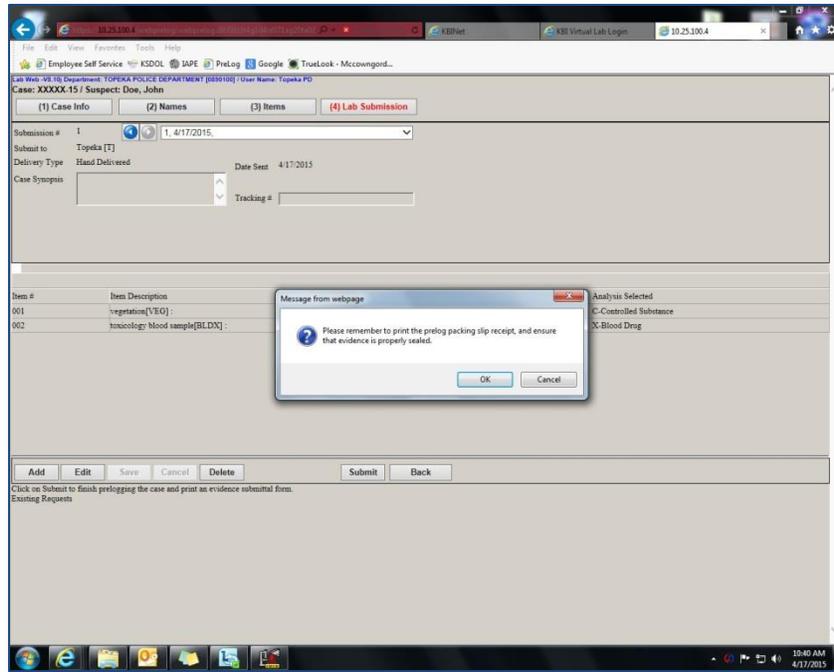
- The **Case Synopsis** field is optional (A **Biology DNA Submission Form** is still **required** for biological exams. [DNA Submission Form](#)).
- Input the tracking number of the parcel, if you chose to mail the evidence to the KBI Laboratory.
- To enter the exam type, under the **Analysis** heading click the **Select** button next to each item.



8. For the selected item choose the exam type(s) with the **Exam 1 -5** drop down boxes
  - a. [\(See APPENDIX 2 for common exam types by the lab.\)](#)



9. Select the **Save** button.
10. Complete the above process for all the items of evidence.
11. When finished click the **Save** button on the main **(4) Lab Submission** screen.
12. Then click the **Submit** button.



13. You will be reminded to print the Prelog Packing Slip Receipt.

# PRELOG PACKING SLIP

- Print the Prelog Packing Slip Receipt and bring it along with the evidence to your KBI Evidence Control Center for processing.
  - If you are mailing the evidence, include the packing slip with your evidence.
- Whether you hand-deliver or mail the evidence, include your agency's Physical Evidence Custody Receipt with the evidence.

File Edit View Favorites Tools Help

Employee Self Service KSDOL IAPE PreLog Google TrueLook - Mccowngord...

Laboratory Analysis Electronic Packing Slip

---

**Case Information**  
 Sent electronically to Lab: (04/17/2015 @ 10:41)  
 Topeka




---

**Department Case:XXXXX-15 Submission # 1**

- Department: TOPEKA POLICE DEPARTMENT [0890100] / User Name: Topeka PD
- Department Case: XXXXX-15
- Submission Number:1
- Case Officer Pick: RECORDS
- Officer Name: RECORDS
- Officer Email: DMCWILLIAMS@TOPEKA.ORG
- Officer Phone: 785-368-9212
- Offense Date: 04/03/2015
- Offense Type: A/B: ASSAULT/BATTERY
- County: 089 - Shawnee
- Case Type: Other Assault

---

**Submission Information**

- Delivery Type: Hand Delivered
- Date Sent: 04/17/2015

---

**Name Information**

Name Type	Full Name	Date Of Birth	Sex	Race	SSN	DL	KDOC	KBI-SID
Suspect	Doe, John	4/3/1994	Male	White	XXX-XX-XXXX			

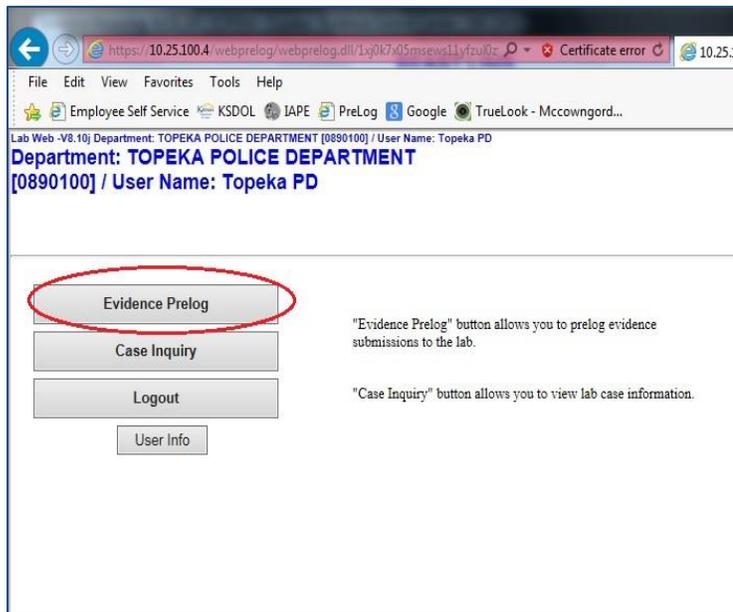
---

**Analysis Request Information**

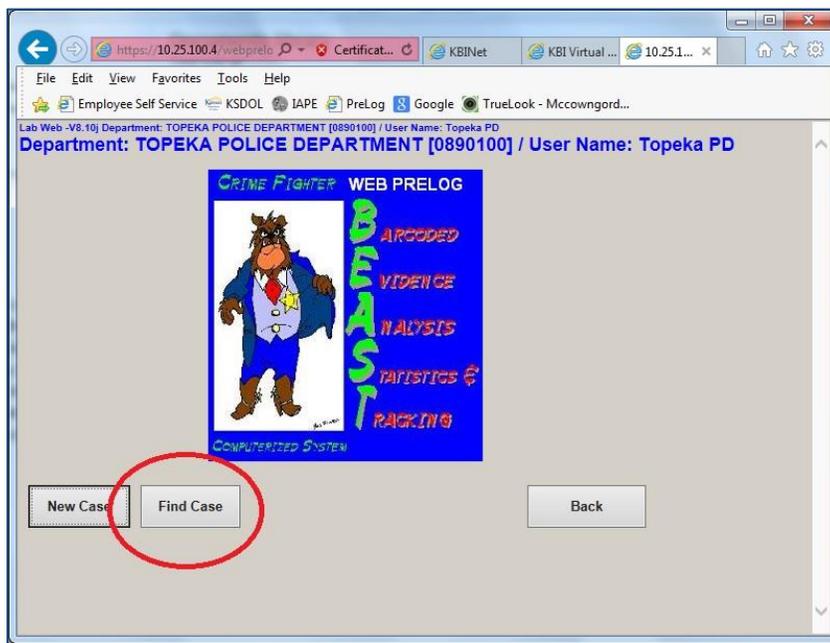
Item #	Package	Item Type Code	Item Description	Exam Requests
001	Plastic bag containing	[VEG]vegetation		C-Controlled Substance
002	Box containing	[BLDX]toxicology blood sample		X-Blood Drug

# ADDITIONAL SUBMISSIONS TO AN EXISTING CASE

1. Once logged into the program, click the **Evidence Prelog** button.



2. Click the **Find Case** button.



You can find a case through three methods:

- **Case Number**

- To inquire on a Case Number click on the **(1) Case Number** tab. Enter your agency case number in the **Department Case** field.
- **Case Names**
  - To inquire on the name of a subject or victim, click on **(2) Case Names** tab.
- **Items**
  - To inquire on an Item, click on **(3) Items** tab.

#### Tips on Querying

- A wildcard (the percent sign: %) can be used to broaden a query.
  - To query all case numbers beginning with the “15” prefix, enter 15% in the Department Case field.
  - To query all case numbers ending with “15”, enter %15 in the Department Case field.
- To run a query using only a partial amount of data for the case number add a check to the **Partial** box to the right of the **Department Case** field, then input the partial data. This provides results with the partial data in the Case number.

3. Select the case in which you want to create an additional submission and click **Open Case**.

Lab Web -V8.10 Department: TOPEKA POLICE DEPARTMENT [0880100] / User Name: Topeka PD

Search for an existing case

(1) Case Number (2) Case Names (3) Items

Department Case: 15  Partial

County: -- No Selection --

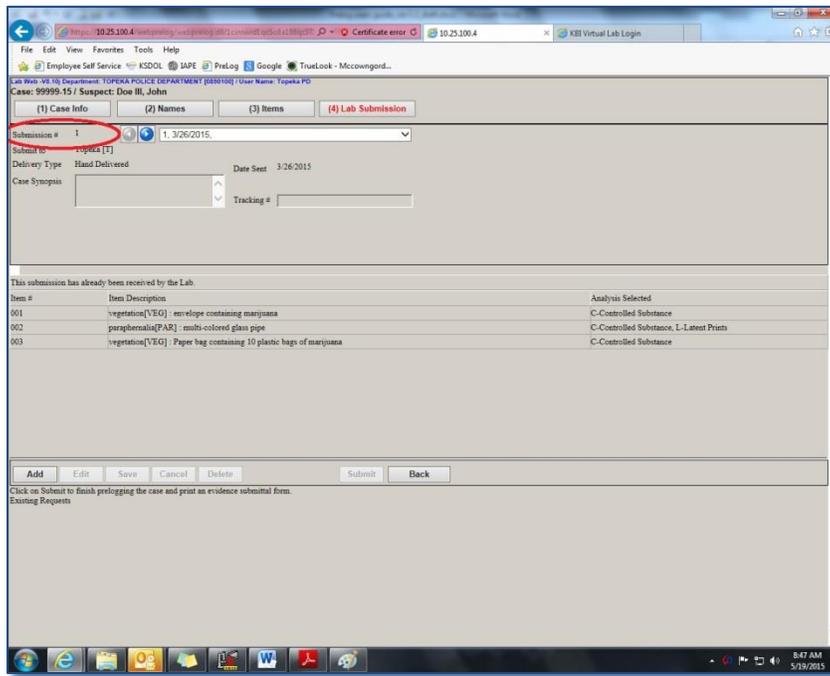
Case number	Case Officer	Offense Date	Offense Location
44558-15	A. ARENSDORF	1/6/2015	
99998-15	RECORDS	3/26/2015	
99999-15	RECORDS	3/26/2015	
TEST-2015	A. FINNEY	12/2/2014	
XXXXX-15	RECORDS	4/3/2015	

Find Open Case New Case Back

4. If you have additional names to add to the case, select **(2) Names** tab and enter the names into the case.
5. Click the **(3) Items** tab to enter the additional items you wish to submit to the laboratory for examination. You will notice the items from previous submissions will appear.
6. Click **Add** to add items. After entering the information, click **Save**. [See instructions on Adding Items.](#)

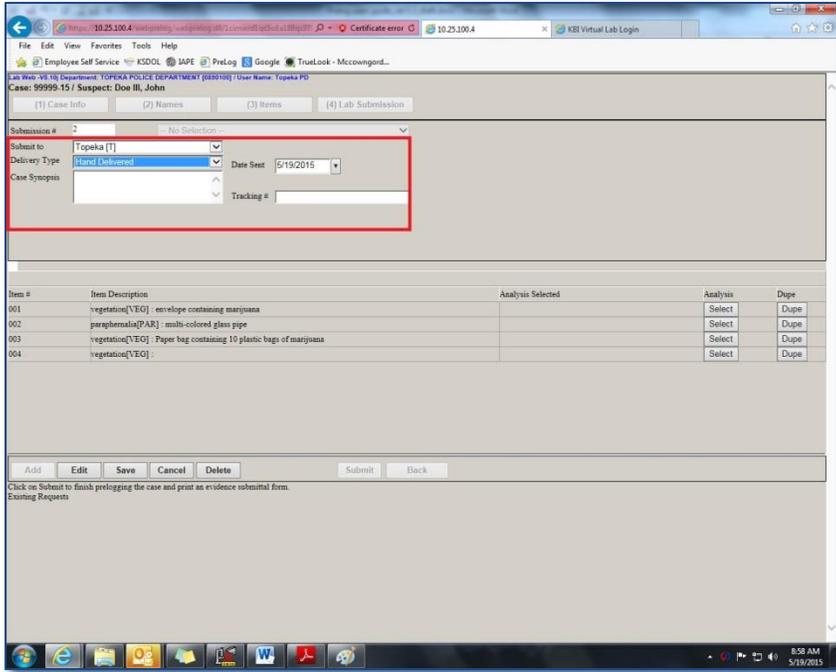
7. Click on the **(4) Lab Submission** tab at the top of the screen.

[Note: a screen labeled **Submission 1** is displayed listing all the items associated with Lab Submission #1.]

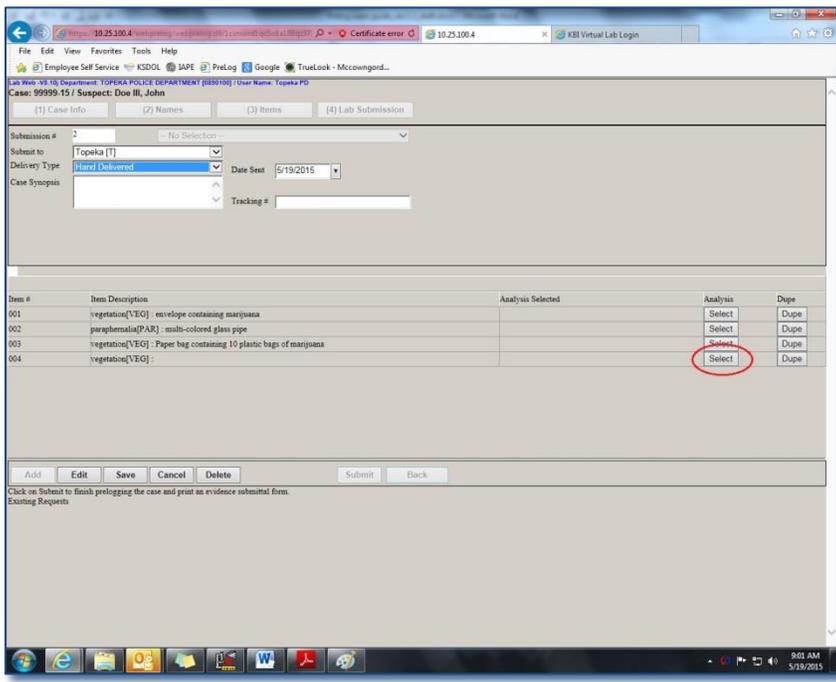


8. To add additional submissions, click the **Add** button.

9. Enter the information in the fields at the top of the form for your new submission. [See instructions on Lab Submissions.](#)

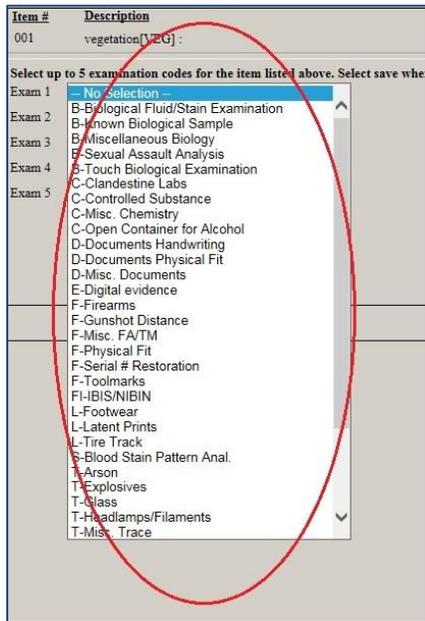


10. Click the **Select** button, under the analysis heading, for any of the items associated with the additional submission.

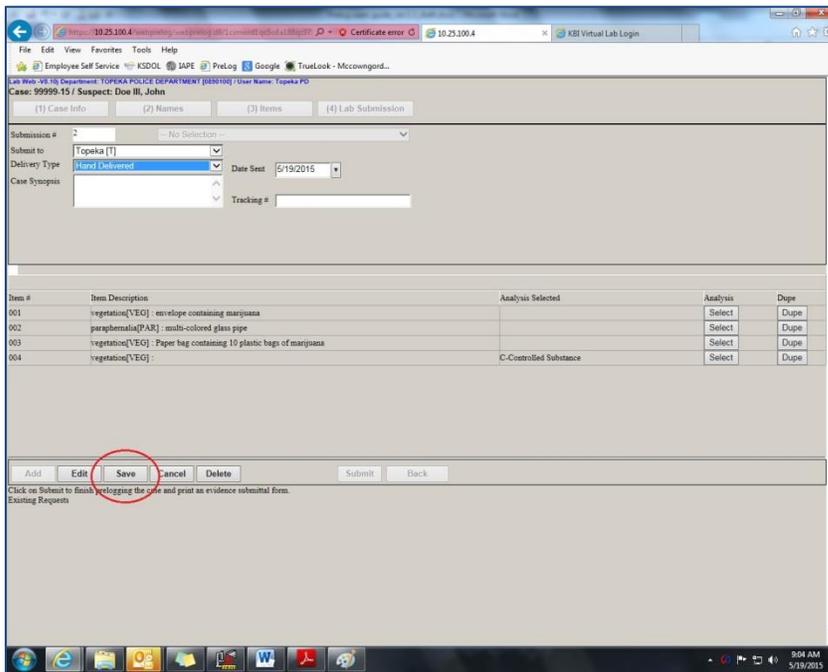


11. For the selected item choose the exam type(s) with the **Exam 1 -5** drop down boxes

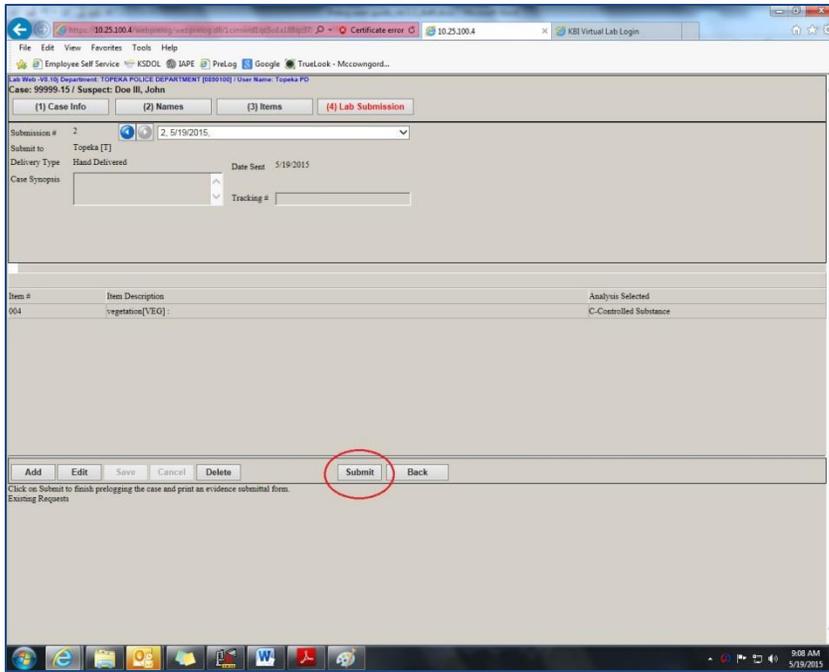
- (See APPENDIX 2 for common exam types by the lab.)



12. Select the **Save** button.
13. Once all of the items and exams have been selected, click the **Save** button to save the additional submission.



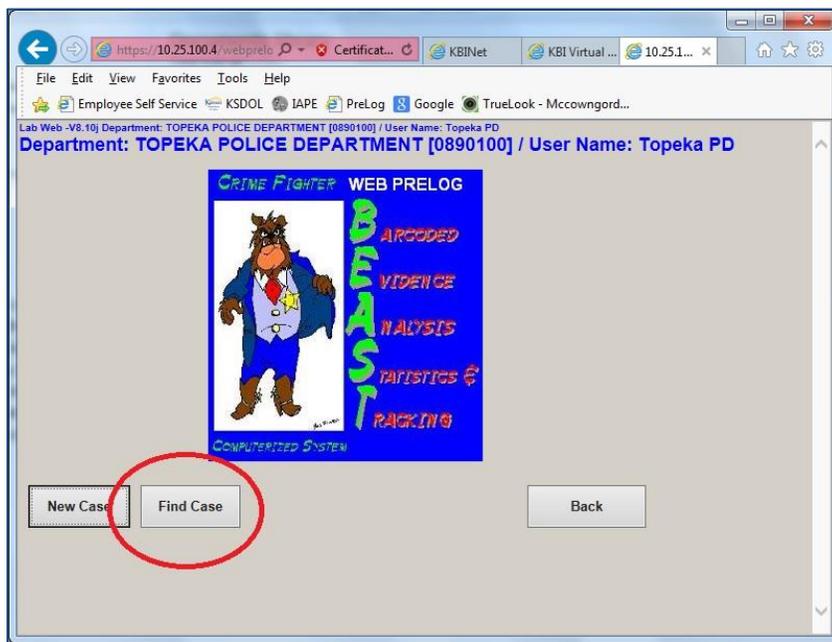
14. Click the **Submit** button.



15. A pop-up window will remind you to print out the packing slip. [See instructions on the Prelog Packing Slip.](#)
16. Submit the packing slip with the evidence to the KBI Forensic Science Laboratory for examination.

# PRELOG CASE SEARCH

1. From the main screen select the **Find Case** button



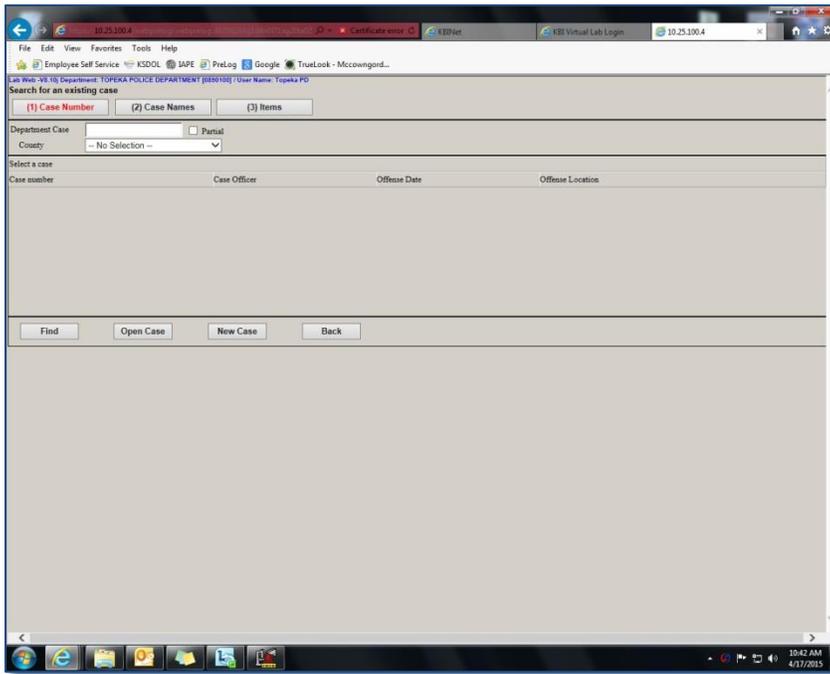
2. Search for your previously entered Prelog Case.

From this screen you can search by:

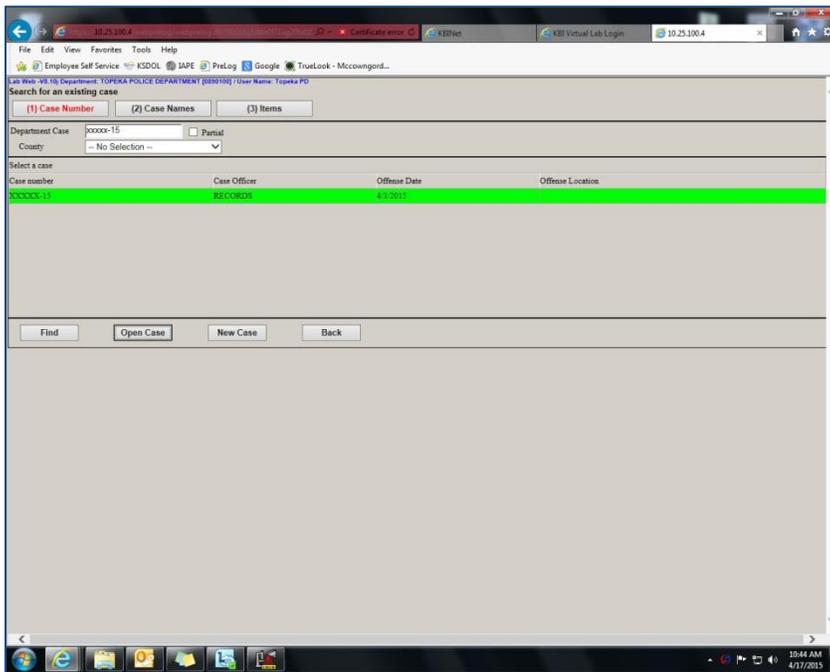
- **Case Number**
  - By default this screen allows you to inquire on a Case Number under the **(1) Case Number** tab. Enter your agency case number in the **Department Case** field.
- **Case Names**
  - To inquire on the name of a subject or victim, click on **(2) Case Names** tab.
- **Items**
  - To inquire on an Item, click on **(3) Items** tab.

## Tips on Querying

- A wildcard (the percent sign: %) can be used to broaden a query.
  - To query all case numbers beginning with the "15" prefix, enter 15% in the Department Case field.
  - To query all case numbers ending with "15", enter %15 in the Department Case field.
- To run a query using only a partial amount of data for the case number add a check to the **Partial** box to the right of the **Department Case** field, then input the partial data. This provides results with the partial data in the Case number.



The cases that match your query will appear in the **Select a Case** section.



3. Select the case you want to open and click the **Open Case** button.  
The case is brought up with all of the case information.

4. You can click the **Edit** button to make any changes needed before you submit the evidence for your first or subsequent submissions. [See instructions on Additional Submissions to an Existing Case](#)

The screenshot shows a web browser window displaying a case management interface. The browser's address bar shows the URL <https://10.25.100.4/webprelo>. The page title is "Lab Web -v8.10j Department: TOPEKA POLICE DEPARTMENT [0890100] / User Name: Topeka PD". The main content area displays case information for "Case: XXXXX-15 / Suspect: Doe, John". There are four tabs: "(1) Case Info", "(2) Names", "(3) Items", and "(4) Lab Submission". The "Case Info" tab is active, showing the following fields:

Department Case	XXXXX-15
Case Officer Pick	RECORDS
Officer Name	RECORDS
Officer EMail	DMCWILLIAMS@TOPEKA.ORG
Officer Phone	785-368-9212
Offense Date	4/3/2015
Offense Location	
Offense Type	A/B: ASSAULT/BATTERY
County	089 - Shawnee
Case Type	Other Assault
Case Comments	
Linked Case	

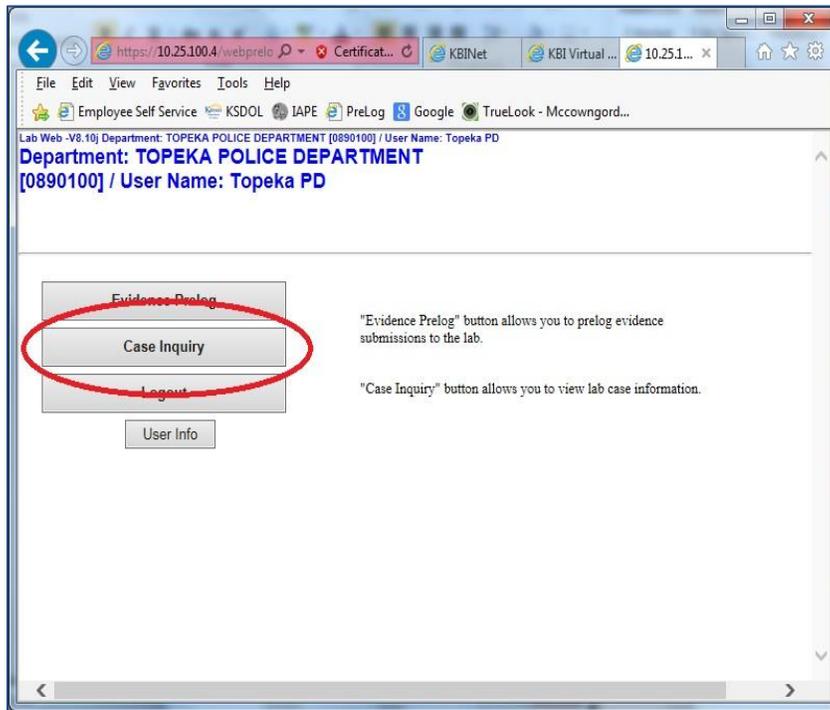
At the bottom of the form, there are five buttons: "Edit", "Save", "Cancel", "Delete", and "Back". The "Edit" button is circled in red.

# CASE INQUIRY

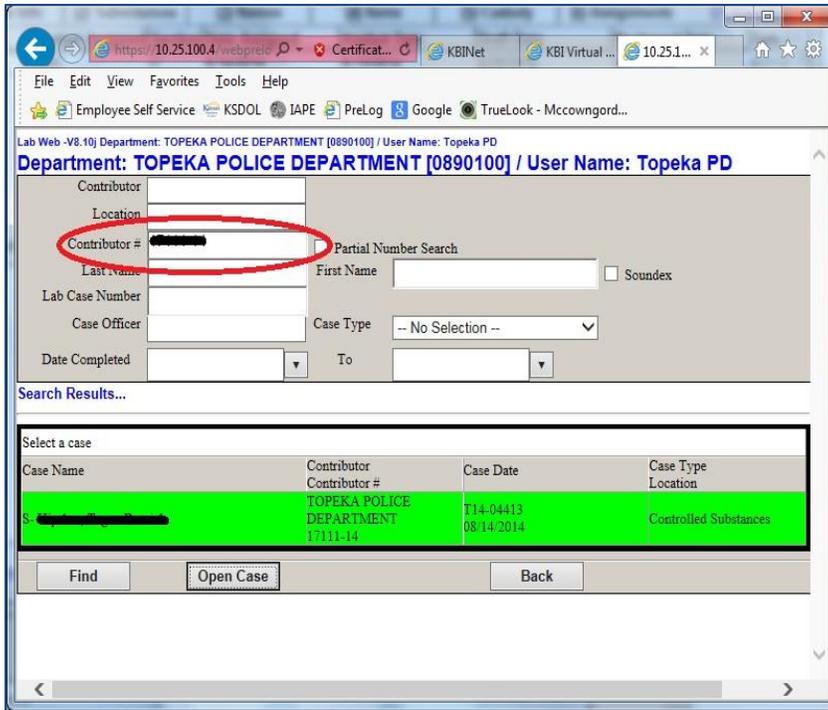
The Case Inquiry screen is used to:

- View Case Information
- Download Evidence Receipts
- Download Available Reports

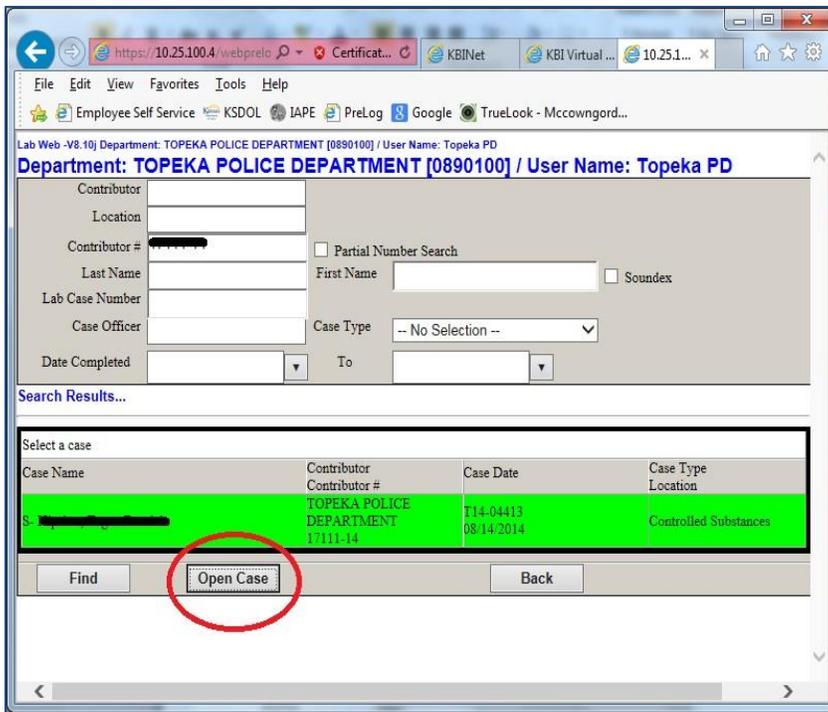
Once logged into the KBI Prelog and Case Inquiry System, select the **Case Inquiry** button.



1. Enter the agency case number in the **Contributor #** field and click the **Find** button at the bottom of the screen.



2. The case will show up below the **Search Results** header.
3. To open the case, click on the case and select the **Open Case** button.



The case details screen gives you an overview of the:

- Case Information
- Reports Available for Download
- Pending Assignments
- Evidence Submissions
- Items Submitted
- Names Associated with the Case

Lab Web -v6.10j Department: TOPEKA POLICE DEPARTMENT [0890100] / User Name: Topeka PD  
**Department: TOPEKA POLICE DEPARTMENT [0890100] / User Name: Topeka PD**

**Case Information**

Contributor # : ██████████  
 Contributor : TOPEKA POLICE DEPARTMENT [0890100] Back  
 Lab Case Number : T14-04413  
 Case Officer : RECORDS  
 Case Type : 09 - Controlled Substances  
 Offense Date : 8/12/2014  
 Offense Location :  
 Offense Type : 3562 - DRG: Marihuana-Possession

**Approved Reports**

Report #	Section	Analyst Name	Date Completed	Status	Download Report	Items
1	C	██████████ Topeka	8/21/2014	Completed	Download	Items

**Pending Assignments**

Sequence	Priority	Section	Status	Analyst Name	Date Assigned	Due Date	Items

**Submissions**

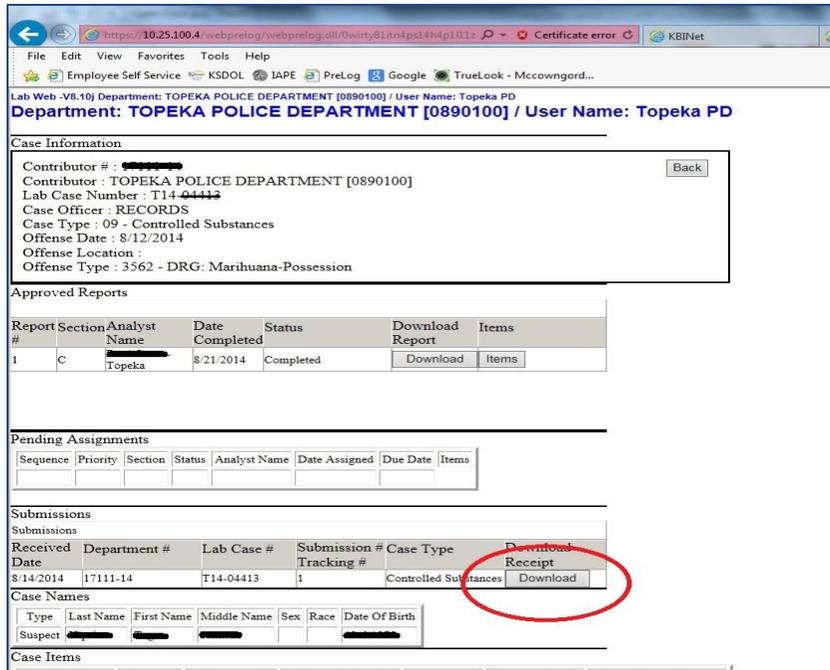
Received Date	Department #	Lab Case #	Submission # Tracking #	Case Type	Download Receipt
8/14/2014	17111-14	T14-04413	1	Controlled Substances	Download

**Case Names**

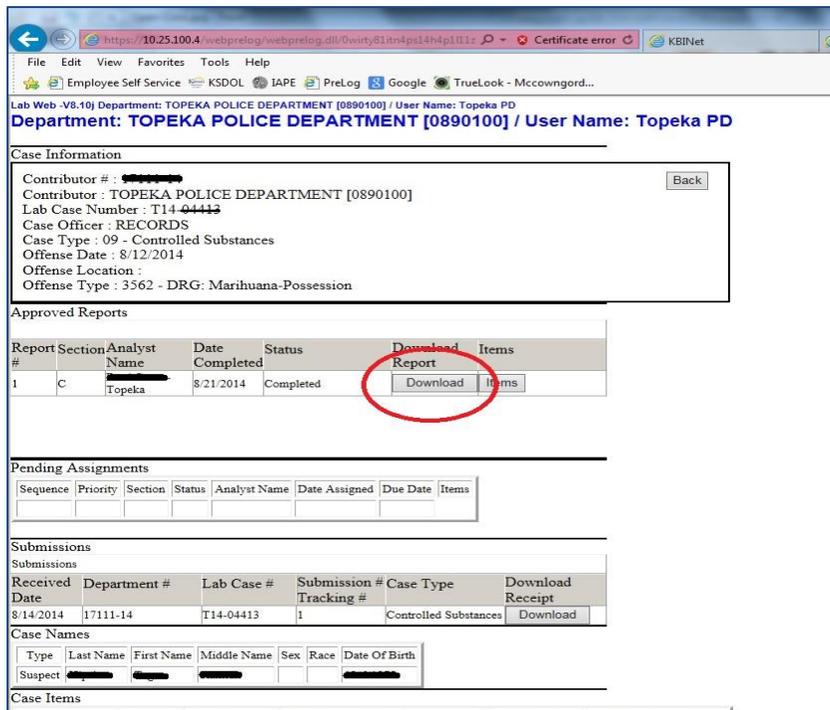
Type	Last Name	First Name	Middle Name	Sex	Race	Date Of Birth
Suspect	██████████	██████████	██████████			██████████

**Case Items**

4. To download a KBI Evidence Receipt from an evidence submission, select the **Download** button under the **Submissions** section.



- To view or download any available KBI Laboratory Reports for the case, select the **Download** button under the **Approved Reports** section.



- Click the **Back** button to return to the main search screen.

# APPENDIX 1

## ITEM TYPES

\* **Bold text** refers to the commonly used item types.

### ARSON SUBMISSIONS

\***ARS fire debris sample**

ARSTS Arson Trap Sample

### BIOLOGY SUBMISSIONS

BED bedding

BFS body fluid stained item

\***BLDKN blood known sample**

BLDUNK blood unknown sample

\***CLOTH clothing**

CONDOM condom

DEBRIS debris - biology

FNAILS fingernail scrapings

FOREIGN foreign material

FTKIT fetal tissue collection kit

HAIR hair

HAIRHS head hair standard

POSTL postmortem prints

PUBHC pubic hair combings

PUBHS pubic hair standards

\***RKIT sexual assault evidence collection kit**

RSKIT biology reference sample collection kit

SERUM serum sample

SMEARV vaginal smear

STA stain card

\***SWAB swab**

\***SWABKO known oral swab**

\***SWABO oral swab**

\***SWABP penile swab**

\***SWABR rectal swab**

\***SWABV vaginal swab**

TWL towel

\***UWEAR underwear**

## CHEMISTRY SUBMISSIONS

ALC suspected alcoholic beverage

**\*CIG cigarette(s)**

CLS suspected clan lab sample RES residue

LIQ liquid

MUSH mushrooms

**\*PAR paraphernalia**

**\*PILL pill(s)**

PWD powder

**\*SUB substance**

**\*VEG vegetation**

## DIGITAL EVIDENCE SUBMISSIONS

CELL cell phone

CMDSK desktop computer

CMLTP laptop computer

CMTAB tablet computer

DATA removable media

DER derived evidence packet - RCFL

DVR digital video recorder

## FIREARMS SUBMISSIONS

**\*AMMO live ammunition**

**\*FBUL fired bullet**

**\*FCC fired cartridge case**

FRACT fracture match item

FSS fired shotgun shell

FSWP fired shotgun wadding or pellets

**\*GUN firearm**

**\*MAG firearm magazine**

SER item for serial number restoration

TFIRE test fire(s)

**\*TFIREI IBIS test fire(s)**

TMCAST toolmark cast(s)

TMITEM toolmarked item

TMTEST toolmark test(s)

TOOL tool

## LATENT / DOCUMENT SUBMISSION

CASHA cash - for analysis

**\*CHECK check(s)**

**\*DOC document(s)**

## **LATENT / DOCUMENT SUBMISSION (CONT.)**

DVLPEV retained latent print evidence  
ESDA ESDA print(s)  
EXMP exemplar(s)  
IMG image(s)  
**\*LPLIFT latent print lift(s)**  
MSC miscellaneous submission  
**\*PCARD known print card(s)**  
PHOTO photograph(s)  
**\*SHOE shoe(s)**  
SHOEI known shoeprint test impression(s)  
**\*SHOEL shoeprint lift(s)**  
TIRE tire  
TIREI known tire test impression

## **TOXICOLOGY SUBMISSIONS**

**\*BAC blood alcohol sample**  
BLDDRG blood drug sample  
**\*BLDX toxicology blood sample**  
PKIT postmortem kit  
POST postmortem submission  
**\*URINE urine drug sample**  
VITHUM vitreous humor sample

## **MISCELLANEOUS ITEM TYPES**

BOT bottle  
CAN can  
FILE case file  
CASHB cash - KBI buy funds  
CASHH cash - to be held; no analysis  
CAST cast(s)  
CUT cutting  
DIS garment for distance determination  
GLASS glass fragment(s)  
KNIFE knife  
FILAMENT lamp/filament  
VERRVW materials for verification or review  
PAINT paint sample(s)  
PAPSQ paper square(s)  
PLBAG plastic bag  
SOLID solid  
SKIT suspect kit  
SEXT sex toy

# APPENDIX 2

## EXAM TYPES

\***Bold text** refers to the commonly used exam types.

### **B**                    **Biology**

- \***BI**    **Biological Fluid/Stain Examination**
- \***BK**    **Known Biological Sample**
- \***BR**    **Sexual Assault Analysis**
- BT    Touch Biological Examination
- BZ    Miscellaneous Biology

### **C**                    **Chemistry**

- CL    Clandestine Labs
- CO    Open Container for Alcohol
- \***CS**    **Controlled Substance**
- CZ    Misc. Chemistry

### **D**                    **Documents**

- \***DQ**    **Documents Handwriting**
- DY    Documents Physical Fit
- DZ    Misc. Documents

### **E**                    **Digital Evidence**

- ED    Digital evidence
- ER    Regional Computer Forensic Laboratory

### **F**                    **Firearm/Toolmark**

- FD    Gunshot Distance
- \***FF**    **Firearms**
- \***FI**    **IBIS/NIBIN**
- FS    Serial # Restoration
- FT    Toolmarks
- FY    Physical Fit
- FZ    Misc. FA/TM

## **L                    Latent Prints**

**\*LF    Footwear**  
**\*LP    Latent Prints**  
LT    Tire Track

## **S                    Crime Scene Investigation**

SB    Blood Stain Pattern Analysis

## **T                    Trace**

**\*TA    Arson**  
TE    Explosives  
TG    Glass  
TL    Headlamps/Filaments  
TP    Paint  
TZ    Misc. Trace

## **X                    Toxicology**

**\*XA    Blood Alcohol**  
XC    Carbon Monoxide  
**\*XD    Blood Drug**  
**\*XS    DFSA**  
**\*XU    Urine Drug**  
XZ    Misc. Toxicology