INTRODUCTION

The purpose of this protocol is to provide instruction on how to enter requests for examination of evidence at the Kern Regional Crime Laboratory into Portal. Portal is the laboratory's evidence submission and web-based reporting system to submit requests for analysis to the laboratory and obtain information and reports/results of those requests. A video example of the submission process entitled "KRCL Submission Tutorial" can be found on the Kern Regional Crime Laboratory's home page at www.kerncounty.com/government/departments/kern-regional-crime-laboratory . The Portal login link can also be located on this page. Please refer to the Information Bulletin on Portal (QT70933) for information on how to enroll agency representatives into the system and how to navigate.

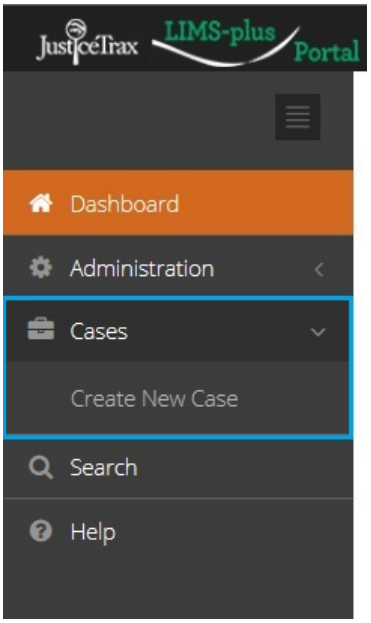
MATERIAL(S)

Computer

Case information needed to log the case in

METHOD(S)

Submitting Cases through Portal



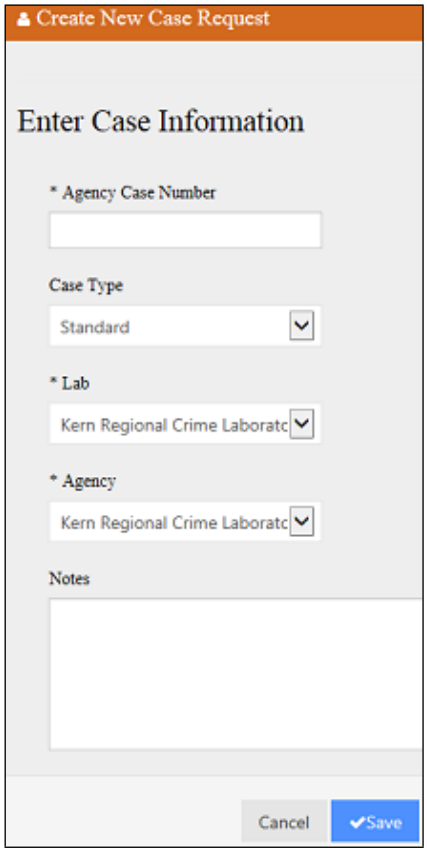
Cases in Portal are created through the Create New Case option in the sidebar.

Only one case in Portal should be created for each agency case number (ACN) at a time. **Do not** submit evidence for multiple agency cases under a single Portal entry. If a Portal entry was already submitted and there is additional evidence to submit, a new Portal entry can be created with the same ACN.

- The laboratory's Evidence Control Unit has the authority to update an agency case number that is submitted via Portal to match the format of that agency's case numbering system (i.e. spaces will be

eliminated, any symbol (other than a dash "-") will be removed and any lower case letters will be changed to upper case).

The information discussed in the following sections are brief descriptions of each field in Portal New Case Requests, but not all fields are required for the submission of a case via Portal. Please note that each required field is indicated as "**required**."



1. **New Case Request**
   a. Agency Case Number **Required**;
      - Once an ACN is submitted it can NOT be changed/edited. A new Portal entry must be made.
   b. Case Type – Select Standard **Required**;
   c. Lab – Select Kern Regional Crime Laboratory) **Required**;
   d. Agency (submitter's agency name) **Required**;
   e. Notes – Used for mentioning of additional linked cases or other agency notes (optional);
   f. Save – To continue on to adding case information;

Once a new case is created, a "New Case" screen will show the Case Information and Case Details. The Case Details segment consists of Evidence, Individuals, Offenses, Requests, and Attachments tabs.

Note: When adding case information to the Evidence, Individuals, Offenses and Requests tabs, an entry window will pop up. If an area outside of the window is clicked, then the window will close and will not save the entry.

2. Evidence

Select *Add Evidence* to enter evidence item(s) associated with the agency case number provided (only enter items that are going to be submitted to the laboratory for analysis).

a. Evidence Type (i.e. Bag, Box or Envelope) **Required**;

- See the examples on the following page for a description of evidence types.

b. Description – Enter the evidence description **Required;**

- See the examples on page five for description formats associated with each evidence type.

c. Note(s) – Additional notes about evidence items added to a case (e.g. Possible fentanyl; Evidence should be considered bio-hazardous);

d. Submitting Rep – Agency representative listed on the evidence/the representative making the Portal entry;

e. Save – To continue on to adding case information;

f. Save & Add Another – To continue adding additional items of evidence

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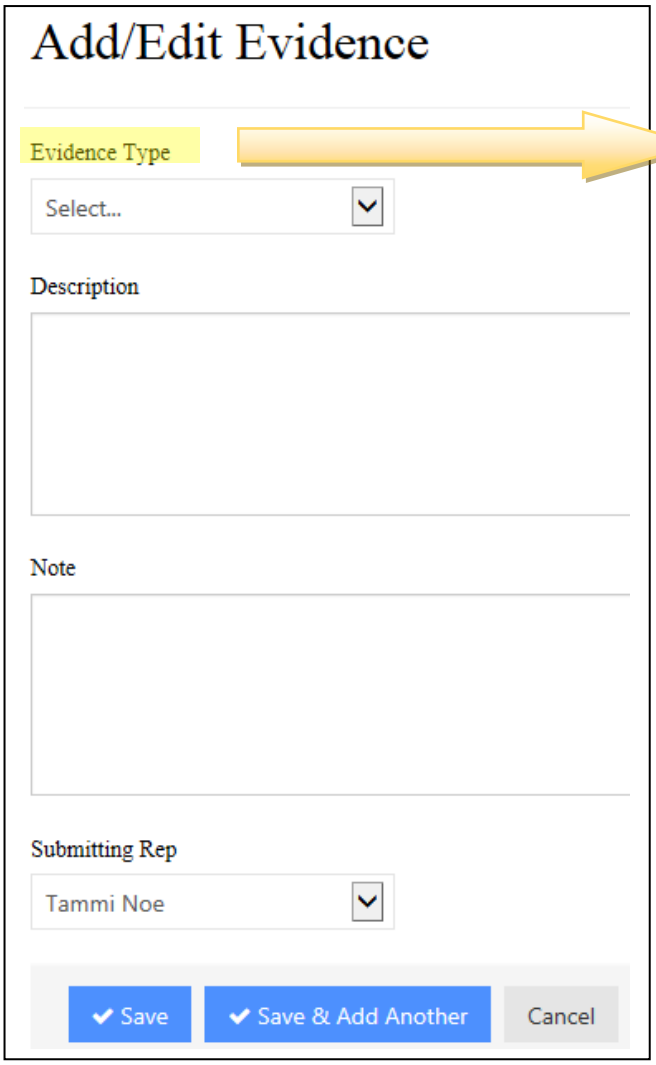

Evidence Types:

Bag – sealed bag to be used for physical or narcotic evidence.

Box (gun box) – sealed box to be used for a firearm.

Box (other) – sealed box to be used for narcotic evidence too large for a drug envelope or bag; sealed box to be used for physical or biological evidence items other than firearms.

DNA – Sexual assault kit (subject) – sealed kit to be used for a subject.

DNA – Sexual assault kit (victim) – sealed kit to be used for a victim.

DNA collection kit – Known (reference) sample – sealed envelope to be used for biological sample from a known individual.

DNA collection kit – Questioned (unknown) sample – sealed envelope for biological sample of an item or unknown source.

Envelope (drug envelope) – sealed envelope to be used for narcotic evidence.

Envelope (other) – sealed envelope to be used for other evidence, such as casings, bullets, fragments, cigarette butts, swabs, etc.

Blood kit – sealed mailer box or envelope containing blood sample(s) for toxicological analysis.

Urine kit - sealed mailer box or envelope containing urine sample(s) for toxicological analysis.

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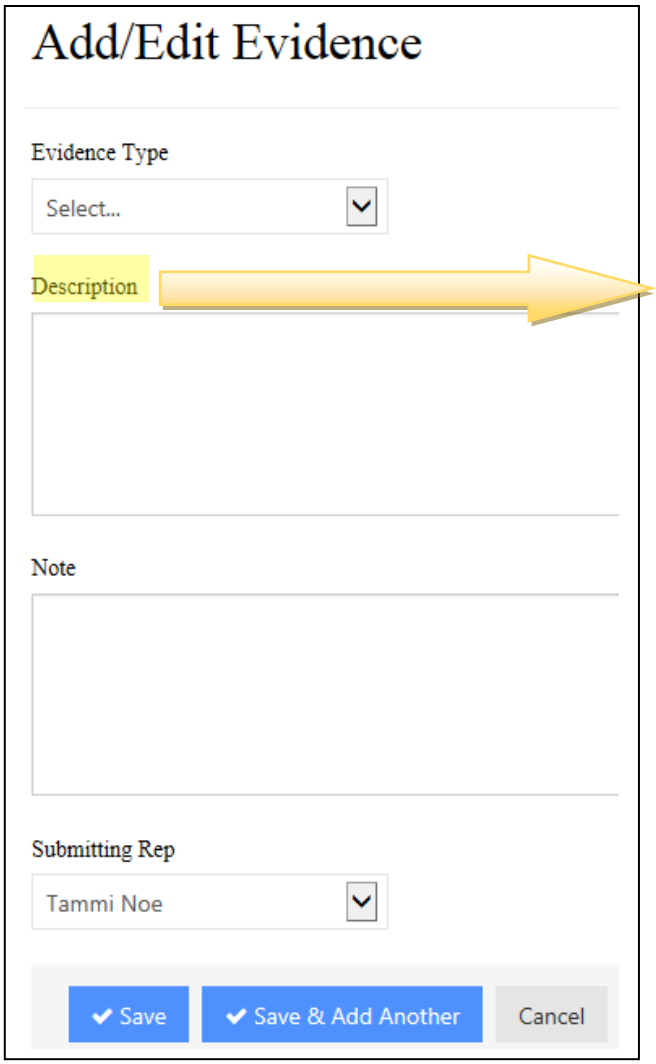

Descriptions:

Bag –
Sealed bag labeled as - [Agency property # or item #], [Exact description as on label or evidence bag]

Box (gun box) –
Sealed gun box labeled as – [Agency property # or item #], [Exact description as on label or evidence box]

Box (other) –
Sealed box labeled as – [Agency property # or item #], [Exact description as on label or evidence box]

DNA - Sexual assault kit (subject) –
Sealed sexual assault evidence kit Subject labeled as – [Name], [Agency property # or item #]

DNA - Sexual assault kit (victim) –
Sealed sexual assault evidence kit Victim labeled as - [Name], [Agency property # or item #]

DNA collection kit – Known (reference) sample –
Sealed known (reference) sample envelope labeled as - [Name], [Agency property # or item #]

DNA collection kit – Questioned (unknown) sample –
Sealed questioned (unknown) sample envelope labeled as - [Name], [Agency property # or item #]

Envelope (drug envelope) –
Sealed drug envelope

Envelope (other) –
Sealed envelope labeled as – [Agency property # or item #], [Exact description as listed on evidence envelope]

Blood kit –
Sealed blood kit

Urine kit –
Sealed urine kit

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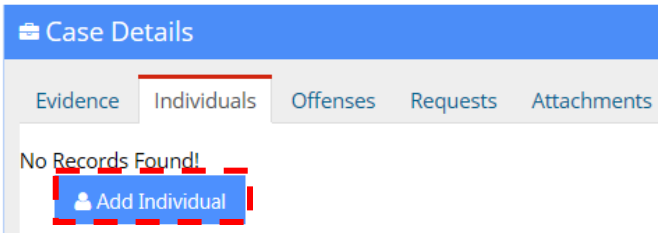
3. Individuals

Select *Add Individual* to enter ALL individuals associated with the agency case number provided.



a. Individual Type (Subject, Victim, Person of interest-POI) **Required;**

b. Title;

c. Suffix (i.e. Jr, III,);

d. First Name **Required**;

- (Do not use all capitals or all lower case for any name fields);

e. Middle Name **Required** (use a dash '-' if no middle name);

f. Last Name **Required;**

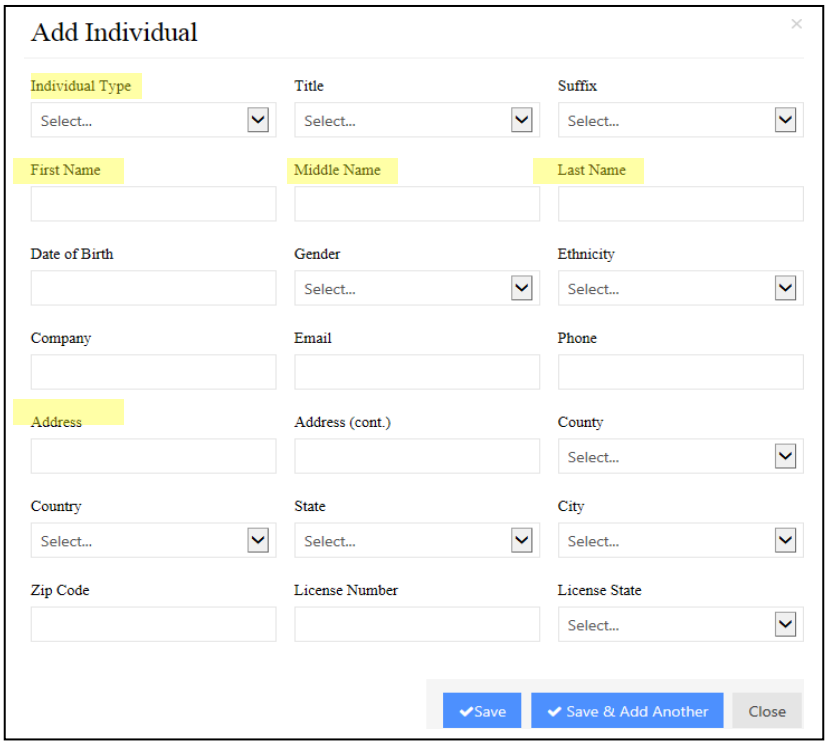
g. Date of Birth; **Required** for cases submitted for CODIS entry;

h. Gender;

i. Ethnicity;

j. Company **Required** (use a dash '-' if not a prison case);

- Prisons – **Required** Supply the inmate number or driver's license number of the visitor/individual;
- CODIS entry – Social security number needed for cases submitted for CODIS entry;



k. Email;

l. Phone;

m. Address **Required** (Use a dash '-');

n. Address cont.;

o. County;

p. Country;

q. State;

r. City;

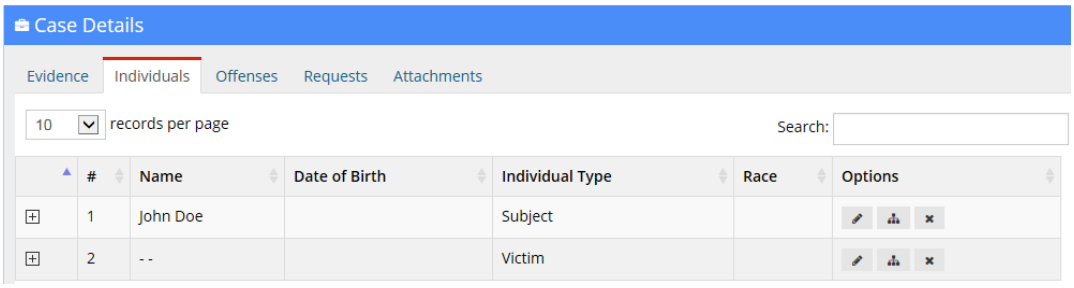
s. Zip Code;

t. License Number **Required** for cases submitted for CODIS entry;

u. License State

All cases must have a subject and victim filled out completely. If the case does not contain a subject or a victim, dashes must be placed in the first, middle and last name fields. Please refer to the example below:

- First name: -
- Middle name: -
- Last name: -
- Subject: - - -
- Victim: - - -

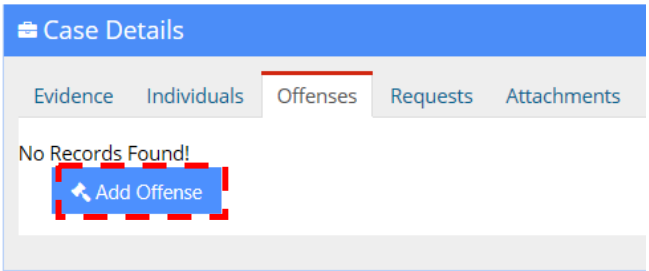


If the case involves a crime committed against a business with an unknown suspect and no listed victim, then the business name will be entered in the company field under the individual tab.

If there are additional individuals listed on the evidence that were NOT submitted via Portal, they will be added by Evidence Control Unit personnel.

4. Offenses

Select *Add Offense* to enter the offense(s) associated with the agency case number provided (a minimum of one offense is required).



a. Offense Date **Required**;

- Selection from the calendar: If the {Month, Year} at the top of the field is clicked, it will allow the user to select a month in the current calendar year and scroll between years. If the {Year} at the top of the calendar is clicked, it will allow the user to select from the decade and scroll between decades.
- Hand typing the date: The following format must be used: MM/DD/YYYY. Type the month, day, and full year including any leading zeros and forward slashes.
    - Example: 05/02/2023

b. Category **Required;**

c. Offense Code **Required;**

d. Country **Required for all submissions;**

e. State **Required for all submissions;**

f. City **Required for all submissions;**

- If the City is selected first, the Country and State fields will auto-populate. If the offense area is unincorporated, select that under City;

g. Location **Required** (use a dash '-' if location is unknown);

h. County **Required for all submissions**;

i. Zip Code

5. Requests

Select *Add Request* to enter the request(s) associated with the evidence being submitted.

a. Discipline AND Service Type (e.g., DNA Analysis Unit, Biological Screening) **Required**;
    i. Crime Scene Response Team;
        1. Technical Investigation;
    ii. DNA Analysis Unit;
        1. Biological Screening;
        2. DNA Analysis v2016;
        3. Kinship Analysis;
    iii. Drug Testing Unit;
        1. DTU Drug Examination v2018;
    iv. Evidence Control Unit;
        1. Evidence Drying;
    v. Firearms and Toolmarks Unit;
        1. Firearms Analysis v2.0;
        2. Firearm Database Search;
        3. Fracture Match Analysis;
        4. Serial Number Restoration v2.0;
        5. Shoe Impression;
        6. Tire Impression;
    vi. Forensic Alcohol and Breath Analysis Program;
        1. AAU Blood/Urine Analysis;
    vii. Latent Print Processing Program;
        1. Latent Print Processing;
    viii. Toxicological Analysis Unit;
        1. TAU Blood Drug Screen
        2. TAU Urine Drug Screen
b. Requesting Rep (this is the agency representative listed on the evidence item and who will receive the report of examination) **Required**;
c. Complexity will be Case Work **Required**;
d. Reason (will always be Standard) **Required**;
e. Due Date (currently not used);

f. Notes – Additional notes regarding testing of associated evidence items

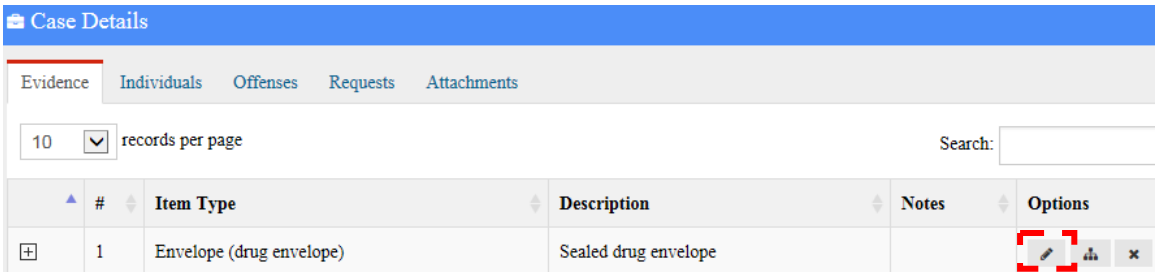
6. **Attachments**
The attachment tab is not in use currently. Attachments are not to be added to cases in Portal. Attachments can be submitted to the Evidence Control Unit, at time of evidence submission.

7. **Submission of Portal Entry**

a. Verify that all the **required** case information has been entered correctly.

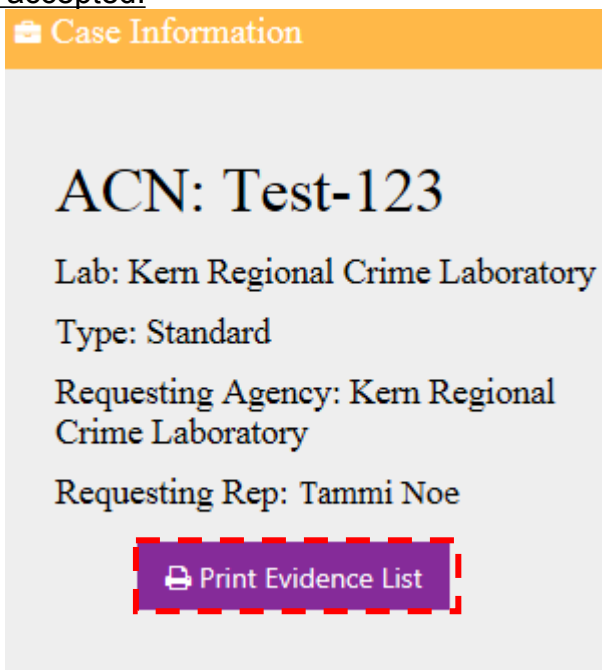
b. If needed, case information may be edited by selecting the icon below each entry's Options field and selecting *Save* after changes are made.

Note: The agency case number is NOT editable. A new case entry must be made if there is a typographical error in the ACN.



c. Select *Submit to LIMS* to submit the Portal entry so that the laboratory has access to the case information.

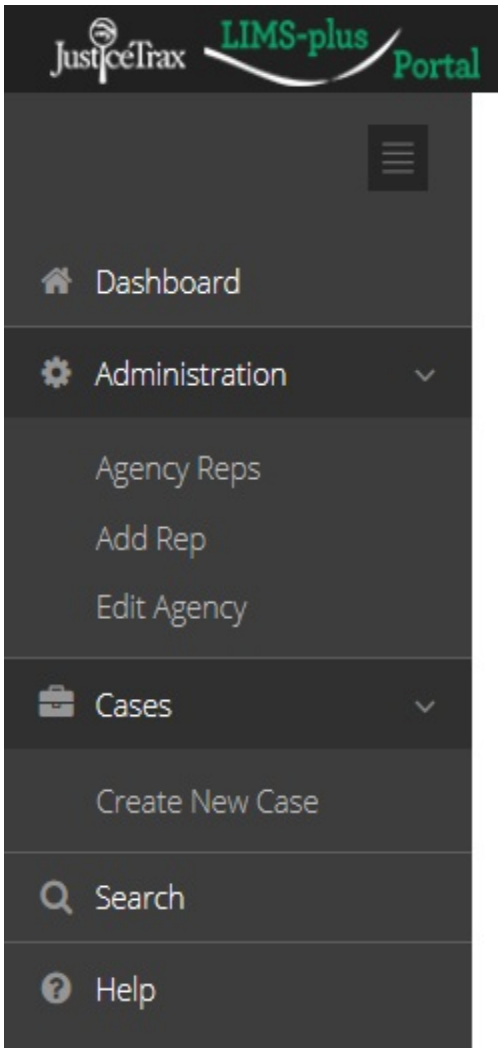
d. Select *Print Evidence List* and submit the printout along with the evidence to the laboratory. Evidence submitted without a printout may not be accepted.



It is the responsibility of the agency to transport all evidence, along with the printed evidence list (and DNA/linked firearm approval e-mails, if applicable) to the Evidence Control Unit of the Kern Regional Crime Laboratory.

Adding Additional Information to the Case after Submitting to LIMS

If a case is submitted to LIMS but additional evidence items, individuals, offenses and/or requests need to be added to the case, a new case can be created under the original agency case number.



1. Choose *Create New Case* from the *Sidebar*;
2. Enter the **exact** agency case number as used when first submitted and *Save*;
3. Additional evidence, individuals, offenses and/or requests may be added;
4. *Submit to LIMS* after all additional items have been added; and
5. Print the Evidence List
6. There will now be an additional submission with the same agency case number that will appear on the *Dashboard*.

<u>Case Import</u>

<u>Please note, the laboratory requires evidence submission using Portal</u>; the laboratory will use the Case Import feature and the following information entered by the agency will be directly imported from Portal into the laboratory's LIMS:

1. Agency case number
2. Subject name(s);
3. Victim name(s);
4. Offense(s);
5. Offense Date; and
6. Item(s) of evidence.

The Evidence Control Unit will note any agency case number (ACN) and/or name discrepancies when logging in evidence by cross-referencing what is written on

the outer packaging (if applicable), with what is entered in Portal. If a discrepancy is noticed in the ACN and/or the individual's first and/or last name, the agency will be contacted for verification and the contact will be noted in the LIMS case communication log. Laboratory personnel will attempt to contact the submitting agency for a period of two business days to obtain verification. If laboratory personnel are unsuccessful in their attempts to contact the agency or do not receive a response within this time frame, then the analysis will continue without verification.

Questions

Portal users with questions or concerns regarding the software should contact their Agency Administrator(s). Administrators with questions or concerns regarding Portal may contact the laboratory via email at DA crimelab@KernDA.org

QUALITY CONTROL

N/A

SOURCE DOCUMENTATION

JusticeTrax. LIMS-plus Portal User Guide. LIMS-plus Portal v5.3.2.1. © JusticeTrax 2014-2017, updated 2017.12.20. (QT179640)

Kern Regional Crime Laboratory. Information Bulletin on Opening and Closing Requests using JusticeTrax (QT65749)

END OF DOCUMENT