

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Contents

Overview and Orientation.....	3
Scope.....	3
JT Academy	3
JTTray	4
Power BI Reports	4
Administration	5
Security Roles.....	5
Super-Users.....	6
Duplicate Agency Case Number Broken Rule	6
Test Environment.....	7
SQL Server Database Locations.....	7
Open Database Connectivity (ODBC) Settings	7
Verification of Software Additions and Upgrades	8
Creating New Extension Table Columns	8
LIMS APSIN Interface	8
Managing Cases, Evidence, and Requests for Service	9
Request Entry and Review	9
Relating Evidence to a Request.....	9
Designating an Item’s Intended Disposition	10
Sub-Itemizing and Designating Evidence Origin	10
Subsequent Submittals for a Preexisting Case.....	12
Request Reason and Complexity	12
Request Management Custom Form (Pending and Cancelling Requests)	13
Related Requests	14
SA Kit Evidence Custom Form	14
Evidence Association Across Cases	15
Indicating that a Related Item is not to be Retrieved or Analyzed.....	16
“Deleting” Items.....	17
Disposition and Hold Locations.....	17
Amended Reports	17
Naming Conventions for Proficiency and Training Cases	18

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Activity Tracking and Training Records	19
Activity Tracking	19
Lab Level Activities	20
Court-Testimony Activity	21
Training Records	23
Electronic Case Files and Discovery Packs	26
Electronic Case File Generation	26
Discovery Pack Generation and Distribution	26
Revision History	28

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

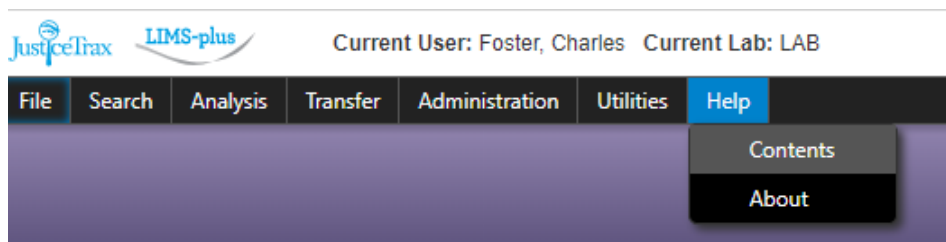
Overview and Orientation

Scope

JusticeTrax LIMS-Plus 3.8 is a web browser-based LIMS used by the Alaska Scientific Crime Detection Laboratory. The application is accessed through the following URL:

<https://justicetrax.dps.alaska.gov/lims-plus>

This version of JusticeTrax has a comprehensive help document that outlines how to use its core functions:



This procedure manual supplements the JusticeTrax help document. It details laboratory specific configurations and data entry procedures.

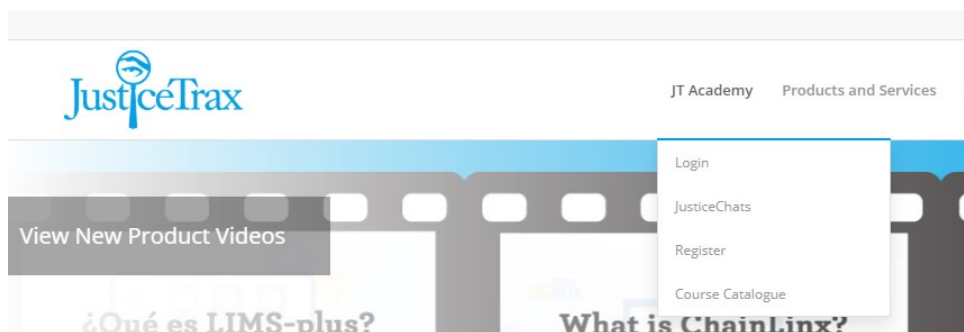
JT Academy

JusticeTrax provides basic training on how to use its products through an online platform called JT Academy. Lab staff who will be using JusticeTrax LIMS-Plus 3.8 are expected to take the associated training modules to become familiar with this application.

To access JT Academy, go to the JusticeTrax web site:

<https://justicetrax.com/>

and click the Register option under the JT Academy menu:



Once your registration has been approved by JusticeTrax, email jt.academy@justicetrax.com to request, at a minimum, access to the LIMS-Plus 3.8 training modules.

A printable transcript that lists completed modules can be accessed through the JT Academy account. Once all modules have been completed, a copy of this transcript is to be included with the training record entry in JusticeTrax (see

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Training Records).

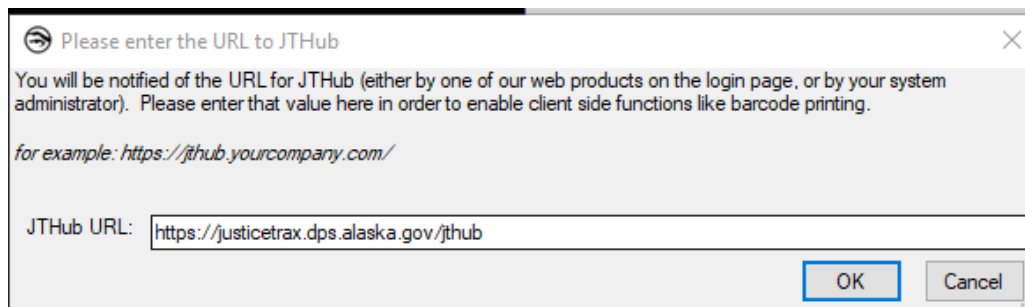
JTTray

The JTTray application must be installed on any computer that will be used to print barcodes in JusticeTrax LIMS-Plus 3.8. The installation file is accessed via the JusticeTrax log-in page:



Once installed, enter the URL to JTHub:

<https://justicetrax.dps.alaska.gov/jthub>



Power BI Reports

LIMS metrics reports can be accessed here:

<https://reports.dps.alaska.gov/Reports/browse/Public%20Safety/Crime%20Lab>

Data is scheduled to refresh hourly on the hour.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Administration

Security Roles

Security Roles define system and service permissions, the services they apply to when applicable, and storage location access. Depending on a staff member's duties, they will be assigned one or more of the following roles:

User Role	Description
All Staff	Allows basic navigation of the LIMS.
Assessor	Provides read only access for assessors.
Analyst - Biology	Provides permissions necessary to perform casework in the forensic biology discipline.
Analyst – Crime Scene	Provides permissions necessary to perform casework in the crime scene discipline. This role also has the permission to create cases (crime scene cases).
Analyst - Footwear	Provides permissions necessary to perform casework in the footwear discipline. This role also has the permission to create cases (footwear intelligence cases).
Analyst – Friction Ridge	Provides permissions necessary to perform casework in the friction ridge discipline.
Analyst – Seized Drugs	Provides permissions necessary to perform casework in the seized drugs discipline.
Analyst - Toxicology	Provides permissions necessary to perform casework in the toxicology discipline.
Evidence Staff	Provide permissions necessary to perform work in the evidence section.
Laboratory LIMS Administrator	Provides the highest level of permissions including the ability to edit security roles of staff.
Super LIMS User	Provides a high level of permissions allowing the user to perform various administrative tasks.
QA Manager	Provides a high level of permissions allowing the user to perform quality assurance activities and onboard new staff. This includes the ability to edit security roles.
Supervisor - Biology	Provides permissions necessary to monitor and manage service requests and staff assigned to the biology discipline.
Supervisor - Chemistry	Provides permissions necessary to monitor and manage service requests and staff assigned to the chemistry discipline.
Supervisor - Physical	Provides permissions necessary to monitor and manage service requests and staff assigned to the physical discipline.
Technical Lead	Gives the Add New Case permission (training cases).

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
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Version: JT38 2021 R0
Status: Active

Only the LIMS Administrator and Quality Assurance Manager can change security roles and their assignments. Permission roles and staff assignments will be reviewed during the laboratory's annual internal audit to ensure they are appropriate for each member's current scope of duties.

When a staff member's permissions need to be temporarily adjusted to perform special project tasks, a new permission role will be created for that special project. The new permission role will then be assigned to the staff member. Special project permission roles will be deactivated after the associated project is completed.

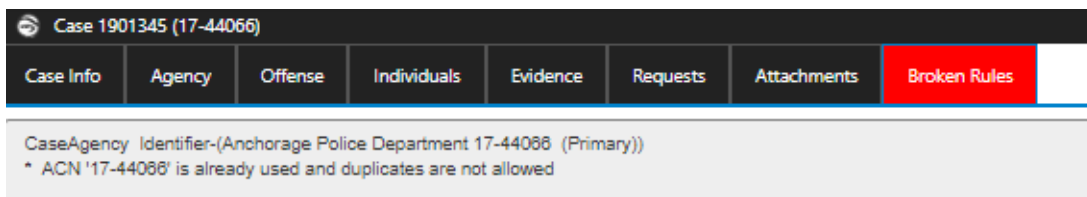
Super-Users

Each section has a super-user who should be the first point of contact when dealing with a technical issue in JusticeTrax 3.8. Staff can always reach out to another super-user for general issues if the one for their section is not available.

Each super-user has a separate profile in JusticeTrax which is to be used when performing LIMS administrative activities. In other situations, such as routine casework, super-users will use their normal profile.

Duplicate Agency Case Number Broken Rule

If the following broken rule occurs for a lab case number, it will be read-only until the LIMS no longer has duplicate lab numbers for the same agency case number (ACN).



Search LIMS for the associated agency case number to determine what lab numbers share this agency case number. Consult with the LIMS Administrator and/or Quality Assurance Manager to determine which lab number will keep the original agency case number. For the other lab numbers, edit the agency case number by adding the suffix "-DUP". If more than one agency case number needs to be edited an incremented number will be added at the end of the suffix (e.g. 17-44066-DUP1, 17-44066-DUP2, etc.).

All new information will be entered into the case number that still has the original agency case number. The lab case number with the most current chain of custody for an associated item of evidence will be used to replace evidence barcodes when necessary.

After editing the agency case number, add the Lab level case activity "Duplicate ACN Correction" to the associated case. Also relate the associated cases by adding a related case through the Case Info tab.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Test Environment

Two environments of JusticeTrax LIMS-Plus 3.8 are available – Production and Test. The production environment is used for live casework. The URL for this environment is listed above. The test environment is used to develop and update reports and custom forms before they are implemented in the production environment. The test environment is accessed through the following URL:

<https://justicetrax.test.dps.alaska.gov/lims-plus>

If printing needs to occur in the test environment, the JTHub URL in JTTray needs to be changed to the following:

<https://justicetrax.test.dps.alaska.gov/jthub>

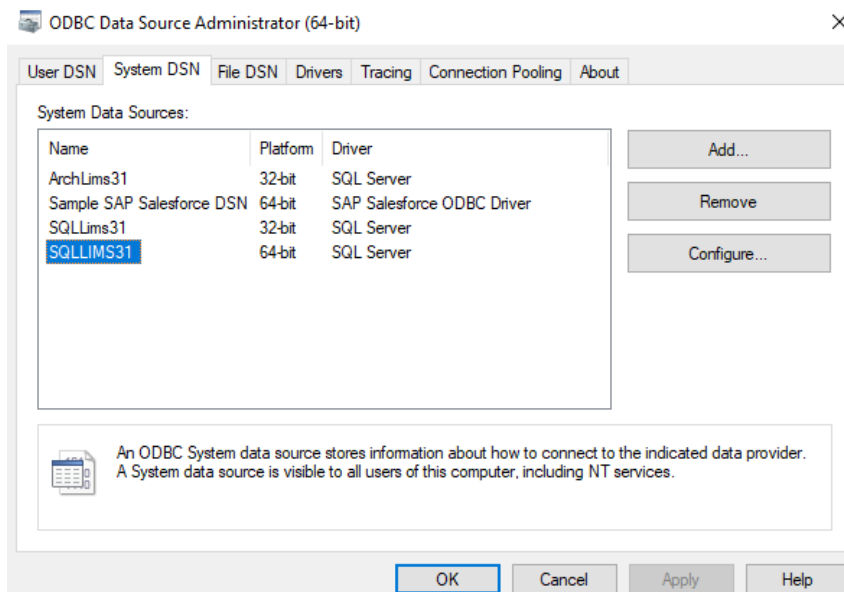
See JTTray_section for more details.

SQL Server Database Locations

Environment:	Production	Test
Server:	DPSADCSQL-P01	DPSADCSQL-T01
Database:	LIMS	LIMS

Open Database Connectivity (ODBC) Settings

Workstations with applications that use the JusticeTrax database as a data source (SAP Crystal Reports, APSIN Interface for DNA Database entry, Evidence Reconciliation application) need an ODBC configured. This will require administrative level permissions for the workstation.



Open the ODBC Data Source Administrator application and add a new System DSN connection titled "SQLLIMS31". Refer to the SQL Server Database Locations section of the manual for specific configuration settings.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
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Verification of Software Additions and Upgrades

New versions of LIMS-Plus will be installed and verified in the test environment before being installed on production. Verification documents and related release notes are stored in the crime lab Records document library:

<https://stateofalaska.sharepoint.com/:f:/r/sites/DPS/CommissionerOffice/SCDL/Records/Top%20Management/LIMS%20Verification%20Records?d=wad0a5c33068d45d4a74e0ef50186b6f4&csf=1&web=1&e=s7tP89>

The LIMS Administrator will coordinate with the DNA technical manager before a LIMS upgrade verification begins and outcome is approved.

Creating New Extension Table Columns

Custom form entries are saved to extension tables in the database. Additional columns can be created to accommodate new fields when needed; however, there are limitations to how many can be created. These limitations include a max row size of 8060 bytes and a max column number of 1024. Below lists the custom form type and associated extension table:

Form Type	Database Table
Laboratory Case	dbo.cases_ext
Evidence	dbo.evidence_ext
Request	dbo.requests_ext
General Analysis Result	dbo.results_ext
Blood Alcohol Result	dbo.results_ext
Controlled Substance Result	dbo.results_ext

Requests for new columns need to be approved by the LIMS Administrator before being created.

Note: In order for audit trails to be recorded for new extension columns, SQL scripts must be run to drop and recreate audit triggers after a new column is added.

LIMS APSIN Interface

The LIMS APSIN interface is used to automate case entry of DNA Database samples. Staff need a separate LIMS account to use this software. The following requirements must be met when setting up this account:

- The staff member's last name will include the prefix APSIN (e.g. APSIN-Smith, John)
- The staff member's username must match their APSIN username
- The account must have the All Staff and Analyst – Biology security roles

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
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Version: JT38 2021 R0
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Managing Cases, Evidence, and Requests for Service

Request Entry and Review

The table below lists all analysis categories from the Request for Laboratory Services form and the associated LIMS service request that needs to be made when evidence is received:

RLS Analysis Category	LIMS Department	LIMS Service	Project FORESIGHT Investigation Area
Alcohol (Blood or Beverage)	Blood Alcohol	Blood Alcohol or Beverage Alcohol depending on evidence received	Blood Alcohol
Drug Toxicology	Toxicology	Drug Toxicology	Not Reported (Outsourced)
Forensic Biology (DNA)	Forensic Biology	Forensic Biology Analysis ¹	DNA Casework ²
Fingerprints	Physical	Latent Print Processing	Fingerprints ²
Footwear Impressions	Physical	Footwear Processing	Marks and Impressions ²
Firearm/Toolmark	Firearms	General Firearms Analysis for firearms	Firearms and Ballistics
Firearm/Toolmark	Firearms	Toolmark Examination for other tools	Marks and Impressions
Seized Drugs	Controlled Substances	Controlled Substance Analysis	Drugs – Controlled Substances
Serial Number Restoration	Firearms	General Firearms Analysis	Not Reported

¹If a separate Biological Screening request is needed before the Forensic Biology Analysis request, the original Forensic Biology Analysis request should be edited and changed to Biological Screening instead of creating a new Biological Screening request.

²Overall investigative areas could contain more than one service request which are related (e.g. Latent Print Examination being a secondary (child) request related to the original Latent Print Processing request). In these situations, only service requests without any children requests (i.e. the last request to be completed) will be considered when determining number of completed cases for an investigative area.

All requests will initially be assigned to the staff member *Review, Needed. This assignment will be changed to unassigned after the request has been reviewed by the case manager.

A service request will not be entered for Sexual Assault Kit Storage Only items. The SA Kit evidence custom form will be used to track review instead. See the SA Kit Evidence Custom Form section of this manual for more details.

Relating Evidence to a Request

Relating evidence to a request serves two purposes: ensuring that the associated report addresses all items requested for a specific type of testing (i.e. service type) and making evidence available to record associated testing results in the LIMS. In general, all evidence associated with a specific RLS Analysis Category will be related to the corresponding LIMS Service request regardless of whether the analyst plans on testing an item.

An exception would be when a sub-item is created during one testing process and then assigned to another service for testing. For example, an isolated stain/sample sub-item created during biological screening would not be related to the Biological Screening request if subsequent Forensic Biology Analysis was being performed under a separate request. Only the parent item received would be related in this scenario since it was the item screened, not the sub-items

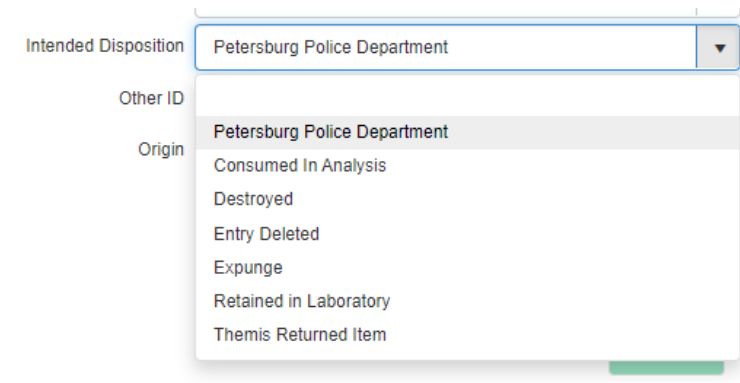
Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

isolated. Also, under this scenario, only the sub-item needs to be related to the Forensic Biology Analysis request assuming there is enough information present on this Forensic Biology Analysis report to link the stain/sample sub-item to the evidence originally received for testing. See the Sub-Itemizing and Designating Evidence Origin section for more details.

Designating an Item's Intended Disposition

An evidence item's disposition indicates the "final resting place" for that item. Below is an example of options for an item's intended disposition (accessed through Edit Evidence):



The screenshot shows a web interface with a label 'Intended Disposition' next to a dropdown menu. The dropdown is open, displaying a list of options. The first option, 'Petersburg Police Department', is highlighted in grey. Below it are several other options: 'Consumed In Analysis', 'Destroyed', 'Entry Deleted', 'Expunge', 'Retained in Laboratory', and 'Themis Returned Item'. To the left of the dropdown, there are labels 'Other ID' and 'Origin'.

This list will include any submitting agency associated with the case and all storage locations designated as disposition locations in LIMS.

The intended disposition for all evidence received will be marked as the submitting agency. If upon review, it is determined that an item of evidence needs to be retained at the laboratory, the reviewer will change the intended disposition from the submitting agency to "Retained in Laboratory".

If an item has already been returned to the submitting agency and the Intended Disposition isn't marked a such, the disposition must be changed before issuing future reports listing that item.

Sub-Itemizing and Designating Evidence Origin

When evidence is received for testing, different types of information may need to be recorded for different portions of the evidence. Sub-itemizing an item duplicates data entry fields so this can happen in LIMS. Sub-itemizing provides a lineage (traceability) in LIMS between what was received and what was tested/created during laboratory processes. For this reason, sub-itemizing from evidence originally received is preferred over creating separate independent items of evidence in LIMS.

Examples of sub-itemizing include:

- Five pills received as item 05 and one pill is tested while the other 4 are not. Sub-item 05-A (1 pill) would be created to document the testing results and Sub-item 05-B (4 pills) would be created to document that they were not analyzed.
- Blood collection kit containing 2 tubes of blood received as item 05 and one of the tubes is sent out for testing while the box and remaining tube stay at the lab. Sub-item 05-A (1 tube repackaged) would be created to document a separate chain of custody from parent item 05 (original kit with 1 remaining tube)
- Stained shirt received as item 05 and a cutting of the shirt is removed for further testing. Sub-item 05-A (the cutting) would be created to document a separate chain and testing results.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

- Extract from sub-item 05-A from the cutting above is created and retained. Sub-item 05-A-01 (the extract from the cutting from the shirt) is created to document testing and that its origin was Created in Lab, not received from the submitter.

All sub-items created must begin with the full evidence number of their parent and followed by a suffix. Below is the default numbering scheme currently used in LIMS:

Evidence Numbering Scheme for LAB

Level 1: 1-9

Level 2: -, A-Z

Level 3: -, 01-99

Level 4: -, a-z

Level 5 and on: -, 01-99

Sample Evidence Number: 1-A-01-a-01

Buttons: OK, Close

Suffixes can be manually changed if desired as long as all items have unique evidence numbers.

Sub-items inherit their parent's chain of custody up until the time the sub-item was created. If a sub-item is to move separately from its parent after creation (i.e. it will have a different chain of custody going forward), its container must be changed from the parent item to blank:

Location: Destroyed

Container:

Inherited COC: AML12132019-01 | test

Items related to a request will list the date they were received by the lab on the final report. Sub-items will show the date that their parent was received. When a sub-item was not physically received as part of the parent item (e.g. DNA extracts, test fires, digital items captured from the submitted item, etc.), the Origin for that item will be changed to Created in Lab. Items with this origin will not show a date received on the report. Instead, it will say Created in Lab.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

The screenshot shows a web form with the following elements: a text input field labeled 'Other ID' with a checkbox labeled 'Hold at Lab' to its right; a dropdown menu labeled 'Origin' with a downward arrow; and a text input field labeled 'Created in Lab'.

Subsequent Submittals for a Preexisting Case

The evidence section will enter all subsequent submittal requests using the same process as outlined in the Request Entry and Review and Relating Evidence to a Request sections of this manual. Upon review, the case manager will determine whether the subsequent request will be cancelled and consolidated with a preexisting request or worked as a separate request. In general, subsequent requests will be cancelled/consolidated when the initial request is still unassigned. If a subsequent request is cancelled, items related to the cancelled request will be related to the preexisting request (see Relating Evidence to a Request for exceptions). The reason for cancelling the request will be recorded in the Request Management custom form (see the Request Management Custom Form (Pending and Cancelling Requests) section of this manual for more information).

Request Reason and Complexity

A reason and complexity can be added to each request when needed. The table below lists options available and their intended use:

Reason	Use	Complexity	Use
Approved Rush	Expedited testing has been approved by a case manager	Add. Test. Req.	Designates an additional testing request that is related to items previously addressed in another completed request (e.g. items triaged in the first request being tested in the second)
		Amended Report	Designates that the report for this request was amended
		Prof. Test	Designates that the request is for a proficiency test
		QA Retest	Used when a related request was made to record retesting of items for quality assurance purposes (e.g. seized drugs retesting program)
		Training	Designates that the request is for training purposes
		Sampling Plan	Designates that the request included a sampling plan

A Crystal Report is available that searches for requests marked with specified complexity:

Labwide	RepText Search	Searches for text entered in the reptext field (aka the big box in edit findings window for services using the general analysis module).
Labwide	Request Complexity Search	Lists requests marked with a specified complexity and released during a specified date range.
Labwide	Training Records	Lists training records by date and type along with any associated attachments (hyperlinked for viewing).

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Request Management Custom Form (Pending and Cancelling Requests)

A Request Management custom form is associated with each service type listed in the Request Entry and Review table in the previous section. This form is to be used when a request is pending, un-pending, or cancelled. If a request complexity is marked "Add. Test. Req.", the reason for the additional testing request is documented using this form as well. The custom form can be accessed by right clicking the associated request and selecting "Additional Data":

The image shows a preview of the 'Request Management' custom form layout. The form has a title bar 'Preview of Request Form Layout 'Request Management'' and two tabs: 'Request Management' (selected) and 'Alcohol DNA'. The form contains several fields:

- Pending Reason:** A dropdown menu.
- Pending Release Date:** A date field with a format 'yyyy-MM-dd hh:mm:ss' and a calendar icon.
- Pending Comments:** A text area with a character count '0 / 150'.
- Cancel Reason:** A dropdown menu.
- Cancel Comments:** A text area with a character count '0 / 150'.
- Additional Testing Request Reason:** A dropdown menu.

At the bottom of the form are two buttons: 'OK' (green) and 'Cancel' (red). To the right of the form is a context menu with the following options:

- Print Final Report
- CC List
- Signatures
- Set Milestone
- Show Milestones
- Activities
- Clear Report Releasable
- Cancel Request
- Cancel All Requests
- Pend Request** (highlighted)
- Attachment Information
- Request Report
- View SOP

A request is marked Pending when work cannot be performed yet. Requests are pending and un-pending by right clicking the associated request and selecting "Pend Request" or Un-Pend Request". The reason for pending the request must be entered in the Pending Reason field of the Request Management custom form. Examples for pending include awaiting more information from the submitter, awaiting more evidence, and awaiting completion of another request.

When a request is un-pending, the date in which it was un-pending must be recorded in the Request Management custom form. When un-pending a request, the Pending Reason should not be changed back to blank.

A request does not need to be un-pending before cancelling; it can move directly from pending to cancelled. If this occurs the un-pend date does not need to be recorded because the request was cancelled instead.

When cancelling a request, the cancel reason must be entered in the Request Management custom form.

In situations where a request is pending because another request needs to be completed first, the tech/admin reviewer of the completed request should un-pend the pending request and document the un-pend date in that request's Request Management custom form.

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Related Requests

Related requests are to be used when multi-step (within discipline) requests are needed for the overall analysis category (e.g. latent print processing/examination/verification and bio-screening/DNA).

They are not to be used when a request is awaiting completion of another request from a different discipline (e.g. latent print processing waiting for controlled substances analysis). In these situations, the pend request function and Request Management custom form are to be used (see Request Management Custom Form (Pending and Cancelling Requests).

SA Kit Evidence Custom Form

All sexual assault kits received will be designated as evidence type Pediatric SA kit, Suspect SA Kit, or Victim SA Kit depending on the evidence. The evidence type custom form associated with SA kit evidence types is shown below:

The image shows a preview of the 'SA KIT' evidence form layout. The form is titled 'Preview of Evidence Form Layout 'SA KIT'' and contains the following fields:

- Tracking Barcode**: A text input field with a character count of '0 / 10'.
- Exam Start Date**: A date and time picker showing the format 'yyyy-MM-dd hh:mm:ss tt'.
- Exam (Date) Comments**: A text input field with a character count of '0 / 200'.
- Disposition Reason**: A dropdown menu with a red asterisk indicating it is a required field.
- Disposition Status**: A dropdown menu currently showing 'Not reviewed'.
- Disposition Notes**: A text input field with a character count of '0 / 3000'.

At the bottom of the form, there are two buttons: a green 'OK' button with a checkmark icon and a red 'Cancel' button with a close icon.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
Status: Active

Intended use for values in the two drop-downs of this form is listed in the following tables:

Disposition Reason	Use
Analysis	The kit is being submitted for, or will have DNA testing performed in-house
Anonymous	No police report has been filed and DNA testing will not occur
Capital	Previously unsubmitted kit now being submitted for testing under capital project
False Report	The report was determined to be false and DNA testing will not occur
No Crime	The incident is not a crime under Alaska statute and DNA testing will not occur
Not Viable	Submitting for testing but not viable as per lab determination
Previously Tested	Kit was previously submitted and testing occurred at that earlier time

Disposition Status	Use
Reviewed	Cursory review has been completed by discipline case manager
Changed upon review	Disposition changed (by lab) from the original agency requested disposition
Status confirmed	Disposition confirmed after official review of police report
Not reviewed (Default Entry)	The disposition as entered on intake, based on the lab submittal form

Evidence Association Across Cases

In some situations, an item from one case may need to be related to another case. When this occurs, the staff member relating the evidence will add

(Origin Lab Number, Origin Agency Case Number)

to the end of the item description that came from another case.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
Effective: 6/1/2021

Version: JT38 2021 R0
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Indicating that a Related Item is not to be Retrieved or Analyzed

For sections that only retrieve items they plan on analyzing (vs. retrieving all related to a request), the Other ID field for the related evidence will be used to designate related items not to be retrieved. Below is an example of the Edit window accessed through Related Evidence for a specific service request:

Related entities for Request '0023_0001'

Related Evidence | Related Individuals | Related Offenses

Lab Case Number: TEST-ASHLEY

Case	Sub #	Available Evidence	Other ID
TEST-ASHLEY	02		
TEST-ASHLEY	03		
TEST-ASHLEY	04		
TEST-ASHLEY	04-01		
TEST-ASHLEY	05		
TEST-ASHLEY	05-A		

Related Evidence

Case	Sub #	Other ID	Description
TEST-ASHLEY	01		Test item for in

TEST 04 (NA) Bedding

Other ID: NA

Description: Bedding

Save Close

The analyst must type "NA" in the Other ID field for the related items of evidence that are not to be retrieved or analyzed. Doing so will assist evidence staff when staging items for pick-up.

Typing "NA" in the Other ID field will also replace the description with "Not retrieved and/or not analyzed." for that item on the final report.

Alaska Scientific Crime Detection Laboratory

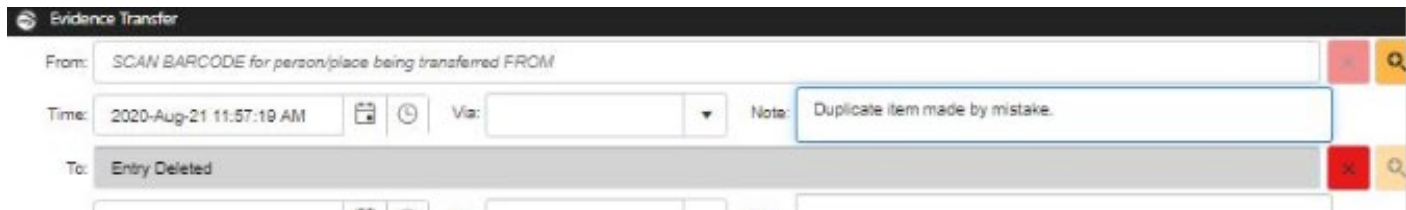
JusticeTrax LIMS-Plus 3.8 Manual

Issued: 6/1/2021
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“Deleting” Items

Transfer to disposition location “Entry Deleted”. Document why this was needed in notes field. Also edit the item description to include “(Entry Deleted)” so that it is readily apparent.



Disposition and Hold Locations

The table below lists disposition locations and their purpose:

Location Name	Purpose
Consumed in Analysis	Used for sub-items such as DNA extracts when they are consumed in analysis.
Destroyed	Default location used to document destruction of an evidence item
Entry Deleted	Used to document “deleting” a LIMS evidence entry
Expunge	Specific wording used when a convicted offender/arrestee DNA database sample needs to be removed/destroyed
Retained in Laboratory	Evidence is not transferred to this location in LIMS; it is only used to indicate that an item is to be retained at the lab (usually in a hold location).
Themis Returned Item	Used for migrated Themis items that were marked as returned.

LIMS storage areas can be designated as hold locations through system administration. In general, long term storage locations within the laboratory will be designated as hold locations. When items of evidence are transferred to a hold location, the Hold at Lab property is applied. The use of intended disposition (see Designating an Item’s Intended Disposition) and hold locations is preferred over staff manually applying the Hold at Lab property to items of evidence.

Amended Reports

When a report needs to be amended, a copy of the original report will be placed in the case attachments and named “Original Report Before Amendment” or something similar. The milestone for the associated request will then be rolled back to Findings Entered so that necessary changes can be made. Refer to the Quality Assurance Manual for more instructions regarding amended reports. After all amendments have been made, the request will be marked releasable again and the Complexity “Amended Report” will be added to the request.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Naming Conventions for Proficiency and Training Cases

The following naming conventions will be used when creating proficiency and training cases:

Training prefix = TR

Proficiency test prefix = PTYY

Submitting Agency = Quality Assurance

Agency Case Number = TR-lastnamefirst initial-disciplinesuffix

<u>Discipline</u>	<u>Suffix</u>
Blood Alcohol	BA
Seized Drugs	SD
Friction Ridge	FR
Footwear Impressions	FI
Firearms/Toolmarks	FA
Forensic Biology	FB
Crime Scene	CS

Example: TR-DOEJ-SD would be the seized drug training case for John Doe

Example: PT20-DOEJ-BA would be the 2020 blood alcohol proficiency test for John Doe

A system generated lab number should be used after creating the case using the agency case number. Service requests associated with a proficiency test or training will be marked with the appropriate complexity (see Request Reason and Complexity)

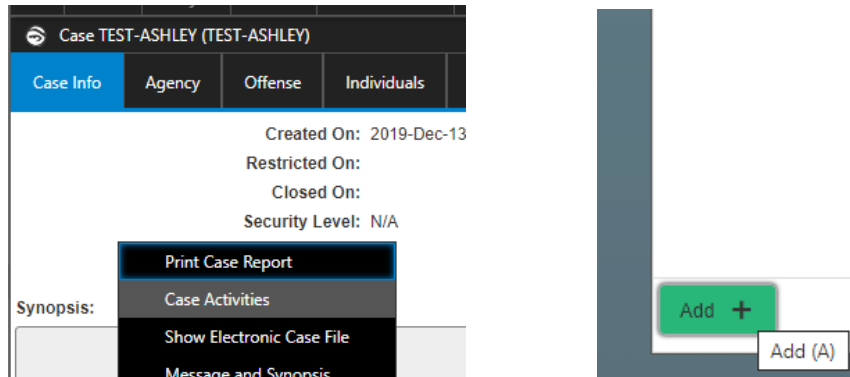
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Activity Tracking and Training Records

Activity Tracking

Case specific activities are created by right-clicking on the Case Info tab and selecting Case Activities and clicking Add on the subsequent screen:



Activities involving the breath alcohol program and in cases in which the lab did not perform testing will be recorded in LIMS in the same manner as outlined below. The associated agency case number will be searched and if a case already exists, the activity will be recorded there. If no agency case number is found in LIMS, a new case will be created. Information such as associated individuals, offenses, and documents received will also be recorded in LIMS when available.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Lab Level Activities

The table below lists lab level activities and their intended use:

Activity Name	Intended Use
Court-Discovery	Recording when a court discovery request is fulfilled, to whom it was provided, and the time (in Time Spent field) it took to prepare.
Court-Pre-trial	Recording when a pre-trial discussion/conference occurred, how much time it took (in Time Spent field), and a summary of what was discussed.
Court-Testimony	Recording activities related to testimony requests. See the Court-Testimony Activity section for more details.
E-mail communication	Recording communications that occur via E-mail outside of the court specific activity types.
Evidence Correction	Recording a notification to the submitting agency that corrections need to occur for evidence and/or associated paperwork received before it can be accepted by the laboratory.
Other	Used to record activities that do not fall within the other available activity types. If used often, staff should inform the LIMS Administrator so that a more specific activity type can be created.
QA – Approved Deviation	Used to record when the appropriate authority approves a deviation to policy and/or procedure.
QA - Corrective Action (CAR)	Recording that a corrective action report is associated with the case. The corrective action's unique identifier must be included in the activity notes field.
QA - Duplicate ACN Correction	Recording that a duplicate agency case number correction occurred. See Duplicate Agency Case Number Broken Rule for more details.
QA – Monitoring Activity	Recording a case specific activity associated with monitoring the validity of results. If a complete retest occurs, the QA Retest complexity (see Request Reason and Complexity) will be added to the associated request to record the activity instead of using this lab level activity.
QA - Quality Review (QRF)	Recording that a quality review form is associated with the case. The quality review's unique identifier must be included in the activity notes field.
QA - Release of Preliminary Results	Recording that preliminary results were released in the case. Details on what was released, when it was released, and to whom will be recorded in the activity notes field.
Verbal Communication	Recording communications that occur verbally outside of the court specific activity types.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Court-Testimony Activity

Below is a screenshot of a Court-Testimony activity entry (Activity Information tab) and descriptions of how each field is to be used:

The screenshot shows the 'Activity Information' tab for a Court-Testimony activity. The 'Sub Activity' field is a dropdown menu. The 'Time Spent' field is set to 2.00 hours. The 'Qty' field is set to 0. The 'Started' and 'Completed' fields are both set to 2021-Feb-25. The 'Testimony' field is set to 'Grand Jury - In Person'. A dropdown menu for 'Testimony' is open, showing a list of options: Bench Trial - In Person, Bench Trial - Remote, Deposition - In Person, Deposition - Remote, Evidentiary Hearing - In Person, Evidentiary Hearing - Remote, Grand Jury - In Person, Grand Jury - Remote, Jury Trial - In Person, and Jury Trial - Remote. There is also a 'Notes' section on the left.

Sub Activity:

Not used

Time Spent:

Used to record compensable time associated with the testimony activity (travel, waiting, testimony). The Compensable Time Calculator spreadsheet will be used to calculate the number of hours recorded in the Time Spent field.

Qty:

Used to record the number of hours testifying. The table below lists how Qty is determined based on hours:

Hours Testified	Qty entered
Did not testify	0
Less than 1.5 hours	1
1.5 hours to less than 2.5 hours	2
2.5 hours to less than 3.5 hours	3

Started:

Used to record the date in which the testimony activity began (i.e. the first date including compensable time on the Compensable Time Calculator spreadsheet).

Completed:

Used to record the date in which the testimony activity ended (i.e. the last date including compensable time on the Compensable Time Calculator spreadsheet).

Testimony:

Used to record the appearance type and format associated with the requested testimony.

Subpoena Issued:

Checking this box will activate the Subpoena tab. This tab will be used regardless of whether a subpoena was issued so check this box whenever adding a Court related activity.

Notes:

Used to record any notes about the related activity.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Below is a screenshot of a Court-Testimony activity entry (Subpoena tab) and descriptions of fields that must be filled out:

Service

Activity Information Subpoena

Court

Subpoena Type

Received Date

Due in Court

Subpoena Notes

Available

Person, A. ()

Subpoena Type

Received Date

Due in Court

Subpoena Notes

Court: Lists all court locations in Alaska. Select the court in which testimony was requested.

Court Case Number: This is a required field in LIMS. If the court case number is not readily available, "Not Entered" can be added to this field instead.

Subpoena Type: Lists the parties that request testimony. Select the appropriate value for who requested the testimony that is being recorded.

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Training Records

The Training Records utility will be used to track work related outreach and continuing education/training (given and received). It is not to be used to hold records from discipline competency training programs.

Training Records for SUPER-Foster, Charles

Add +

Topic	Type	From	To	Hours	Mins	Acknowledged	Approved On
No records to display							

Add Training Record for Charles SUPER-Foster

Topic Type

Dates
From To

Duration
Hours Minutes

☐ Trainee Acknowledged

Manager Approval
☐ Approved On: By

Notes

No records to display

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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The training types available are listed below:

Training Rec. Type	Training Rec. Type
LitRev-CrimeScene	TrainingGiven-Legal
LitRev-Fingerprints	TrainingGiven-Scientific
LitRev-Firearms	TrainingRecd-Administrative
LitRev-GeneralForensics	TrainingRecd-CrimeScene
LitRev-Impressions	TrainingRecd-DNA
LitRev-Leadership/Mgmt	TrainingRecd-Fingerprints
LitRev-QualityAssurance	TrainingRecd-Firearms
LitRev-SeizedDrugs	TrainingRecd-GeneralForensics
LitRev-ToxAlcohol	TrainingRecd-Impressions
LitRev-ToxDrugs	TrainingRecd-Leadership/Mgmt
Outreach-Exhibit	TrainingRecd-Legal
Outreach-Interview	TrainingRecd-Other
Outreach-Lab Tour	TrainingRecd-QualityAssurance
Outreach-Presentation	TrainingRecd-Safety
Outreach-WrittenCommunication	TrainingRecd-SeizedDrugs
TrainingGiven-LawEnforcement	TrainingRecd-ToxAlcohol
	TrainingRecd-ToxDrugs

Associated documents related to a specific training will be stored in the training records entry. An exception to this is the actual articles associated with a literature review. These will not be uploaded as an attachment to the training record; instead, they will be stored in the Continuing Education and Training Materials SharePoint document library.

Attachments are added by right clicking the entry and selecting Add Attachment:

Add +		
Topic	Type	From
Test	TrainingRecd-Leadership/Mgmt	2021-Feb-05
<div>Edit</div> <div>Delete</div> <div>Add Attachment</div>		

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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A Crystal Report is available for staff that lists training records along with hyperlinks to each associated attachment:

Labwide	Keys in Possession	Physical keys in possession. Pulled from chain of custody in MANAGEMENT case.
Labwide	Training Records	Lists training records by date and type along with any associated attachments (hyperlinked for viewing).
Statistical Report	Admin Review	

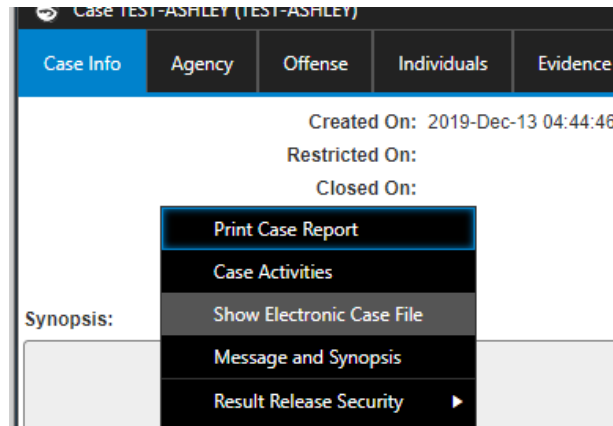
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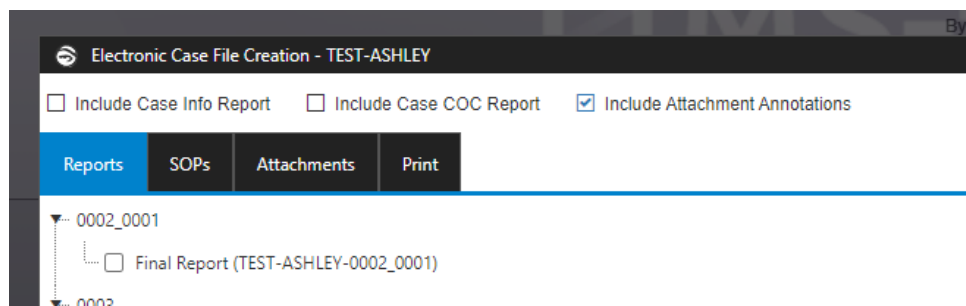
Electronic Case Files and Discovery Packs

Electronic Case File Generation

JusticeTrax has an electronic case file generation tool that retrieves case documents and merges them into a single pdf document. This tool is accessed by right-clicking in the Case Info tab and selecting "Show Electronic Case File".



Previously generated Electronic Case Files are shown, and new ones can be created by clicking the Add button in the lower left corner.



The following documents will be included when generating an electronic case file for routine discovery:

- Case Info Report (this report includes any activities recorded in the associated case)
- Case COC Report
- All final reports associated with the discovery request scope
- All attachments associated with the final reports included (e.g. instrumental data and notes)
- All case attachments associated with the discovery request scope (e.g. request for analysis forms and other submitted documents)

Refer to the discovery levels section of the Quality Assurance Manual for discipline specific documents to be included when responding to a discovery request.

Discovery Pack Generation and Distribution

The electronic case file pdf and any other documents needed to meet the discovery request must be merged to a single document before distribution. The merged document must also be page numbered (Page N of M) and each page must be stamped with a header using the following naming convention:

DISCO-YYYYMMDD-Initials

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Where YYYYMMDD is the date in which the discovery packet was generated, and Initials are the initials of the person who generated the packet. The file name for the document will be the same as the header.

Note: If files with formats not amenable to pdf merging are to be provided (e.g. raw data files), they will be added to a compressed zip file along with the merged pdf discovery pack. This zip file will be named in the same format as described above and uploaded in lieu of the merged pdf. The Batch Upload option must be used to upload this file type.

The discovery document (pdf or zip) will be uploaded as a case attachment after distribution.

A Court-Discovery lab activity will be entered to record when the discovery was provided, to whom, and how much time was spent responding to the discovery request. See Activity Tracking for more details

If a discovery request is multi-disciplinary, the relevant discipline supervisors will coordinate with each other to ensure all discovery items are completely addressed with minimal redundancy in records provided. This may lead to more than one pack/activity associated with an individual discovery request.

Any related cases (accessed through the Case Info tab in LIMS) must also be reviewed when responding to a discovery request. If records within a related case are relevant to the request, they too must be included in the discovery packet.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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Revision History

2021 R0	2020 R1	Section	Changes
All	All	All	Reorganized sections and added table of contents
3	1	JT Academy	Clarified that the LIMS-Plus 3.8 training modules need to be requested at a minimum.
4	3	Power BI Reports	Changed refresh rate to hourly on the hour.
5	4	Security Roles	Added Assessor security role to table
8	NA	Verification of Software Additions and Upgrades	New Section
8	NA	Creating New Extension Table Columns	New Section
8	NA	LIMS APSIN Interface	New Section
9	6	Request Entry and Review	LIMS Service for Footwear Impression RLS Analysis Category changed to Footwear Processing
9	6	Request Entry and Review	Added note under table: "If a separate Biological Screening request is needed before the Forensic Biology Analysis request, the original Forensic Biology Analysis request should be edited and changed to Biological Screening instead of creating a new Biological Screening request."
9	6	Relating Evidence to a Request	Added more information about sub-items being created for testing by another service.
10	7	Designating an Item's Intended Disposition	Added "If an item has already been returned to the submitting agency and the Intended Disposition isn't marked a such, the intended disposition must be changed before issuing future reports listing that item."
10	NA	Sub-Itemizing and Designating Evidence Origin	New Section
12	7	Subsequent Submittals for a Preexisting Case	Added reference to Relating Evidence to a Request section for exceptions.
12	8	Request Reason and Complexity	Added Sampling Plan complexity and reference to a Crystal Report that searches for specified complexity.
13	8	Request Management Custom Form (Pending and Cancelling Requests)	Added that pending reason must be entered when pending a request. Added that pending reason should not be changed to blank when un-pending. Added that cancel reason must be entered when a request is cancelled.
14	9	SA Kit Evidence Custom Form	Replaced screenshot of form with current one containing Tracking Barcode field.
16	11	Indicating that a Related Item is not to be Retrieved or Analyzed	Added "for the related evidence" when referring to the Other ID field. Added screenshot of where to edit the related evidence to get to the Other ID field.

Alaska Scientific Crime Detection Laboratory

JusticeTrax LIMS-Plus 3.8 Manual

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19	NA	Activity Tracking and Training Records	Added Activity Tracking to this section
24	14	Activity Tracking and Training Records	Added Literature Review categories to training types table (excluding DNA as this is tracked differently by the section).
24	14	Activity Tracking and Training Records	Added information about attaching associated training documents.
25	14	Activity Tracking and Training Records	Added reference to Crystal Report that lists all training and hyperlinks to associated attachments.
26	NA	Electronic Case Files and Discovery Packs	New Section