CONTENTS

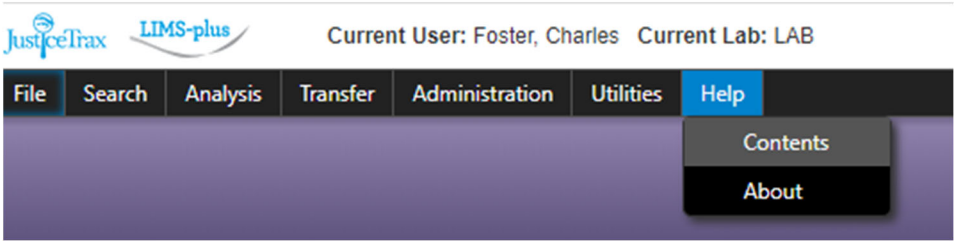
OVERVIEW AND ORIENTATION

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

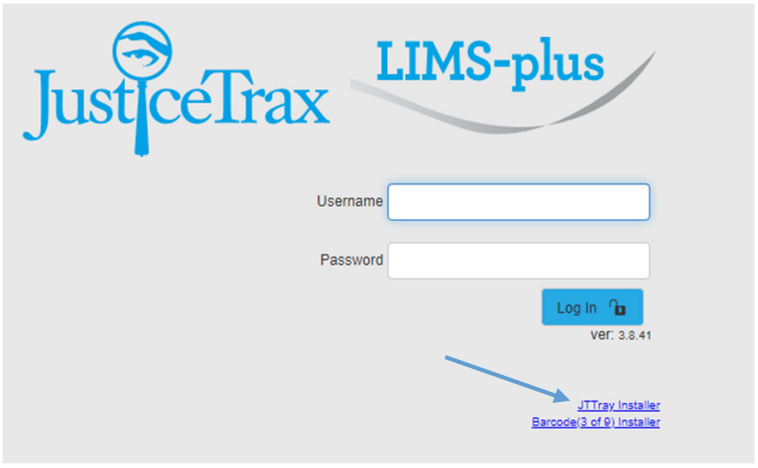
This version of JusticeTrax has a comprehensive help document that outlines how to use its core functions:



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

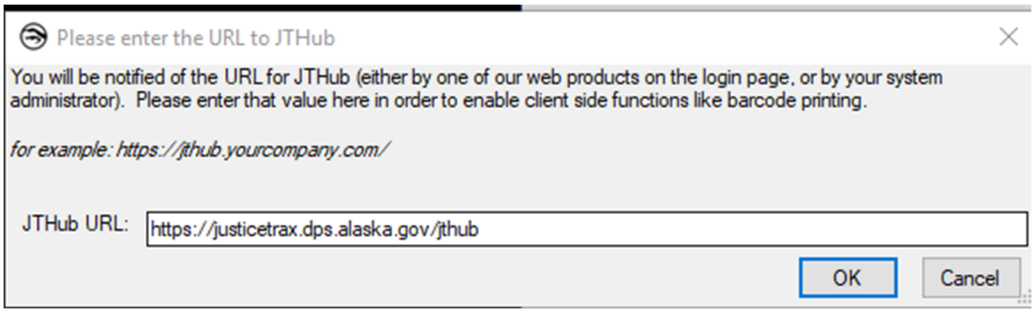
JTTRAY

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.

ADMINISTRATION

See the LIMS Administration Manual for more technical application and database administration procedures.

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	DNA Casework
Fingerprints	Physical	Latent Print Processing	Fingerprints[1]
Footwear Impressions	Physical	Footwear Processing	Marks and Impressions[1]
Firearm/Toolmark	Firearms	General Firearms Analysis for firearms	Firearms and Ballistics
Firearm/Toolmark	Firearms	Toolmark Examination for other tools	Marks and Impressions
NIBIN Only	Firearms	NIBIN	Not Reported
Seized Drugs	Controlled Substances	Controlled Substance Analysis	Drugs – Controlled Substances
Serial Number Restoration	Firearms	General Firearms Analysis	Not Reported

[1]Overall 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.

Apart from requests submitted through the NIBIN Request Form, 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.

For **Anchorage Police Department** NIBIN submissions, a Latent Print Processing service request will also be created if the item type listed on the NIBIN Request Form is firearm. A request reason of LP-NIBIN will be added to these NIBIN requests.

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

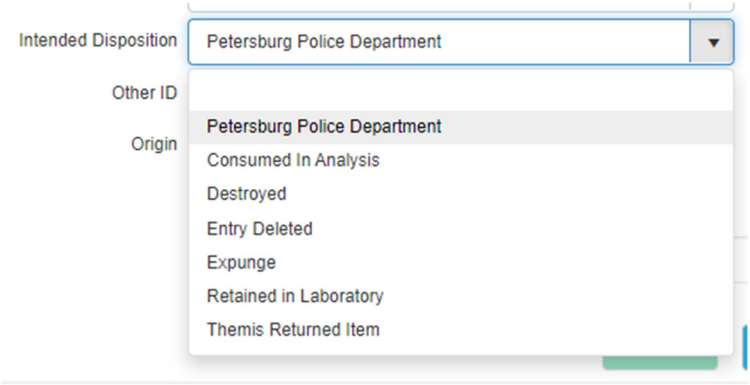
Relating evidence to a request serves two purposes: ensuring that the associated report addresses all items requested for a specific type of testing (i.e., service type) and making evidence available to record associated testing results in the LIMS. In general, all evidence associated with a specific RLS Analysis Category will be related to the corresponding LIMS Service request regardless of whether the analyst plans on testing an item. If an item is cancelled but other items are still being reported the item should not be unrelated from the request. It should appear on the report and the documentation of why testing was not completed retained. When an entire request for analysis is cancelled see Request Management Custom Form (Pending and Cancelling Requests).

When a sub-item is created during one testing process to be tested by another service (e.g., an isolated stain/swab sub-item created during biological screening), the created item will also be listed on the report to notify the customer that something was created or preserved for future testing (see 7.4.1.1 of the Quality Assurance Manual). Only the sub-item (e.g., isolated stain/swab sub-item) needs to be related to the request in which actual testing could occur (e.g., the Forensic Biology request) assuming there is enough

information present to link the stain/sample sub-item to the evidence originally received for testing. See the Sub-Itemizing 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):



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

Apart from some forensic biology evidence types such as sexual assault kits, known buccal swabs, and extracts, the intended disposition for all evidence received should be marked as the submitting agency or their designee. 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.

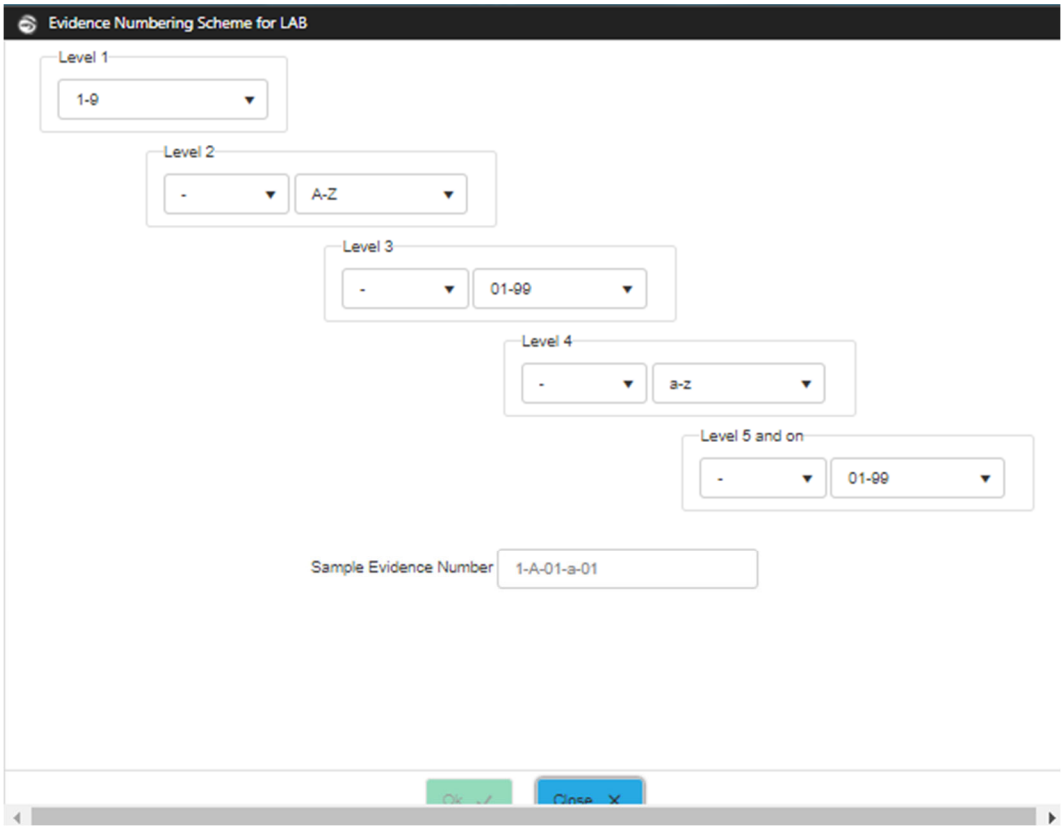
SUB-ITEMIZING

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:

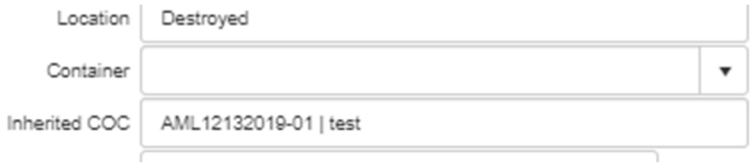
- Five pills received as item 05 and one pill is tested while the other 4 are not. Sub-item 05-A (1 pill) would be created to document the testing results and Sub-item 05-B (4 pills) would be created to document that they were not analyzed.
- Blood collection kit containing 2 tubes of blood received 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.

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:



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

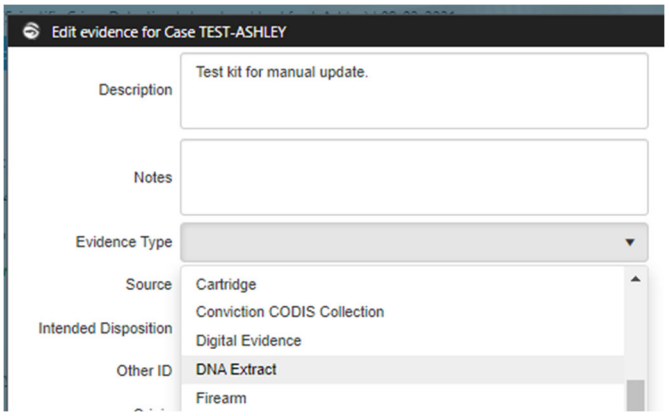
Sub-items inherit their parent's chain of custody up until the time the sub-item was created. If a sub-item is to move separately from its parent after creation (i.e., it will have a different chain of custody going forward), its container must be changed from the parent item to blank:



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.

REPLACING DATE RECEIVED WITH CREATED IN LAB ON TESTING REPORTS

When an item or sub-item of evidence is designated as an evidence type of "DNA Extract" or "Test Fire", testing reports will list the Date Received section for that item as "Created in Lab" instead of the receipt date indicated in the item's chain of custody. Below is a screenshot showing where Evidence Type is designated when editing an item of evidence:



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).

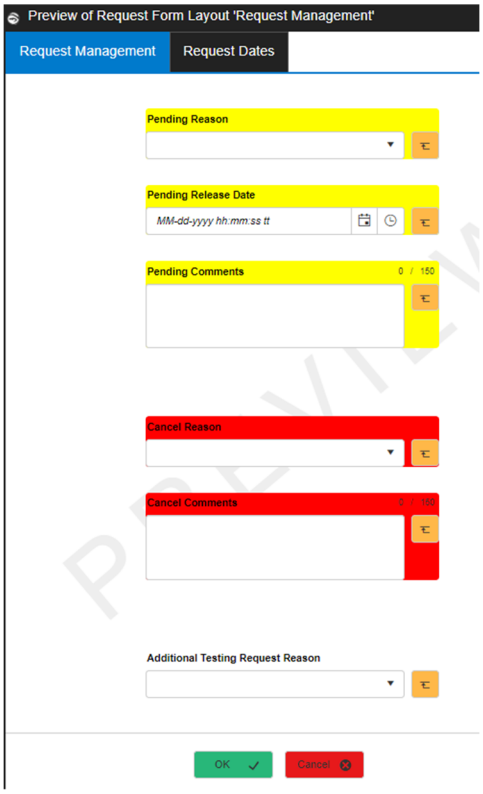
REQUEST REASON AND COMPLEXITY

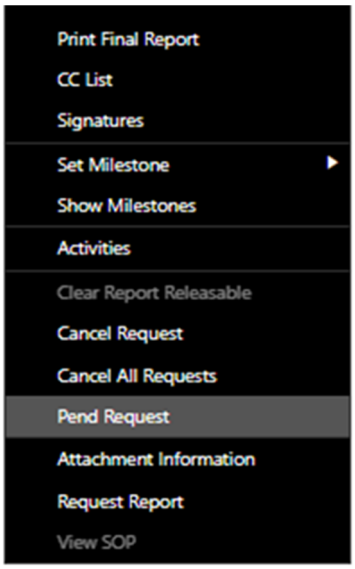
A reason and complexity can be added to each request when needed. The table below lists options available and their intended use:

Reason	Use	Complexity	Use
Rush-NextAvail	Used to designate a rush request approved by the relevant case manager. Next available means that analysis needs to be expedited, but not to the point where normal workflows and/or staff schedules are disrupted.	*COD-UDN*	Used to designate that a CODIS Communication request is associated with an unsolicited DNA notification (UDN).
Rush-Priority	Used to designate a rush request approved by the relevant case manager. Priority means that analysis needs to start as soon as possible, even if normal workflows and/or staff schedules are disrupted.	*DB-ReExtract*	Used on DNA Database requests to note that the sample needs/needed to be reextracted.
DB-No Profile	Used on DNA Database requests to note that a profile was not obtained from the related sample	*Prof. Test*	Designates that the request is for a proficiency test. See the Quality Assurance Manual for further protocols on proficiency testing.
DB-Partial	Used on DNA Database requests to note that a partial profile was obtained from the related sample	*QA Retest*	Used when a related request was made to record retesting of items for quality assurance purposes (e.g., seized drugs retesting program)
DB-Start	Used on DNA Database requests to designate the parent request from it's child when filtering the batch Assign Requests for Analysis function.	*Sampling Plan*	Designates that the request included a sampling plan
LP-NIBIN	Used to designate that the Latent Print Processing request is associated with a NIBIN submission	*Training*	Designates that the request is for training purposes
Off-Site	Used to designate that a testing activity occurred at a location other than the laboratory.		
PreUnsubNotTest	Used to flag a Forensic Biology request that was created due to a very delayed sexual assault kit submission (i.e., a previously unsubmitted kit post SAKI/Capital projects)		

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 pended, un-pended, 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":





A request is marked Pending when work cannot be performed yet. Requests are pended and un-pended 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-pended, the date in which it was un-pended must be recorded in the Request Management custom form. When un-pending a request, the Pending Reason should not be changed back to blank. If a previously pended request needs to be pended and un-pended again, the un-pend date will be updated to the latest one.

A request does not need to be un-pended 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.

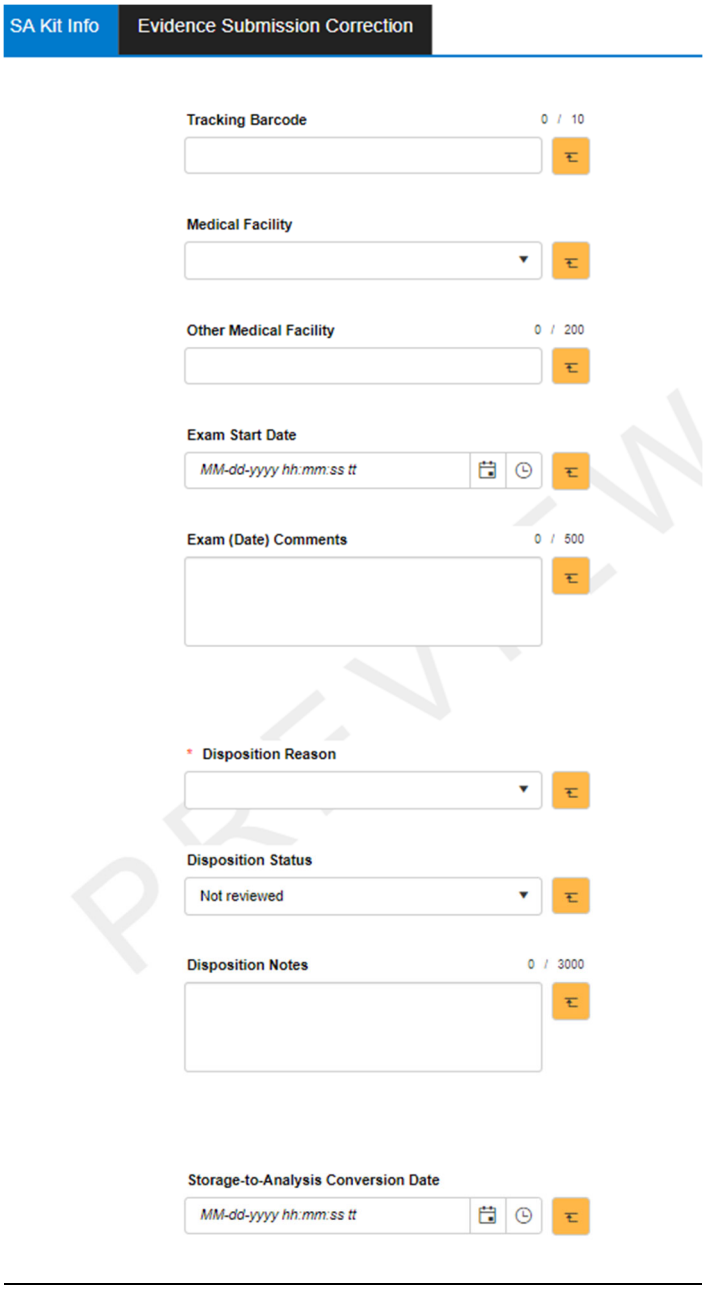
RELATED REQUESTS

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 forensic biology hand-off/analysis).

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 Other Medical Facility field only needs to be filled out if the medical facility is:

- "Out of state" (selected in Medical Facility dropdown)
- "Other (in-state)" (selected in Medical Facility dropdown)

It is not needed for when the dropdown for Medical Facility is "Law enforcement conducted exam".

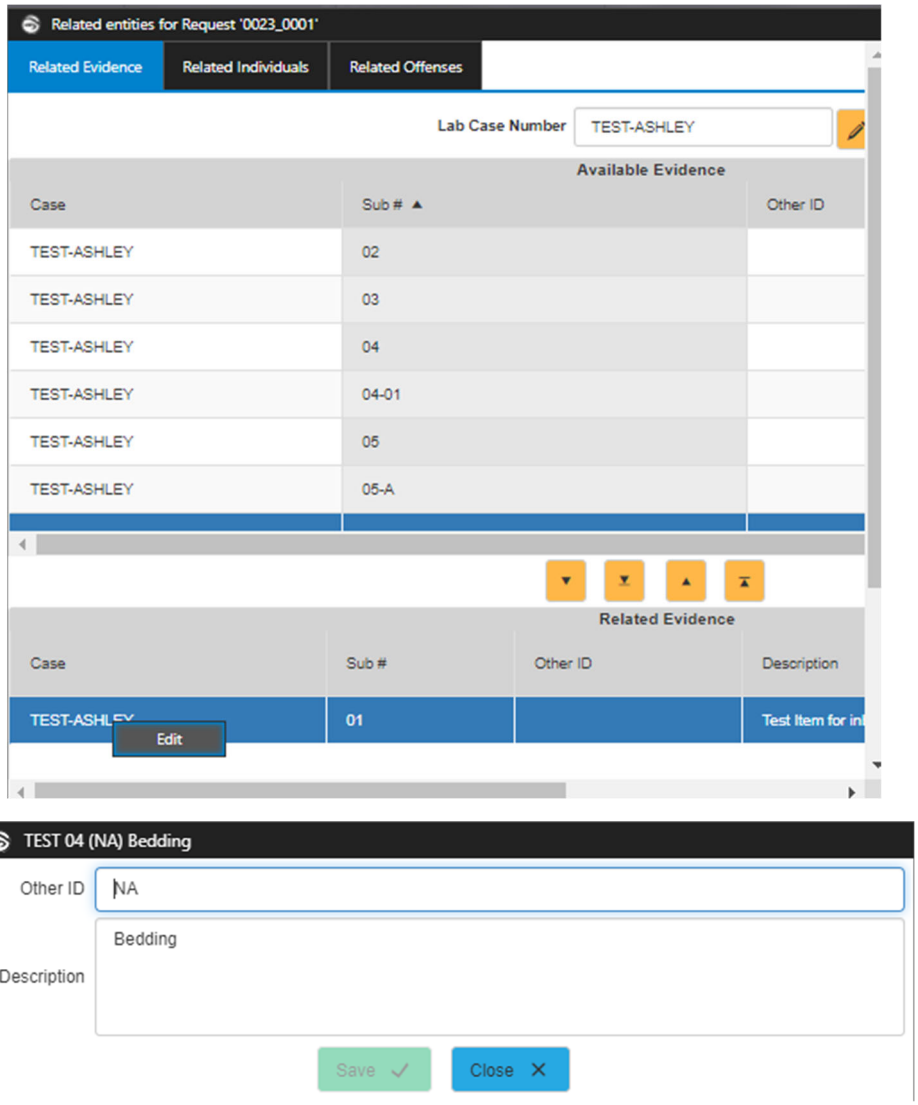
Intended use for values in the two dropdowns of this form is listed in the following tables:

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
Not an Alleged SA	The incident is a crime (other than sexual assault) under Alaska statute; testing may still occur, but this kit will not be counted in a kit inventory.
Not an SA Crime by Statute	The incident is not a sexual assault under Alaska statute and DNA testing will not occur
Not Scientifically Viable	Submitting for testing but not scientifically 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
Anonymous Conversion	The kit was submitted for storage as an anonymous report, but the victim has now reported to law enforcement and the kit will be tested.
Not reviewed (Default Entry)	The disposition as entered on intake, based on the lab submittal form
Unviable to viable	The kit's original disposition reason was Not Scientifically Viable but was changed at a later date.

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:

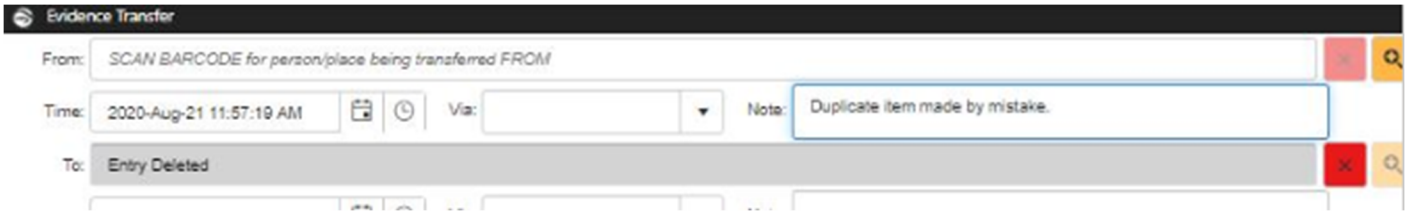


The analyst must type “NA” in the Other ID field for the related items of evidence that are not to be retrieved or analyzed. Doing so will assist evidence staff when staging items for pick-up.

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.

"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:

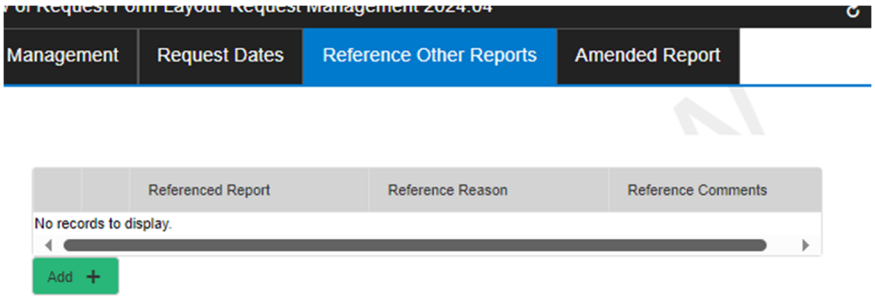
Location Name	Purpose
Case Transfer	Used to transfer an item in one case to another. See Procedure for Evidence Management for further protocols on how to use Case Transfer.
Combined Items	Used to transfer multiple items into a newly created single item.
Consumed in Analysis	Used for sub-items such as DNA extracts when they are consumed in analysis.
Destroyed	Default location used to document destruction of an evidence item
Digitized	Used to document when contents of a Latent Case File Archive envelope have been scanned to a digital asset management system (e.g. Foray) and shredded after the associated physical case file was entered into LIMS for tracking purposes. The comment associated with the transfer to Digitized needs to indicate where the digitized items are stored (e.g. Foray).
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
Lost	Used to indicate an item of evidence is lost
Retained at Lab	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.

REFERENCING OTHER REPORTS

When it is determined that other reports should be referenced in the current report, the Reference Other Reports tab in the request custom form will be used to do so. Common scenarios for referencing other reports include when:

- Permission to consume an item was received.
- Items previously reported as unanalyzed were analyzed.
- Items created during laboratory activities detailed in another report are now being addressed.



The Referenced Report drop-down will populate with all released requests within the current case and any related cases. Entries can also be free-texted when needed (e.g., when referencing outsource lab reports).

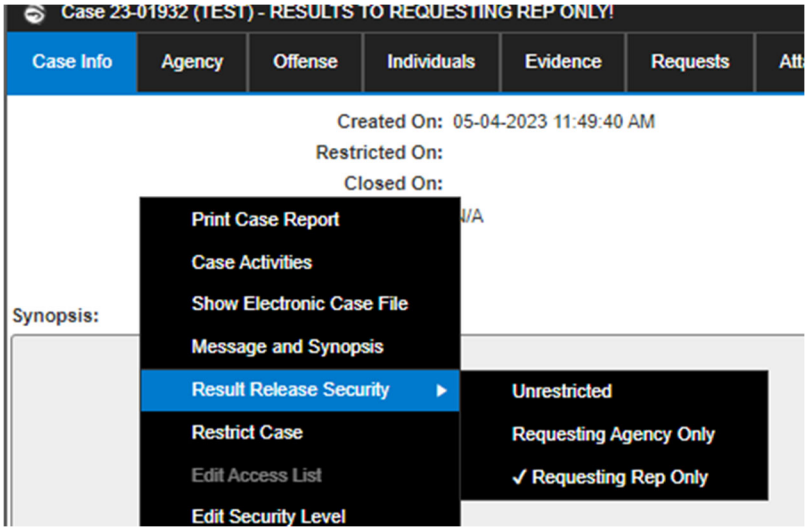
CASE INFORMATION UPDATES

If a staff member observes a discrepancy after the evidence intake process, at a level to where they feel it is necessary to reach out to the customer for notification/clarification, the associated information recorded in the LIMS will be updated accordingly to ensure it is the most accurate. Any change and/or discrepancy resolution associated with these events must have a case activity (Comm-Case Information Update-All) that explains how new information was obtained and what in the LIMS was added, updated, or removed. Allowed sources for this information are the submitting agency, the assigned prosecutor, a law enforcement records management system such as the Alaska Records Management System (ARMS) or the Alaska Public Safety Information Network (APSIN), and supplementary information from the submitter (e.g., SAK paperwork).

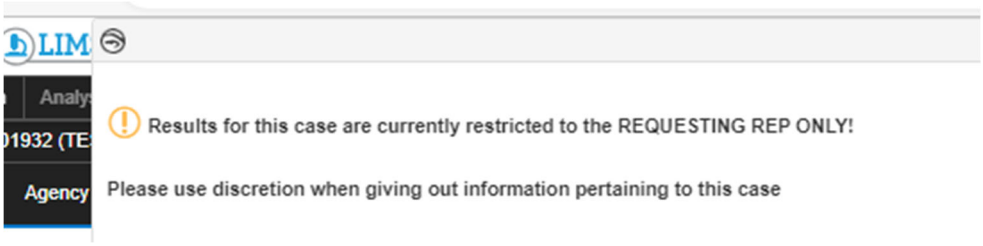
In general, if the discrepancy involved information on the Request for Laboratory Services (RLS) form, a corrected RLS does not need to be added to case attachments; information recorded in the case activity will suffice.

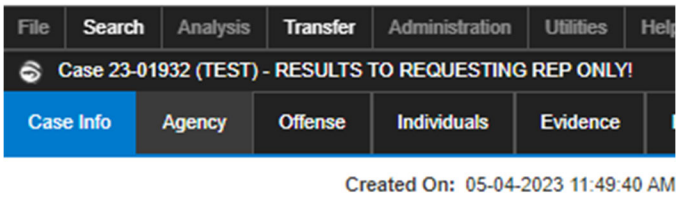
RESTRICTING RELEASE OF RESULTS

If the release of results needs to be restricted to only the requesting agency or requesting representative, those with appropriate permissions can use the Result Release Security option by right-clicking on the Case Info tab:



Applying a restriction setting produces a warning pop-up when the case is opened as well as warning text next to the case number when viewing the case.





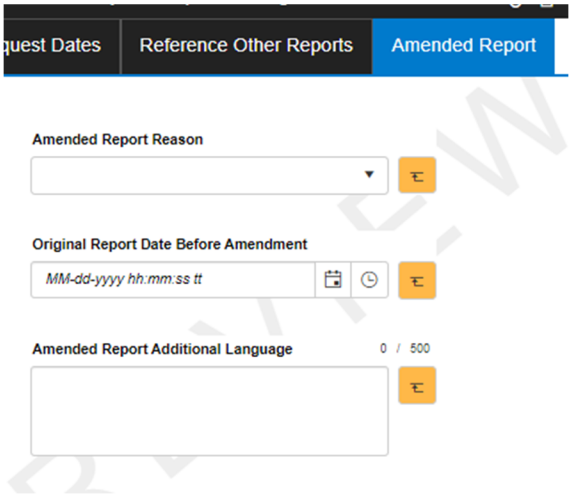
Result Release Security settings affect LIMS-Plus Portal access and the request's CC list as follows:

- Choosing Requesting Agency Only prevents agency representatives from other case agencies (e.g., the associated district attorney's office) from seeing request results in Portal. It also unchecks the Authorized box in the CC list for anyone who is from other case agencies. This means those unchecked will not receive the automated report email when the request is released.
- Choosing Requesting Rep Only prevents all other case agency representatives (even those within the same agency as the requesting representative) from seeing request results. It also unchecks the Authorized box in the CC list for everyone. The automated report will only go to the requesting rep when the request is released

Any change to a case's Result Release Security (be it restricting or unrestricting) will be documented using the Result Release Restriction case activity. This activity will document the change that was made, what prompted it, who performed it, and when it occurred.

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, with the associated request number. The milestone for the associated request will then be rolled back using Clear Report Releasable. Any necessary changes will be made. The request custom form tab "Amended Report" will then be filled out. This information will be used to populate the amendment notification on the amended report.



Refer to the Quality Assurance Manual for more instructions regarding amended reports.

NAMING CONVENTIONS FOR TRAINING CASES

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

Training prefix = TR
Submitting Agency = Scientific Crime Detection Laboratory

Agency Case Number = TR-lastnamefirst initial-disciplinesuffix

Discipline	Suffix
Blood Alcohol	BA
Seized Drugs	SD
Friction Ridge	FR
Footwear Impressions	FI
Firearm/Toolmark	FA
Forensic Biology	FB
Crime Scene	CS

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

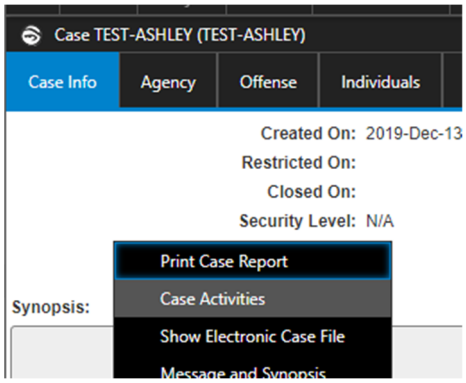
A system generated lab number should be used after creating the case using the agency case number.

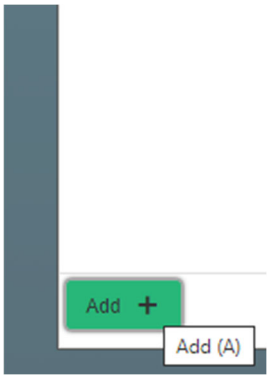
If multiple training cases are desired, a suffix such as -1, -2, etc. can be added to the agency case number for the newly created cases.

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.

LAB LEVEL ACTIVITIES

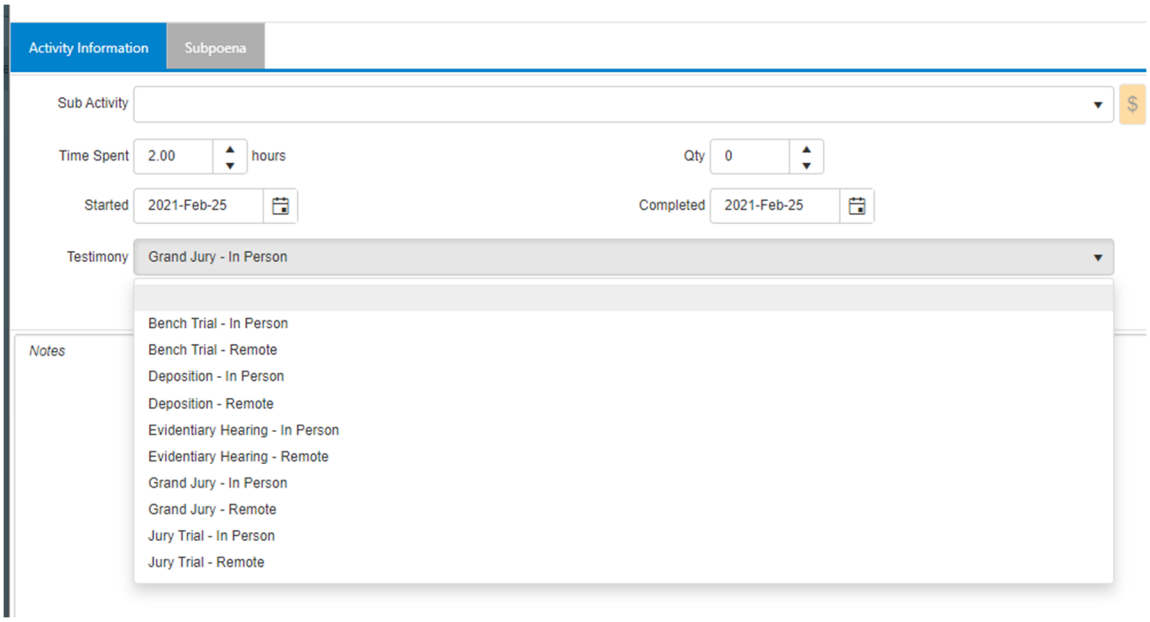
The table below lists lab level activities and their intended use:

Activity Name	Intended Use
Comm-Case Information Update-All	Recording details of a case information update. See Case Information Updates for more details. Audience expected to read before performing work in case: All.
Comm-Case Management-All	Recording communication related to the case review process before a request is made available for assignment to an analyst (e.g., determining order of testing or which items are to be tested.) Audience expected to read before performing work in case: All.
Comm-Case Management-Bio	Recording communication related to the case review process before a request is made available for assignment to an analyst (e.g., determining order of testing or which items are to be tested.) Audience expected to read before performing work in case: Biology Staff.
Comm-Case Management-Chem	Recording communication related to the case review process before a request is made available for assignment to an analyst (e.g., determining order of testing or which items are to be tested.) Audience expected to read before performing work in case: Chemistry Staff.
Comm-Case Management-Phys	Recording communication related to the case review process before a request is made available for assignment to an analyst (e.g., determining order of testing or which items are to be tested.) Audience expected to read before performing work in case: Physical Staff.
Comm-Evidence Section Comments-All	Communication from the laboratory evidence section related to submissions in the case. Audience expected to read before performing work in case: All.
Comm-Other-All	Recording other communications. Audience expected to read before performing work in case: All.
Comm-Other-Bio	Recording other communications. Audience expected to read before performing work in case: Biology Staff.
Comm-Other-Chem	Recording other communications. Audience expected to read before performing work in case: Chemistry Staff.
Comm-Other-Phys	Recording other communications. Audience expected to read before performing work in case: Physical Staff.
Court-Affidavit	Recording when an affidavit is prepared related to the case.
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. See the Quality Assurance Manual for further protocols on responding to discovery requests.
Court-NOE Review	Recording when a Notice of Expert document is reviewed, who requested the review, and the time (in Time Spent field) it took to review.
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.
DNA-Contamination Assessment	Used to indicate that a DNA contamination assessment form is associated with the case. This occurs when the contamination is of sufficient quantity for comparison, but the source of DNA cannot be determined. If the source can be determined, the associated quality review is documented using the QA – Quality Assurance Review (QAR) activity.
DNA-Offender Qual Check	Used to document verification that the collection of a DNA database offender sample was related to a qualifying offense.
LIMS-Chain of Custody Edit	Recording that a Chain of Custody-Milestone Edit Request Form is associated with the case. The request form's unique identifier must be included in the activity field notes.
LIMS-Result Release Restriction	Used to document changes to a case's Result Release Restriction settings.

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. See the Quality Assurance Manual for further protocols on approved deviations.
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. See the Quality Assurance Manual for further protocols on performance monitoring.
QA-Other	Used to record quality assurance activities that do not fall within the other available QA activity types.
QA-Quality Assurance Review (QAR)	Recording that a quality assurance review form is associated with the case. The quality assurance review's unique identifier must be included in the activity notes field. See the Quality Assurance Manual for further protocols on quality assurance reviews.
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. See the Quality Assurance Manual for further protocols on releasing preliminary results.
SD – Evidence Discrepancy	Used to document seized drugs discrepancies.

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:



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).

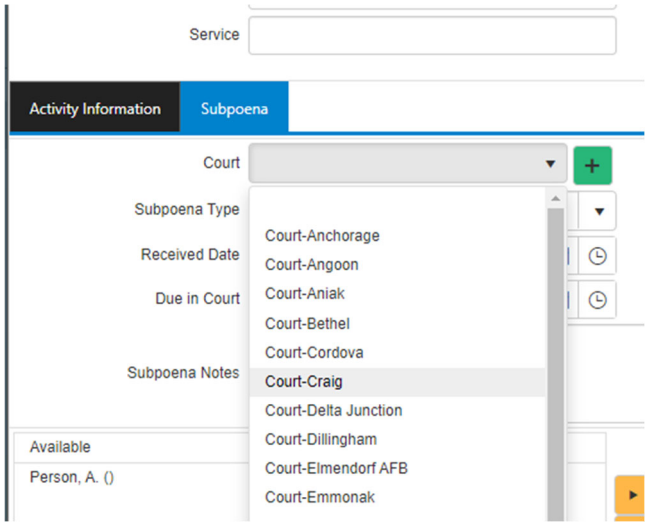
Completed: Used to record the date in which the testimony activity ended (i.e., the last date including compensable time on the Compensable Time Calculator spreadsheet).

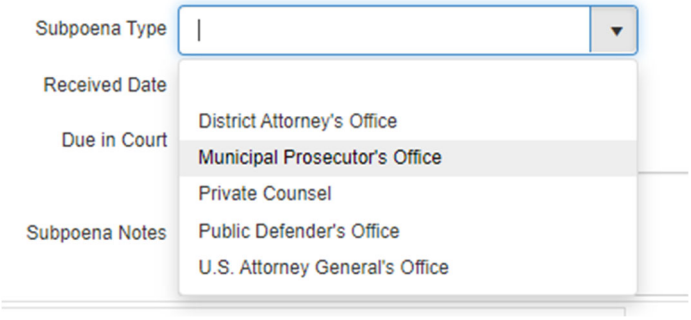
Testimony: Used to record the appearance type and format associated with the requested testimony.

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.

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





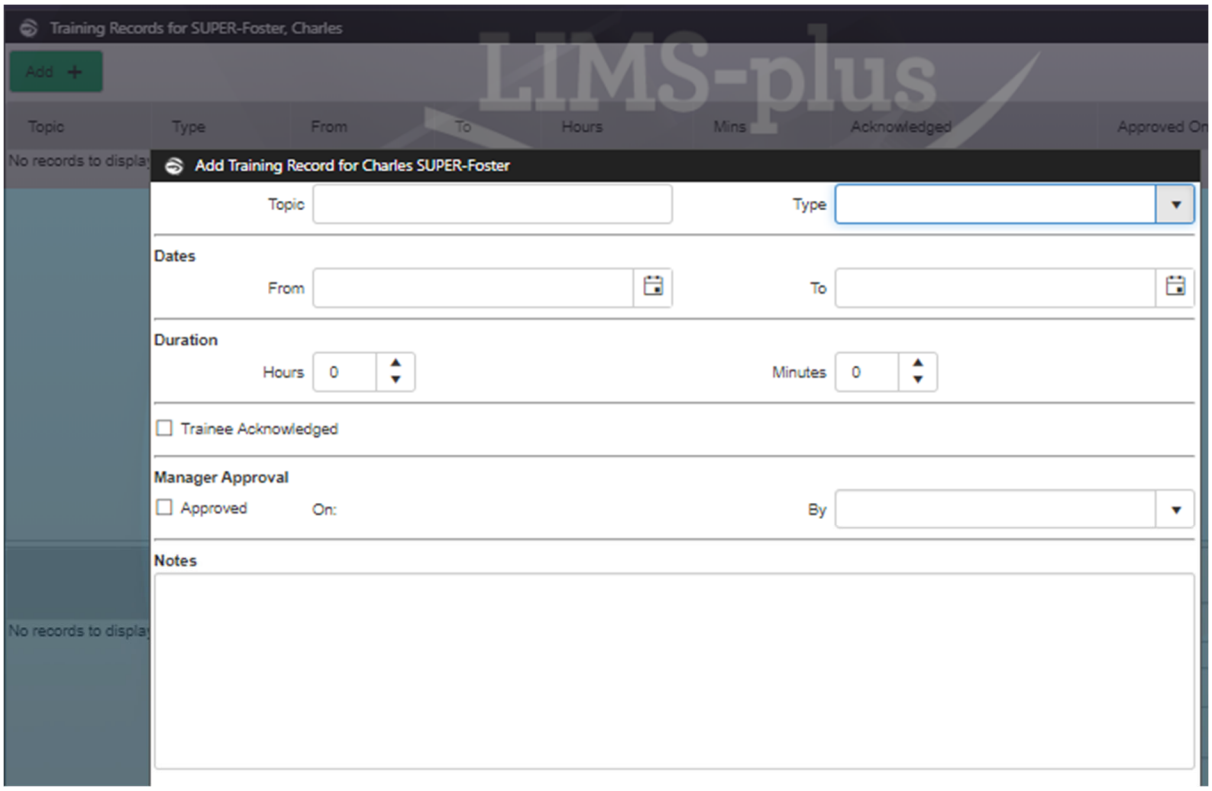
Court: Lists all court locations in Alaska. Select the court in which testimony was requested.

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.

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.



The training types available are listed below:

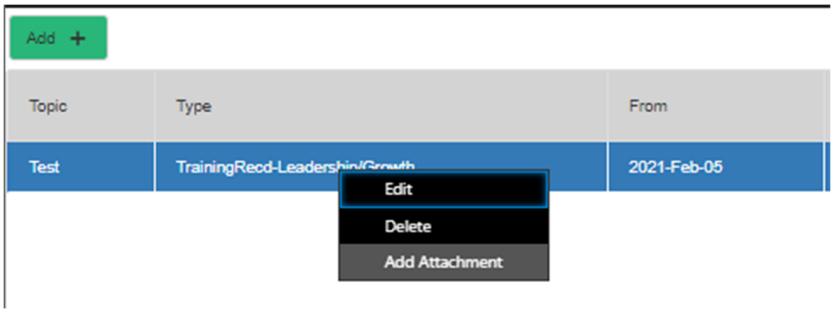
Training Rec. Type
LitRev-CrimeScene
LitRev-Fingerprints
LitRev-Firearms
LitRev-GeneralForensics
LitRev-Impressions
LitRev-Leadership/Mgmt
LitRev-QualityAssurance
LitRev-SeizedDrugs
LitRev-ToxAlcohol
LitRev-ToxDrugs
Outreach-Exhibit
Outreach-Interview
Outreach-Lab Tour
Outreach-Presentation
Outreach-WrittenCommunication
TrainingGiven-LawEnforcement

Training Rec. Type
TrainingGiven-Legal
TrainingGiven-Scientific
TrainingRecd-Administrative
TrainingRecd-CrimeScene
TrainingRecd-DataManagement
TrainingRecd-DNA
TrainingRecd-Fingerprints
TrainingRecd-Firearms
TrainingRecd-GeneralForensics
TrainingRecd-Impressions
TrainingRecd-Leadership/Mgmt
TrainingRecd-Legal
TrainingRecd-Other
TrainingRecd-QualityAssurance
TrainingRecd-Safety
TrainingRecd-SeizedDrugs
TrainingRecd-ToxAlcohol
TrainingRecd-ToxDrugs

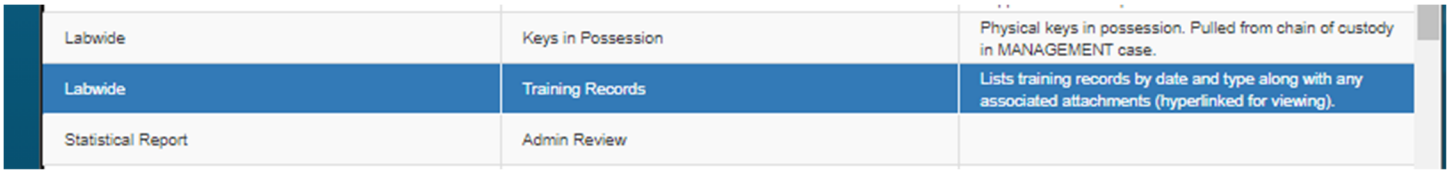
The training given subcategories indicate the audience who received the training whereas the training received subcategories indicate the subject matter of the training.

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 SharePoint document library (see SharePoint Working Instructions for more details).

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



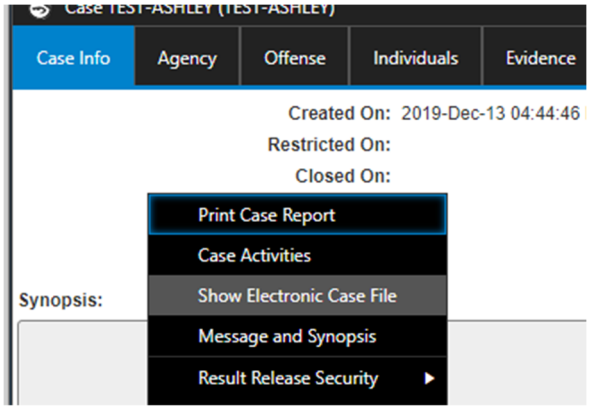
A Crystal Report is available for staff that lists training records along with hyperlinks to each associated attachment:



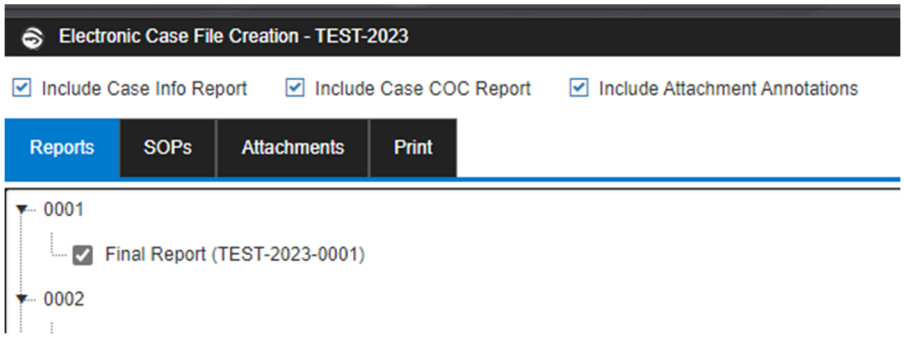
ELECTRONIC CASE FILES AND LEVEL 2 DISCOVERY PACKS

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 Level 2 discovery (see the Quality Assurance Manual for further protocols on discovery levels and discipline specific requirements):

- 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)

LEVEL 2 DISCOVERY PACK GENERATION AND DISTRIBUTION

The electronic case file pdf and any other documents needed to meet the Level 2 discovery request will be merged to a single document before distribution. The merged document will also be page numbered (Page N of M) and each page will be stamped with a header, footer, or watermark with the format DISCO-date generated-initials of person generating packet. If multiple discovery packets are generated on the same date, a prefix such as -1, -2 can be used to distinguish them. The file name for the document will be the same as the header/footer/watermark.

> Note: If files with formats not amenable to pdf merging are to be provided (e.g., raw image 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 Level 2 discovery document (pdf or zip) will be uploaded as a case attachment after distribution.

> Note: There is a 50 MB file size limit when uploading attachments. If the discovery document exceeds this limit, it will need to be split up into separate parts, each below 50 MB. These parts will then be uploaded as separate attachments.

For multi-disciplinary discovery requests, each discovery pack generated will include the Case Info Report, Case COC Report, and all case attachments.

Contents of any related cases (accessed through the Case Info tab in LIMS) that fall under the scope of Level 2 discovery, as described above, must also be included in the discovery packet.

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.

LEVEL 3 DISCOVERY DOCUMENTATION

Documentation requirements when Level 3 discovery is provided will vary based on the request's breadth and complexity. Refer to the Quality Assurance Manual for more information regarding Level 3 discovery requests.

At a minimum, a Court-Discovery lab activity will be entered in the same manner as described above. If the **Quality Assurance Manager** deems it impracticable to merge and/or attach the records discovered to the case file, a list detailing what was provided may be included in the associated Court-Discovery case activity instead.

REVISION HISTORY

Section	Changes
Designating an Item's Intended Disposition	Changed "Apart from sexual assault kits, the intended disposition for all evidence received will be marked as the submitting agency or their designee." to "Apart from some forensic biology evidence types such as sexual assault kits, known buccal swabs, and extracts, the intended disposition for all evidence received should be marked as the submitting agency or their designee." to make it a little more general.
Request Reason and Complexity	Removed *Add. Test. Req.* and *Amended Report* since this information is now recorded via updated request custom forms.
Referencing Other Reports	New Section.
Restricting Release of Results	Adding information about what happens to the request's CC list when release restriction is activated.
Amended Reports	Removed requirement to add Amended Report complexity. Added directions on how to use Amended Report tab in request custom form.