CONTENTS

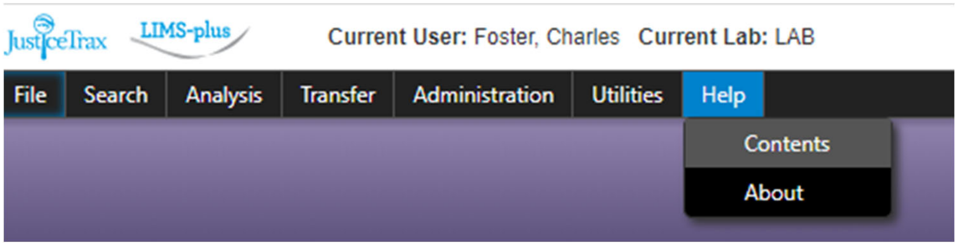
OVERVIEW AND ORIENTATION

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

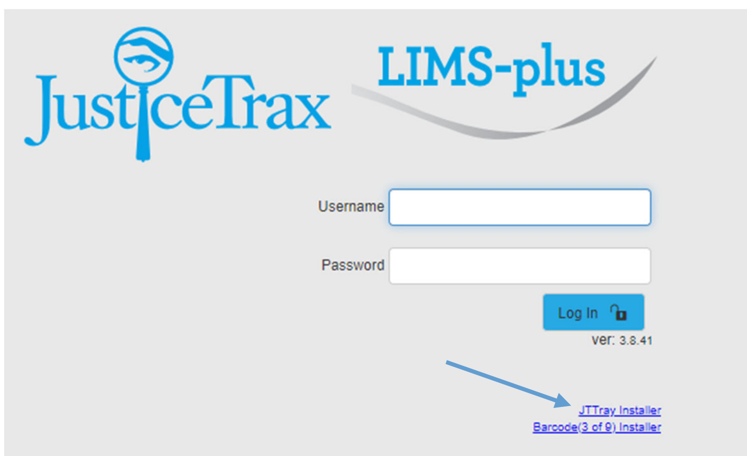
This version of JusticeTrax has a comprehensive help document that outlines how to use its core functions:



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

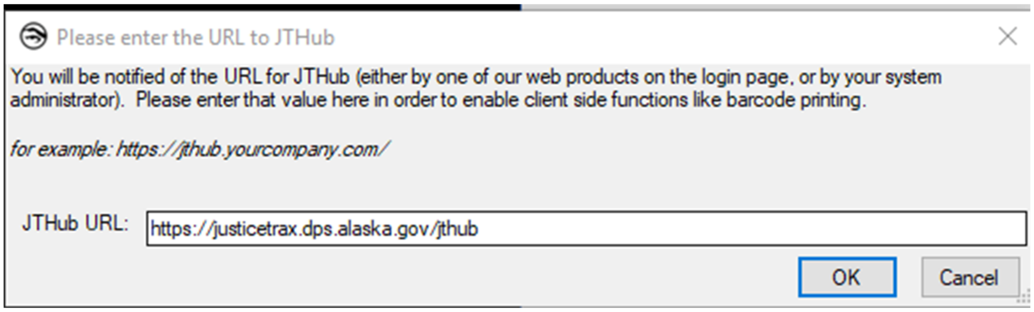
JTTRAY

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

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:

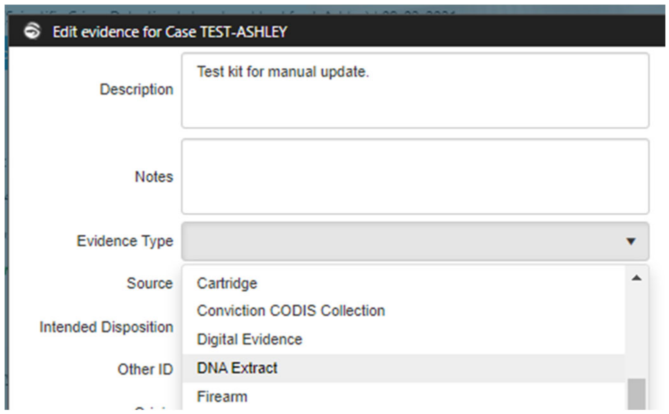
Suffixes can be manually changed if desired as long as all items have unique evidence numbers.

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:



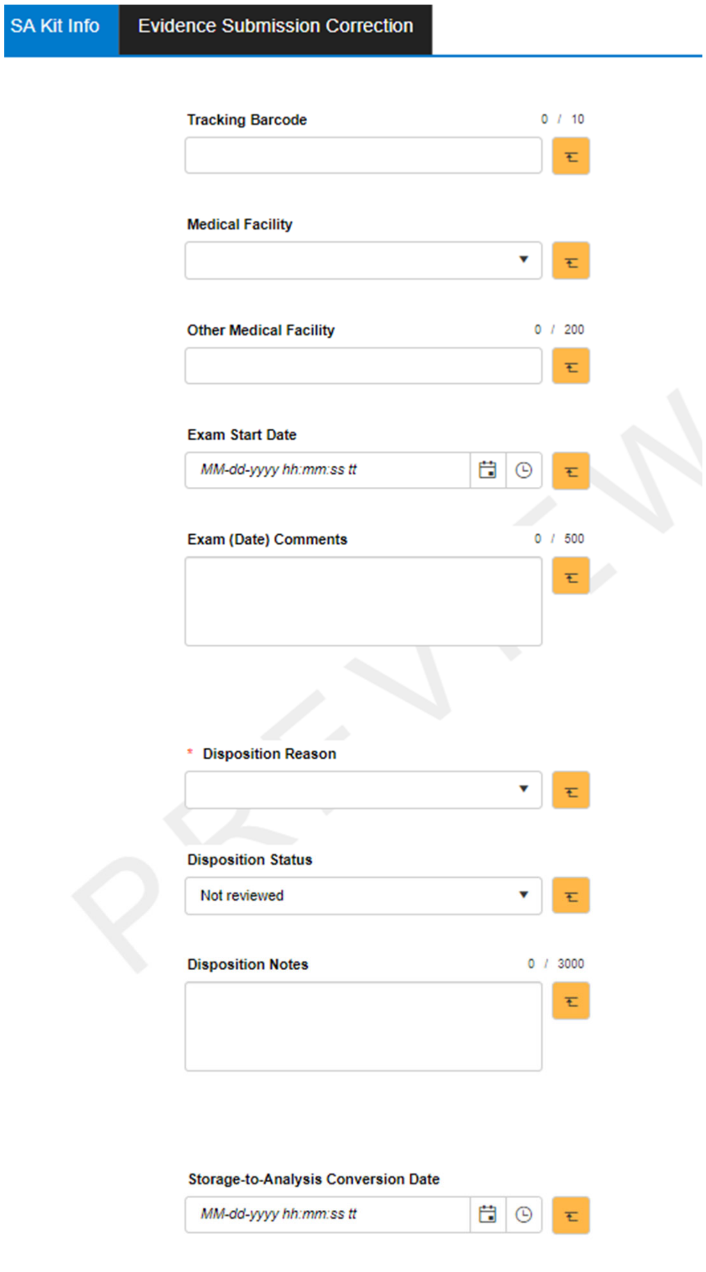
RELATED REQUESTS

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 Error! Reference source not found..

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”.

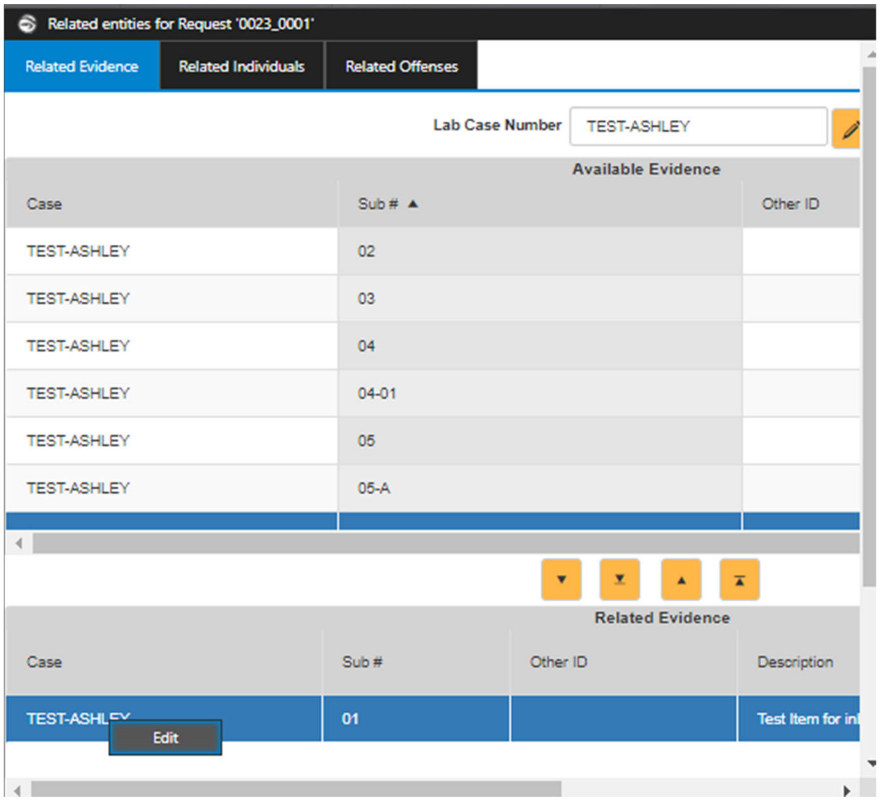
Intended use for values in the two dropdowns of this form is listed in the following tables:

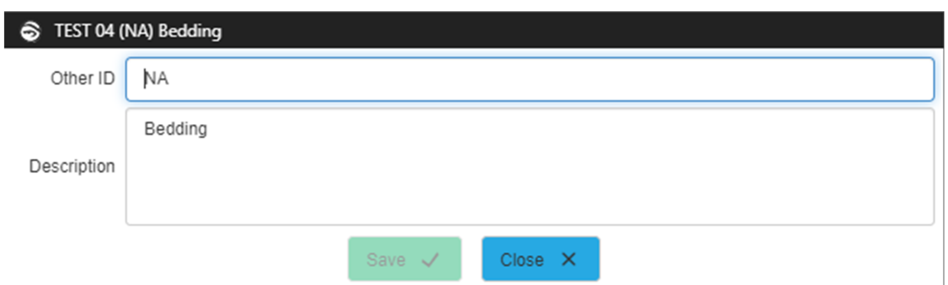
Disposition Reason	**Use**
Analysis	The kit is being submitted for, or will have DNA testing performed in-house
Anonymous	No police report has been filed and DNA testing will not occur
Capital	Previously unsubmitted kit now being submitted for testing under capital project
False Report	The report was 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:



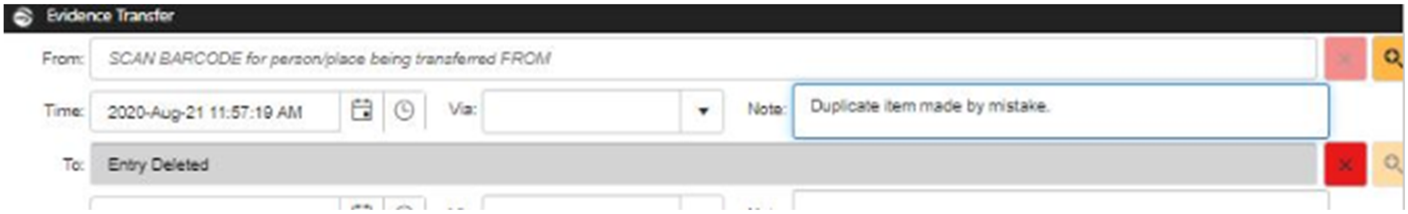


The analyst must type “NA” in the Other ID field for the related items of evidence that are not to be retrieved or analyzed. Doing so will assist evidence staff when staging items for pick-up.

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:

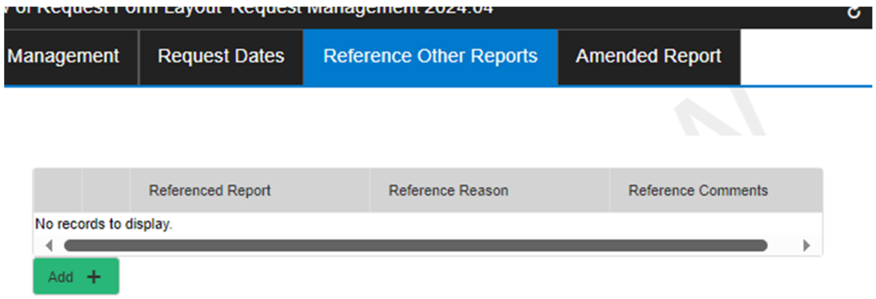
Location Name	Purpose
Case Transfer	Used to transfer an item in one case to another. See Procedure for Evidence Management for further protocols on how to use Case Transfer.
Combined Items	Used to transfer multiple items into a newly created single item.
Consumed in Analysis	Used for sub-items such as 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
Historical Returned Item	Used as the "then to" receiving location when entering an initial chain of custody for an item that was previously received and returned, but the chain of custody was recorded outside of the current LIMS (e.g., Beast LIMS, paper case file)
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 Error! Reference source not found.) 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). The table below outlines the reference reason dropdown values along with the corresponding report language that will appear on the report when the value is selected. Text entered in the Reference Comments box will appear after the report language associated with the dropdown value.

Reference Reason	Example of Use	Report Language
Permission to Consume (PTC) Requested	Permission to consume evidence was granted.	Permission to consume was granted for one or more items previously addressed in the following report(s).
Triaged Items	A triaged item is now being tested under a subsequent request.	One or more items have been tested that were previously addressed as not analyzed in the following report(s).
Both PTC and Triaged Items	Permission to consume evidence was granted and a triaged item is now being tested under a subsequent request.	Permission to consume was granted for one or more items previously addressed in the following report(s). One or more items have also been tested that were not analyzed previously.
DNA Statistics	Previously reported DNA statistics are being updated.	DNA statistics previously addressed in the following report(s) have been updated.
Previous Testing	Multiple rounds of testing occurred under different requests. Note: this is generally only used for requests of the same service type.	Please refer to the following report(s) addressing previous testing results associated with this case.
Evidence Collection	Items collected under another request (e.g. latent print processing) are now being tested (e.g. forensic biology analysis).	Please refer to the following report(s) regarding collection of item(s) that are further addressed in this report.
Other	Should only be used when none of the other examples outlined in this table fit the situation.	Please refer to the following report(s) that are also related to this case.

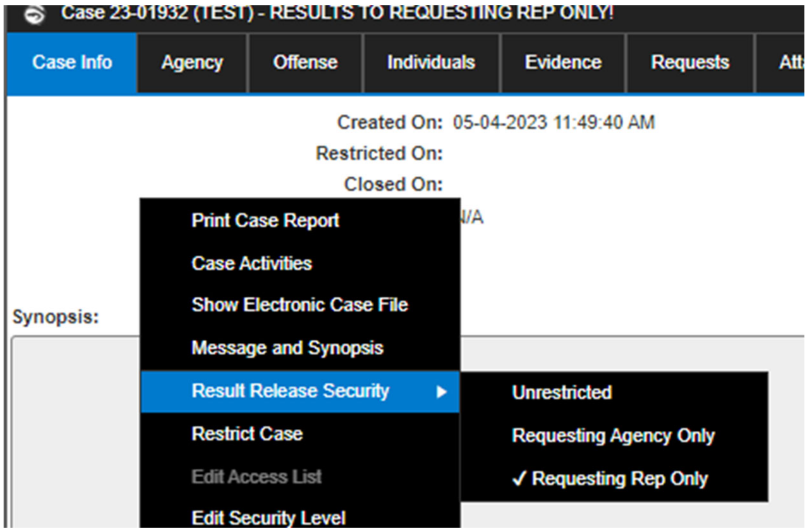
CASE INFORMATION UPDATES

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).

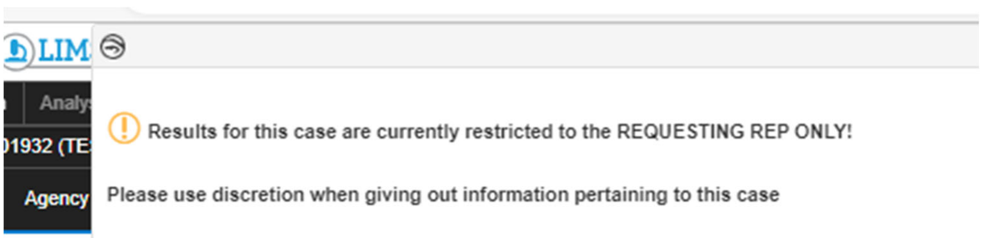
In general, if the discrepancy involved information on the Request for Laboratory Services (RLS) form, a corrected RLS does not need to be added to case attachments; information recorded in the case activity will suffice.

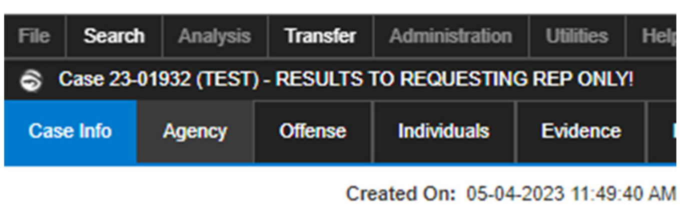
RESTRICTING RELEASE OF RESULTS

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:

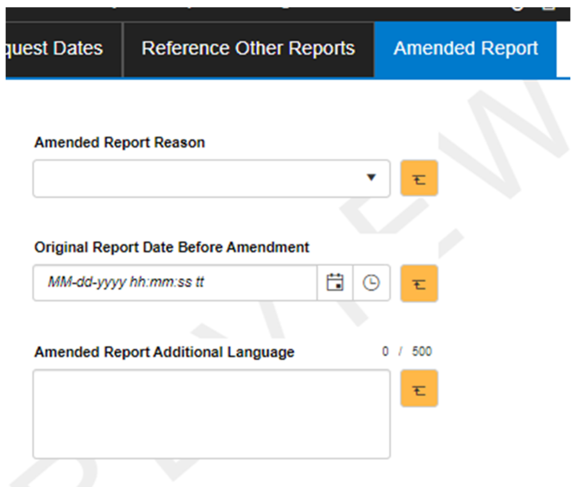
- Choosing Requesting Agency Only prevents agency representatives from other case agencies (e.g., the associated district attorney's office) from seeing request results in Portal. It also unchecks the Authorized box in the CC list for anyone who is from other case agencies. This means those unchecked 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

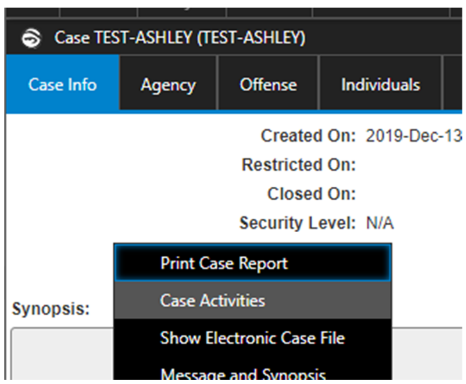
A system generated lab number should be used after creating the case using the agency case number.

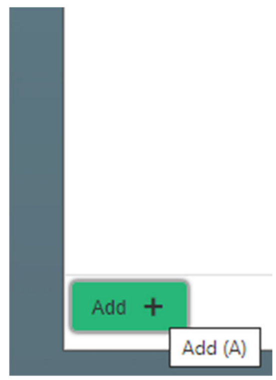
If multiple training cases are desired, a suffix such as -1, -2, etc. can be added to the agency case number for the newly created cases.

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:

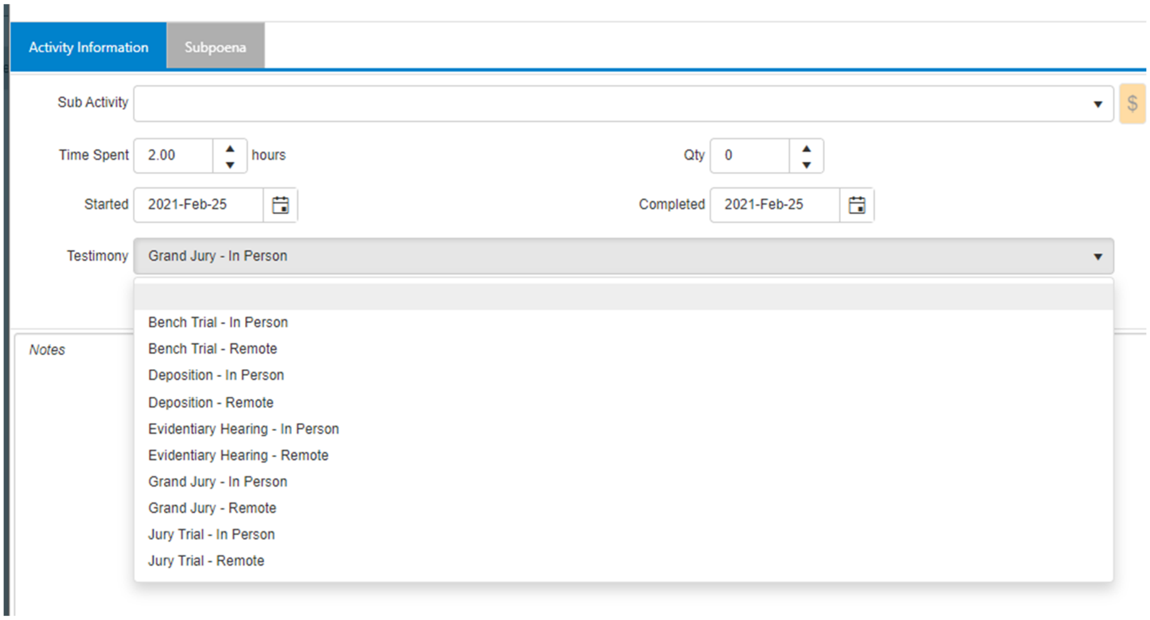




Activities involving the breath alcohol program and in cases in which the lab did not perform testing will be recorded in LIMS in the same manner as outlined below. The associated agency case number will be searched and if a case already exists, the activity will be recorded there. If no agency case 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.

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).

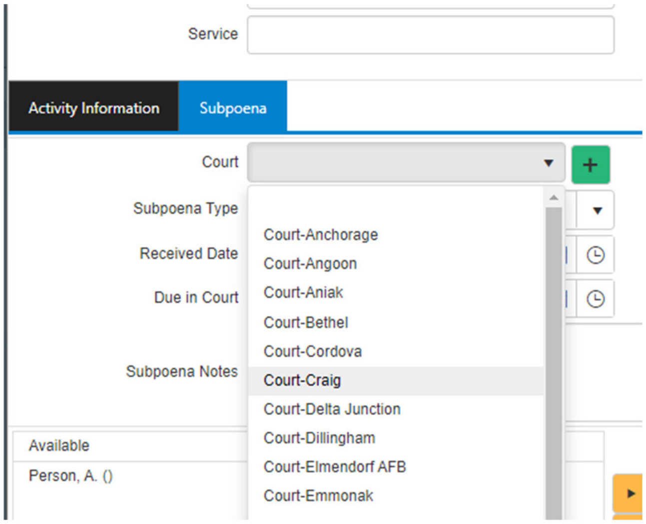
Completed: Used to record the date in which the testimony activity ended (i.e., the last date including compensable time on the Compensable Time Calculator spreadsheet).

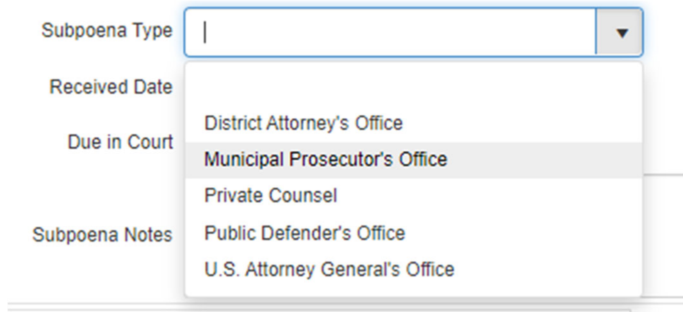
Testimony: Used to record the appearance type and format associated with the requested testimony.

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:





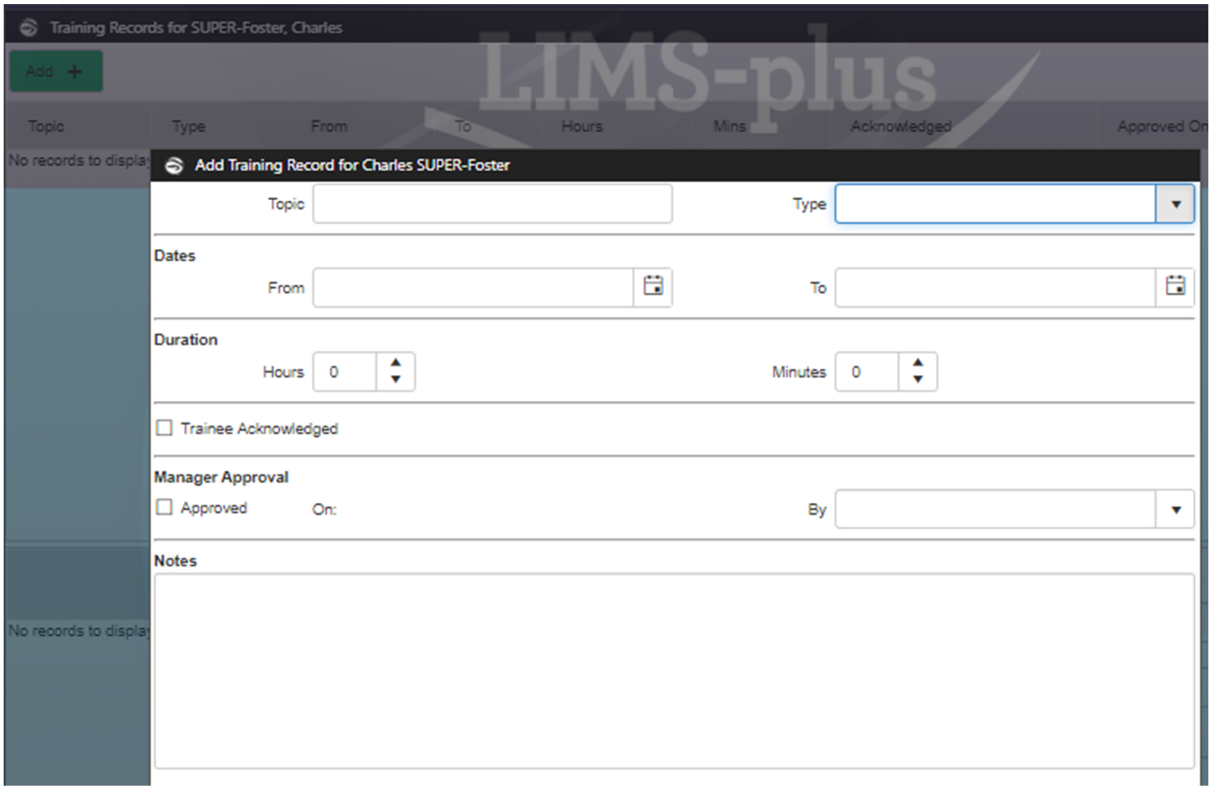
Court: Lists all court locations in Alaska. Select the court in which testimony was requested.

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:

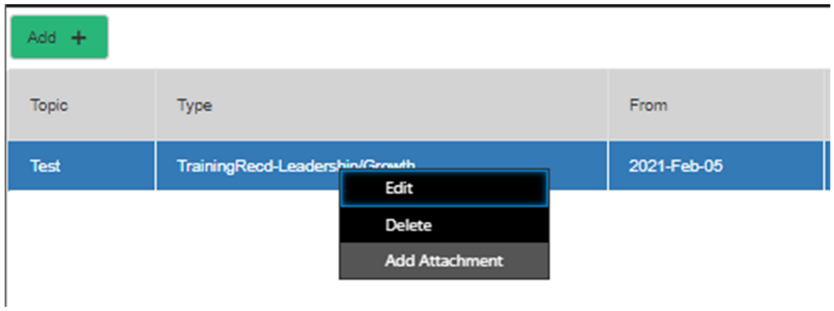
Training Rec. Type
LitRev-CrimeScene
LitRev-Fingerprints
LitRev-Firearms
LitRev-GeneralForensics
LitRev-Impressions
LitRev-Leadership/Mgmt
LitRev-QualityAssurance
LitRev-SeizedDrugs
LitRev-ToxAlcohol
LitRev-ToxDrugs
Outreach-Exhibit
Outreach-Interview
Outreach-Lab Tour
Outreach-Presentation
Outreach-WrittenCommunication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

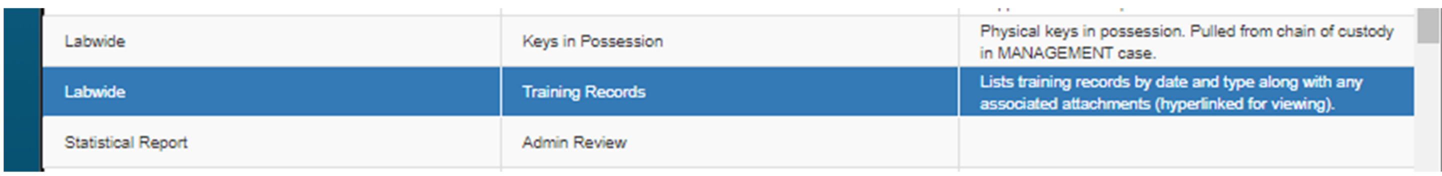
The training given subcategories indicate the audience who received the training whereas the training received subcategories indicate the subject matter of the training.

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:



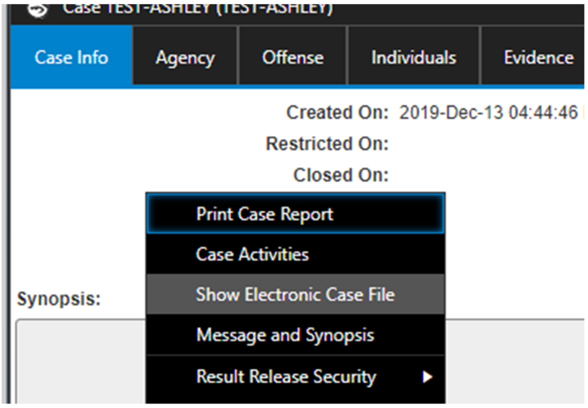
A Crystal Report is available for staff that lists training records along with hyperlinks to each associated attachment:



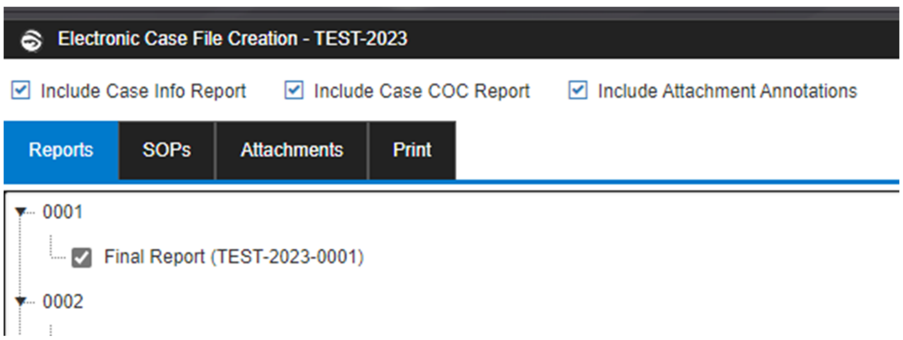
ELECTRONIC CASE FILES AND LEVEL 2 DISCOVERY PACKS

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
Request Entry and Review	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Relating Evidence to a Request	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Subsequent Submittals for a Preexisting Case	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Request Reason and Complexity	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Request Management Custom Form (Pending and Cancelling Requests)	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Lab Level Activities	Deleted section since the content was moved to the Quality Assurance Manual (version 16.0, effective 9/13/2024)
Referencing Other Reports	Added table listing each dropdown value, examples of their use, and resulting report language that will appear on the report.