



Intermountain Forensics

SOP # EVD-200

Revision # 02

Forensic DNA Technical Leader Approval

Issue Date

03/01/2023

Evidence Receiving

1. Purpose

To describe the process of receiving evidence to be tested physically in the laboratory and electronically in JusticeTrax® to initiate the Intermountain Forensics (IMF) chain of custody

2. Summary

Case submission in the portal must be completed before physical evidence can be received in the laboratory and electronically in the JusticeTrax® Laboratory Information Management System. Evidence packaging is assessed for damage, accepted in JusticeTrax, and securely stored in Evidence Lockup.

3. Procedure

Portal Entry of Evidence

1. An agency account must be setup in the Portal before any evidence can be submitted or received
 - a. The customer may request log-in information via the Submissions tab of the Intermountain Forensics website. Refer them to ADM-121 Evidence Submission Guidelines for details on how to request an account.
 - b. Refer to ADM-121 Evidence Submission Guidelines for the procedure for the customer to initiate a case with Intermountain Forensics and submitting it to portal.
2. To create a customer account:
 - a. Agency information is added through in JusticeTrax under “**Outside Agencies**”.
 - i. The ORI field must have content in order to save the agency information.
 - ii. At minimum, the following fields are required to setup a portal entry
 1. Agency Name
 2. Agency Contact Last Name
 3. Agency Contact First Name
 4. Agency Contact e-mail
 5. Agency Contact phone #
 - b. There must be at least one individual designated as the “administrator” for each agency. The agency administrator will oversee the information entered and received from the JusticeTrax portal.
 - i. If not specified by client, the first agency contact will be deemed administrator
 - c. The administrator or person of contact for the agency will then be set up with a username, password, and pin through LIMS.
 - i. They will be prompted to reset their password after their first time logging in to the portal.
 - d. Email the Username and Temporary password to the Agency Contact requesting portal access.
 - i. Inform them that they will be prompted to change their password the first time they log in.

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1. Evidence should be received by shipping companies with tracking numbers or through a direct hand to hand transfer from the customer.



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- a. If no tracking is used or a direct signature for tracking is not required, the laboratory will still maintain internal Chain of Custody (CoC)
- b. Shipping packaging will be inspected for damage and documented if any is found
2. Open shipping packaging until evidence sealed items are located
 - a. Do not break evidence seals when opening packaging
 - b. If necessary, item may be opened to verify the conditions in the items need to be stored ex. Room temp or fridge
 - i. This should be done in laboratory space (prep or lab) and lab processing policies (contamination avoidance etc.) should be utilized
3. Date and initial evidence
4. Accept received items in JusticeTrax to begin the Chain of Custody
 - i. Enter method of delivery (FedEx, UPS, or USPS) barcode and input tracking information for each packageAny documentation from an In-Person delivery are uploaded as an attachment into JusticeTrax
5. Log in to JusticeTrax®
6. In the “Accept Evidence” screen of JusticeTrax®, Select the agency that is submitting evidence from the drop down
7. The “accept” boxes will need to be checked in order for all the case information to be imported into LIMS.
 - a. Submitting through this screen will initiate the Chain of Custody.
 - a. In general, **all** accept boxes should be checked when accepting the request.
 - i. The exception to this is when evidence is NOT received. The “missing” evidence items **should not** be checked/accepted.
 - ii. If there are items of evidence entered into the portal that are not physically present, complete a DOC-326 Evidence Discrepancy Form
 1. Refer to ADM-112 Handling of Test Items – Salt Lake City (IMF-SLC) for the procedure for completing the form.
8. Click the orange **Initial Transfer** button
9. Add the Agency Representative, shipping information (“Via” dropdown), and tracking number (in notes field) in the “From” section
10. Record package appearance and condition
 - a. If damage is noted, document the damage in JusticeTrax® and remediate the damage to protect the integrity of the item.
11. Add the Lab Staff that is receiving the evidence in the “To” section
12. Add the appropriate evidence Storage Location in the “Then To” section
 - a. Refer to ADM-122 Handling of Test Items – Salt Lake City (IMF-SLC) for details on storage locations for various types of evidence
13. Click Submit page
 - a. If the page is submitted before the transfer information is entered, click the **Transfer** tab and select **Transfer** from the dropdown.
 - b. Enter the transfer information per steps 2-5
14. Physically place the items of evidence in the storage locations selected in JusticeTrax® during submission.

Entering a New Case Through JusticeTrax

1. In the event a case will not be entered by a client through the portal, but by an employee of IMF directly in to JusticeTrax® the following procedure can be utilized:
 - a. Log in to JusticeTrax®



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- b. Select **File**
2. Select **New Case** from the drop down
 - a. The case will be assigned a temporary case number (TMP). Once the case is submitted, the case will be assigned a permanent case number
3. Select the submitting agency from the **Agency** drop down
4. Enter the agency case number (Agency File #) for a new case or search for any existing case numbers that may exist
5. Create a new case or add to existing case
6. Case Info: General overview of case, print barcodes
 - a. Print Case Report
 - b. Case Activities
 - c. Show Electronic Case File / Discovery Packet
 - d. Case Message and Synopsis
 - e. Result Release Security
 - f. Restrict Case
 - g. Edit Security Level
 - h. Attachment Information
 - i. Case COC Report
 - j. Case Info Report
 - k. Close Case
7. Agency: Users can add or edit agency information; generate agency reports (only one agency assigned as primary to the case)
8. Offense: Add offenses related to case
9. Individuals: Add suspects, victims, witnesses, or businesses; relate evidence requests to individuals
10. Evidence: Add, edit, relate, and delete evidence; can be singularly added or added as a kit
 - a. Search or view evidence by location or genealogy
 - b. Evidence marked in red are on hold. Evidence in green has been returned to client
 - c. When an evidence item has been selected, a panel will be opened to show item details, but cannot be edited in this window
11. Requests: Manage and process requests for services; right-click on evidence item to edit
 - a. Request # is created once request has been made
 - b. Status is IP in blue for "In Progress", P is for "Pending" in black, C is for "Canceled" in red, R is "Released" in green
 - c. Due date is assigned to when the request is to be finished
 - d. Release date is assigned once the item has been released
 - e. Milestone can be *unassigned, assigned, findings entered, draft complete, tech reviewed, admin reviewed*
12. Attachments: not visible until after the case has been saved for the first time

4. References

JusticeTrax LIMS-Plus User Guide LIMS-plus v3.8.41



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A handwritten signature in black ink that reads "Sara E. Walker".

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5. *Definitions*

IMF – Intermountain Forensics

Portal – JusticeTrax software that allows a secure transfer of information between Intermountain Forensics and its customers (portal.intermountainforensics.com)