

**A. Purpose:** To ensure that evidence is submitted correctly to the Evidence Receiving Unit.

**B. Responsibility:** Evidence Control Officers (however titled) or designees.

**C. Procedure:**

If Evidence Receiving (ER) personnel are unsure if evidence meets the criteria for submission or have a question regarding the integrity of the evidence, the appropriate section Deputy Director/designee must be consulted.

When an unusual or special case (high profile, poisoning, etc.) is brought in for submission to the Evidence Receiving Unit (ERU), the appropriate section Deputy Director or designee will be notified for further instructions.

When evidence is submitted to the Division of Scientific Services (DSS), the Evidence Control Officer (ECO) or designee will:

1. Review the "Request for Analysis" (RFA) form (SOP-ER-02:1), OCME Manifest or the iPrelog receipt to ensure that essential information is provided. If necessary, obtain additional information from the submitting agency.

The submitting agent that adds information must initial and date next to the addition.

2. Review all submissions to ensure that packages are properly labeled, sealed in a tamper proof manner and initials or badge number are added to the seals. Compare evidence labels to the descriptions and item numbers listed on the RFA form.
  - If the evidence is not properly sealed, ER personnel shall determine if the problem can be corrected at the time of submission or if the item must be returned to the submitting agency for appropriate action. If needed, notify the appropriate Deputy Director (DD), Assistant Director (AD) or designee for guidance. Some packaging materials are available in the ERU that can be used to ensure the integrity of most commonly submitted items (envelopes, plastic bags).
  - If any major discrepancy is noted between items listed on the RFA form and the evidence being submitted, the submitting agency shall resolve the inconsistencies. Minor general labeling variances are allowed. Any changes must be clearly indicated and the correction must be initialed and dated.
    - Example #1- The label placed on the evidence item states "Two DNA swabs collected from steering wheel of vehicle, VIN #999999". The description listed on

the RFA form states “Swabs- interior door handle”. Agency needs to resolve as the descriptions reference different locations.

- Example #2- The label placed on the evidence item states “Two DNA swabs collected from steering wheel of vehicle, VIN #99999”. The description listed on the “Request for Analysis” form states “Swabs- steering wheel”. Nothing to resolve as both descriptions reference the same location.
  - If any identifying information needs to be added to the packaging, the ECO or designee should instruct the submitting agency representative to do so prior to the evidence submission (i.e. agency case number and item numbers should be written on packages). Any changes must be clearly indicated and the correction must be initialed and dated by the submitting agency representative.
  - If it is noted that evidence is **wet** upon submission (i.e. leaking through the bag or moisture visibly observed) contact the appropriate AD, DD or designee for guidance to see if the evidence can be repackaged suitably to be accepted. Packaging materials may be provided to the submitting agent to ensure that the evidence is submitted under proper seal. Call the appropriate Unit for **immediate pick-up** to air dry and store the evidence appropriately. Notes are entered into the synopsis area in JusticeTrax (JT) documenting the condition of the evidence/packaging upon submission and if a transport package was provided by the ECO to transport the evidence to the appropriate Unit.
3. A JusticeTrax generated laboratory number is issued for all new cases.

See below for specific details on how to use the JT system for evidence submission.

- If additional evidence is submitted for a previously submitted case, that evidence will be taken in under the previously issued laboratory case number. Exceptions are allowable for cases submitted by the Office of the Chief Medical Examiner (OCME) if samples from multiple decedents are submitted with different OCME case numbers.
- If an agency number is already associated to a laboratory number, but the creation of a new laboratory number is desired, the ECO or designee will need approval from the appropriate DD or Laboratory Administrative Manager (however titled) prior to overriding the previously associated laboratory number.

**Note:** Some federal and state agencies (i.e. FBI, ATF, DEA and Adult Probation) may use a master case number over long periods of time for ongoing investigations. The OCME may also have multiple victims that have a separate OCME case numbers for the same police department case number.

**4. Entering evidence into JusticeTrax.**

NOTE: iPrelog evidence is entered by the submitting agency and may not adhere strictly to the below recommendations. Corrections may be required, edits needed can be made by the ECO, FSE or designee reviewing the case.

- Each evidence submission shall be entered as the package with the contents in quotations, as listed by the submitting agency on the RFA form. For example, Bag with “rock”. *The quotations indicate evidence receiving personnel did not see the actual evidence* and the record is only listing what the submitting agency states is in the package.
- The ECO or designee will type the description similar to how it is listed on the RFA form. Descriptions may be shortened/modified slightly at the ECO’s or designee’s discretion. (Refer to the abbreviations/modifications list at the end of this SOP.)

Example: Form states “Foam tipped applicator swab”. It is acceptable to enter this item as “Swab”.

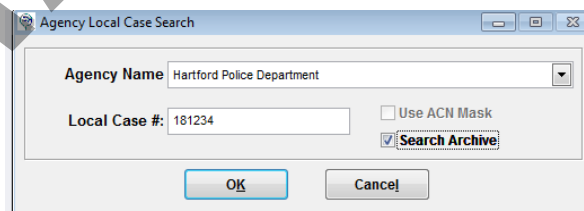
- Refer to ER SOP-10 for instructions on describing Controlled Substance evidence submissions.
  - A barcode label shall be generated for each piece of evidence submitted to the Laboratory. Whenever practical, the barcode shall be affixed to the submission as it is created in JT.  
\*Prior to affixing the barcode, one last check is done that the information on the evidence package, the RFA form, and the barcode are consistent.
5. An evidence receipt will be generated, signed by the ECO or designee, and the submitting agency representative. The receipt will include acknowledgement that the barcodes and the local case number correspond. A copy of the signed receipt will be given to the submitting agency. The original signed receipt is maintained in the main case file in the ERU.
- Note:** Evidence can be submitted via U.S. Mail or other delivery carrier, or via email for Latent Print or Imprint submissions (refer to LP SOP-26 & IM SOP 16 for guidance). DUI Kits can also be submitted via delivery carrier (e.g. USPS). The method of delivery is selected (e.g. U.S. Mail, FedEx, USPS) to be reflected in the chain of custody (refer to ER SOP-11 for guidance). No copies are given to the submitting agency for these methods of submission.
6. When the JT system is not operating, evidence may be received (or returned) using a paper evidence receipt and inked signatures from the ECO or designee and an agency representative (QR-ER-01 and QR-ER-02).
7. Copies of the RFA form and the signed evidence receipt should be provided to all Sections/Units with requests for testing for the case. If provided, the RFA is scanned into JT.

8. **Proficiency tests** are given to the ECO or designee by the Quality Manager or FB/DNA Quality Manager (or designee) for submission to the DSS. The ECO or designee will enter the case into JT, assigning it a laboratory case number. Select “proficiency” in the drop down menu under “Reason”. The evidence will be transferred in JT to the appropriate Section/Unit personnel. A copy of the submitting documents will be kept in the main case file in the ERU.
9. **Competency tests** may be given to the ECO or designee by the Quality Manager, FB/DNA Quality Manager, DD, AD or Section/Unit Lead for submission to the DSS. The ECO or designee will enter the case into JT assigning it a laboratory case number. The evidence will be transferred in JT to the appropriate Unit personnel. A copy of the submitting documents will be kept in the main case file in the ERU.

### JusticeTrax Data Entry for Evidence Submission for a New Case

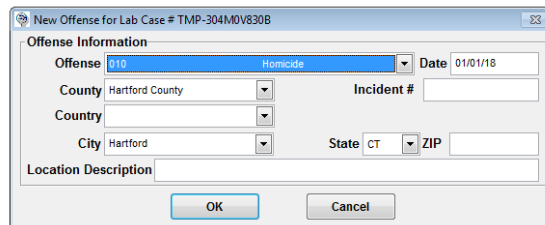
1. Select **new case icon**. Input submitting agency name and local case number (numbers and letters only). Check the box “search archive” to confirm a new case. Press enter and select new case when prompted. When necessary, select the “search” tab and input the local number or individuals name to see if the case is already in the system (i.e. OCME samples may already be submitted on a specific case). If a case already exists, you will receive a prompt that a case already exists and you can add additional evidence to that case.

**Note:** Add “CFS” at the beginning of the agency case number for all State Police submitting agencies. For all cases, check to ensure that the case number matches on the paperwork and the evidence, including the correct number of zeros. Older cases use “DPS” at the beginning of the agency case number not “CFS”. If entering additional evidence for a cold case, check the agency case number on the evidence prior to entering into Justic Trax.



2. Select “**Offense**” tab. Next, right click the mouse “add offense”. Input offense, city/town of incident, and date of incident.

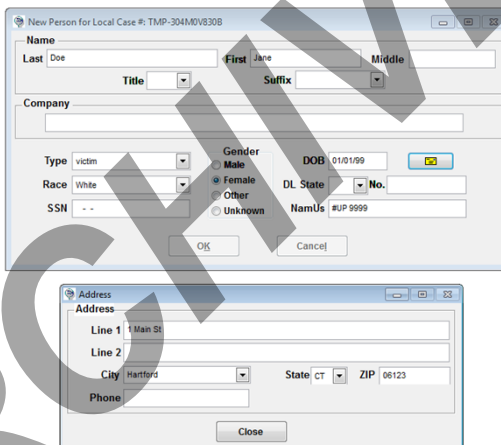
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3. Select “**Individual**” tab. Next, right click the mouse “add individual”. When available, input the last name, first name, middle name, type, gender, DOB, race and NamUs #, when applicable.

**Note:** For DUI cases only, include the address of the individual.

**Note:** For unidentified humans remains, include “UP” before the NamUs number. For Missing Persons, include “MP” before the NamUs number. Ex. NamUs: UP # 9999



4. Select “**Evidence**” tab. Next, right click mouse and “add evidence”. When needed, input agency representative (the agent who brought the evidence to the ERU). Add the description of the evidence with the container; (i.e. #1 Bag with “shirt”). If the evidence matches one of the evidence kits, select that kit from the drop down list. Select “initial transfer”, left click on “no bar code”, left click on “agency representative”. Select “To”, scan the bar code for the ECO or designee taking in the evidence and their Personal Identification Number (PIN) to signify a secure transfer. Select “Then to”, scan the barcode for the appropriate Evidence Receiving Incoming location. Left click on apply. To add additional evidence, repeat the above procedure.

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5. Select “**Requests**” tab. Right click and add the appropriate requests for the submitted evidence. Using the “RFA” form, Input “Submitting Agency”, “Representative” (the name of the agent requesting the examination), “Lab”, “Section” and “Service” and click ok. Select the “reason” tab if special circumstance such as; court, Joyce or police involved is needed.

6. Left click “**Apply**”. Select and print the number of case barcode labels needed for the paperwork and the file folder.

7. If there is any additional or special information to be recorded, it can be entered in the “Synopsis” area of the “**Case Info**” tab.

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Case TMP-304MV8308 181234

Case Info Agency Offense

General Info

Created On: 02/09/18 02:34:05 PM B

Closed On: B

Status

Synopsis

Homicide

8. To generate a receipt, left click on the “**Transfer**” tab, click on the “**Print Inbound Evidence Receipts**”, sign the receipt in “**Received at Lab by**” line, and then the check box and initial the “Barcode /Local Number Correspond” area to verify evidence submitted. Have the Agency Representative sign their name and then make the appropriate copies.
9. When entering a case into JT, ECO personnel or their designee shall not alter or edit a case submission date/time or a case chain of custody that has already been established in JT.

### 1. iPrelog Justice Trax Data Entries Recent Items

In LIMS go to File>Accept Evidence

2. Find the ACN (Agency Case Number) and double-click on it. If no ACN is found, choose the Agency from the pull-down list and scan the barcode on the submitted iPrelog form:

Case Search

Scan Barcode For ACN:

Filters

Agency: CSP - Troop F

Import Type:

☐ Show Request Details if Updating an Existing Request

Clear Filter

Cases ready for import  
(Double-Click to select Case for Import)

ACN	Agency (Desc)	LCN	Import Type
DAT1	CSP - Troop F		Prelog60
DAT2	CSP - Troop F		Prelog61
DAT4	CSP - Troop F		Prelog63
180010504TEST	CSP - Troop F		Prelog73
180010369TEST	CSP - Troop F		Prelog74
180010999TEST	CSP - Troop F		Prelog75
180010123TEST	CSP - Troop F		Prelog76
1800221418	CSP - Troop F		Prelog79
CFS1800270633	CSP - Troop F		Prelog86
CFS1800270633	CSP - Troop F	DSS-18-003798	Prelog86
CFS1800270633	1800353812 CSP - Troop F		Prelog86
CFS1800270633	CSP - Troop F		Prelog85
CFS1800270633	CSP - Troop F		Prelog86

Cancel

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## 3. Correct, if any, Agency/Agency Rep or Section disparities:

The screenshot shows two overlapping dialog boxes. The 'Agency/Rep Selection' dialog on the left has a red error message: 'Cannot locate Agency or Agency Rep. Click the Add New Button or Select From the Existing List'. It displays search criteria: Agency: CSP - Troop F, ORI: 359, Rep Name: Joseph DeAngelo, Badge Number: 825. Below are lists of 'Available Agencies' (CSP - Troop A through F) and 'Agency Reps' (Warren Matthew through DeAngelo Joseph). The 'Section' dialog on the right contains a message: '\* BIOLOGY/DNA belongs to more than one section. Please select a section from the list of sections with service name \* BIOLOGY/DNA or choose cancel and the request for service will not be displayed.' It shows a list with 'DNA' and 'Forensic Biology'.

## 4. Establish the COC for the evidence being submitted:

The screenshot shows a COC form with three rows. The first row is for 'From: DeAngelo, Joseph' with a time of '07/25/2018 04:23 PM'. The second row is for 'To: Tramontozzi, Daniel' with the same time. The third row is for 'Then To: Evidence Receiving - incoming (room 206)'. Each row has a 'VIA' dropdown and a 'Note' field. On the right side, there are three sets of checkboxes, each with a red 'X' and a red 'NO' icon.

5. Review case information and make sure the evidence listed matches the actual submissions. Corrections can be made after the case is brought into LIMS. After review, click on Select All Entries or check on the individual boxes if necessary. **NOTE:** If additional evidence or requests are being submitted for an existing case, only check the boxes that are new to the existing case.



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Scan Evidence To Select

**AGENCY INFO**  
 Agency: CSP - Troop F  
 Local Case #: DAT2  
 Case:

Accept?

**CASE INFO**  
☐ Victim was possible sexually assaulted a Motel 6 [Edit](#) [Details](#)

**offense**  
☐ 020 - Sexual Assault (3/14/2018) [Edit](#) [Details](#)

**Individuals**  
☐ James Hoffman - suspect DOB: 7/29/91 [Edit](#) [Details](#) [File Relationships](#) [Request Relationships](#)  
☐ Jane Jones - victim DOB: 9/29/89 [Edit](#) [Details](#) [File Relationships](#) [Request Relationships](#)

**Evidence**  
☐ 1 One (1) blue colored Authentic American Heritage sweatshirt (Matthew Ewing, CSP - Troop F) [Edit](#) [Details](#) [Request Relationships](#) [File Relationships](#)  
☐ 2 One (1) blue/green colored Truth NYC t-shirt (Matthew Ewing, CSP - Troop F) [Edit](#) [Details](#) [Request Relationships](#) [File Relationships](#)  
☐ 3 One (1) pair of sunglasses. (Matthew Ewing, CSP - Troop F) [Edit](#) [Details](#) [Request Relationships](#) [File Relationships](#)  
☐ 4 One (1) latent print from door. (Matthew Ewing, CSP - Troop F) [Edit](#) [Details](#) [Request Relationships](#) [File Relationships](#)  
☐ 8 Bathrobe (Robert Lanteri, CSP - Troop F) [Edit](#) [Details](#) [Request Relationships](#) [File Relationships](#)

**Requests**  
☐ \* Biology/DNA (Robert Lanteri, CSP - Troop F) [Edit](#) [Details](#) [Evidence Relationships](#) [File Relationships](#) [Individual Relationships](#)  
☐ \* Latent Prints (Robert Lanteri, CSP - Troop F) [Edit](#) [Details](#) [Evidence Relationships](#) [File Relationships](#) [Individual Relationships](#)  
☐ \* Biology/DNA (Robert Lanteri, CSP - Troop F) [Edit](#) [Details](#) [Evidence Relationships](#) [File Relationships](#) [Individual Relationships](#)

**Files (imported into the Imaging Module)**

6. Click on accept located on the lower right side of the window:

7. Make sure System Generated is checked and then click OK to create a new case:

**Lab Case Number**

☒ System Generated  
☐ Manual

*Approved by Director: Dr. Guy Vallaro***Pre-logging JusticeTrax Data Entries**

1. For pre-logging purposes, submitting agencies have the option to submit “RFA” forms to the DSS separately and prior to submitting the evidence.
2. The ECO or designee and Case Management personnel will coordinate the intake of the “Request for Analysis” forms, which may be emailed/scanned, faxed or mailed to the DSS, as well as scheduling a date and time for evidence to be submitted.
3. Following the JT Data Entry steps #1 through #3, the “Agency”, “Offense”, and “Individual” tabs are populated with the information present on the “Request for Analysis” form.

Once evidence has been received at the DSS and verified against the “Request for Analysis” form, it will then be created in JT following JT Data Entry steps #4 through #9. The “Evidence” and “Requests” tabs are populated with specific evidence related information. “Inbound Evidence Receipts” can then be printed and signed. The following is a print screen image of the tabs in JusticeTrax.

Case TMP-SYSC013Y8

Case Info Agency Offense Individuals Evidence Requests Local Data

**General Info**

Created On: 05/17/13 01:45:54 PM By: Cara Niazi Activities: 0  
Closed On: By: Requests: 0  
Status: Open Submission: 0

**Synopsis**

**Related Laboratory Cases**

Case	Local Case #	Notes	Related By
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Archive 10 Months Case Activities

OK Cancel Apply Hide Evidence Detail

**Abbreviations/Modifications**

And - &amp;

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Approximate – Approx or approx  
Avenue – Ave  
Blood-like substance – BLS or bls  
Box – Bx or bx  
Caliber – Cal or cal  
Circle – Cir  
Containing – Cont or cont  
Court – Ct  
CS – controlled substance  
DOB – date of birth  
DUI Blood sample/collection kit – DUI specimen- Blood  
DUI Urine sample/collection kit – DUI specimen- Urine  
Envelope – Env or env  
Exterior – Ext or ext  
Fired cartridge case – FCC  
Fragment – Frag or frag  
Gram – g  
Gunshot residue kit – GSR kit  
Highway – Hwy  
Interior – Int or int  
Lane – Ln  
Latent print – LP  
Magazine – Mag or mag  
Mm - millimeter  
MMIE – Multi Media & Image Enhancement  
MVA – motor vehicle accident  
OCME – Office of the Chief Medical Examiner  
Ounce – oz  
Packaging – Pkg or pkg  
Parkway – PKWY  
Passenger – Pass or pass  
Plastic bag – Pb or pb  
POE – point of entry  
Pound – lb  
Projectile – proj  
Quantity – Qty or qty  
Request for Analysis – RFA  
Right – Rt or rt  
Road – Rd or rd  
Route – RTE or rte  
Serial number – “S/N” or “SN” or “#” or “ser” or “ser #”  
Sexual Assault Evidence Collection kit – CT 100 kit and/or CT 400 kit  
Smith & Wesson – S & W  
Street - St  
Substance – Sub or sub  
Suspected – Susp or susp  
Tx/Tox - Toxicology  
Turnpike – TPKE or tpke  
With – W/ or w/

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