



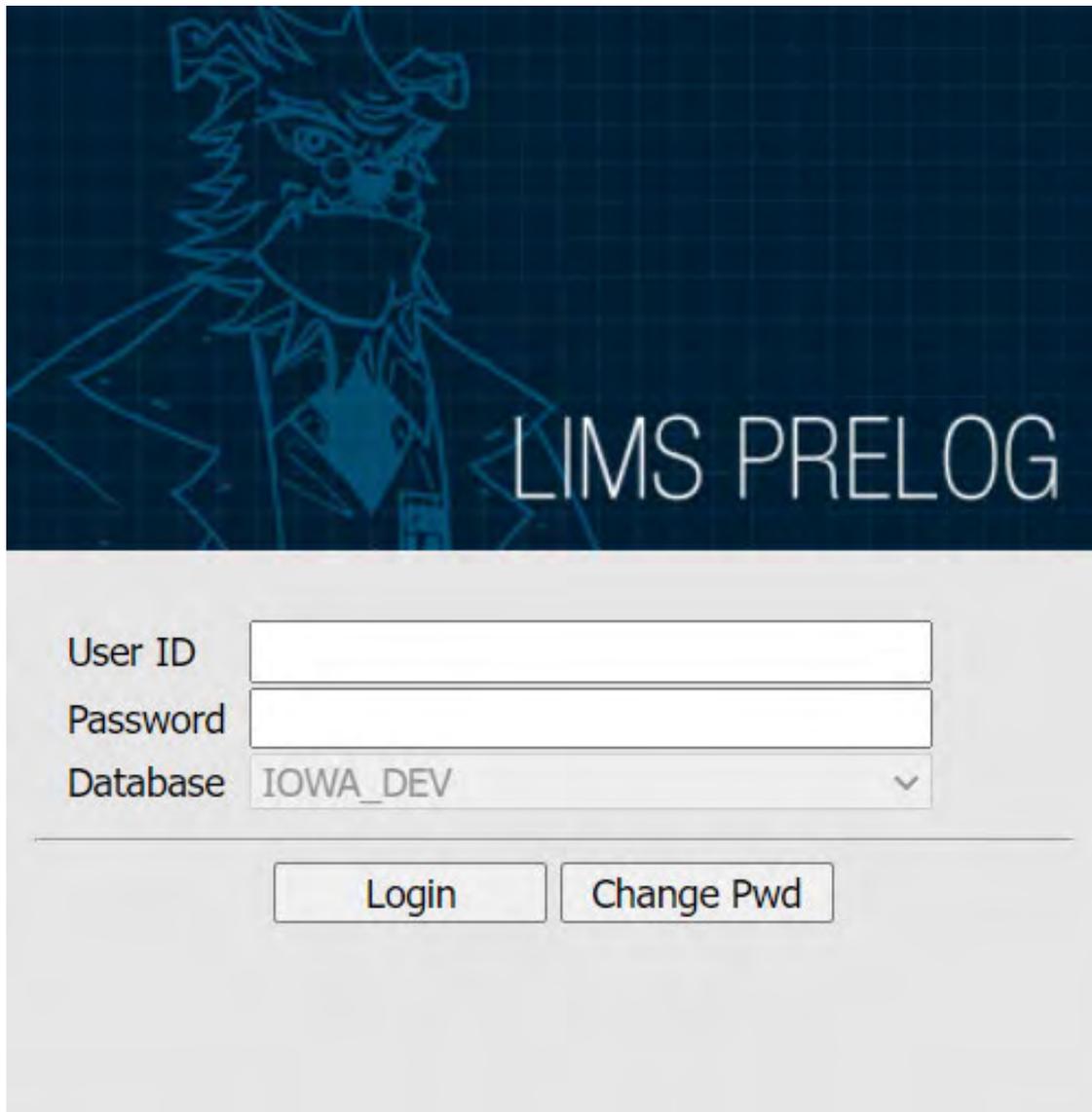
Iowa DCI Crime Laboratory

LIMS PRELOG

LIMS PRELOG & REPORTING TRAINING MANUAL

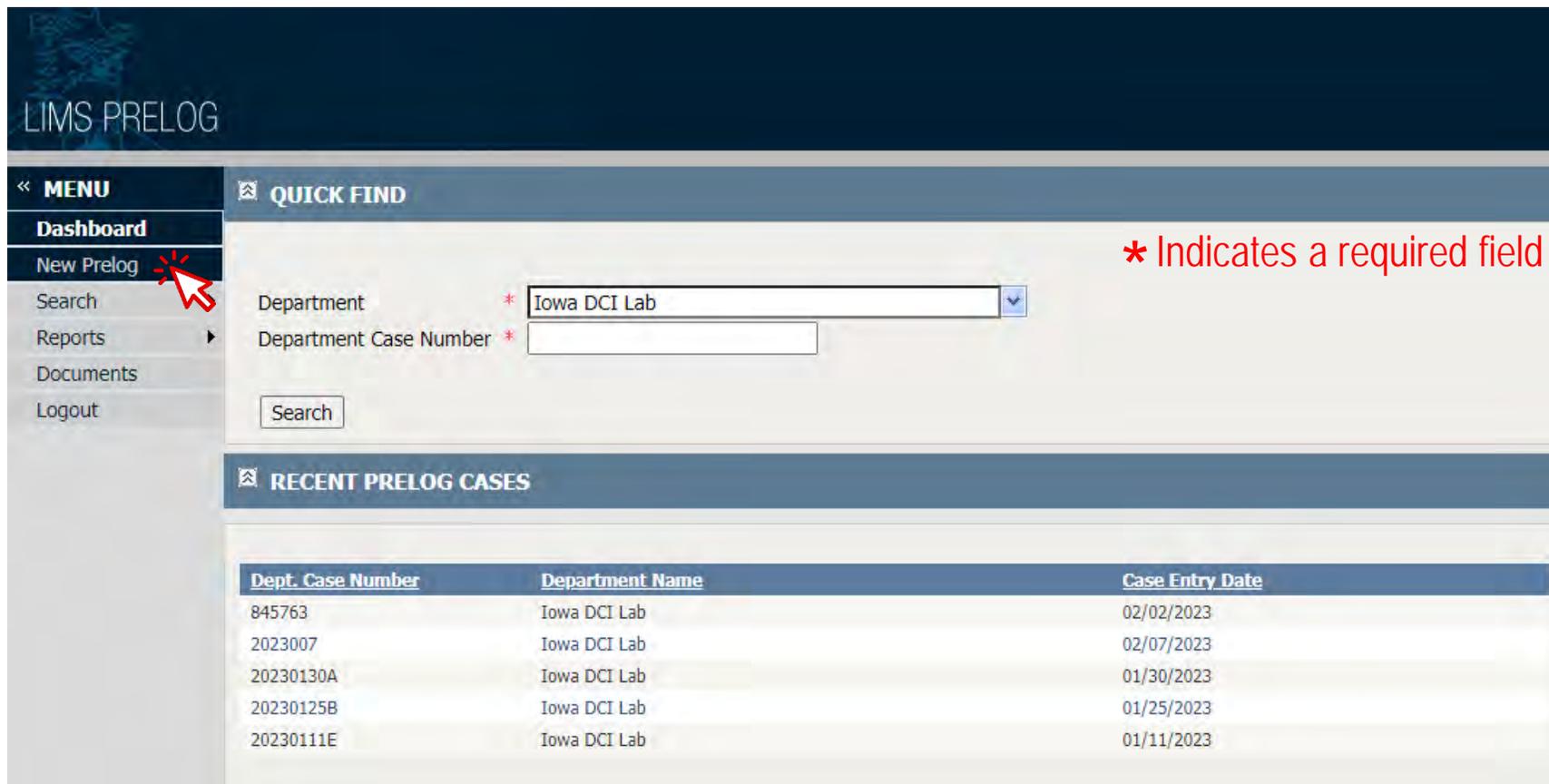
Web address to access Evidence Prelog and Reporting:

<https://weblog.dps.state.ia.us/limsprelogv2>



The image shows a login interface for LIMS PRELOG. At the top, there is a dark blue banner with a stylized, glowing blue outline of a person's head and shoulders on the left. The text "LIMS PRELOG" is written in white, sans-serif capital letters on the right side of the banner. Below the banner is a light gray background containing the login form. The form has three input fields: "User ID" (a text box), "Password" (a text box), and "Database" (a dropdown menu with "IOWA_DEV" selected and a downward arrow). Below these fields are two buttons: "Login" and "Change Pwd".

- Your User ID and Password for the new web-based .NET LIMS Prelog should be the same as your prior User ID and Password from the Iowa DCI Crime Lab Prelog Website



- This is the main screen, also known as the Dashboard
 - To return to this screen, click Dashboard from the MENU or the upper right corner
- Recent Prelog Cases displays recently pre-logged or opened cases by the user
- To enter information for a new pre-log, click "New Prelog" from the MENU on the left hand side of the screen

LIMS PRELOG

« MENU

- Dashboard
- New Prelog
- Search
- Reports
- Documents
- Logout

New Prelog Case * Indicates a required field

Case Information

Department

Department Case Officer

Occurrence Date

Primary Offense

2nd Offense

3rd Offense

County

Occurrence Location

Search/Create Prelog Case

Department * Iowa DCI Lab

Department Case Number * 845763

Search Back to Dashboard

Names	Existing Names	Items	Existing Items					
Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI #
X								
X								
X								

- In the pop-up box, enter the Department Case Number and click "Search"
- To return to the Dashboard, click "Back to Dashboard"

LIMS PRELOG

<< MENU

- Dashboard
- New Prelog
- Search
- Reports
- Documents
- Logout

New Prelog Case

Case Information

Department

Department Case Officer

Occurrence Date

Primary Offense

2nd Offense

3rd Offense

County

Occurrence Location

Search/Create Prelog Case

Department * Iowa DCI Lab

Department Case Number * 845763

No local results found.

Search Create Prelog Back to Dashboard

Names	Existing Names	Items	Existing Items					
Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI #
X								
X								
X								

- If no results are found, click "Create Prelog" to proceed with pre-logging evidence

LIMS PRELOG

« MENU New Prelog Case

Dashboard
New Prelog
Search
Reports
Documents
Logout

Case Information

Department * 01 - Iowa DCI Lab

Department Case # 845763

Case Officer Add Officer

Occurrence Date

Primary Offense

2nd Offense

3rd Offense

County

Occurrence Location

* Indicates a required field

Names Items

Name type	Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI #
X								
X								
X								
X								

More Names

Continue Cancel New Submission Clear Grid

- Department Case # populates from the previous search screen and cannot be changed
 - If the case number needs corrected, click "Cancel New Submission" at the bottom of the screen
- Enter relevant case information and toggle between Name/Items tabs in the bottom table

 **Caution:** Do not click Continue until information for Names/Items tabs are completed

LIMS PRELOG

« MENU

- Dashboard
- New Prelog
- Search
- Reports
- Documents
- Logout

New Prelog Case

Case Information

Department * 01 - Iowa DCI Lab

Department Case # * 845763

Case Officer * Daffy Duck [Add Officer](#)

Occurrence Date * 01/17/2023

Primary Offense * 009 - Death Investigation

2nd Offense

3rd Offense

County * 77 - Polk

Occurrence Location 1007 E Grand Ave, Des Moines, IA 50319

* Indicates a required field

Names **Items**

Name Type *	Last Name *	First Name	Middle Name	Date of Birth	Sex	DL #	FBI #	DCI #
X Subject	Mouse	Mickey		11/18/1982	Undetermir			
X Victim	Mouse	Minnie		11/18/1982	Undetermir			
X								

[More Names](#)

Continue Cancel New Submission Clear Grid



- On the Names tab, provide information as prompted from the table headers
 - FBI # is also known as a Universal Control Number (UCN)
- Name Types include: Business, Subject, Other and Victim
 - Names selected as "Other" do not show up on reports



Caution: Do not click Continue until information for Names/Items tabs are completed

LIMS PRELOG

« MENU New Prelog Case

Dashboard
New Prelog
Search
Reports
Documents
Logout

Case Information

Department * 01 - Iowa DCI Lab

Department Case # 845763

Case Officer * Daffy Duck [Add Officer](#)

Occurrence Date * 01/17/2023

Primary Offense * 009 - Death Investigation

2nd Offense

3rd Offense

County * 77 - Polk

Occurrence Location 1007 E Grand Ave, Des Moines, IA 50319

* Indicates a required field

Attributes and Links are not required. If they are provided, please ensure accuracy of their information.

Names Items

Dept.	Item #	Package Type	Item Type	Attr	Description
X	1	Sealed Box	Knife	?	6 inch knife with plastic handle
X	2	Sealed Specimen KI	Blood & Urine Spec	?	2 sealed tubes of blood and 1 sealed bottle of urine
X	3	Sealed Sex Assault	Swab(s)	?	swabs from crime scene
X	4	Sealed Duffle Bag/s	Plant Material	?	green leafy substance
X	5	Sealed Gun Case	Firearm	?	9mm Ruger

[More Items](#)

Continue Cancel New Submission Clear Grid

- On the Items tab, provide information as prompted from the table headers
 - Click on  to access attributes, which differ based on item type
 - Click on  to link individuals from the Names tab to a specific Item Type



Caution: Do not click Continue until information for Names/Items tabs are completed

Item Attributes

Distributor

Model

Firearm Type

Serial Number

Caliber/Gauge

Discrepancy Notes



Item Attributes

DRE Drug Type

VOID #?



Link Names to Item: 2

<input type="checkbox"/>	Name	Relation
<input checked="" type="checkbox"/>	Smith, John, Paul (Subject, Male)	Owner



- Examples of Toxicology and Firearms Attributes and Link Names are shown above
 - Click "OK" or "Save" for Attributes and Links
- Click "Continue" on New Prelog Case screen to proceed with Service Requests

Note: Attributes and Links are not required. If they are provided, please ensure accuracy of their information

CASE INFO

NAMES

ITEMS

SERVICE REQUESTS

EXISTING SUBMISSIONS

ASSIGNMENTS AT LAB

REPORTS

Filter by Section: All ▼

New Request

Open

Cancel

Print History

Print Lab Submission Form

- Click “New Request” to select requested forensic service(s) on the items pre-logged and submitted to the Iowa DCI Crime Lab

CASE INFO

NAMES

ITEMS

SERVICE REQUESTS

EXISTING SUBMISSIONS

ASSIGNMENTS AT LAB

REPORTS

Prelog Submission

Submit To	* 01 - Iowa DCI Lab X8 DEV
Department	01 - Iowa DCI Lab
Investigating Dept.	01 - Iowa DCI Lab
Case Officer	103040 - Daffy Duck

Offense Date Defaults to First Offense. Adjust here for new offense date with this submission.

Occurrence Date	01/17/2023
-----------------	------------

Primary Offense	009 - Death Investigation
2nd Offense	
3rd Offense	
County	Polk

Go Back Continue

- “Submit To” should default to the Iowa DCI Crime Lab
- Enter Occurrence Date and click “Continue”
 - All other boxes are populated from information previously entered under Case Information
 - Greyed-out boxes cannot be edited on this screen

* Indicates a required field

Create Request → Select Services → Enter Service Details → Submit To Lab

Request Date * 02/02/2023
Requested By * MOLNAR - Jilissa Molnari
Please briefly describe case circumstances
Suspected homicide at the State of Iowa Capitol Complex.
NOTE Any comment in this box does not appear on receipt form.
Submission Comments
Examples:
Cross Reference case information
Storage condition of blood and urine specimens
NOTE Any comment in this box does not appear on receipt form.

Go Back Continue

- Enter request date, case circumstances, submission comments and click "Continue"
 - Submission Comments will not appear on the receipt form
 - Examples of Submission Comments:
 - Cross reference case number
 - DCI Agent Involved and case number
 - Another Officer/Agency involved in case (Please provide their name/phone number)

Create Request



Select Services



Enter Service Details



Submit To Lab

See slide 19 for the difference between NIBIN-Triage and Firearms (FA) NIBIN

Inv/Item	Description	At Lab	Already Requested	NIBIN-Triage service request (NIBN)	Firearms (FA)	Toolmark (TM)	Toxicology (TOX)	DNA (DNA)	Drug Chemistry (DRUG)	Clandestine Laboratory (CL)	Latent Prints (LP)	Footwear/Tire Tracks (FWTT)	Trace Analysis (TR)	Fire/Explosives (FIRE)	Questioned Documents (DOC)	Crime Scene (CS)	Photography (PHOT)	Bloodstain Pattern Analysis (BPA)
1	Knife - 6 inch knife with plastic handle	N		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Blood & Urine Specimen - 2 sealed tubes of blood and 1 sealed bottle of urine	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Swab(s) - swabs from crime scene	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Plant Material - green leafy substance	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5	Firearm - 9mm Ruger	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* - resubmitted item from PRELOG

[Services Info](#)

Go Back

Continue

- Certain item types can only be submitted to certain sections
 - ie-Known Blood Standard can only be submitted to DNA
 - A white box can be selected for a section that tests the item type submitted
 - A grey box means the section does not perform testing on the item type and cannot be selected
- Based on the selected service, specific questions from each of the sections will follow

Note: Crime Scene (CS) is for the Iowa DCI Crime Lab only
- Once all services are selected for the items, click "Continue"

* Indicates a required field

Create Request



Select Services



Enter Service Details



Submit To Lab

DNA Questions

1. Has the DNA Case Information Sheet been filled out?
(see documents section in prelog)

Note - additional submissions for known samples do not require another DNA Case Information Sheet; additional submissions of evidence do.

*

- Yes
- No
- Not Applicable

Go Back

Continue

DNA Questions:

- DNA requires the DNA Case Information Sheet
 - This can be found on the Dashboard MENU under Documents (slide 15 – 16)
- **Note:** Additional submissions for known samples do not require another DNA Case information sheet; additional submissions of evidence do
- Click "Continue" when all questions are answered

LIMS PRELOG

« MENU

- Dashboard
- New Prelog
- Search ▶
- Reports ▶
- Documents** 
- Logout

Documents

Department Iowa DCI Lab

Description	Revision Date
DNA Case Information Form	11/21/2022

Status

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- DNA requires the DNA Case Information Sheet, which is located on the Dashboard MENU under Documents
- The document can be seen on the next slide and should be sent with the evidence

DCI Case Number: Agency Case Number: **DNA Case Information Form**

In order for the DCI Crime Lab DNA Unit to upload a DNA profile into the CODIS forensic database, it must be determined to be eligible per the FBI's guidelines, which must show the forensic sample is from a crime and believed to come from the perpetrator of the crime. If that cannot be documented, the sample cannot be uploaded into CODIS. Forensic profiles from victims or consensual partners cannot be entered and the forensic profile cannot come from the suspect's person or be in the possession of the suspect when collected by law enforcement if not related to the crime. Please answer the following questions to document this information to determine eligibility of forensic profile(s) for entry into CODIS.

Brief incident summary of the investigated crime: _____

1. Have you been able to identify a suspect?	Yes / No
<ul style="list-style-type: none"> o If yes, is a known suspect buccal available to be submitted to the lab? <ul style="list-style-type: none"> ▪ If not submitting a known suspect buccal, what is the reason? (i.e. not enough probable cause, cannot locate, etc): o Does the suspect normally have access to the scene? 	Yes / No Yes / No
2. Where at the scene was the item found/located?	

3. To whom does the item belong to? o If belongs to victim, please submit a known buccal sample to the lab	Suspect / Victim
4. How was this item used and/or associated with the crime?	
5. What biological substance is expected to be on the item or swab? o (Touch, blood, saliva, semen, etc.)	
6. Was the item seized directly from the suspect?	Yes / No / NA
7. Was the item worn during and/or directly after the incident?	Yes / No / NA
8. Was item laundered prior to being collected?	Yes / No / NA
9. Was the item used in the commission of a violent crime? (i.e. firearm)	Yes / No / NA
10. If a sexual assault, did the victim have consensual contact with anyone within 5 days? o If yes, please submit a known reference sample for consensual partner(s).	Yes / No / Unknown

Create Request



Select Services



Enter Service Details



Submit To Lab

* Indicates a required field

Drug Chemistry Questions

1. Is this case slated for Federal Prosecution?

* Yes ▾

2. If yes, what is the name of the US Attorney?

* G.G. Goofy

3. If yes, what is the US Attorney contact information?

* Phone Number: (407) 939-5277
E-mail Address: Goofy@disney.com

Required

Go Back

Continue 

Drug Chemistry Questions:

- Name and Contact Information for the US Attorney is required for Federal cases
 - If "No" is selected for Question 1, the following two questions are not required
- Click "Continue" when all questions are answered

LIMS PRELOG

845763 / Iowa DCI Lab Dashboard | Logout

CASE INFO NAMES ITEMS **SERVICE REQUESTS** EXISTING SUBMISSIONS ASSIGNMENTS AT LAB REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Firearms Questions

1. What service are you requesting?
2. What is the nature of the offense?
3. **Note** - The following items are eligible for NIBIN entry:
Semiautomatic handguns, & Semiautomatic rifles
4. Clarify your NIBIN Request (e.g. Submit Cartridge cases 1-4 to NIBIN)

Status

Select Service Requests

- Firearms-Examination-Comparison to other submitted items
- Firearms-Examination - Function test firearm
- NIBIN - Check against other/open cases
- Serial Number Restoration

Press CTRL key to multi-select.

Go Back Continue

Firearms Questions:

- Click  to choose a requested service from the list in the pop-up box
 - If more than one service is needed, press and hold CTRL then click requested services
- Once all services selected, click "OK"
- See the next slide for more information on the offered Firearms Services

- Firearms-Examination – Comparison to other submitted items:
 - Ammunition components of unknown origin compared with ammunition components of known origin (i.e. - test fire components from a firearm in the case)
- Firearms-Examination – Function test firearm:
 - Examination of a firearm concerning its mechanical condition and operation
- NIBIN – Check against other/open cases:
 - Determine whether a firearm has been discharged in multiple incidents or other/open cases

Note: This differs from the NIBIN-Triage (NIBN) depicted on slide 13

- NIBN-Triage is only selectable for the following item types: test fires and cartridge case(s) fired
- **Do not select NIBIN-Triage (NIBN) if a firearm is submitted for a case**
 - Instead select Firearms (FA) on slide 13
 - Then select NIBIN – Check against other/open cases as shown on slide 18
- Serial Number Restoration:
 - Restore or enhance altered characteristics on a firearm

* Indicates a required field

Create Request



Select Services



Enter Service Details



Submit To Lab

Firearms Questions

1. What service are you requesting?
* Firearms-Examination-Comparison to other submitted item ?
2. What is the nature of the offense?
* Officer Involved
3. **Note** - The following items are eligible for NIBIN entry:
Semiautomatic handguns, & Semiautomatic rifles
Acknowledged
4. Clarify your NIBIN Request (e.g. Submit Cartridge cases 1-4 to NIBIN)
* Please check the firearm in NIBIN
Required

Go Back

Continue



Firearms Questions:

- Select nature of offense from the drop-down menu
 - Homicide, Officer Involved, Assault/Robbery, Weapons Offense, Drug Related Offense or Non-Violent/Suicide
- Fill out other information as needed/required and click "Continue"

Create Request



Select Services



Enter Service Details



Submit To Lab

* Indicates a required field

Latent Prints Questions

1. If Drug material is present, has it been separated from its packaging? * Yes
2. If the drugs are not separated from the package, please contact the Drug or Latent Print Section Supervisor for approval at (515) 725-1500. Acknowledged
3. Comparisons can only be conducted with specific individuals if DCI # and/or Universal Control Number (UCN/FBI#) are provided. * Acknowledged

Go Back

Continue 

Latent Prints Questions:

- When possible, a controlled substance must be separated from its packaging prior to being submitted for latent print examination

Exception: Tightly wrapped, non-punctured bricks do not need to be separated
(see submission guidelines for more information)

- Click "Continue" when all questions are answered

* Indicates a required field

Create Request → Select Services → Enter Service Details → Submit To Lab

Toxicology Questions

1. What is the nature of the offense? *

2. If miscellaneous explain *

3. Was a successful evidential DataMaster test completed (not a PBT) resulting in an alcohol level? *

Note: If you answer "Yes" then the lab will not perform an Alcohol Analysis even if you select that service in the preceding questions.

miscellaneous *

OWI (non-injury related)

OWI (injury related)

fatality

sexual assault

weapons offense/possession

miscellaneous

Go Back Continue

Toxicology Questions:

- Choose nature of offense from the drop-down menu, which include:
 - OWI (non-injury or injury), fatality, sexual assault, weapons offense/drug possession or miscellaneous
 - If miscellaneous is selected, provide an explanation for Question 2

* Indicates a required field

Create Request → Select Services → Enter Service Details → Submit To Lab

Toxicology Questions

1. What is the nature of the offense? * miscellaneous

2. If miscellaneous explain * Death Investigation - Homicide

3. Was a successful evidential DataMaster test completed (not a PBT) resulting in an alcohol level? * No

Note: If you answer "Yes" then the lab will not perform an Alcohol Analysis even if you select that service in the proceeding questions.

Go Back Continue

Toxicology Questions:

Note: If you answer "Yes" to Question 3, the Iowa DCI Crime Lab will not perform an Alcohol Analysis even if you select that service in the proceeding questions

- Click "Continue" to answer biological specimen specific questions

LIMS PRELOG

845763 / Iowa DCI Lab Dashboard | Logout

CASE INFO NAMES ITEMS **SERVICE REQUESTS** EXISTING SUBMISSIONS ASSIGNMENTS AT LAB REPORTS

Create Request → Select Services → **Enter Service Details** → Submit To Lab

Questions for Item #2 : Blood & Urine Specimen - 2 sealed tubes of blood and 1 sealed bottle of urine

1. What Service are you Requesting?

2. If this is a urine specimen submitted for ALCOHOL, is this a first void or second void?

3. Were these specimens collected within 2 hours of each other?

Note: if the specimens were collected within 2 hours of each other, Alcohol testing will only be conducted on the Blood Specimen.

Status

Select Service Requests

- Blood Alcohol Analysis
- Urine Drug Screen
- Blood Drug Screen
- Urine Alcohol Analysis

Press CTRL key to multi-select.

Go Back Continue

- Click the  to choose a requested service from the list in the pop-up box
 - If more than one service is needed, press and hold CTRL then click requested services
- Once all services selected, click "OK"

* Indicates a required field

Create Request



Select Services



Enter Service Details



Submit To Lab

Questions for Item #2 : Blood & Urine Specimen - 2 sealed tubes of blood and 1 sealed bottle of urine

1. What Service are you Requesting? * Blood Alcohol Analysis,Urine Drug Screen,Blood Drug Scree ?
2. If this is a urine specimen submitted for ALCOHOL, is this a first void or second void? First ▾
3. Were these specimens collected within 2 hours of each other? * Yes ▾

Note: if the specimens were collected within 2 hours of each other, Alcohol testing will only be conducted on the Blood Specimen.

Go Back

Continue 

Toxicology Questions:

- Provide information regarding whether the urine specimen is a first or second void
- If blood and urine are submitted for the same individual on the same case, provide information regarding whether they were collected within 2 hours of one another

Note: If blood and urine specimens were collected within 2 hours of each other, alcohol testing will only be conducted on the blood specimen

- Click "Continue" when all questions are answered

LIMS PRELOG

845763 / Iowa DCI Lab Dashboard | Logout

CASE INFO | NAMES | ITEMS | **SERVICE REQUESTS** | EXISTING SUBMISSIONS | ASSIGNMENTS AT LAB | REPORTS

Create Request → Select Services → Enter Service Details → Submit To Lab

Please click the Complete button to submit this lab request.

Link Names Go Back Complete

Status

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- Press “Complete” to submit the DCI Crime Lab request
 - A PDF copy of the pre-log will generate with information provided during pre-log
- Press “Go Back” to return to a previous screen in Service Requests



Prelog Request for Case: 845763

Case Info

Department Iowa DCI Lab
Department Case # 845763
Dept. Submission # 1
Investigating Dept. Iowa DCI Lab
Case Officer Daffy Duck
Offense Date 01/17/2023
Primary Offense Death Investigation

Name Info

Name Type	Last Name	First Name	Middle Name	DL #	FBI #	DCI #
Subject	Mouse	Mickey				
Victim	Mouse	Minnie				

Item Info

Dept. Item #	Package Type	Item Type	Description
1	Sealed Box	Knife	6 inch knife with plastic handle
2	Sealed Specimen Kit	Blood & Urine Specimen	2 sealed tubes of blood and 1 sealed bottle of urine
3	Sealed Sex Assault Kit	Swab(s)	swabs from crime scene
4	Sealed Duffle Bag/Suitcase	Plant Material	green leafy substance
5	Sealed Gun Case	Firearm	9mm Ruger

Service Request:

Dept. Item #	Description	NIBN	FA	TM	TOX	DNA	DRUG	CL	LP	FWTT	TR	FIRE	DOC	CS	PHOT	BPA
1	Knife			x		x										
2	Blood & Urine Specimen				x											
3	Swab(s)					x										
4	Plant Material						x									
5	Firearm		x						x							

Service Request:

Request Date 02/02/2023
Requested By Jillissa Molnari
Please briefly describe case circumstances Suspected homicide at the State of Iowa Capitol Complex.
****NOTE**** Any comment in this box does not appear on receipt form.



Prelog Request for Case: 845763

Submission Comments ****NOTE**** Any comment in this box does not appear on receipt form.

DNA Questions

Has the DNA Case Information Sheet been filled out? (see documents section in prelog) Yes

Drug Chemistry Questions

Is this case slated for Federal Prosecution? Yes

If yes, what is the name of the US Attorney? Goofy

If yes, what is the US Attorney contact information? 1375 E Buena Vista Dr Orlando FL 32830

Firearms Questions

What service are you requesting? Firearms-Examination-Comparison to other submitted items, Serial Number Restoration

What is the nature of the offense? Officer involved/Homicide

Note - The following items are eligible for NIBIN entry: Semiautomatic handguns, & Semiautomatic rifles Acknowledged

Clarify your NIBIN Request (e.g. Submit Cartridge cases 1-4 to NIBIN) Please check the firearm in NIBIN

Latent Prints Questions

If Drug material is present, has it been separated from its packaging? Yes

If the drugs are not separated from the package, please contact the Drug or Latent Print Section Supervisor for approval at (515) 725-1500. Acknowledged

Is this an unknown decedent? No

Comparisons can only be conducted with specific individuals if DCI # and/or Universal Control Number (UCN/FBI#) are provided. Acknowledged



Prelog Request for Case: 845763

Toxicology Questions

What is the nature of the offense? miscellaneous

If miscellaneous explain Death Investigation - Homicide

Was a successful evidential DataMaster test completed (not a PBT) resulting in an alcohol level? Note: If you answer "Yes" then the lab will not perform an Alcohol Analysis even if you select that service in the proceeding questions. No

Questions for Item #2 :

What Service are you Requesting? Blood Alcohol Analysis,Urine Drug Screen,Blood Drug Screen

If this is a urine specimen submitted for ALCOHOL, is this a first void or second void? First

Were these specimens collected within 2 hours of each other Note: If the specimens were collected within 2 hours of each other, Alcohol testing will only be conducted on the Blood Specimen. Yes

- Print and submit with evidence sent or brought to the Iowa DCI Crime Lab for intake
- Once you close the PDF, you will be taken to the Service Requests tab (slide 28)

LIMS PRELOG

845763 / Iowa DCI Lab Dashboard | Logout

CASE INFO | NAMES | ITEMS | **SERVICE REQUESTS** | EXISTING SUBMISSIONS | ASSIGNMENTS AT LAB | REPORTS

Filter by Section: All

Requested Date	Submitted To	Submission #	Status	Section(s)	Item #
02/02/2023	Iowa DCI Lab X8 DEV	1	Requested	DNA, DRUG, FA, LP, TM, TOX	1, 2, 3, 4, 5
02/06/2023	Iowa DCI Lab X8 DEV	2	Draft	LP	5

New Request | Open | Cancel | Print History | Print Lab Submission Form

Status

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Service Requests:

- If evidence has yet to be sent to the Iowa DCI Crime Lab, and additional evidence in the case will be sent in, please edit the current submission rather than create a second submission
 - Only create a second submission if the evidence from the first submission has already been sent to the DCI Crime Lab
 - Click "New Request" for additional submissions for the same case
 - Repeat pre-log steps for additional items or service requests ([slide 11 – 13](#)) and subsequent section questions
- Click "Open" to view completed pre-logs or continue drafts
- Click "Print Lab Submission Form" to print the PDF pre-log request shown on [slide 27](#)



LIMS PRELOG

ADDITIONAL PRELOG FEATURES

- Searching Previous Cases
- Status of Prelog
- Status of Case at Iowa DCI Crime Laboratory
- Printing Reports

<< MENU

Dashboard

New Prelog

Search ▶

Reports ▶

Documents

Logout

QUICK FIND

Department *

Iowa DCI Lab

Department Case Number *

Search

* Indicates a required field

RECENT PRELOG CASES

Status

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- There are several ways to search for a case from the Dashboard
- To Quick Find a case, enter a Department Case Number and click "Search"

- If your Department Case Number returns results, the case has been pre-logged
- Case officers can view prior pre-logged cases, submit additional evidence and check the testing status and reports
- Click on the Agency Case Number and proceed to slides 33 – 39 view options on a case that has been previously pre-logged

LIMS PRELOG

« MENU

- Dashboard
- New Prelog
- Search ▶
- Reports ▶
- Documents
- Logout

QUICK FIND

Department * Iowa DCI Lab

Department Case Number * 845763

* Indicates a required field

No local results found.

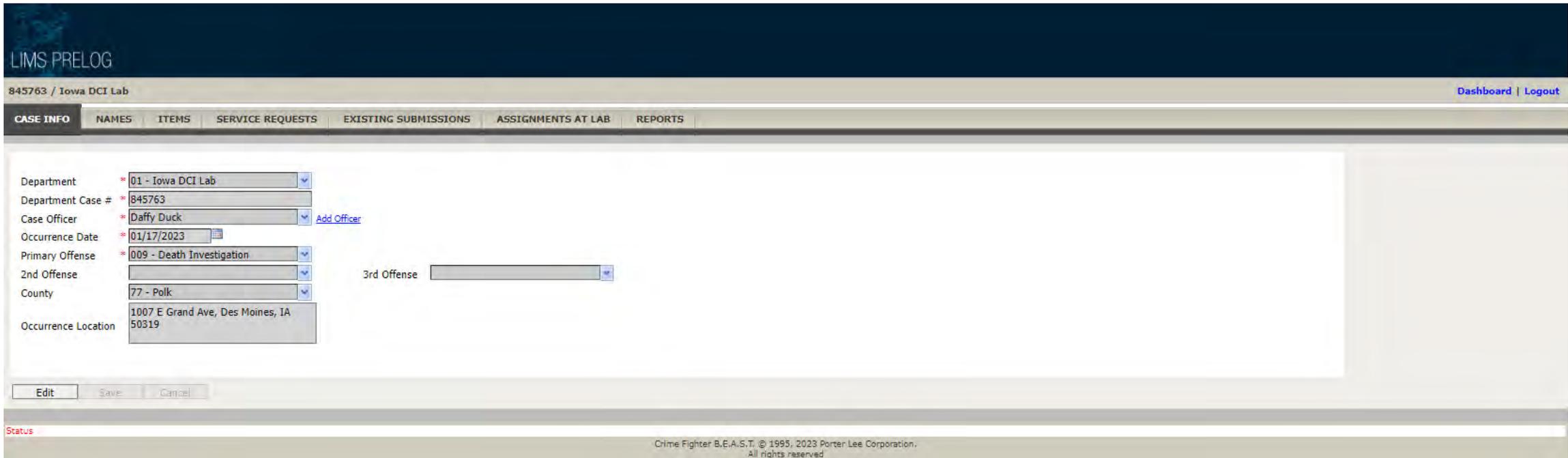
Search

RECENT PRELOG CASES

Status

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- If your Department Case Number does not return any options to view, proceed with pre-logging evidence as shown on slides 3 – 28



Case Info:

- Case Info, Names, Items, Service Requests, Submissions, Assignments and Reports can be viewed by clicking on the respective tabs

CASE INFO **NAMES** ITEMS SERVICE REQUESTS EXISTING SUBMISSIONS ASSIGNMENTS AT LAB REPORTS

Name Type	Last Name	First Name	Gender	DOB	Lab Case #
Subject	Mouse	Mickey	Undetermined	11/18/1982	
Victim	Mouse	Minnie	Undetermined	11/18/1982	

[Details](#) [Items](#) Name not yet submitted to lab.

Name Type * J - Subject
Last Name * Mouse
First Name Mickey
Middle Name
Gender U - Undetermined
Date Of Birth 11/18/1982 Juvenile
DL #
FBI #
DCI #

Add Edit Save Cancel Delete

Names:

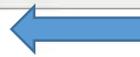
- Changes by any of the following will show up on the PDF pre-log sheet, but you must click "Print Lab Submission Form" again once changes are made
 - To add an individual to a case, click "Add"
 - To edit information for an individual, click "Edit" and then "Save"
 - To delete an individual, click "Delete"

Note: Information on the Names tab can be edited until items are accepted at the Iowa DCI Crime Lab. Once accepted by the Lab, additional names can be added by contacting the evidence room (etechs@dps.state.ia.us) or with a second submission of evidence.

[CASE INFO](#) | [NAMES](#) | [ITEMS](#) | [SERVICE REQUESTS](#) | **EXISTING SUBMISSIONS** | [ASSIGNMENTS AT LAB](#) | [REPORTS](#)

Submission 1 -Received at Lab 02/01/23 at 8:52 AM by SEEHAF 
Item 1: Knife-6 inch knife with plastic handle
Item 2: Blood & Urine Specimen-2 sealed tubes of blood and 1 sealed bottle of urine
Item 3: Swab(s)-swabs from crime scene
Item 4: Plant Material-green leafy substance

[Lab Receipt](#)

Submission 2 -Not Submitted to Lab 
Item 5: Firearm-9mm Ruger

Status

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Existing Submissions:

- View all submissions for a case and status of being submitted to the Iowa DCI Crime Lab
- As you see above, Submission 1 has been received at the Iowa DCI Crime Lab and Submission 2 has not been submitted to the Iowa DCI Crime Lab

LIMS PRELOG

20230111E / Iowa DCI Lab 2023-00011 [Dashboard](#) | [Logout](#)

CASE INFO | NAMES | ITEMS | SERVICE REQUESTS | EXISTING SUBMISSIONS | **ASSIGNMENTS AT LAB** | REPORTS

Sequence	Section	Analyst Assigned	Date Assigned	Status	Draft Date
2	TOX	Jilissa Molnari	2/1/2023	1	2/1/2023
3	TOX	Jilissa Molnari	2/1/2023	2	2/1/2023
4	TOX		2/1/2023	0	

Lab Code: * 01 - Iowa DCI Lab X8 DEV

Section: * TOX - Toxicology | 02/01/2023

Analyst Assigned: MOLNAR - Jilissa Molnari | 02/01/2023

Priority: * 2 - Normal

Status: * 2 - Draft Printed

Comments:

Edit Save Cancel

Assignment Status

0: Assigned to Section

1: Assigned to Analyst

2: Draft Printed

3: Ready for Tech Peer Review

4: Ready for Admin Review

5: Approved

Assignments at Lab:

- View section, analyst and date assigned, status of report and draft date of report
- If nothing has been accepted at the Iowa DCI Crime Lab, this screen will display "No records"

Note: These assignments are from another test case and not the pre-logged case

Case Reports

Report #	Section	Status	Date Completed
1	Toxicology	5	02/06/2023
2	Toxicology	5	02/06/2023
3	Toxicology	5	02/06/2023
4	Toxicology	5	02/06/2023
5	Toxicology	5	02/06/2023
6	Toxicology	5	02/06/2023
7	Toxicology	5	02/06/2023
8	Toxicology	5	02/06/2023

Reports:

- Print case reports once they have been administratively reviewed
 - Select a Report # and click "Print Report"
- If no reports have been approved, this screen will display "No case reports found"

Note: These reports are from another test case and not the pre-logged case



Official Report of
Iowa Department of Public Safety
DCI Criminalistics Laboratory
 2240 South Ankeny Boulevard
 Ankeny, Iowa 50023-9093
 (515) 725-1500

2023-00061 Report 2
LAB CASE NUMBER

02/06/2023
REPORT DATE

Toxicology Report

See Code of Iowa Section 691.2 Presumption of qualification - evidence - testimony. "It shall be presumed that any employee or technician of the criminalistics laboratory is qualified or possesses the required expertise to accomplish any analysis, comparison, or identification done by the employee's employment in the criminalistics laboratory. Any report, or copy of a report, or the findings of the criminalistics laboratory shall be received in evidence, if determined to be relevant, in any court, preliminary hearing, grand jury proceeding, civil proceeding, administrative hearing, and forfeiture proceeding in the same manner and with the same force and effect as if the employee or technician of the criminalistics laboratory who accomplished the requested analysis, comparison, or identification had testified in person..."

AGENCY:	Iowa DCI Lab	CASE TYPE:	Traffic Offenses / OWI
AGENCY CASE NUMBER:	20230130A	OCCURRENCE DATE:	January 2, 2023
CASE OFFICER:	Kristin K Hart	REPORT OF:	Jillissa Molnari
SUBJECT(S):	Coyote Wiley		

ITEMS AS DESCRIBED BY SUBMITTING AGENCY:

On January 2, 2023, Daffy Duck on behalf of Iowa DCI Lab submitted the following item(s) to Sabrina Seehafer (DCI Lab):

Lab #	Agency #	Description
2	2	Urine Specimen of Coyote Wiley

ALCOHOL RESULTS BY: Jillissa Molnari

ITEM	FORM	RESULTS	DRUG
2	Urine Specimen	0.144 g/67mL	alcohol
2	Urine Specimen	Presence Confirmed	volatile organic compound

Analysis by head space gas chromatography has revealed an ethyl alcohol concentration to be 0.144 ± 0.008 grams/67mL of urine at 99.73% level of confidence.

The volatile organic compound was chromatographically identified as difluoroethane.

DISPOSITION OF EVIDENCE

The submitted evidence in this case is being retained in the laboratory until all analyses have been completed.

This report may contain opinions, conclusions or interpretations of the examiner whose signature appears below.

Analyst's Signature

Jillissa Molnari, Criminalist

- This is an example of an approved Toxicology Report displaying urine alcohol and inhalant results

Note: This report is from another test case and not the pre-logged case

LIMS PRELOG

« MENU

QUICK FIND

Dashboard

New Prelog

Search

Reports

Documents

Logout

Received Prelog Cases * Iowa DCI Lab

Find a Case *

Search

RECENT PRELOG CASES

Dept.	Case Number	Department Name	Case Entry Date
	845763	Iowa DCI Lab	02/02/2023

Status

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- To search for a case, hover over "Search" from the MENU and then click "Find a Case"
- Search by Case Number, Case Names or Items

LIMS PRELOG

<< MENU Evidence Prelog - Find Case

Dashboard
New Prelog
Search
Reports
Documents
Logout

(1) Case Number (2) Case Names (3) Items

Department Case # Partial
Jurisdiction

Search Clear Back to Dashboard

Department Case #	Case Officer	Offense Date	Offense Location	Lab Case
22-12345678	Stacie Prall			2022-00007
22-12345678TOX	Stacie Prall	11/29/2022	Polk Co	2022-00008
20230118T	DNA Proficiency	12/26/2022 12:00:		2023-00027, 2023-00044
20230118	DNA Proficiency	1/17/2023 12:00:		2023-00038
2023-000180	Shawna Ferguson	1/19/2023 12:00:	DSM	2023-00060
22-12345678FA	Stacie Prall	12/7/2022 12:00:		
22-12345678	Stacie Prall	11/20/2022		
845763	Daffy Duck	1/17/2023 12:00:	1007 E Grand Ave, Des Moines, IA 5	

Search by Case Number:

- Enter part or all of the Department Case # and click "Search"
- Select the Department Case # of interest to take you to slide 31

LIMS PRELOG

« MENU Evidence Prelog - Find Case

Dashboard
New Prelog
Search
Reports
Documents
Logout

(1) Case Number (2) Case Names (3) Items

Last Name First Name DOB

Type	Last Name	First Name	Middle Name	DOB	Case Number	Offense Date
Victim	Mouse	Minnie		02/02/1996	20221216C	12/05/2022
Victim	Mouse	Minnie			23191919	2/1/2023 12:00:C
Victim	Mouse	Minnie		11/18/1928	23101010	1/1/2023 12:00:C
Victim	Mouse	Minnie		11/01/2019	202201109A	11/07/2022
Victim	Mouse	Minnie			2022-01102A	11/01/2022
Victim	Mouse	Minnie		02/03/1923	20221205_BETA	11/28/2022
Victim	Mouse	Minnie		11/18/1982	845763	1/17/2023 12:00:

Search by Case Names:

- Enter part or all of a First or Last Name and click "Search"
- Select the Case Number of interest to take you to slide 31

LIMS PRELOG

« MENU Evidence Prelog - Find Case

Dashboard
New Prelog
Search
Reports
Documents
Logout

(1) Case Number (2) Case Names (3) Items

Package SGC - Sealed Gun Case
Type 067 - Firearm
Description

Search Clear Back to Dashboard

Case Number	Item Number	Item Description	Item Type
2023001463	001	Glock 40	Firearm
2022-01102A	1	12ga shotgun	Firearm
20230118T	3	9 mm Ruger Handgun	Firearm
20230112	9	9 mm Ruger Semi-auto	Firearm
20230117F	1	9 mm Glock 19 SN:123SY12	Firearm
22-12345678FA	4	Mossberg 835 12ga shotgun	Firearm
845763	5	9mm Ruger	Firearm
20221231	11	9 mm Ruger semi-auto handgun	Firearm

Search by Items:

- Select Package, Item Type and/or Description and click "Search"
- Select the Case Number of interest to take you to slide 31

LIMS PRELOG

« MENU

- Dashboard
- New Prelog
- Search
- Reports**
- Documents
- Logout

Completed Lab Reports

Department: 01 - Iowa DCI Lab

Department Case Number:

Lab Case Number: 61

Section:

Date From:

Date To:

Clear Search

Agency Case #	Report #	Section	Assigned To	Date Completed	Lab Case	Depart
20230130A	1	TOX	MOLNAR	2/6/2023	2023-00061	01
20230130A	2	TOX	MOLNAR	2/6/2023	2023-00061	01
20230130A	3	TOX	MOLNAR	2/6/2023	2023-00061	01
20230130A	4	TOX	MOLNAR	2/6/2023	2023-00061	01
20230130A	8	TOX	MOLNAR	2/6/2023	2023-00061	01
20230130A	9	TOX	MOLNAR	2/8/2023	2023-00061	01

1 2

Print Report 

- To search for reports, hover over “Reports” from the MENU and then click “Completed Lab Reports”
- Click the Report of interest and then click “Print Report”
 - This will look like Report 2 shown on slide 37

If you have questions regarding the pre-log, please contact the Evidence Room at the Iowa DCI Crime Lab by calling 515-725-1500

If you have case/item specific questions, please ask to speak with a Criminalist Supervisor from that particular section by calling 515-725-1500