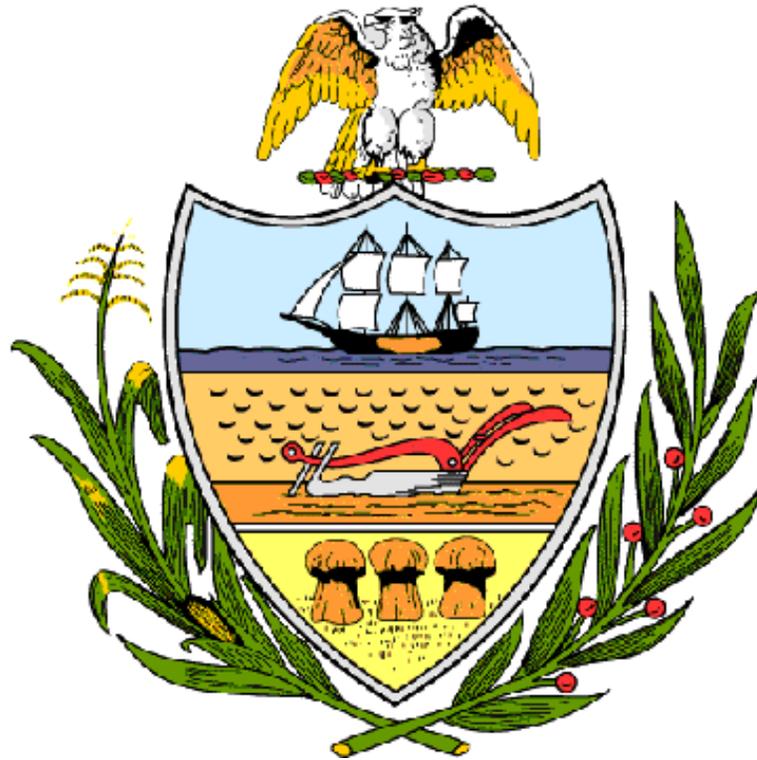


ALLEGHENY COUNTY
OFFICE of the MEDICAL EXAMINER
FORENSIC LABORATORY



PRELOG USER MANUAL

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ALLEGHENY COUNTY OFFICE OF THE MEDICAL EXAMINER PRELOG USER MANUAL

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1. INTRODUCTION

- 1.1 The Porter Lee Corporation's (PLC) BEAST Web Portal Prelog application is a JNET hosted web portal. The application is administered and maintained by the Pennsylvania State Police. This web based application provides a means for Law Enforcement Agency personnel in Pennsylvania to pre-log evidence prior to delivery to the local crime Laboratory. The pre-logging step would be an additional step to add to the routine preparation of evidence for submission to the Laboratory.
- 1.2 The pre-logging of the evidence is not meant to void or replace any of the current evidence handling procedures currently used by the Law Enforcement Agency or the Laboratory. All evidence packing requirements, as defined by the Laboratory, remain in effect. Please consult the Laboratory Evidence Submission Manual for evidence packaging requirements/guidelines.
<http://www.alleghenycounty.us/me/forms/dol/LabSubmissMan.pdf>
- 1.3 The Laboratory provides one user name and password per Law Enforcement Agency. The Law Enforcement Agency is responsible for determining which personnel will have access to the web portal. **Any individual with JNET access and a valid agency user name and password for the web portal will be able to access all of their designated department information on the Portal and will also be able to read and download any reports available to the agency.**
- 1.4 The pre-logging process has five basic steps:
 - 1.4.1 Entry of basic case information
 - 1.4.2 Entry of names associated with the case (victim, suspect and location)
 - 1.4.3 Entry of items for analysis by the Laboratory
 - 1.4.4 Creation of an electronic submission to the Laboratory
 - 1.4.5 Printing of the electronic Prelog Request for Forensic Analysis (PRFA) or "packing" slip that will accompany the evidence to the laboratory
- 1.5 The pre-logging process benefits both the Laboratory and the Law Enforcement Agency. The benefits of pre-logging cases are:
 - 1.5.1 Individuals delivering evidence to the Laboratory may spend less time at the Laboratory.
 - 1.5.2 Law Enforcement personnel will be able to use the portal to view the status of evidence delivered to the Laboratory (what evidence items have been pre-logged, what evidence items have been received by the Laboratory and if a Laboratory analyst has been assigned to the case, etc.)
 - 1.5.3 Law Enforcement personnel will be able to download and store (if desired) electronic copies of Laboratory approved reports.
 - 1.5.4 Law Enforcement personnel will be able to query the pre-logged cases based on submission creation date, whether the evidence was received by the Laboratory, incident number, Laboratory case number, names, case officer, location, item description, item type – just to name a few.

2. VIEW FROM JNET

2.1 From the JNET home page, go to Agency Highlights.

The screenshot shows the JNET Pennsylvania Justice Network home page. The header includes the JNET logo and navigation links for PA STATE AGENCIES and ONLINE SERVICES. A search bar is located in the top right. The main content area is divided into three columns. The left column contains a vertical menu with items like JNET Secure Home, JNET Searches, PennDOT Records, Justice Data, Court Information, Juvenile Information, SGS Web, Notifications, Administrative Tools, Contacts, Agencies, and Site Map. The middle column features a grid of blue buttons for services: Photo Search, Warrant, Address Search, JNET CLEAN, Driver Info, Vehicle Reg, WebCPIN, Flexible Search, and cNET. Below this grid is a red button labeled 'APPLICATIONS BY JOB FUNCTION'. The right column contains a sidebar with the name 'TOM CORBETT GOVERNOR' and several links: Help/Support, Training, System Information (Updated 10/03/2011), Announcements (Updated 09/19/2011), CLEAN Documentation, Amber Alert, and Agency Highlights. The 'Agency Highlights' link is circled in red. Below the main content area, there is a 'User Info' section with tabs for Registrar, JTAC, Sponsor, IT, and Contact JNET, and a list of links including User Forms, User Guides, User Reference Cards, User Provisioning System, Investigative Links, Administration, and Meetings and Maps.

2.2 Select BEAST Web Prelog.

This screenshot shows the same JNET Pennsylvania Justice Network home page as above, but with the 'Agency Highlights' link in the sidebar selected. The 'Agency Highlights' link is circled in red. Below it, the 'BEAST Web PreLog' link is also circled in red. The sidebar also displays contact information for the Help Desk (717-783-5164, 877-327-2465) and cNET Support (866-633-3788 ext 3).

2.3 Select the link at the bottom of the page.

JNET Secure Home

[JNET Secure Home](#)

EDWARD G. RENDELL
GOVERNOR

Help Desk
717-783-5164
877-327-2465
[Submit a Ticket](#)
[Help Desk Email](#)

cNET Support
866-632-2780 x3

[Training](#)

The Porter Lee Corporation's (PLC) BEAST Web Portal Prelog application is a JNET hosted web portal. The application is administered and maintained by the Pennsylvania State Police. This web based application allows law enforcement agency personnel in Pennsylvania to pre-log evidence submission information prior to delivery to the local crime laboratory. Law enforcement agency personnel are able to query the status of evidence being processed in the laboratory and they are able to download a laboratory report of analysis when the report is released by laboratory management.

BEAST Specific Details

- Allows access to specified submitting agencies to submit evidence to any of the participating laboratories via the Web Portal Prelog.
- The submitting agency will only be allowed to chose from existing lists for certain fields that have been approved by the laboratories and may pertain specifically to the laboratory that will be receiving the evidence
- Requiring specific fields to be filled out in order to create a valid lab submission
- Submitting agencies will be able to view case disposition and examination findings information once work has been completed and approved by the laboratories.
- Case Query allows users to query the status of an evidence submission.

By clicking on the BEAST Pre-log Link below, you will be leaving the JNET website. Any questions on the BEAST application access, training or support should be directed to the Pennsylvania State Police.

PSP Help Desk
1-877-777-3375

Rachel Sprout, BEAST Pre-Log Administrator
717-772-0859
rasprout@state.pa.us

Andre Johnston, BEAST Pre-Log Application Support
717-705-0711
sjohnston@state.pa.us

To sign-in to the BEAST application go to the link below.

<https://www.prelog.state.pa.us/webprelog/webprelog.dll>

3. LOGGING INTO THE WEB PORTAL

3.1 After clicking the portal link from JNET, this log in screen should appear.

Crime Fighter BEAST-Lab Web-Version 5.94c

Sign On
Please enter your User ID and Password.

User ID

Password

The use of this web site is limited to Official Use Only

Copyright 2008 Porter Lee Corporation

3.2 The User ID and Password have been set.

3.3 The password is case sensitive.

Your agency name and ORI should appear here.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

3.4 The Web Portal entry screen provides several options. These options are described below.

3.4.1 Evidence Prelog: Select this option to create a new case and pre-log evidence for submission to the Laboratory; find an existing case to either edit information or add additional evidence to be submitted to the Laboratory.

3.4.2 Case Inquiry: Select this option to search for cases with evidence that has been pre –logged and delivered to the laboratory. Search criteria include Location, Incident Number, Name, Case Officer or Laboratory Case Number. From this screen, the status of the case can be viewed and available reports may be downloaded.

3.4.3 Case Status: Select this option to determine if cases have been pre-logged and if they have been received by the Laboratory.

3.4.4 Logout: Select this option to end the web portal session.

3.4.5 Admin Check: This option is used for administrative purposes only. An error message will appear if you select this button.

3.4.6 User Info: This option displays Laboratory code(s) for the agency logged into the portal.

4. CREATING A NEW CASE

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Department: Aspinwall Borough PD [0034] / User

Name: PA0024800

Evidence Prelog

Case Inquiry

Case Status

Logout

Admin Check

User Info

- 4.1 To create cases and submit evidence using the web prelog, select the “Evidence Prelog” option.
- 4.2 Select “Allegheny County Forensic Laboratory” to submit evidence to the Allegheny County Medical Examiner’s Office, Forensic Laboratory.
- 4.3 To create a new case, select “New Case”.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Laboratory Selection

Allegheny County Forensic Laboratory

Bethlehem Regional Laboratory

Cumberland County DA Office Forensic Laboratory

Erie Regional Laboratory

Greensburg Regional Laboratory

Harrisburg Regional Laboratory

Lima Regional Laboratory

Wyoming Regional Laboratory

CRIME FIGHTER WEB PRELOG

BARCODED EVIDENCE ANALYSIS STATISTICS & TRACKING

COMPUTERIZED SYSTEM

New Case Find Case Back

NOTE: Use the program back button (not the browser back button) to return to the previous screens. Using the browser back button may end your web portal session and cause you to lose information that has not been saved.

NOTE: Each laboratory has different selections in the drop down lists. Allegheny County drop down lists will contain different selections than any of the PA State Police Laboratories or the Cumberland County Laboratory.

4.4 CASE INFO TAB

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100909M9999 / Location : 108 Delafield

(1) Case Info (2) Names (3) Items (4) Lab Submission

Incident Number 20100909M9999
Case Officer Pick -- No Selection --
Officer Name M. KUEHNER #1
Officer Email michelle.kuehner@alleghenycounty.u
Officer Phone 4123503732
Offense Date 9/1/2010
Offense Location 108 Delafield
Offense Type VCSDDCA
Offense Type VUFA
Offense Type -- No Selection --
County Allegheny County
Case Type -- No Selection --
Case Comments

Edit Save Cancel Delete Back

4.4.1 The Case Info screen is the area in which the basic case information required by the Laboratory is entered. **All fields, with the exception of Officer Email and Case Comments, are mandatory (*).** Only one Offense Type is required. The other two offense types are optional. Remember to be consistent when entering information, especially the department Incident Number. Proper spelling and format will make recalling information much easier and more efficient.

4.4.2 ***Incident Number:** The number entered here will be considered the department case number. **DO NOT USE ANY PUNCTUATION** (dots, dashes, parenthesis, etc) when entering your “Incident Number”. This rule will make it easier to recall cases previously entered into the portal. The portal considers each “Incident Number” to be unique. If a new case is created with an “Incident Number” that has already been entered, the portal will provide the message “This case number has already been entered. When you hit OK, you will be switched to that entry.” When OK is selected, review the case information. If the case information corresponds to the case information for the “new” case you wished to create, continue on to Sections 4.5 through 4.7 of this document to add additional names, items of evidence and a new laboratory submission.

4.4.3 **Case Officer Pick:** This list contains names of officers currently in our system. If a name that appears in the pick list is selected, the pick list selection will populate the Officer Name field below.

4.4.4 ***Officer Name:** This is the name of the Case Officer or the individual who can answer any questions Laboratory personnel may have regarding the case. The Laboratory Report will be sent to the attention of the Case Officer. The entry format is: First Initial. Last Name #badge number (M. Kuehner #1)

4.4.5 **Officer Email:** If an email address is provided, an email will be automatically generated and sent to that email address. The email will state that a report is available for download.

4.4.6 ***Officer Phone:** Please enter the phone number of the case officer that will be able to answer any questions regarding the laboratory submission and the requested laboratory analysis for this case.

4.4.7 ***Offense Date:** Enter the date the offense occurred.

4.4.8 *Offense Location: Enter the street address and city or zip code for the location at which the offense occurred.

4.4.9 *Offense Type: A maximum of three offense types may be entered. Only the MOST SERIOUS offense is required. If more than one offense is going to be entered, please enter the offenses from the MOST SERIOUS to the least serious.

4.4.10 *County: This Laboratory only accepts cases that have occurred in Allegheny County unless special arrangements have previously been made.

4.4.11 *Case Type: For Toxicology cases, you must select one of the five case types for testing to be completed. The case type that is selected will direct the type of testing the Toxicology Section will perform.

- **DUI:** Blood Alcohol Testing
- **DUID:** Blood Drug Testing
- **DUI/DUID:** Blood Alcohol and Drug Testing
- **DRE:** Blood Drug Testing based on DRE information
- **DFSA:** Blood Drug Testing based on information provided about the assault.

For all other cases, select Forensic Analysis.

4.4.12 When all of the information has been entered, select “SAVE”.

4.4.13 If changes need to be made to the case information, select the “Edit” button, make the necessary changes and select “Save”.

4.5 NAMES TAB

https://164.156.18.25/webprelog/webprelog.dll/EXEC - Microsoft Internet Explorer provided by County Of Allegheny ISA 2006

https://164.156.18.25/webprelog/webprelog.dll/EXEC

File Edit View Favorites Tools Help

Case: 10PRODTST1 / Suspect: Carrottop, Red

(1) Case Info (2) Names (3) Items (4) Lab Submission

Select a name to maintain

Number	Type	Last Name	First Name	Middle Name	Sex	Race
1	V	Dangerfield	Rudy			
2	S	Carrottop	Red			

Type: Sex: OTN:
Last: Race: SID:
First: DOB:
Middle: Juvenile:

Add Edit **Save** Cancel Delete Dupe Back

- 4.5.1** The Names tab is the area in which the names of the individuals or locations associated with the incident are to be entered. The Laboratory Case Name will be set to the name of the first individual (Number =1) as entered on the screen. For this reason, we ask that if the incident involves a victim, please **list the victim's name(s) first.**
- 4.5.2** For cases where there is no victim or suspect, such as found property, found guns or cartridge cases, select Location as the name type. Enter the street name in the Last Name field and the street number in the First Name field.
- 4.5.3** The name type "Law Enforcement Officer" is to be selected ONLY if the officer was injured or considered a victim in the incident or if the officer was involved in a shooting incident.
- 4.5.4** **DOB:** To process Latent Print and Juvenile cases efficiently, it is necessary to have the Date of Birth entered. If the individual is a Juvenile, select YES in the **Juvenile** box.
- 4.5.5** **OTN:** If an OTN is available for the suspects, please enter the OTN WITHOUT dashes (Example: G999999-0 should be entered as G9999990).
- 4.5.6** **SID:** This information is required only if submitting items to the Latent Print Section.
- 4.5.7** When you have finished, select "Save".

4.6 ITEMS SCREEN

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
 Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names (3) **Items** (4) Lab Submission

Select an item to maintain

Item #	Package	Item Type	Item Description
1	One sealed envelope	[DC26] General Drug Evidence	15 packets suspected Heroin
2	One sealed box with:	[FA01] Firearm	9 mm caliber Glock pistol, serial number FUD999US, magazine and 15 rounds

Prop Item #: _____ Description: 9 mm caliber Glock pistol, serial number FUD999US, magazine and 15 rounds

Package: One sealed box with:

Type: Firearm [FA01]

Add Edit **Save** Cancel Delete Dupe Back

- 4.6.1** The Items Screen is where information about items to be submitted to the Laboratory is entered. Please consult the current version of the Laboratory Submission Manual for the types of analysis the Laboratory provides and for evidence packaging requirements and guidelines (<http://www.alleghenycounty.us/me/dolforms.aspx>).
- 4.6.2 Package:** Select the outer packaging description that best suits how the evidence is packaged. For those items that have no outer packaging, select “No Selection”.
- 4.6.3 Prop Item #:** This is your agency item/property number. Please enter the property item number for cross reference purposes. The Item number default position is 1. When the item is brought to the Laboratory, the Laboratory will assign it a Laboratory Item number and reference the agency property item number.

<pre>-- No Selection -- -- No Selection -- Carbon Stub Kit [STUBKIT] Clothing article [FB22] DUI/DUID Blood [TOXDUIBL] DUI/DUID Urine [TOXDUIUR] Elimination Prints [LP12] Fire debris [TR17] Firearm [FA01] General Drug Evidence [DC26] Item for trace examination [TR00] Item(s) for latent print processing [LP04] Known Inked Prints [LP13] Latent print lift(s) [LP01] Magazine [FA01A] Other Serology Item [FB01R] Projectile (fired bullets, frags, shot) [FA03] Sex Crimes Kit [FB01] Spent Cartridge Case(s) or Shotshells [FA04] Tiremark/Shoemark [FA11] Toolmark [FA10]</pre>	<p>Drug Chemistry: - General Drug Evidence</p> <p>Firearms Section:</p> <ul style="list-style-type: none"> Clothing Firearm Projectile (fired bullets, fragments etc) Spent Cartridge Case(s) or shotshells Tiremark/Shoemark Toolmark <p>Latent Prints:</p> <ul style="list-style-type: none"> Elimination Prints Item(s) for latent print processing Known Inked Prints Latent print lift(s) <p>Serology:</p> <ul style="list-style-type: none"> Clothing Other Serology Item Sex Crimes Kit 	<p>Toxicology</p> <ul style="list-style-type: none"> DUI/DUID Blood DUI/DUID Urine <p>Trace:</p> <ul style="list-style-type: none"> Carbon Stub Kit Clothing Fire Debris Item for Trace Examination
--	---	---

4.6.4 Description: The item description should be an accurate description of the item to be analyzed.

4.6.4.1 For cases involving firearms, please include the caliber, manufacturer and serial number of the firearm in the description.

4.6.4.2 For cases involving spent cartridge cases and projectiles, please indicate the number of fired components that are being submitted.

4.6.4.3 For drug cases, please indicate the suspected drug.

4.6.4.4 The description field can be searched based on the item description. See Section 5 for more information.

4.6.5 Dupe: Selecting this button will create an additional item, duplicating ALL of the information from the previous entry. This is a very convenient feature if multiple items packaged in the same fashion are to be submitted to the laboratory. If you choose to use this feature, please be sure to check the item description and ensure that it matches the description of the item in the package you will be submitting to the Laboratory.

4.6.6 Remember to “Save” after each item.

NOTE: If you have more than 10 items to submit, the portal will create a new page. To go back to the previous page, use the page number button.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100927M0001 / Suspect: Smith, Test

(1) Case Info (2) Names (3) Items (4) Lab Submission

Select an item to maintain 1 2 2 of 2

Item #	Package	Item Type	Item Description
11	One sealed box with:	[FA01] Firearm	9 mm caliber Smith & Wesson pistol, seria number xxx1121, magazine and 9 rounds

Item # 11 Description 9 mm caliber Smith & Wesson pistol, seria number xxx1121, magazine and 9 rounds

Prop/Item # One sealed box with:

Type Firearm [FA01]

Add Edit Save Cancel Delete Dupe Back

4.7 LABORATORY SUBMISSION

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission #

Submit to

Delivery Type Date Sent

Analysis

Comments Tracking #

Item #	Item Description	Analysis Selected
--------	------------------	-------------------

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

- 4.7.1** The Laboratory Submission screen is where you will choose (“Add”) the items to be submitted to the Laboratory. Please make sure that all items to be delivered to the Laboratory are packaged properly. Packaging guidelines and Laboratory Submittal Forms can be found in the Laboratory Submission Manual on the Allegheny County website (<http://www.alleghenycounty.us/me/dolforms.aspx>).
- 4.7.2** **Submit to:** This field will automatically populate with the name of the Laboratory selected at the beginning of the Prelog process.
- 4.7.3** **Delivery Type:** Currently, the only ways that evidence can be submitted to the Laboratory is in person (Hand Delivered) or via the use of the night drop off lockers (Evidence Locker Submission). If you are using the Evidence Locker Submission and are completing the evidence prelog at the Laboratory, please enter the evidence locker number in the “Tracking #” field.
- 4.7.4** **Date Sent:** The date automatically defaults to the current date. If the evidence will not be delivered to the Laboratory on the date shown, please enter the proposed date that the evidence will be delivered to the Laboratory.
- 4.7.5** **Analysis Comments:** Please use this field to enter any special requests for analysis or additional information that may be useful to the Laboratory Analyst. Refer to the Laboratory Submission Manual for the information each section requires. (<http://www.alleghenycounty.us/me/dolforms.aspx>).
- 4.7.6** **Tracking #:** If the Evidence Locker Submission method is being used and evidence prelog is being completed at the lab, please enter the evidence locker number in this field. Otherwise, it should remain blank.
- 4.7.7** To view the items that have been entered in the Items screen, select “Add”.

4.7.8 To select an item for submission to the Laboratory, click the “Select” button located to the right of the Item Description, under the Analysis column.

Lab Web -V5.34c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1
Submit to Allegheny County Forensic Laboratory [LAB]
Delivery Type -- No Selection -- Date Sent 9/9/2010
Analysis
Comments Tracking #

Item #	Item Description	Analysis Selected	Analysis	Dupe
1	General Drug Evidence[DC26] : 15 packets suspected Heroin		Select	Dupe
2	Firearm[FA.01] : 9 mm caliber Glock pistol, serial number FUD999US, magazine and 15 rounds		Select	Dupe

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

4.7.9 On the new screen that appears, select the examination type desired for the specific item. More than one examination type may be requested.

4.7.10 Select “Save” when all the desired examination types have been selected.

Lab Web -V5.34c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names (3) Items (4) Lab Submission

Item # Description
1 General Drug Evidence[DC26] : 15 packets suspected Heroin

Select up to 7 examination codes for the item listed above. Select save when finished.

Exam 1 LATENT PRINTS
Exam 2 DRUG CHEMISTRY
Exam 3 -- No Selection --
Exam 4 -- No Selection --
Exam 5 -- No Selection --
Exam 6 -- No Selection --
Exam 7 -- No Selection --
 For Transport Only

Save Cancel Back

4.7.11 Repeat the item submission steps (4.7.8 to 4.7.10) for each item to be submitted to the laboratory.

4.7.12 Once all of the items have been selected for submission to the Laboratory, select “Save” then “Submit”.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names (3) Items (4) Lab Submission

Submission # 1 1, 9/9/2010
Submit to Allegheny County Forensic Laboratory [LAB]
Delivery Type Hand Delivered Date Sent 9/9/2010
Analysis See report submitted with
Comments evidence Tracking #

Item #	Item Description	Analysis Selected
1	General Drug Evidence[DC26] : 15 packets suspected Heroin	LATENT PRINTS, DRUG CHEMISTRY
2	Firearm[FA01] : 9 mm caliber Glock pistol, serial number FUD999US, magazine and 15 rounds	FIREARMS AND TOOL MARKS

1 2

Add Edit Save Cancel Delete Submit Back

Click on Submit to finish prelogging the case and print an evidence submittal form.
Existing Requests

4.7.13 Once the “Submit” button has been selected, a “packing slip” or Prelog Request for Forensic Analysis (PRFA) will be generated.

4.7.14 Review the PRFA and verify that the items to be submitted to the laboratory are listed on the packing slip. (If there are no items listed on the packing slip, “Save” was not selected before “Submit”.)

4.7.15 Select Print Packing Slip. The items have been successfully pre-logged.

4.7.16 If there are additional cases with evidence to be pre-logged, select “New Case”.

4.7.17 To return to the previous screen, select “Back”.

4.7.18 If there are NO additional cases with evidence to be pre-logged, select “Logout”.

Prelog Request for Forensic Analysis  **Print Packing Slip** **New Case** **Back** **Logout**

Case Information
Sent electronically to Lab: (10/02/2012 @ 12:57)
Allegheny County Forensic Laboratory



Incident Number:20100909M9999 Submission # 2

- **Department:** Aspinwall Borough PD [PD0004] / User Name: PA0024800
- **Department Address:** 217 Commercial Avenue Pittsburgh, PA 15215-3024
- **Officer Name:** M. KUEHNER #1
- **Officer Email:** michelle.kuehner@alleghenycounty.us
- **Officer Phone:** 4123503732
- **Offense Date:** 09/01/2010
- **Offense Location:** 108 Delafield
- **Offense Type:** VCSDDCA
- **Offense Type:** VUFA
- **County:** Allegheny County

Submission Information

- **Delivery Type:** Hand Delivered

Name Information

Name Type	Full Name	Date Of Birth	OTN	SID
Suspect	Guy, Bad		G9999990	

Analysis Request Information

Property/Item#	Package	Item Description	Exam Requests
2	One sealed box LTC:	9 mm caliber Glock pistol, serial number FUD999US, magazine and 15 rounds	FIREARMS AND TOOL MARKS

Done

5. DELIVERY OF EVIDENCE TO THE LABORATORY

5.1 Before delivering the evidence to the Laboratory, please make sure the following tasks have been completed.

5.1.1 Ensure that all items have been packaged and labeled as outlined in the Laboratory Submission Manual. The most current version of the Laboratory Submission Manual can be found on the Allegheny County Website (<http://www.alleghenycounty.us/me/dolforms.aspx>).

5.1.2 Ensure that the proper paperwork has been completed and attached to the evidence items. The paperwork includes:

5.1.2.1 The Prelog Request for Forensic Analysis.

5.1.2.2 A completed copy of the required Laboratory Submittal Form for DUI cases and also for sex assault cases.

5.1.2.3 A copy of the Police Incident Report.

5.1.3 Ensure that the evidence items listed on the Prelog Request for Forensic Analysis are the evidence items that are being delivered to the Laboratory.

6. FIND A CASE

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Laboratory Selection

- Allegheny County Forensic Laboratory
- Bethlehem Regional Laboratory
- Cumberland County DA Office Forensic Laboratory
- Erie Regional Laboratory
- Greensburg Regional Laboratory
- Harrisburg Regional Laboratory
- Lima Regional Laboratory
- Wyoming Regional Laboratory

CRIME FIGHTER WEB PRELOG
BEAST
BARCODED
EVIDENCE
ANALYSIS
STATISTICS &
TRACKING
COMPUTERIZED SYSTEM

New Case Find Case Back

6.1 The “Find Case” feature could be used under the following circumstances:

6.1.1 When the pre-logging process has been started but has not been completed.

6.1.2 When additional items need to be submitted to the Laboratory on a case that has evidence that had been previously pre-logged.

6.1.3 When the case information needs to be updated.

6.2 A case can be found by searching any one of three screens:

6.2.1 Case Number: This is your agency incident number. The incident number to be searched can either be the full incident number or a partial incident number. To the right of the “Department Case” field, there is a box labeled “Partial”. If a check is placed in the “Partial” box, the search will include “wildcards” at the beginning and end of your search string. Example: Part of the incident number (Department Case) contains 927. If “Partial” box is not selected, incident numbers beginning with 927 would appear on the list (9273, 927890 etc.). If the “Partial” box is selected, incident numbers containing “927” anywhere in the incident number would appear on the list (10927 or 1092758 or 92768 would show up on the list).

Lab Web -V5.84c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Search for an existing case

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

Department Case Partial

Select a case

Case number	Case Officer	Offense Date	Offense Location
-------------	--------------	--------------	------------------

Find Open Case New Case Back

6.2.2 Case Names: Any name that had been entered in the Case Names screen can be searched. If the name can be spelled multiple ways or it is not certain how the name was spelled, check the “Soundex” box. “Soundex” searches using the English pronunciation of the name.

Search for an existing case

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

Last Name First Name Middle Name

Soundex DOB

Select a name

Type	Last Name	First Name	Middle Name	DOB	Case Number	Offense Date
------	-----------	------------	-------------	-----	-------------	--------------

Find Open Case New Case Back

6.2.3 Items: The item packaging type, evidence type and description can be searched.

Search for an existing case

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

Package -- No Selection --

Type -- No Selection -- Description

Select an item

Case Number	Item Number	Item Description	Item Type
-------------	-------------	------------------	-----------

Find Open Case New Case Back

6.3 To add additional items for submission to the Laboratory on a case that already has had items submitted to the Laboratory; find the case by searching either Case Number or Case Names.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Search for an existing case

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

Department Case Partial

Select a case

Case number	Case Officer	Offense Date	Offense Location
-------------	--------------	--------------	------------------

Find Open Case New Case Back

6.3.1 Highlight the case for which you have additional items and select Open Case,

Lab Web -V5.94f Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Search for an existing case

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

Department Case Partial

Select a case

Case number	Case Officer	Offense Date	Offense Location
20100909M9999	M. KUEHNER #1	9/1/2010	108 Delafield
20100927M0001	M. Kuehner #1	9/27/2010	Main Street
20101109M001	A. BIENEMAN	11/3/2010	Penn ave

Find **Open Case** New Case Back

6.3.2 From this screen, select the “Items” tab and follow the instructions as previously outlined in sections 4.6 and 4.7 to add additional items.

Lab Web -V5.94f Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Case: 20100909M9999 / Suspect: Guy, Bad

(1) Case Info (2) Names **(3) Items** (4) Lab Submission

Department Case

Case Officer Pick

Officer Name

Officer Email

Officer Phone

Offense Date

Offense Location

Offense Type

Offense Type VUFA

County Allegheny County

Case Type

Case Comments

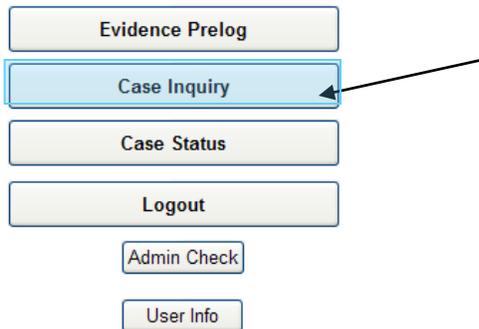
Edit Save Cancel Delete Back

6.4 Information in the “Case Info” and “Names” tabs can be edited if necessary. Remember to “Save” after the changes have been made.

7. CASE INQUIRY

- 7.1 The progress of the Laboratory analysis on items that have been delivered to the Laboratory can be checked by selecting select the “Case Inquiry” button from the main menu.
- 7.2 Approved Laboratory reports can be located and downloaded when “Case Inquiry” is selected.

Lab Web -V6.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User
Name: PA0024800



- 7.3 A case can be found by searching in multiple ways:

- 7.3.1 By Offense location.

- 7.3.2 By using Incident number.

- 7.3.2.1 A partial incident number or the entire incident number can be searched.

- 7.3.2.2 If the “Partial Number Search” box is selected, the search will include “wildcards” at the beginning and end of the search string. Example: Part of your case number is 927. If you do not check the “Partial” box, case numbers starting with 927 should appear on the list. 9273, 927890 etc. If you select the “Partial” box, case numbers 10927 or 1092758 or 92768 could show up on the list.

- 7.3.3 By using Names.

- 7.3.4 By Laboratory Case Number.

- 7.3.5 By Case Officer.

7.4 After the search criteria have been entered, select “Find” (1). There can be multiple pages of results. Use the page number buttons (2) in the middle of the page to navigate through the results if necessary.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Department Name
 Offense Location
 Incident Number Partial Number Search
 Last Name First Name
 Lab Case Number
 Case Officer

Search Results... 2

Select a case 1 2 3 2 of 3

Lab	Case Name	Department Name Incident Number	Lab Case Number Case Date	Case Type Offense Location
ALA	S- TheKid, Bully	ASPINWALL PD 10TEST14	05LAB08677 06/23/2010	Other Edwards Drive
ALA	T- PARROT, POLLY	ASPINWALL PD 10TEST15	05LAB08690 07/06/2010	CRIMINAL MISCHIEF North Shore
ALA	V- JAMES, JOHN	ASPINWALL PD 10TEST2	10LAB03928 05/14/2010	ASSAULT
ALA	T- MICHAEL, STANLEY	ASPINWALL PD 10TEST2	10LAB03928 05/14/2010	ASSAULT
ALA	S- PETERS, JERRY	ASPINWALL PD 10TEST21	05LAB08695 08/12/2010	HOMICIDE Penn Avenue, Pgh 15222
ALA	S- Welby, Marcus	ASPINWALL PD 10TEST21	05LAB08695 08/12/2010	HOMICIDE Penn Avenue, Pgh 15222
ALA	S- Jonah, James	ASPINWALL PD 10TEST22	05LAB08697 08/13/2010	DUI main street

1 Find Open Case Back

7.5 Once the desired case is found, highlight it and select “Open Case”.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Department Name
 Offense Location
 Incident Number Partial Number Search
 Last Name First Name
 Lab Case Number
 Case Officer

Search Results...

Select a case 1 2 3 2 of 3

Lab	Case Name	Department Name Incident Number	Lab Case Number Case Date	Case Type Offense Location
ALA	S- TheKid, Bully	ASPINWALL PD 10TEST14	05LAB08677 06/23/2010	Other Edwards Drive
ALA	T- PARROT, POLLY	ASPINWALL PD 10TEST15	05LAB08690 07/06/2010	CRIMINAL MISCHIEF North Shore
ALA	V- JAMES, JOHN	ASPINWALL PD 10TEST2	10LAB03928 05/14/2010	ASSAULT
ALA	T- MICHAEL, STANLEY	ASPINWALL PD 10TEST2	10LAB03928 05/14/2010	ASSAULT
ALA	S- PETERS, JERRY	ASPINWALL PD 10TEST21	05LAB08695 08/12/2010	HOMICIDE Penn Avenue, Pgh 15222
ALA	S- Welby, Marcus	ASPINWALL PD 10TEST21	05LAB08695 08/12/2010	HOMICIDE Penn Avenue, Pgh 15222
ALA	S- Jonah, James	ASPINWALL PD 10TEST22	05LAB08697 08/13/2010	DUI main street

Find Open Case Back

7.6 The following information regarding the case is shown:

7.6.1 Case Information: This is the general case information that was entered through the portal.

7.6.2 Approved Reports: Reports that have been completed are made available for download.

7.6.2.1 If you have any issues downloading a report, please contact the Evidence Receiving Section of Allegheny County Medical Examiner’s Office.

7.6.2.2 The “Items” button will list the items that are discussed in the associated report.

7.6.2.3 Invoice is not used by the Allegheny County Medical Examiner’s Office.

7.6.3 Pending Assignments: This shows what work still needs to be done on the case. If the [Items](#) button is selected, the items in that pending assignment will be listed.

7.6.4 Submissions: Anytime evidence is brought to the Laboratory, it is considered to be a submission. The dates evidence was submitted to the Laboratory are shown in this section.

7.6.5 Case Names: Names associated with the case appear in this area.

7.6.6 Case Items: This is a listing of the items that had been submitted to the Laboratory and any sub-
itemization created by the Laboratory analyst.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Case Information

Department Case #:10TEST21 Back
 Department Name : ASPINWALL PD [PD0004]
 Lab Case Number : 05LAB08695
 Case Officer : Michelle Kuehner
 Case Type : 01 - HOMICIDE
 Offense Date : 8/5/2010
 Offense Location : Penn Avenue, Pgh 15222
 Offense Type : OC025 - GUN INVESTIGATION, OC027 - HOMICIDE

Approved Reports

Report #	Section	Analyst Name	Date Reviewed	Date Approved	Download Report	Items	Invoice
1	FATM	Michelle N. Kuehner - Allegheny County Forensic Laboratory		8/12/2010	Download	Items	Invoice

Pending Assignments

Priority	Section	Task Status	Analyst Name	Date Assigned	Date Reviewed	Items
2	DC	Assigned to Section		8/12/2010		Items
2	LP	Assigned to Section		8/12/2010		Items
2	TR	Assigned to Section		8/12/2010		Items
2	TOX	Assigned to Section		8/12/2010		Items
2	TOX	Assigned to Section		8/20/2010		Items

Submissions

Received Date	Department #	Lab Case #	Submission #	Case Type
8/12/2010	10TEST21	05LAB08695	1	HOMICIDE
8/12/2010	10TEST21	05LAB08695	2	HOMICIDE
8/12/2010	10TEST21	05LAB08695	3	HOMICIDE
8/12/2010	10TEST21	05LAB08695	4	HOMICIDE
8/20/2010	10TEST21	05LAB08695	5	HOMICIDE

Type	Last Name	First Name	Middle Name	Sex	Race	Date Of Birth
Suspect	PETERS	JERRY				
Suspect	Welby	Marcus				

Lab Item Number	Item Type	Item Description	Department Item Number
0	File		
1	Firearm	9 MM CALIBER GLOCK PISTOL SERIAL NUMBER UUU888US	1
1A	Firearm	9 mm caliber Glock pistol, serial number UUU888US	1
1A-TF	Test Fire (FA Section Use only)	9 mm caliber Glock pistol, serial number UUU888US	1
1B	Magazine	One magazine (not receipted)	1
1C	Ammunition (live rounds)	Seven 9 mm caliber "WIN" cartridges (not receipted)	1
2	General Drug Evidence	15 packets susp heroin	2
3	item(s) for latent print processing	one hammer	3
4	item(s) for latent print processing	one bottle of Captain Morgan rum - empty	4
5	Item for trace examination	black baseball cap	5
6	Heart Blood	10 mL	1C
7	Heart Blood	5 mL	1D
8	Heart Blood	10 mL	1C
9	Heart Blood	5 mL	1D

8. CASE STATUS

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800
Department: Aspinwall Borough PD [0034] / User Name: PA0024800

- 8.1** The “Case Status” can be used to determine which cases have been pre logged (submitted) and which cases have been received by the Laboratory.
- 8.2** The “Case Status” offers four search criteria as described below.
- 8.2.1 Date Received by Lab:** This is not a mandatory field, however, if a specific range of dates is desired, use the date range
- 8.2.2 Submitted:** This will list cases that have been created using the web portal. Yes = cases have been electronically submitted. No = cases entered into the portal, however, they have not been electronically submitted.

8.2.3 Received by Lab: Yes = evidence delivered and accepted into the Laboratory No=submission created but evidence still needs to be delivered to Laboratory.

8.2.4 Case Status: Open = Assignments are pending for the case. Closed = No pending assignments for the case. Reopened = Not currently used by the Laboratory.

Lab Web -V5.94c Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Department: Aspinwall Borough PD [0034] / User Name: PA0024800

Date Received By Lab	<input type="text"/>	to	<input type="text"/>	<input type="button" value="Find"/>
Submitted	<input type="text" value="Yes"/>	<input type="button" value="Back"/>		
Received By Lab	<input type="text" value="-- No Selection"/>			
Case Status	<input type="text" value="-- No Selection"/>			

Select a case 1 of 3

Lab Name	Department Case Number	Department Code	Submitted	Received By Lab	Case Status
Allegheny County Forensic Laboratory	0001	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	0002	PD0004	Yes	No	Open
Allegheny County Forensic Laboratory	0002	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	1000	PD0004	Yes	Yes	
Allegheny County Forensic Laboratory	10033333	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	101	PD0004	Yes	Yes	
Allegheny County Forensic Laboratory	10124568	PD0004	Yes	No	Open
Allegheny County Forensic Laboratory	10124568	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	10TEST1	PD0004	Yes	No	
Allegheny County Forensic Laboratory	10TEST10	PD0004	Yes	No	Open
Allegheny County Forensic Laboratory	10TEST11	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	10TEST12	PD0004	Yes	Yes	Open
Allegheny County Forensic Laboratory	10TEST13	PD0004	Yes	Yes	Open