JusticeTrax LIMS-plus® Portal User Guide for the Wake County Bureau of Forensic Services

JusticeTrax LIMS-plus Portal is a web-based, secure pre-submission application website that allows the submitting agency to complete all documentation requirements of laboratory submissions prior to delivering the evidence to the Bureau. Use of Portal expedites the evidence submission and return process. Additionally, Portal allows for the secure release of laboratory reports through electronic means and allows case officers the ability to monitor the case status.

Portal Access

Login ID and passwords will be provided and maintained by the Bureau. A designated agency representative will advise the Bureau of the role permitted for users requesting Portal access.

For submission of evidence by an agency that does not have Portal access or access has not been established, the submitting officer can complete the Portal entry within the Bureau's Evidence Receiving Unit Lobby.

New Submission in Portal

Once logged into Portal, you will select New Submission from the menu on the left side of the Portal Dashboard.

Under the **New Submission Information** window, you are required to enter:

- Agency Case Number
- Select Agency Rep
    - This will be the Agency Representative creating the Submission in Portal. By default, the logged in User will be selected.
- Notes:
    - This area will be used to enter a brief case synopsis, and any information about the case that the submitting agency believes may be relevant to the request for laboratory services. There are additional areas within the Portal submission for notes specific to items of evidence and services. Utilize this area for notes that related to the entire case, rather than one specific examination request.

<u>Please do not add Individuals or the Offense if they have already been added to the case. Existing Individuals and/or Offenses can be viewed in Portal by search the Agency Case Number and reviewing pending and completed requests.</u>

Adding Evidence to the Case

After selecting save on the New Submission Information screen, the Submission Summary window will open. There are four areas, separated by tabs, that must be completed by the requesting officer or submitting agency representative.

To add evidence, click the Add Evidence button. This launches the Add Evidence window. Under the **Add Evidence** window, you are required to enter:

- Evidence Type
    - Evidence type will be a drop-down list created and defined by Bureau management. Select the evidence type that most accurately applies to the evidence.
- Evidence Number
    - This will be your three-digit agency evidence item number. The format for entering Item numbers should include place holding "0" i.e. Item 1 entered as 001. This format will keep the system from reordering your items.
- Description (**Include the location from where the evidence was collected/seized**)
    - The description of the evidence should be brief and will be the description that will appear on the chain of custody report. (i.e. *White powdery substance from coffee table in living room, DWI Kit from Jane Doe, Buccal swab from John Doe*)
- Lab Use Only
    - This area is used by **Bureau Staff Only**. Any information added to this field in Portal will be removed by Bureau Staff.
- Agency Rep
    - This is the Agency Representative who will be submitting the evidence to the Bureau. By default, the logged in User will be selected but may be changed if the person entering the evidence into Portal differs from the person submitting the evidence to the Bureau.

Adding Individuals to the Case

After all items of evidence have been added, you can select the Individuals tab, and then click the Add Individual button to add individuals to the case.

Under the **Add Individual** window you are required to enter:

- Individual Type – Select Victim or Subject
- Company (If the victim is a business enter the business name here)
- SID FBI / CR # - For DWI Cases this field will be used to enter the **CR #,** and for all other cases this field can be used for an SID# or FBI# (i.e. NC123456A)
- Last Name
- Middle Name – if known
- First Name
- Date of Birth
- Gender
- Race

All other fields on the Add Individual window can be left blank.

Adding the Offense to the Case

After all individuals have been added, you can select the Offenses tab, and then click the Add Offense button to add the offense to the case.

Under the **Add Offense** window you are required to enter:

- Offense Date
- Offense
- Country
- State
- City
- County
- Location – This will be the street address of the offense (i.e. 123 N Main Street)

Only one offense with one offense date is permitted per case.

Adding Requests to the Case

Requests for laboratory services can be added once all the evidence, individuals and offenses have been added to the New Submission. On the Requests tab, click Add Request.

Under the **Add Request** window you are required to enter:

- Lab – This will be Wake County Bureau of Forensic Services
- Department -Select the department that preforms the Service being requested.
    - Note that if evidence within the same case will be submitted for different services, additional requests within the case will need to be generated in Portal.
    - Below is a list of Departments, and their associated Services:
        - Digital Evidence (Digital Evidence Extraction and Examination)
        - Drug Chemistry (Analysis for Controlled Substances)
        - DWI Blood Chemistry (Blood Alcohol, Toxicology)
        - Firearms (Firearm Analysis, NIBIN, Test Fires)
        - Latent Print (Impression Examinations, 10-Print Examinations)
        - Photography (Facial Recognition)
        - Crime Scene Science (Laboratory Examinations – includes the examination and development of latent fingerprint evidence)
- Service Type – If clarification is required on which Department and/or Service Type should be selected, please utilize the Notes area to clarify the request, or contact the Evidence Receiving Unit.
- Agency Rep – The default is the logged in User, however this should be the Agency Representative requesting the service.
- Complexity – If this case involves death or serious bodily injury indicate this by selecting Death/Serious from the drop-down list.

- Reason – Additional documentation may be required for Rush Requests and D.A.'s Request.
- Notes – If additional services are needed on an item please use this Notes field to indicate any additional services requested beyond the specified request.

After saving the request, you will need to relate the evidence and individuals to your request. This is achieved by selecting the Relate icon under the Options area on the Request tab. When you click on this icon, it will launch a Request Relationships window where you can move evidence and individuals to the related column by selecting them.

Adding Attachments

Supporting documentation such as search warrants, images or requests by the DA's Office may be added to the case through the Attachments Tab. This is completed by selecting **Add Attachment**. File types accepted through portal are pdf, jpg, png, gif, tiff, doc, and docx.

Submit the Case to LIMS

The case can be submitted to LIMS be clicking on the green Submit to LIMS button. Select Print Evidence List to print the form that should be brought with the evidence for submission to the Bureau.

Help

Within LIMS-plus Portal there is a comprehensive Help guide. This is located by selecting the "?" Icon at the bottom of the menu in the left margin. Additional questions or assistant should be directed to the Bureau through the designated agency representative.