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## Procedure for Data Entry

**1.0 Purpose** – To establish a procedure for entry of case information into Forensic Advantage.

**2.0 Scope** – This procedure applies to members of Evidence Control Section (ECS) and employees performing duties related to Evidence Control.

### 3.0 Definitions

- **Administrative Document** – Document pertaining to a case (other than the Request for Examination, Laboratory Report and Case Notes).
- **Case Record** – The body of work for one examination.
- **Case Record Management System (CRMS)** – Current information management system utilized by the State Bureau of Investigation.
- **Crystal Reports** – System used to search case information for Laboratory cases submitted prior to 1999.
- **Forensic Advantage (FA)** – The Laboratory's electronic information management system. Used to access cases completed after January 1, 2008.
- **Laboratory Information Management System (LIMS)** – The Laboratory's information management system used for cases submitted between 1999 and December 31, 2007.
- **Object Repository** – The module within FA into which all documents, data and other files are uploaded. FA has Section, Case, Case Record Object and Item Repositories.
- **Request for Examination of Physical Evidence Form** - formerly known as SBI-5.

### 4.0 Procedure

#### 4.1 Forensic Advantage (FA)

**4.1.1** Laboratory-wide procedures regarding the use of FA are found in the Laboratory Procedure for the Use of Forensic Advantage.

#### 4.2 New Submissions, Re-submissions or Additional Submissions

**4.2.1** Any agency, including private agencies or organizations, shall be verified as legitimate departments through the Department of Justice Training and Standards Division prior to being permitted to submit evidence to the Laboratory. Verified departments shall be entered into FA using the federally issued ORI number. Verification of new submitting agencies shall be obtained by the FA Manager.

**4.2.1.1** The FA Administrator shall maintain agency contact information in FA. This includes, but is not limited to, the following: officer names, SBI Field Agent names, agency and Field District, SBI Special Agents in Charge and current District Attorneys. ECS FA Section Administrators shall be responsible for updating the contact information upon written notification from an agency.

**4.2.2** Cases shall be queried if the Request for Examination of Physical Evidence Form indicates that evidence has been submitted previously to the Laboratory to determine if a lab number already exists. If the case has been submitted to the Laboratory, determine if the evidence in question is new or resubmitted evidence to determine if a new item number should be assigned. If the date of offense is prior to November 5, 1999 and no

Laboratory case number is listed, the case shall be queried in Crystal Reports as well as in FA.

**4.2.2.1** All resubmitted evidence shall be verified to ensure the case information remains the same. If any information has changed, updates shall be entered in FA at the time of new submission. This evidence shall retain the original item number.

**4.2.2.2** Additional submissions shall be verified to ensure the case information remains the same, and any updates shall be made at the time of submission. The new evidence shall be given the next available item number in the case.

**4.2.2.3** If evidence being submitted will be assigned to a discipline with an existing case record showing a status of anything other than "Backlog – waiting for Evidence/Evidence Available," the Forensic Scientist shall be contacted to determine if the evidence should be added to the existing case record or a new case record created.

**4.2.3** All SBI cases require an SBI File number, the SBI Field Agent, and the Field District to which the Field Agent is assigned.

**4.2.3.1** The SBI File number consists of 9 characters as follows: YYYY-#####. This SBI File number shall be indicated on the Request for Examination Form by the submitting agency/officer.

**4.2.3.2** If the SBI information is incomplete on the Request for Examination Form, contact shall be made with the SBI Field Agent.

**4.2.3.2.1** Information provided by the Field Agent via phone shall be documented in the Case Communication Log. If written, emailed or faxed information is received, it shall be scanned into the Case Object Repository in FA.

**4.2.3.2.2** The information shall then be updated in FA by the employee receiving the additional information.

**4.2.4** Each different date of offense pertaining to a suspect or victim shall be considered a new case for the Laboratory.

## **4.3 Case Data Entry**

**4.3.1** The submitting officer or agency is responsible for entering all submission information into the Laboratory's prelog website, FA Web.

### **4.3.2 Submission Details**

- Agency information, including agency name, address and agency case number
- Offense date and type
- County of offense
- Jurisdiction

- Investigating and submitting officers
- Delivery and return method
- Parties of Interest, including suspect(s) and victim(s)
- SBI case information (if involved)
- Other investigating agencies and officers (if involved)
- Evidence, including agency item numbers and descriptions
- Exam(s) requested
- Statement of Facts

**4.3.3** After scanning the barcoded Request for Examination of Physical Evidence Form, a copy of the Confirmation Receipt shall be saved in the Request for Laboratory Examination (RFLE) tab within FA and the submission information provided shall be displayed in the Submission Details page.

**4.3.3.1** Any additional information shall be added to the Submission Details page at this time, including the District Attorney.

**4.3.3.2** If cross-referencing to previous or current State Crime Laboratory cases is required, this information shall be documented in the “Related Cases” tab of the Case Details page.

**4.3.4** Any additions, updates or modifications to information present on the original Request for Examination of Physical Evidence Form shall be documented in the communication log from phone call, or supported in writing, email or fax from the requesting officer or agency. Upon receipt of the documentation, the case data information in FA shall be updated and documentation shall be imported into FA. Changes shall be made by the ECS employee receiving the update, FA Section Administrator, FA System Assistant Administrator or FA Manager.

**4.3.5** All administrative documents pertaining to case data shall be scanned and imported into FA. Documents shall be added to either the RFLE tab or Case Object Repository.

**4.3.5.1 RFLE Tab**

- Request for Examination of Physical Evidence Form supplemental pages
- Corrections to information or additional analysis not listed on Request for Examination of Physical Evidence Form
- Receipt confirmation

**4.3.5.2 Case Object Repository**

- Rush analysis request
- Note sheets
- Faxed, mailed or emailed documents
- Drug screen/confirmatory request
- Police reports
- Search warrants
- Discovery materials dissemination
- Court orders

- Subpoenas

#### **4.4 Rush Requests**

- 4.4.1** Requests for rush analysis may be submitted on the Laboratory's Rush Request Form via FA messages, fax, email, U.S. mail or in person. See the Laboratory's Policy and Procedure for Evidence Submissions.
- 4.4.2** Messages from FA Web are imported directly into the specific case record and notification made to the Forensic Scientist Manager of the requested exam as well as the analyst if one has been assigned. All other rush requests shall be scanned and/or imported into the Case Object Repository by the employee receiving the request. See the Laboratory's Procedure for the Use of Forensic Advantage (FA).

#### **5.0 References – N/A**

#### **6.0 Records**

- Request for Examination of Physical Evidence Form
- Rush Request Form

#### **7.0 Attachments – N/A**

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original ISO Document
11/15/2013	2	Created document to include all 3 labs and added FA web messaging in 4.4; changed SBI-5 to Request for Examination Form; added issuing authority to header
09/05/2014	3	Definitions; 4.2.2, 4.2.3.1, 4.2.3.2, 4.3.4, 4.3.6, 4.3.7.1, 4.3.7.2, 6.0 - Form name changed in document to Request for Examination of Physical Evidence; 4.1.1 - corrected grammar; 4.3.4 - pre-log submission form automatically saved; 4.3.6 - phone corrections added and ECU employee; 4.4 - FSM to full title and deleted communication log documentation
02/27/2015	4	4.2.3.2 & 4.2.3.2.4 deleted due to no longer having access to CRMS or InfoShare; 4.3.5 added officer entry required due to FA requirement for receipt; 4.3.7.2 subpoenas now added to O.R.; 4.4 added new rush request requirements
01/25/2019	5	Updated references to Evidence Control Unit/ECU to Section/ECS in header and throughout document; Changed pre-log to prelog throughout document; 4.2.2. Updated Crystal Reports search; 4.3.1 Changed to reflect agency prelog; 4.3.2 Updated list to reflect prelog; 4.3.3. Removed data entry; 4.3.4 Removed data entry, updated to reflect prelog; Removed original 4.3.5; 4.3.5.1 Moved corrections to Request for Examination of Physical Evidence form from Case OR to RFLE tab; 4.4 Updated rush request process to refer to Lab-wide policies.