JusticeTrax | Portal

Patrol Network: https://jt.mshp.dps.mo.gov/LIMS-plus-v5-Portal

Outside Patrol Network: https://jtweb.mshp.dps.mo.gov/LIMS-plus-v5-Portal

Supported Web Browser: Microsoft Edge

Table of Contents

Logging In

If you have used WebLAR previously, you will keep your current WebLAR login username unless contacted by laboratory staff.

Default Password: Patrol23!

If you do not have a WebLAR login username, please email **crimelabportal@mshp.dps.mo.gov**

Dashboard Overview

MSHP Lab Testing and Training summary dashboard ⓘ
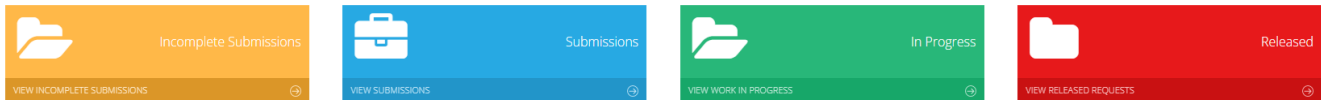
Incomplete submissions: Cases currently being entered that haven't been submitted to the lab. These cases can still be edited. Click the pencil icon to edit information.

Submissions: Cases that have been submitted to the lab but have not been received by laboratory intake staff. These cases cannot be edited. Please contact your laboratory intake staff if you need to make changes.

In Progress: These are pending cases that have an analyst assigned. If you need to know more about the status of the case, please contact the analyst [in green box under Request Details] and have the lab number or your agency case number ready when you call.

Released: This section is for the reports completed on your cases. ***Reports completed in JusticeTrax will no longer be mailed to your agency***. An email will be sent to the email address on file for your Requesting Rep letting you know there is a completed report.

Helpful Hint Please read separate pdf titled "Email Notification for Completed Reports".

* Please remember to give a copy to your prosecutor. * (See "Access for Prosecutors" at the bottom of p. 3)
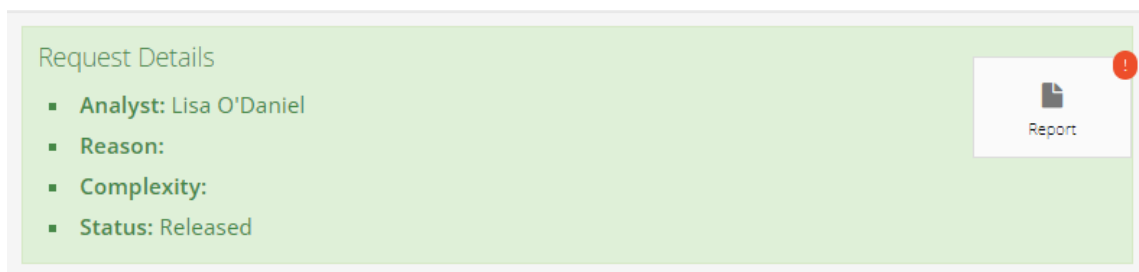
Administration

Agency Admins are responsible for entering and maintaining their agency's reps, including deactivating users who no longer work for their agency.

Adding Agency Reps: Username is a required field for your rep. Since Portal will be used by all the lab's agencies and any reps their admins add, a username might already be in use (see below). **You are not limited to how the Patrol assigns usernames**.

Ideas:

Last name or Initials and Badge Number: Smith1234, TJS9876

Agency Abbreviation and Badge Number: MCSO1234, IPD9876

Username	👤 stiefm	This username is already in use. *

Four Roles* for Agency Reps: Agency Administrator, Super User, Case Entry, and View Requests Only
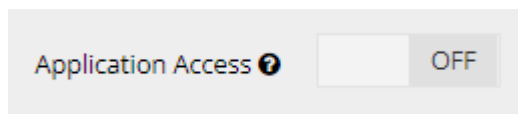
* Go to Help and type in "Roles" to view what permissions each of these users have.

Edits, such as name changes and contact information, will occur in real time and carry over to the lab's side of JusticeTrax.

Please provide a good contact number, preferably a cell phone number, for officers investigating more complex cases, such as Investigations of Death, Homicides, and Sexual Assaults.

Revoking Access:

- Under Administration, Click Agency Reps
- Click the down arrow under their Role, Select Edit Rep
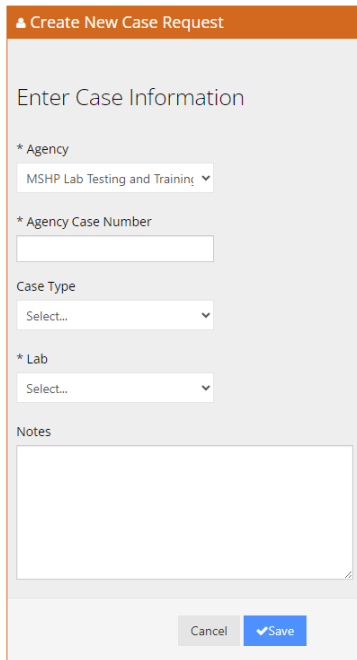- Change Application Access from ON to OFF

Application Access ❓	OFF

If you need assistance with your agency reps, please email **crimelabportal@mshp.dps.mo.gov** or contact your local intake staff who can direct you to a member of the lab's admin team.

Access for Prosecutors: Since every agency is responsible for maintaining their agency reps, you may assign someone at the prosecutor's office access to Portal to download reports IF you decide as an agency to allow this. The "View Requests Only" role would allow an individual to see cases that are "In Progress" and "Released".

Entering Cases

Under Cases, click "Create New Case"

Create New Case Request

Enter Case Information

* Agency

MSHP Lab Testing and Training

* Agency Case Number

Case Type

Select...

* Lab

Select...

Notes

Cancel ✔Save

Agency: This will auto populate to the agency you are logged in as. If you have a Secondary Agency, select the drop-down arrow.

Agency Case Number: This will be used for this case as well as any evidence you add on to the case.

Helpful Hint JusticeTrax only allows 20 characters.

Case Type: Select "Highway" **only** if this case is the result of a traffic stop.

Lab: Select the lab where you will be taking or mailing your evidence.

Notes:

- For simple cases, please provide a brief of summary of the incident.

      Example: *Traffic stop. Driver intoxicated. Drugs found in search incident to arrest.*

- For more complex cases, especially those involving our DNA section, please provide a detailed summary of the incident to help the Criminalists understand who's involved and how the submitted evidence comes in to play.

      Homicide Example: *Female victim, Jane Doe, was found deceased in her home on her bed with a gunshot wound to the head. She was naked from the waist down and her hands were bound with duct tape. Upon searching suspect John Doe's vehicle, a 9mm handgun was found and a brown sticky substance was swabbed on the steering wheel.*

      Sexual Assault Example: *Female victim, Jane Doe, alleges vaginal penile penetration by John Doe. Alleged assault occurred in the victim's home.*
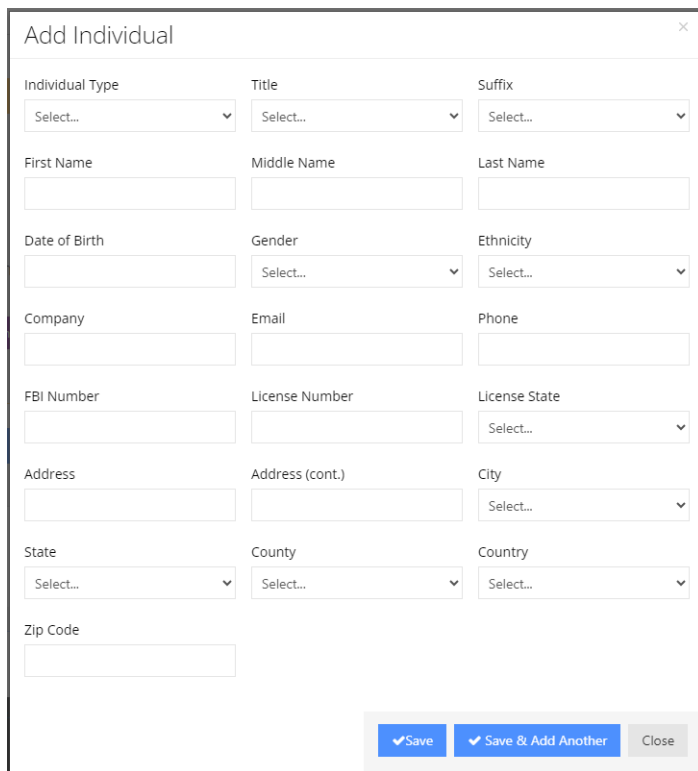
Click "Save"

Under Case Details, there are Five Tabs

Helpful Hint to Avoid Frustration **Once you've opened a window and started entering information, DO NOT click outside that window until you hit "Save" or all the information you've entered will be lost.**
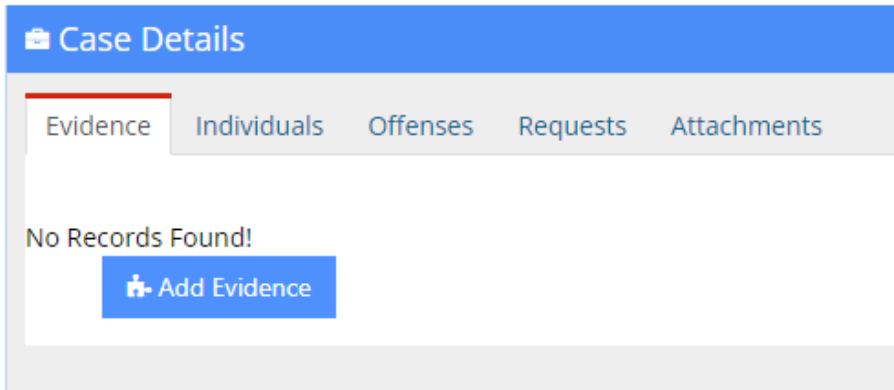
1. ***Helpful Hint*** Complete "Individuals" tab first

Not all of these fields are necessary. Information frequently used by the laboratory are the *individual type, name of the individual, date of birth, gender, FBI number, and SID number**.

* Since there is no box to add a "SID number", please enter that in the box labeled "License Number".
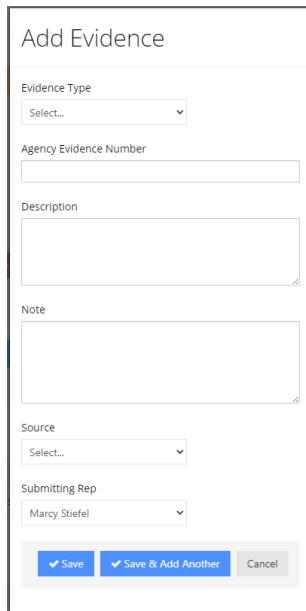
2. "Evidence" Tab

Enter all containers for your case.

Please Help Us Out Because our laboratory system monitors backlogs and transfers cases between laboratories, **please put evidence that will be analyzed by different sections into separate containers.** This may not always be possible if an item is going to be analyzed by multiple sections. For example, a gun that will be analyzed by the Firearms and Prints sections.

Please Help Us Out Refer to our Forensic Evidence Handbook for how to properly package evidence. Below is a link for your convenience or you may request a copy the next time you visit your local laboratory.

https://apps.mshp.dps.mo.gov/MSHPWeb/Publications/Handbooks-Manuals/documents/SHP-145.pdf

Commonly Seen Errors

- A **proper seal** on evidence consists of a tamper resistant seal AND *an identifying mark*.
- Anything breakable, sharp, or heavy needs to be in a hard-plastic container or box.
- Syringes need to be in a syringe safe (package each syringe in its own syringe safe).
- Please, if possible, DO NOT use garbage bags. With the large volume of evidence we have in our laboratory system, garbage bags are easily torn, and this can ruin your evidence.

Evidence Type: What is your outermost container?

Agency Evidence Number: Any number that distinguishes this container for your agency.

Description:

- After the word "containing", type out what item(s) are in this container (if applicable). Blood kits, Urine kits, GSR kits, and Sexual Assault kits do not require additional information in the description.
- If you have agency specific numbers for your items, you may also add them in this box.

6

Example showing how to list evidence and how to assign specific agency item numbers:

Description

One plastic bag containing (4) crystalline substance, (7)
glass pipe, and (9) tablets

Example showing how the Blood Kit auto populates:

Description

One cardboard box containing blood tube(s).

Notes: Depending on the case, use this section for information such as the owner of the item, the location the item was found, and/or how this item relates to your investigation.

Also, if you need quantitative (purity) testing for a Federal level suspected methamphetamine case, please include that information here along with the AUSA contact information.

Helpful Hint If there are several items for each individual on a case, you might find it easier to put the items for each individual in separate containers.

Example for distinguishing multiple suspects in one container:

Note

crystalline substance - both suspects
glass pipe - suspect A's name
tablets - suspect B's name

Example showing how an item relates to your investigation:

Note

Cigarette butt was found on the floor of the victim's
bedroom. Victim does not smoke.

Source: * *Enter the source (name of individual) for known biological specimens such as a buccal swab or blood card or a 10-print card. Also, enter the source for one of the "evidence kits" (blood kits, urine kits, GSR kits, and sexual assault kits). ****

Submitting Rep: Who is entering this information from your agency?

3. "Offenses" Tab - <u>Assign only your main offense</u>.

Offense Date: Date of Crime, if known.

Category: This will narrow down the choices under Offense Code. If desired, choose people or property crimes.

Offense Code: What is the main offense for this case?

State/County: To get the County on the report, you'll need to enter the State and County. The Country will auto populate once you enter the state. You may click the drop-down menus or *****Helpful Hint***** <u>tab through these fields and start typing</u> and/or use the down arrow to get this information to populate.

- **Click Save** since you'll only have One Offense.

4. "Requests" Tab

Requests are the laboratory examinations you need for the evidence you're submitting. Every request (different examination) will generate a separate report.

Discipline: Select the section that will analyze your evidence.

Service Type: What testing (examinations) are you needing completed by the discipline you selected?

- "DNA/Male Screening" will be used for sexual assault evidence in a <u>male on female sexual assault</u> (both kits and other evidence).
- "DNA/Serology" is for sexual assault cases that **DO NOT include a kit** (*only* bedding, clothing, etc).
- "DNA/DNA Casework" is for all other DNA evidence that does not fit in any of the above categories.
- "Toxicology/Blood Volatiles" is formerly known as "Blood Alcohol Analysis"
- "Toxicology/Outsourced" is for suspected inhalants or any other drug the lab can't test for.
- The Latent Prints section is no longer separating Processing and Latent Comparison cases.
- The Drug Chemistry section is no longer separating Drug and Marihuana Analysis cases.

Requesting Rep: Who is the investigating officer? Who should the Criminalist working this evidence contact if they have questions?

Complexity: Ignore this section.

Reason:

- **Rush**: While you can select this, ***it does not mean a rush will automatically be done***. Please follow the current procedures for requesting rushes at the laboratory you utilize.

- TPUL/ULM: This is for internal purposes only.

Due Date: If you have a court date, you may enter it here, but again, ***please talk to a lab staff member if you need a rush***.

Notes: <u>If you have multiple items in one container with multiple requests (different examinations) assigned to those items, you'll have to note which items in that container need each request.</u>

Also, please help our Criminalists by noting collection areas or unusual information about the items to be tested.

Helpful Hint You may find it easier to have items needing different requests in different containers.

Relating Requests

IMPORTANT STEP After you've saved all your requests, you must now relate **ALL** the evidence, individuals, and the offense to **EACH REQUEST**. Under "Options", click the tree icon to the right of the pencil.
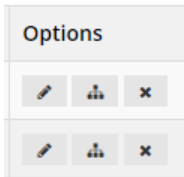
Before relating information to the request, all your information will be on the left. Simply click each piece of information to move it to the right.
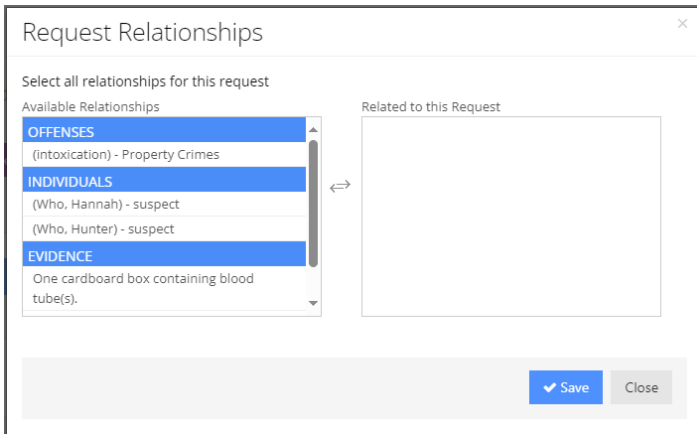
Since each request will have its own lab report, move information pertinent to the request over to the right.

- ***Click Save and then Close after you see that your relationships have been saved.***

Helpful Hint

If you click the + sign on the left-hand side, you can see if you've added the relationships or easily view the relationships you've added.

Example for Blood Volatiles:

Example for Drug Chemistry:

5. "Attachments" Tab

Especially for more complex cases such as Investigations of Death, Assaults, Homicides, and Sexual Assaults, please add a copy of your report to aid the Criminalist working your case.

FINAL STEPS

- Under Case Information at the top of your screen, go to the "Print Evidence List".
- Please review all information to ensure it is accurate, especially your ACN or agency case number.
- Print a copy of this sheet for the laboratory intake staff when you bring your evidence to the lab or one of our kiosks.
- Click "Submit to LIMS". The information will now be available to our intake staff when you deliver your evidence.

RESUBMITS

Nothing is required in Portal.

*** Please contact the supervisor of the section you need examinations from to obtain approval prior to submission to the laboratory.

ADD-ONS

A paper Laboratory Analysis Request is no longer required to add on to your case.

Helpful Hint

Go to Search and find your ACN or Agency Case Number. Copy this number and review the individuals you've already entered since those individuals will not need to be entered again.
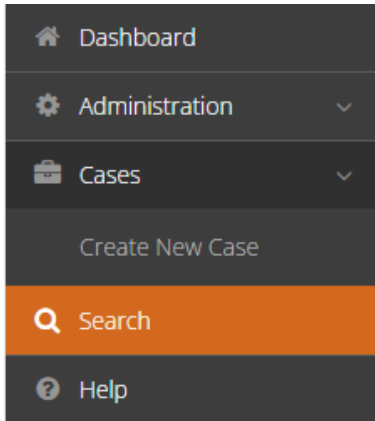
Go to "Create New Case" - paste your agency case number so it's exactly like what was submitted to the lab on any prior submissions. *To tie new evidence to a previous case, your ACN must exactly match the ACN for any evidence previously submitted to the lab.*

Follow the directions above for adding information, EXCEPT...

- Individuals and Offenses that have previously been entered <u>DO NOT</u> need to be entered again.
- Add all new evidence
- Add requests even if they've been entered before since you need to tell the lab what exams need to be performed.
- Relate all evidence to the new request. This will look different than a first-time submission since you haven't added the original Individuals and Offenses (see below).
- **Please let your laboratory intake staff know about any evidence that is an Add-On**. *At intake, they will be able to relate previously entered Individuals and Offenses to your request(s).*

Example Add-On of a handgun for Firearms examinations