

Utah Bureau of Forensic Services

KEEPING UTAH SAFE BY PROVIDING UNBIASED
FORENSIC SERVICES TO THE CRIMINAL JUSTICE
COMMUNITY

CRIME LAB ENTRY & INQUIRY





UCJIS
Utah Criminal Justice
Information System

TRANSACTION CODE

New Broadcast Message

Close All

UCJIS transactions used for Crime Lab Entries/ Inquiries

01

KITL- Sexual Assault Kit Receiving

02

CLEL- Crime Lab Entry

03

CLIL- Crime Lab Inquiry

Crime Lab Entry

UCJIS Home CLEL x

Entry New Pre Case Submission x

Suspect / Victim Information

Name Type: * Gender:

Last Name: First Name:

SID:

Pre-case Evidence

Agency Item Number: * Item Type: *

Package Type: * Item Description:

Save Create Service Request

- BIO CLOTHING FOR DNA ONLY (WEARER DNA)
- BIO HAND SWABS FROM SUBJECT/SUSPECT
- BIO OTHER
- BIO SEXUAL ASSAULT KIT/UQUIK
- BIO STANDARD (BUCCAL/BLOOD)
- BIO SUSPECTED BIO STAIN (BEDDING)
- BIO SUSPECTED BIO STAIN (CLOTHING)
- BIO SUSPECTED BIO STAIN (MISC)
- BIO UQUIK KIT
- CS CLANDESTINE LAB SAMPLES
- CS GENERAL (BULK OR PARAPHERNALIA)
- CS LIQUID/SYRINGE RINSE
- CS PHARMACEUTICAL PILLS/TABLETS
- CS PLANT MATERIAL OR RELATED PARAPHERNALIA
- DIGITAL MEDIA (DIGITAL IMAGES/FILES)
- EXPLOSIVES/FIREWORKS
- FA AMMUNITION
- FA CARTRIDGE CASE
- FA FIREARM

For initial submission, enter case number and then select Create New Pre-case
To add another submission, enter case number and select lookup case.

Offenses, Officer Information, and Supervisor Information

The screenshot shows a web application interface for 'Precase Submission Entry'. The main form is divided into several sections: 'Case Information', 'Offenses', 'Officer Information', and 'Supervisor'. The 'Case Information' section includes fields for Agency Id (DPSCL), Case Number (TEST), Submission Number, Status (PRE_CASE_ENTRY), Offense Tracking Number, and Offense Date (MMDDYYYY). The 'Offenses' section has a text input field with the placeholder 'START TYPING OFFENSE' and a blue '+' button circled in red. A tooltip next to the button reads '< To add multiple offenses select the add (+) button'. The 'Officer Information' section features a dropdown menu for 'Investigating Officer*' with 'ADD NEW PERSON' selected, and an 'Add/Update' button. The 'Supervisor' section is currently empty. Two pop-up windows titled 'Add Person' are overlaid on the right side. The left pop-up shows input fields for Last Name*, First Name*, Middle Name, Email Address*, and Phone Number*, with an 'Add' button at the bottom. The right pop-up shows the same fields with pre-filled values: Last Name* (MCDANIEL), First Name* (SCOTT), and an 'Update' button at the bottom.

- You can add multiple offenses by selecting the (+) button.
- Select Add/Update to add a new Officer or to update contact information.
- Notifications of completed reports will be sent to the contact information so it is important that it be updated regularly.

Anything marked with an * is a required field.

Suspect/ Victim Information

Supervisor

Supervisor*

E-mail :

Phone :

Suspect / Victim Information

Name Type: *	<input type="text"/>	Biological Gender:	<input type="text"/>	Date of Birth:	<input type="text" value="MMDDYYYY"/>	<input type="button" value="+"/>
Last Name: *	<input type="text"/>	First Name: *	<input type="text"/>	Middle Name:	<input type="text"/>	
Race: *	<input type="text"/>	ZIP Code:	<input type="text"/>	SID:	<input type="text"/>	

Crime Lab Pre-Case Evidence (each entered item must be separately packaged)

Agency Item Number: *	<input type="text"/>	Item Type: *	<input type="text"/>	<input type="button" value="+"/>
Package Type: *	<input type="text"/>	Item Description: *	<input type="text"/>	

If you do not have a suspect, victim, etc. put name type as other and last/first name as Unknown.
If victim is a business, you can put the business name in as the first and/or last name.
Use (+) button on right-hand side to add multiple names (suspect/victim/elimination/other)
Victim and Suspect name types will require a DOB

Entering Evidence

UCJIS Home CLEL x

Entry New Pre Case Submission x

Suspect / Victim Information

Name Type: * Gender: * Last Name: First Name: SID:

Pre-case Evidence

Agency Item Number: * Package Type: * Item Type: * Item Description: *

Q Save Q Create Service Request

Evidence for Toxicology is entered in a different section

Select Save and then Create Service Request

Crime Lab Pre-Case Evidence (each entered item must be separately packaged)

Agency Item Number: *	1	Item Type: *	BIO SEXUAL ASSAULT KIT	-
Package Type: *	SEXUAL ASSAULT KIT	Item Description: *	SAECK FOR JANE DOE	
Agency Item Number: *	2	Item Type: *	LP LATENT PRINT COMPARISON ITEM(S)	-
Package Type: *	PAPER BAG	Item Description: *	10 PRINT CARD BEARING THE NAME JANE DOE	
Agency Item Number: *	3	Item Type: *	FA FIREARM	- +
Package Type: *	GUN BOX	Item Description: *	SMITH AND WESSON SN UNK	

TOX Evidence (only necessary to fill out this section if you have Tox Evidence)

Q Save Q Create Service Request

Toxicology (separate from Crime Lab)

TOX Evidence (only necessary to fill out this section if you have Tox Evidence)

Agency Item
Number: *

Container
Type: *

Source Type:
*

Volume ML:

Collector: *

Sexual
Assault Kit
Num:

Container
Description:

Source
Description:
*

Collection
Date: *

Count: *

Please direct ALL questions regarding Tox to the Toxicology Lab.

They can be reached by phone @ (801)965-2468 or by email @ forensictox@utah.gov

Service Requests- Select the type of analysis you wish to be completed on each item

Circumstances:*

Court Date:

Hearing Type:

Comments:

CL Item Number	Item Type	Biology	Bloodstain Pattern Analysis	Controlled Substance Analysis	Firearms/Toolmarks	Latent Print Examination	Trace Examination
1	SAK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	LPCOMP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	FT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOX Item Number

Item Type

Continue

Create Receipt

Question/ Notification Section

- Depending on the service requests selected, you will be prompted to answer questions regarding the items and why you would like them tested for each.
- There will be a set of questions/ notifications for each type of service request.
- Please answer questions completely as they help the analysts to determine how it would be best to process the case.
- If you are unsure about a response, please call evidence intake @ (801) 964-4547

Question/ Notification Examples:

Are there additional items of evidence that may be requested for testing at a future date?

Is there a known suspect for the case?

Two items of evidence, containing possible biological fluid (blood, saliva, semen) may be submitted for property crime cases. Touch items are not currently being accepted for property crimes. Acknowledged?

Where there are sub items of evidence being submitted under one item ID, have you documented the correct number of sub items and an accurate description?

Does the firearm use a detachable magazine?

If yes, is the magazine being submitted?

Have any items of evidence been previously processed?

If an item of evidence contains other items (e.g. contents of wallet or purse, batteries inside a device) those items may not be processed, unless otherwise specified. If the contents need to be processed please list them below.

Are the item descriptions complete enough for the analyst to tell which items are samples and which are controls/comparisons?

Have any K-9 hits been noted either in the item description or on the item itself?

Save your responses

- ✓ BIO: Biology
- ✓ BPA: Bloodstain Pattern Analysis
- ✓ CS: Controlled Substance Analysis
- ✓ FA: Firearms/Toolmarks
- ✓ LP: Latent Print Examination
- ✓ TR: Trace Examination

✓ ALL: Item Questions

Save

CL:3 Is the firearm properly rendered safe? *


YES

Print Out Barcode to Submit with the Evidence

- If the barcode page does not show up it may be because pop-up blockers are on.

7/12/2021

PLEASE SUBMIT THIS FORM WITH THE EVIDENCE TO UBFS



<u>DEPARTMENT NAME</u>	<u>DEPARTMENT CASE NUMB</u>	<u>PRELOG SEQUENCE</u>
DPS CRIME LAB	CLELTEST	30,585

<u>NAMES</u>	
JANE DOE	Victim

<u>ITEMS</u>	<u>DESCRIPTION</u>
<u>ITEM NUMBER</u>	
1	Sexual Assault Kit containing BIO Sexual Assault Kit- SAECK FOR JANE DOE
2	Paper bag containing LP Latent Print Comparison Item(s)- 10 PRINT CARD BEAR
3	Gun Box containing FA Firearm- SMITH AND WESSON SN UNK

1

Page 1 of 1

CLIL- Crime Lab Inquiry

UCJIS Home **CLIL** ✕

Query

Crime Lab Query

Crime Lab Details

Submitting Agency: *	<input type="text"/>	Agency Case Number:	<input type="text"/>
Offense Tracking Number:	<input type="text"/>	Submission Status:	<input type="text"/>
To Date Time:	<input type="text"/>	From Date Time:	<input type="text"/>

Results

UCJIS Home CLIL x

Query Results x

Crime Lab Results

Created by [redacted] on 10/22/2020 06:23:39

Submission Number	Case Number	Agency	Investigating Officer	Created Date
1	TEST	DPSCL	[redacted]	09-02-2020
1	TEST	DPSCL	[redacted]	08-30-2019
2	TEST	DPSCL	[redacted]	09-02-2020

Results- continued

UCJIS Home CLIL x

Query Results x DPSCL-TEST x

Crime Lab - Lab Status
Created by [redacted] on 10/22/2020 06:35:40

Agency: DPSCL Case Number: TEST Submission Number: NA

Lab Assignments (3)

Lab:	Section: Biology	Assignment Number:
Analyst Name:	Analyst E-mail:	
Status: 5 Approved	Comments:	Report Available: Get Reports

Lab:	Section: DNA Section	Assignment Number:
Analyst Name:	Analyst E-mail:	
Status: Admin Closed	Comments:	Report Available: No Reports

Lab: Main Laboratory	Section:	Assignment Number:
Analyst Name:	Analyst E-mail:	
Status: 0 Assigned to Section	Comments:	Report Available: No Reports

Status Update

0- Assigned to Section

1- Assigned to Analyst

2- Report in Progress

3- Ready for Review

4- Ready for Admin Review

5- Approved (Will say Get Reports)

6- Closed (Will include comment as to why assignment was closed)

Report

- Report will show information provided in the Crime Lab Entry Screen
 - Agency
 - Agency case number
 - Agency Address
 - Report #
 - Names (suspect/ victim/ other)
 - Crime codes
 - Date the case was submitted
 - How the case was submitted
 - Who the case was submitted by
 - Who the case was received by

10/19/2020

Utah Bureau of Forensic Services
4451 South Constitution Blvd, Salt Lake City, UT 84129 (801) 965-4487

CL Case#: Agency Case #:
Agency: Report#: 1
Agency Address:

Forensic Analysis Report-CONTROLLED SUBSTANCE ANALYSIS

Evidence Submission Information

Evidence Submitted: 10/07/2020
How Received: Hand Delivered
Investigating Officer:
Delivered By:
Received By:

Case Names

<u>Type</u>	<u>Name</u>	<u>Sex</u>	<u>Race</u>
Suspect			

Crimes

USE OR POSSESSION OF DRUG PARAPHERNALIA

Chain of Custody Statement

The item(s) submitted under the police agency case numbers referenced in this report were in a sealed condition at the time any examination, testing, or analysis was commenced by the undersigned, and that said examination or handling, if any, of the actual items within any such sealed containers was accomplished in a manner to preserve the integrity of the item to assure that any chance of misidentification or environmental cross-contamination would be avoided by adherence to standardized procedures within the Utah State Crime Laboratory appropriate to any processes applicable to the examination, analysis, or testing of said items. Any deviation from said procedures and the reasons therefore are noted in the case record. The breaking of any seal or part of the container in which the item was submitted has been followed by reinsertion of the item into its original container following any examination, testing, or analysis and resealing that container with the undersigned's initials placed over such new seal.

Forensic Analysis Report Follows

This report contains the conclusions, opinions, and/or interpretations of the laboratory analyst whose signature appears on this report.

Questions?

- Call evidence intake @ 801-964-4547
- For help with UCJIS access, contact CIC Helpdesk @ 801-965-4446

THANK YOU

KEEPING UTAH SAFE

