

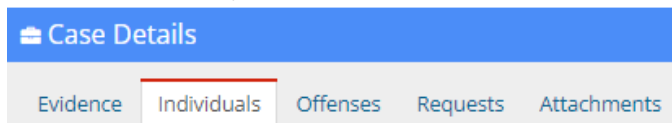
Portal Sexual Assault Case

Patrol Network: <https://it.mshp.dps.mo.gov/LIMS-plus-v5-Portal> (Microsoft Edge: supported browser)

1. Under Cases, click "Create New Case".
 - a. **Agency:** Assigned Troop or Agency
 - b. **Agency Case Number:** Incident number or CFS number
 - c. **Case Type:** Ignore
 - d. **Lab:** Where will the evidence be submitted?
 - e. **Notes:** Detailed Summary of Incident: Who's involved? What happened? Where did the crime occur?

Ex. Female victim, Jane Doe, alleges vaginal penile penetration by an unknown male assailant. Assault occurred in the victim's bedroom.

2. Click Save.
3. Under Case Details, there are Five Tabs



a. **Individuals Tab (Enter First):**

- i. Individual Type
- ii. Name of the Individual
- iii. Date of Birth
- iv. Gender
- v. FBI Number, if available.
- vi. License Number – use this box for a SID number, if available.

b. **Evidence Tab:**

- i. **Evidence Type:** Sexual Assault Kit or other outermost container
- ii. **Agency Evidence Number:** Container number
- iii. **Description:**
 1. Sexual Assault Kit: Description auto populates. Add item number.

One sexual assault kit 0123.007

2. All other containers: List the item(s), including item number(s).

One paper bag containing
0123.008 Victim's bedding

- iv. **Notes:** Enter pertinent information related to the contents of this container, such as:
 1. Owner of the item(s)
 2. Location where the item(s) were found
 3. How do these item(s) relate to the investigation?
- v. **Source:** Select the source **only** for the KIT or containers with KNOWN BUCCAL STANDARDS
- vi. **Submitting Rep:** Officer's name

c. **Offenses Tab:** Assign the main offense.

(Only need to complete the following)

- i. **Offense Date:** Date of Crime
 - ii. **Offense Code:** Sexual Assault
 - iii. **State:** Missouri
 - iv. **County:** Select the County
- d. **Requests Tab:** A separate request must be added for every type of exam.

(Only need to complete the following)

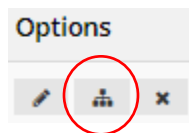
- i. **Discipline:** Select the Lab Discipline (see examples in table below)
- ii. **Service Type:** Select the Service Type (see table below)
- iii. **Requesting Rep:** Officer's Name
- iv. **Notes:**
 - 1. List any special instructions.
 - 2. If there are multiple items in one container with multiple requests (different examinations) assigned to those items, you'll have to note which items in that container require the request.

<u>Discipline</u>	<u>Service Type</u>	<u>Used For:</u>
DNA	Male Screening	Sexual assault of a Female by a Male (both the kit and other evidence)
DNA	Serology	Sexual assault cases that <u>do not</u> include a kit
DNA	DNA Casework	All other DNA evidence that does not fit in the above categories
Trace Evidence	Hair	Pubic hair combings (<u>not in a kit</u>); head hair/pubic hair standards (<u>not in a kit</u>)
Latent Prints	Latent Print Examination	Fingerprints
Toxicology	Tox Analysis - Blood Volatiles	Blood test for alcohol
Toxicology	Tox Analysis - Blood Drug	Blood test for drugs
Toxicology	Tox Analysis - Urine Drug	Urine test for drugs
Toxicology	Tox Analysis - Alcoholic Beverages	Alcohol content of a liquid
Drug Chemistry	Drug Chemistry	Solid dosage drugs; suspected drugs in a liquid

e. **Attachments Tab:** Attach officer's report

4. **Relating Requests – Required for each request**

- a. Click the Request Tab
- b. Under "Options", click the tree icon.



You should see...

Request Relationships

Select all relationships for this request

Available Relationships

- OFFENSES
 - (sexual assault) - People Crimes
- INDIVIDUALS
 - (Doe, Jane) - victim
 - (Unknown, Unknown) - suspect
- EVIDENCE
 - 4 - One sexual assault kit 0123.007
 - 5 - One paper bag containing 0123.008

Related to this Request

Save Close

- i. **OFFENSES:** Click the offense to move it to the right under “Related to this Request”.
 - ii. **INDIVIDUALS:** Click the suspect to move to the right.
 - iii. **EVIDENCE:** Click all evidence containers needing this request.
 - c. Click Save.
 - d. Click Close.
5. Click the purple “Print Evidence List” under Case Information.
- a. Review all information to make sure it’s accurate.
 - b. Print a copy and submit with your evidence.
6. Click the green “Submit to LIMS”.

Note: Once you hit “Submit to LIMS”, you cannot edit any information.