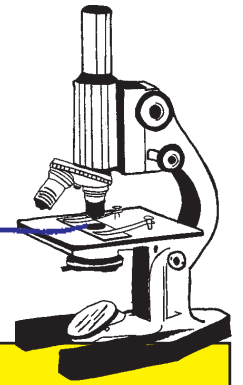


**A CURRENT
EDUCATIONAL
BULLETIN FOR
SUBMITTING LAW
ENFORCEMENT
AGENCIES**

A Closer Examination From The Benchtop...

UNDER the SCOPE



MISSOURI STATE HIGHWAY PATROL • CRIME LABORATORY DIVISION

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USE GENERIC DESCRIPTORS (PLANT MATERIAL, LIQUID, PLANT SUBSTANCE, PILL, UNKNOWN SUBSTANCE, ETC.) FOR THE WEB LAR ITEM DESCRIPTION.

IF YOUR CASE NO LONGER NEEDS TO BE WORKED (CHARGES NOT FILED, CASE PLED, ETC.), CONTACT US SO WE DON'T SPEND RESOURCES WORKING EVIDENCE THAT IS UNNECESSARY.

FOR DNA CRIME SAMPLES TO BE ENTERED INTO CODIS, KEY PIECES OF INFO ARE REQUIRED:

1. WHERE EXACTLY WAS THE EVIDENCE SEIZED FROM? (EX: IN VICTIM'S GARAGE, AT POINT OF ENTRY, OR ALONG FLIGHT PATH)
2. IS THE EVIDENCE BELIEVED TO CONTAIN DNA FROM THE ALLEGED SUSPECT? WHY DO YOU THINK SO?
3. WAS THE EVIDENCE SEIZED FROM THE SUSPECT'S POSSESSION OR PROPERTY?



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Explore The World of the Web LAR

The Internet can be used in a variety of ways, from on-line purchasing to banking, to make our everyday activities quicker and easier. The lab has developed a way to make the task of evidence submission more streamlined: the ability for you to fill out Laboratory Analysis Requests (LAR) on-line before submitting the evidence to the lab. The crime lab is offering this on-line Web based evidence submission service (referred to as the Web LAR) for your convenience, which will expedite the evidence submission process at the lab. We have assembled some information and tips to get your agency up and running with our Web LAR submission process.

This system allows submitting agencies the ability to enter the case information (at any time of the day) into the Web LAR prior to arriving at the lab. The Laboratory Evidence Technicians can then access your case information when you bring the evidence to the lab.

Before using this new system, any law enforcement agency with Internet access must first register to submit evidence through the Web LAR. It is the submitting agency's prerogative to decide who should have the access to enter cases into the system. One or more officers from the same agency may be granted access.

To register, sign up through the Missouri State Highway Patrol's Law Enforcement website (www.mshp.dps.missouri.gov). Click on the "Law Enforcement Portal" at the top of the screen. A small "Quick Links" box will appear on the top right portion of the screen. Select "LAR". At the next prompt, select "New User Registration". You will need your agency's ORI number for this process. Complete the required information, and select "Register".

Your application will then proceed through the approval process. Verification of your employment status via the MSHP's Criminal Justice Information Services (CJIS) Division is necessary to obtain access to the system.

Once you are verified, the MSHP Information and Communications Technology Division (ICTD) will notify you of your acceptance, which will include your password. Upon receiving your password, you may then access and proceed with entering your cases into the Web LAR. The system will automatically log you out after 30 minutes of inactivity.

There are several tips to remember when creating a case for submission. The information you enter is essentially the same as our SHP-411 Laboratory Analysis Request form. For the Web LAR, start by entering the officer contact and case information. The next step is entering subject information (victim, suspect, etc.), followed by containers and items. The *container*

is the most exterior package containing the evidence. The *item* is the actual piece of evidence to be examined. For instance, a sealed paper bag (container) contains a bag of white powder (item).

The summary of incident is necessary for the analyst to make the best decisions when processing the evidence. As of now, this field is limited to 500 characters. Please provide as much information as possible, but be brief and concise: description of event, where the incident occurred, victim and suspect association, where the evidence was recovered, what evidence is the most valuable, etc. Most of this information actually can be summarized in a couple of short sentences. This is an example for DNA: Commercial burglary where suspect broke a window and left blood on the broken glass. This is an example for Drug Chemistry: Unknown white powder recovered from John Doe from traffic stop.

As an investigation progresses, more evidence may be seized and submitted to the lab (this evidence is referred to as an "add-on"). Or, further information about a piece of evidence may necessitate further analysis (evidence that has had previous exams and requires further exams is referred to as a "resubmit"). You cannot process add-ons and resubmits within the Web LAR; you must handle these situations at the lab counter. DO NOT make add-ons or resubmits into new cases.

The Web LAR has several useful views. The All Cases view shows the cases that have been entered into the Web LAR and the status of each (pending or completed). The Completed Cases View shows the Web LAR created cases that are complete and ready for pick-up from the lab.

Once you have completed the Web LAR process, the evidence can then be submitted to any MSHP crime laboratory. For your convenience and less delay, please schedule an appointment with the lab before submitting your evidence. Once your evidence is at the lab counter for submission, the Laboratory Evidence Technician will access your case information by searching for your agency name and case number.

The Laboratory Evidence Technicians appreciate all agencies that have already used this new system, and they welcome any agency who wants to try it. They are familiar with the Web LAR and are prepared to assist you. Handouts and training are available, as well. If you have any questions, please contact the lab.