Prelog Agency Case WebPortal
HELLO!

RISCL & Prelog contact Info:

- Web.uri.edu/riscl
- 401-874-2893 gen. lab
- Amy Duhaime – 4114
- asduhaime@uri.edu
- Karen Vallaro -5436
- kvallaro@uri.edu
Pre-Log Insights

OLD WAY

At Agency
Complete template
Print & bring to lab
At lab:
Case re-typed into
LIMS/Beast

NEW WAY

AT AGENCY
“ENTER CASE” in PRELOG
Case details “entered” at your agency
“Submit” = case details in holding tank (not in lab’s LIMS/Beast yet
Print submission form with single barcode to bring to lab

AT LAB
“SUBMIT CASE” in PRELOG
Barcode scanned at lab
Creates a lab submission
### Paper Submission Form

**EVIDENCE EXAMINATION REQUEST**  
**RI STATE CRIME LABORATORY**  
**220 FOGARTY HALL**  
**UNIVERSITY OF RHODE ISLAND**  
**KINGSTON, RI 02881**  
**PHONE: 401-874-2893; 401-874-5056**  
**FAX: 401-874-4868**  

---

<table>
<thead>
<tr>
<th>Case Type (Homicide, Assault, ADW, B&amp;E, etc):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting Agency:</td>
<td></td>
</tr>
<tr>
<td>Case Officer (Report will be addressed to):</td>
<td></td>
</tr>
<tr>
<td>Submission Method (Hand Carried, Mailed, etc):</td>
<td></td>
</tr>
<tr>
<td>Agency Case Number (CRF or IML):</td>
<td></td>
</tr>
<tr>
<td>Related Case(s) (if applicable):</td>
<td></td>
</tr>
</tbody>
</table>

- **Submitted By:**  
  - Agency (if different):  
  - Telephone:  
  - Date of Incident:  
  - Incident Address:  

- **Suspect Name(s):**  
  - Sex:  
  - Race:  
  - Date of Birth:  

- **Victim Name(s):**  
  - Sex:  
  - Race:  
  - Date of Birth:  

- **Agency Item Number(s):**  
  - Packaging:  
  - Description:  

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**Analysis Requested**

- **Attach Copy of Agency Report**  
- **Attach Copy of Test Fire Certificate (if applicable)**  

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**Authorized by:** Director  
**Page of** Page 4 of 8  
**3020L OPS Form 1-00 REV: 0 3/08/2000**
Tracking Cases
the prelog way

Crime Scene
The Police are called to the crime scene.

The find
Evidence

The Officers take the evidence back to the station.

Since the case is already in the system, the technician can just scan the barcode to pull up the case.

The Evidence is submitted for analysis to the Lab.

Then the officer can create the case on pre-log.

Prosecutor
is assigned to the case.

Prosecutor now has access to the information logged via the PROSECUTOR PRELOG.

Specific analysis, disposal, and other requests can be made to the analysts.
Prelog Browser

Prelog Login

• Individual User ID
• Password

Crime Fighter BEAST-Lab Web-Version 8.13f

Sign On
Please enter your User ID and Password.

User ID

Password

Login
Exit to RISCL Web
Forgot Pwd

NOTE: The RI State Crime Laboratory Evidence Receiving hours are: Monday, Tuesday, Thursday and Friday from 8:30AM to 1:30PM or by appointment.
NOTE: Prelog works on Internet Explorer, Google Chrome and Mozilla Firefox.

Copyright 2013 Porter Lee Corporation
Case creation - where all case information is entered
Can re-visit & edit
Don’t need to do all at one time
“Save” for later
HOME PAGE

SELECT -
- NEW CASE
- FIND CASE
NEW CASE

CASE INFO TAB

First-time User - New Entry
# NEW CASE

## CASE INFO TAB

Repeat User – Drop down list
# Case Information

**CASE INFO TAB**

- General pertinent case information
- Mandatory fields
- SAVE

---

## Case Information

**Case: 18-TEST1-01 / Suspect: McHugh, Betty**

### (1) Case Info

- **Department Case #:** 18-TEST1-01
- **Case Officer Pick:** SGT. JOHN SMITH
- **New Entry:** SGT. JOHN SMITH
- **Officer EMail:** JOHN.SMITH@FAKEEMAIL
- **Officer Phone:** 555-111-3333
- **Offense Date:** 6/1/2018
- **Offense Location:** 123 Sheffield Avenue
- **Case Type:** Assault with a Dangerous Weapon
- **Case Scenario/Comments:** Assault with a deadly weapon.
### NAMES TAB

**Lab Web - V8.13f Department: Rhode Island State Crime Lab [RISCL] / User Name: Prel**

Case: 18-496-OF / Location: south kingstown

Select a name to maintain

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sex</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Race</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOB</td>
<td></td>
</tr>
</tbody>
</table>

**Buttons:**
- Add
- Edit
- Save
- Cancel
- Delete
- Dupe
- Back
### ADD NAMES

**Case: 10.001 / Suspect: Kilgoreworth, Mike**

<table>
<thead>
<tr>
<th>Number</th>
<th>Type</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Sex</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Kilgoreworth</td>
<td>Mike</td>
<td></td>
<td>M</td>
<td>W</td>
</tr>
</tbody>
</table>

**Select a name to maintain:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Sex</th>
<th>Last Name</th>
<th>Race</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Selection</td>
<td>No Selection</td>
<td>Kilgoreworth</td>
<td>W</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add** | **Edit** | **Save** | **Cancel** | **Delete** | **Duplicate** | **Back**
### ITEMS TAB

**Lab Web: VIOT LTD  Department: Rhode Island State Crime Lab [RI5CLU] / User Name: Pfre**

Case: 34-498-OF / Location: south kingstown

#### Select an item to maintain

<table>
<thead>
<tr>
<th>Property #</th>
<th>Package</th>
<th>Item Type</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field: Property # | Package | Description |
|------------------|---------|-------------|

Date Collected

**Buttons:**
- Add
- Edit
- Save
- Cancel
- Delete
- Dupe
- Back
COMPLETE INFORMATION FOR EACH ITEM
<table>
<thead>
<tr>
<th>Property #</th>
<th>Package</th>
<th>Item Type</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-001-PR</td>
<td>Case sealed plastic bag containing</td>
<td>[LP04] Latent Print(s)</td>
<td>Latent lift from counter</td>
</tr>
<tr>
<td>18-001-PR</td>
<td>One sealed plastic bag containing:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Latent Print(s) [LP04]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Collected</td>
<td>8/6/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add**  **Edit**  **Save**  **Cancel**  **Delete**  **Save**  **Back**
**LAB SUBMISSION TAB**

![Image of Lab Submission Tab](image)

**Description:**
- **Case:** 123 / Location: Narragansett
- **Tab:** (1) Case Info, (2) Names, (3) Items, (4) Lab Submission

**Fields:**
- Submission #
- Submit to
- Delivery Type
- Date Sent
- Comments
- Sub. Names
- Telephone#

**Property #**

<table>
<thead>
<tr>
<th>Property #</th>
<th>Item Description</th>
<th>Analysis Selected</th>
</tr>
</thead>
</table>

**Buttons:**
- Add
- Edit
- Save
- Cancel
- Delete
- Submit
- Back

Click on Submit to finish processing the case and print an evidence submission form.
AFTER “ADD” – ITEMS WILL BE LISTED
SELECT ANALYSIS TYPE FOR EACH (or DUPE)
### Analysis Selected -- SAVE

#### Case: 18-7000-OF / Victim: VanScy, Christine

<table>
<thead>
<tr>
<th>Property #</th>
<th>Item Description</th>
<th>Analysis Selected</th>
<th>Analysis</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Impression(TR06)</td>
<td>TRACE EVIDENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>Footprint(TR05)</td>
<td>TRACE EVIDENCE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on Submit to finish populating the case and print an evidence submitted form. Existing Requests.
LAB SUBMISSION TAB
Comments = Analysis requested – mandatory text field
Once submitted - a case information page will display.

Info **cannot** be edited.

---

**Lab Submission Receipt**

**Case Information**

- **Sent electronically to Lab:** (08/31/2018 @ 12:44)
- **Rhode Island State Crime Laboratory**

**Department Case:** 18-2000-OF Submission # 5

- **Department:** Rhode Island State Crime Lab (RISCL) / User Name: Prelab Testing
- **Department Case:** 18-2000-OF
- **Submission Number:** 5
- **Case Officer Pick:** Karen Vallaro
- **Officer Name:** Karen Vallaro
- **Officer Email:** KVA LLARO@URI.EDU
- **Officer Phone:** 5985819064
- **Offense Date:** 08/01/2018
- **Offense Location:** Sitton
- **Case Type:** Assault

**Submission Information**

- **Comments:** Firearms analysis NIBIN entry
- **Date Sent:** 08/31/2018

**Name Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Name</th>
<th>Date Of Birth</th>
<th>Sex</th>
<th>Race</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspect</td>
<td>Clooney, George</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victim</td>
<td>Cyrus, Mylie</td>
<td></td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Elimination</td>
<td>Sinfra, Frank</td>
<td></td>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>

**Analysis Request Information**

<table>
<thead>
<tr>
<th>Property #</th>
<th>Package</th>
<th>Item Type Code</th>
<th>Item Description</th>
<th>Exam Requests</th>
<th>Date Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-009-pr</td>
<td>One sealed plastic bag containing:</td>
<td>[FA01]Cartridge Case(s)</td>
<td>9mm luger caliber</td>
<td>FIREARMS, NIBIN</td>
<td>08/20/2018</td>
</tr>
<tr>
<td>18-010-pr</td>
<td>One sealed plastic bag containing:</td>
<td>[FA01]Cartridge Case(s)</td>
<td>9mm luger caliber</td>
<td>FIREARMS, NIBIN</td>
<td>08/21/2018</td>
</tr>
</tbody>
</table>
In The Laboratory

Barcode scanned at lab to Submit case into Lab’s LIMS/Beast
“New case” screen will pre-fill with all of the case information you entered.

Scrolling to the right on the Items tab will display assignments.

When accepting the case BEAST will automatically create the assignments for the lab.
Laboratory Evidence Submission Form

RI STATE CRIME LABORATORY
41 Lower College Road
Kingston, RI 02881
401-874-2893 Voice
401-874-4686 Fax

Lab Case Number: 18-408
Submitting Agency: Providence Police Dept.
Dept. Case Number: 2018-0007-4082

Evidence Submission Report

<table>
<thead>
<tr>
<th>Item</th>
<th>Dept. Item</th>
<th>Description / Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>One sealed plastic bag containing: Test Fire Cartridge Cartridge .22 Long Rifle caliber cartridge case</td>
</tr>
</tbody>
</table>

Submitted By: Det. Michelle Braga
Signature: [Signature]

Submission Date: 7/25/18
Time: 9:04 am
Offense Date: 7/17/18
Offense Type: Firearms Violation

Report To: Det. Joseph Villia
Received By: Mark J. Zabinski
Analysis Requested: NBIN entry
FIND CASES

- Can search cases already accepted by the lab
By Agency Case number or partial number
Agencies can search for cases already accepted by the lab.
Case Inquiry

- Case Inquiry button on Main Menu
- search for updates on assignments
- Enter search fields - hit FIND
Search results will appear, and the user can access the case.
Prelog Case – previously entered case info
Look at status updates

Approved Reports

<table>
<thead>
<tr>
<th>Report #</th>
<th>Section</th>
<th>Analyst Name</th>
<th>Date Completed</th>
<th>Status</th>
<th>Download Report</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>FA</td>
<td>Jeff - Rhode Island State Crime Laboratory</td>
<td>6/7/2018</td>
<td>Completed</td>
<td>Download</td>
<td>Items</td>
</tr>
</tbody>
</table>

Pending Assignments

<table>
<thead>
<tr>
<th>Sequence/Update</th>
<th>Priority</th>
<th>Section</th>
<th>Status</th>
<th>Analyst Name</th>
<th>Date Assigned</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/ Click to update</td>
<td>2</td>
<td>TRAC</td>
<td>Received</td>
<td></td>
<td>6/7/2018</td>
<td>Items</td>
</tr>
</tbody>
</table>

Do you want to open or save RISP_18-20-1.PDF (240 KB) from riscl.prelog.uri.edu?
Completed Reports

AGENCY CASE NUMBER: 18-MATT-01

FIREARMS EXAMINATION

June 7, 2018

REPORT TO: Test Officer 1

EVIDENCE SUBMITTED:

<table>
<thead>
<tr>
<th>Item #</th>
<th>Dept. Item #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18-01-OF</td>
<td>PISTOL submitted on 6/7/2018</td>
</tr>
</tbody>
</table>

ANALYSIS REQUESTED:

Firearms analysis

RESULTS:

Only those items discussed in the results above were analyzed for this report.

CONCLUSIONS:

COMMENTS:

The images will remain in the NIBIN system indefinitely and are continually compared to new evidence. The department will be notified should a hit take place in the future.

Testimony concerning the examination of the evidence and the results of that examination will be given when requested. The above represents the interpretations/opinions of the undersigned analyst. Except as full, this report may not be reproduced without the written permission of the Laboratory.

This test is accredited under the laboratory’s ISO/IEC 17025 accreditation, issued by ANSI-ASQ National Accreditation Board. Refer to certificate and scope of accreditation: AT-1665.

End of Official Report
MAIN MENU

Quickly open up recent submissions

Another way to open a previously entered Prelog case
Recent Submissions will all be shown, ordered by the submitted date. Clicking on the blue hyperlink will take the user to the case.

<table>
<thead>
<tr>
<th>Received Date</th>
<th>Department Case #</th>
<th>Lab Case Number</th>
<th>Submission #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/8/2018</td>
<td>18-TEST1-01</td>
<td>18-21</td>
<td>2</td>
</tr>
<tr>
<td>6/7/2018</td>
<td>10-01-OF</td>
<td>18-19</td>
<td>1</td>
</tr>
<tr>
<td>6/7/2018</td>
<td>10-01-OF</td>
<td>18-19</td>
<td>2</td>
</tr>
<tr>
<td>6/7/2018</td>
<td>18-MATT-01</td>
<td>18-20</td>
<td>1</td>
</tr>
<tr>
<td>6/7/2018</td>
<td>18-TEST1-01</td>
<td>18-21</td>
<td>1</td>
</tr>
<tr>
<td>6/5/2018</td>
<td>18-002-OF</td>
<td>18-10</td>
<td>1</td>
</tr>
<tr>
<td>6/5/2018</td>
<td>18-3</td>
<td>18-11</td>
<td>1</td>
</tr>
</tbody>
</table>
Based on permissions, can edit / add / mark inactive case officers for agency

Only officers that reside in the web users department!

Each agency will have a Prelog Point Person
Maintain Officers

Agency users will be in charge of maintaining the active officers and their email addresses.
MAIN MENU

Provide documentation to agencies within this button

Easily configurable
The Lab can provide a list of documents for agency users to download.
Prelog
Agency Case WebPortal

THE END