

EVIDENCE PRELOG GUIDE

Submitting a New Case

1. Click “new prelog”. In the popup that appears, input your agency department case number. Click “search” to search for the case number to confirm it does not exist.
2. If the case does not exist, click the “create prelog” button. (“open prelog” will appear if the agency case number has already been used).
3. Fill out the case information.
(required fields will have the red * or the text will turn red)
4. Scroll down to enter Names, Items and Distribution information.
 - a. Fill in the “names” tab. You will need to click the Additional Names Field button to verify you have spelled the names correctly. 
 - b. Fill in the “Items” tab. If you have several items of the same package type, item type, or description, input “ (double quotes) into the field and press TAB on the keyboard, to copy the field from above. Some item types will require you to answer questions regarding the item, by click on the question mark. 
 - c. Fill in the “Distribution” tab with additional agencies/officers who will need copies of the case results.
 - d. Click CONTINUE at the bottom of this page to continue to the service request wizard.

NOTE: This section can be bypassed to enter items and names on separate tabs.
5. In the “Service Requests”, click “New Request”, confirm data and click CONTINUE. Fill out additional case information and click CONTINUE (required fields will have the red *).
 - a. Use the items list to select the services to request on the items. To see a list of lab services, click the yellow question mark.  Click CONTINUE when done with the services list.
 - b. You will then be presented with questions for each exam request, one section at a time (required fields will have the red *). Fill out the fields and click CONTINUE to move onto the next section. Click COMPLETE to finalize the submission. Make sure popups are not blocked and a browser window with a pdf of your prelog submission form will appear to save/print. This form must accompany any evidence submissions to the SDFL. If the form is marked as DRAFT, then the service request has not been completed. Click “Open” on the service request screen to complete the submission.

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BEAST PRELOG

BEAST Prelog is your online connection to the South Dakota Forensic Lab (SDFL). This program allows you to prelog your evidence and receive your examination results online. BEAST operates on the RISS system (*Regional Information Sharing System*) through the MOCIC (*Mid-States Organized Crime Information Center system*).

WHAT IF YOU DON'T HAVE RISS?

To establish a RISS account, fill out the online application at: <https://riss.sd.gov/newapp.aspx>. Once this application is approved, SDFL will process your BEAST account. The DCI IT Department will contact you with your login information.

FLIP OVER FOR HELPFUL TIPS & TRICKS



Sample of the new service request. Click the yellow question mark to enter your exam requests. You can also type, then copy/paste the exam codes manually.

Inv/Item	Description	At Lab	Already Requested	Services
100	Miscellaneous - hair brush with blood	N	BIO, FP,	BIO,FP
150	Buccal sample - victim - victim buccal sample	N	BIO,	BIO
152	Blood Specimen - suspect - suspect blood card	N	BIO,	BIO
155	Sexual Assault Kit-v - victim sexual assault kit	N	BIO,	
160	Rifle(s) - rifle found near marina on shore	N	BIO, FAID, FP,	

Select Services

Available Service Requests	Selected Service Requests
CS - Crime Scene Investigation	BIO - Biology
CS - Crime Scene Reconstruction	FP - Latent Fingerprint Examination
CS - Vehicle Processing	
EV - Storage	
FA - Ballistics	
FA - Bullet Trajectory	
FA - Ejection Pattern Test	
FA - Firearms Identification	
FA - Functionality Test	

Required Fields Only
Press CTRL key to multi-select.

OK Cancel

ADDING ITEMS

On the ITEMS tab at the bottom of the CASE INFO tab, you can easily duplicate the previously entered packaging type and item type by typing the double quote mark “. This is helpful when entering multiple casings, swabs, etc.

ACCESSING REPORTS

From “Dashboard,” in the QUICK FIND section. Enter Dept. Case # and click Search. Then select your case from the list. From there click the Reports tab.

Select your report (it will be in a darker shade) and click “Print Report.” This will open a new browser web page with the report.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED, OR THE REPORT MAY NOT OPEN IN A NEW BROWSER WINDOW.

Item(s) Submitted
1 Victim Sexual Assault Kit (SDFL #001)
2 Glock 66 handgun (SDFL #002)
3 Victim Fingerprint Impressions (SDFL #003)

If you are on the distribution List for another agency's report, you will need to select the submitting agency & enter their case #.