

NEW CASE EVIDENCE PRELOG

BEAST 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 A RISS ACCOUNT?

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.

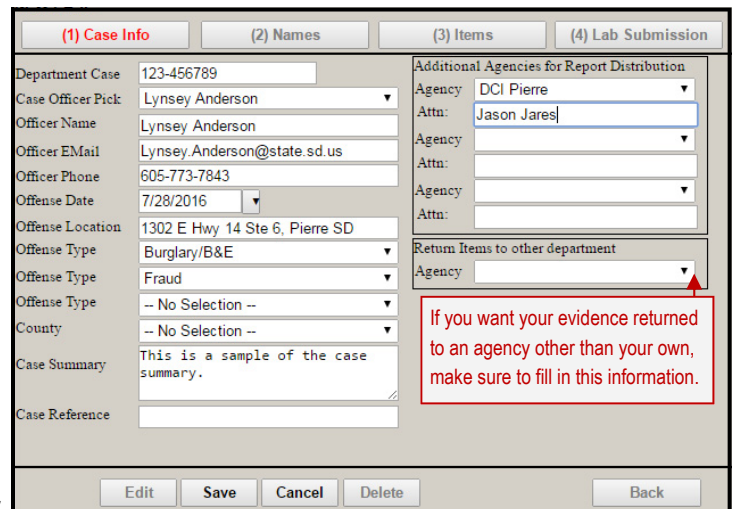
1. Log Into RISS. (See info above if you do not have a RISS account.)

2. Click SD Beast Web Access, select BEAST Prelog, and enter your username/password.

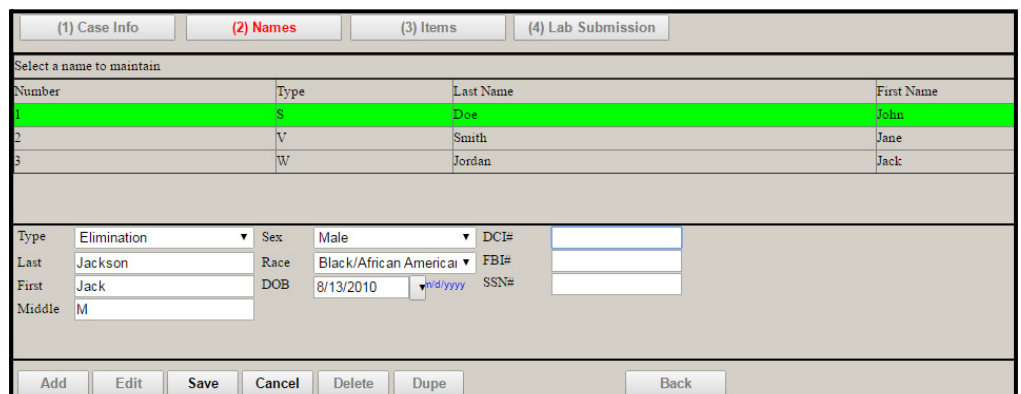
3. Click Evidence Prelog, then select New Case.
(If this submittal is additional evidence to a pre-existing case, please refer to the "Additional Evidence Prelog" directions.)



4. You will be prompted to fill in the first tab of your prelog **(1) Case Info**. Your Department Case # will need to be entered exactly how it shows in your agency's system so you can track your case reports in the future. Fill in the remaining information. Click **Save** at the bottom to continue to the next tab.



5. Click on **(2) Names** at the top of your screen, then click **Add** at the bottom of the screen to enter the names of your suspects, victims, witnesses, etc. Click **Save** at the bottom to continue the next tab.



6. Click on the tab **(3) Items** at the top of your screen, then click **Add** at the bottom of the screen to enter the evidence items you are submitting for examination. Click **Save** at the bottom to continue the final tab. *While going through your evidence, double-check your packaging, making sure you have initial/dated over your evidence tape, to avoid refusal of your evidence.*

OCA#	Package	Quantity	Item Type	Item Description
5	sealed manila envelope	1	[009S]Buccal sample - suspect	Buccal sample from suspect
6	sealed brown paper bag	1	[023]Clothing	clothing worn by victim
7	sealed tube	1	[055]Knife(s)	Knife with possible blood stains
8	sealed tube	1	[055]Knife(s)	Knife possibly used in assault

OCA# = Originating Case Agency Number

7. Click on tab **(4) Lab Submission** at the top of your screen, then click **Add** at the bottom of the screen. Fill in the information regarding the submission (delivery type, specific questions to be resolved, etc). Select the Analysis you wish to have completed on each item (to the right of each item listed). Then click **Save** at the bottom.

OCA#	Item Description	Analysis Selected	Select	Dupe
5	Buccal sample - suspect[009S] Buccal sample from suspect	BIO-Biology, MISC-Photograph Request	Select	Dupe
6	Clothing[023] clothing worn by victim.	BIO-Biology, MISC-Photograph Request, TRA-Hair	Select	Dupe
7	Knife(s)[055] Knife with possible blood stains	BIO-Biology, MISC-Photograph Request	Select	Dupe
8	Knife(s)[055] Knife possibly used in assault	BIO-Biology, MISC-Photograph Request	Select	Dupe

If your submission information is complete, click **Submit**. Once your submission is complete the packing slip will appear. Make sure to print and sign this Prelog Submission and send it along with your evidence. The Evidence Custodian will use the packaging slip to continue the prelog process at SDFL.

Case Information
Sent electronically to Lab: 07/28/2016 @ 14:37
SDFL

Department Case: 123-456789 Submission # 1

- Department: SDFL [64] User Name: Lynsey Anderson
- Department Case: 123-456789
- Submission Number: 1
- Case Officer: Patsy Lerner Anderson
- Officer Name: Lynsey Anderson
- Officer Email: LynseyAnderson@sdfllaw.com
- Officer Phone: 605-773-7843
- Officer Date: 07/28/2016
- Officer Location: 1302 E Hwy 14 Ste 6, Pierre SD
- Offense Type: Homicide
- Offense Type: Fraud
- Case Comments: This is a sample of the case summary.
- ** Additional Agencies for Report Distribution: **
- Agency: DCI Pierre
- Item: Item 200

Submission Information

- Delivery Type: Federal Express
- Comments: Is the suspect's DNA found on either hands or victim's clothing. Is the victim's blood found on either hands
- Date Sent: 07/28/2016
- Tracking #: 1238123542800

Name Information

Name Type	Full Name	Date Of Birth	Sex	Race	DOB	PIB#	SIGN
Suspect	Dave, John M	2-7-1990	Male	White Caucasian			521-021-5211
Witness	Andres, Jack Thomas						
Victim	Sarah, Jane Doe	1-21-2000	Female	Hispanic			

Analysis Request Information

OCA#	Package	Quantity	Item Type Code	Item Description	Exam Request
5	sealed manila envelope	1	[009S]Buccal sample - suspect	Buccal sample from suspect	BIO-Biology, MISC-Photograph Request
6	sealed brown paper bag	1	[023]Clothing	clothing worn by victim	BIO-Biology, MISC-Photograph Request, TRA-Hair
7	sealed tube	1	[055]Knife(s)	Knife with possible blood stains	BIO-Biology, MISC-Photograph Request
8	sealed tube	1	[055]Knife(s)	Knife possibly used in assault	BIO-Biology, MISC-Photograph Request

DID YOU PACKAGE YOUR EVIDENCE CORRECTLY?

Please make sure to review the **Proper Packaging** manual before submitting evidence to ensure your packaging is correct and complete. If you have questions please contact the SDFL Evidence section at 605-773-7843.