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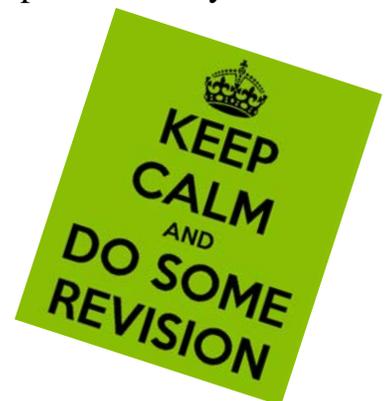
OREGON STATE POLICE Forensic Services Division Newsletter ONLINE INFORMATION EDITION

YOUR ONLINE FORENSIC RESOURCE: OSP'S PHYSICAL EVIDENCE MANUAL

Ever have questions about what kinds of testing the OSP Forensic Labs can do? Questions about how to collect a specific type of evidence, or how to properly package it so it isn't lost, contaminated or rejected? Ever wondered what the lab policies are regarding our crime scene response, paternity testing, or fentanyl analysis? Of course, you are always welcome to call your local lab for assistance. However, all these answers and more can be found within an online resource, the [Forensics Services Division Physical Evidence Manual](#).

The purpose of this resource is to inform our law enforcement customers about the services provided by the Oregon State Police Forensic Services Division (OSP FSD) and to provide guidance regarding the recommended methods of collecting and preserving all types of physical evidence. For example, the section on Trace Analysis explains how to collect and package hair, fiber, paint and glass standards, while the section on DNA Analysis explains the difference between Wearer DNA, Touch DNA and Aggressive Handling DNA. You'll also find important evidence submission acceptance criteria, including requirements for packaging and paperwork, as well as quantity limitations, so that your evidence gets to an analyst with minimal delay. The recommendations we provide to our customers help to ensure the integrity of the evidence itself, protect the safety of our staff members, and increase the quality of the analytical results.

In the coming months, the OSP FSD will be initiating work to revise and revamp this document to make it even more useful for you! You may be asked to complete a survey about how the Physical Evidence Manual can better meet your needs and how you prefer to access it (online, paper copy, smartphone app). In the meantime, please consider taking a look at the existing Physical Evidence Manual so that your survey responses can truly help us shape an improved version. We welcome your feedback as our revision project begins. If you have comments or questions about this document, please contact Portland Metro Lab Supervisor Jon Dyer at 971-673-8302 or jonathan.dyer@state.or.us.





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Forensic Services Division Newsletter

LOIS (Laboratory Online Information System)

WHAT IS LOIS?

LOIS, or Laboratory Online Information System, is a web-based tool provided to customers of the Oregon State Police Forensic Services Division that allows them to check the status of lab requests and retrieve signed copies of final lab reports. In addition, LOIS includes communications with OSP's law enforcement partners and allows printing of ICP certifications and assessments.

WHO CAN ACCESS LOIS?

Anyone who is a member of a law enforcement agency serviced by OSP's Forensic Services Division who needs access to the work done on behalf of their agency.

ESTABLISHING A LOIS ACCOUNT

Contact your local agency administrator to establish an account. If you do not know who your agency administrator is, or if you want to arrange access for your agency, contact the OSP LOIS administrators at lois.info@state.or.us.

ACCESSING LOIS

If you receive an email notifying you that a report is available in LOIS, you may click directly on the link in the email or go to the Forensic Services Division's website located at <https://www.oregon.gov/osp/FORENSICS> and click on *LOIS* under the "Law Enforcement Agency Resources" section.

- To log in, type your User Name and Password and click the *Log In* button or press *Enter*.
- To leave LOIS, click *Logout* on the top navigation menu within any of the screens within the program.
- If you have forgotten your password or user name, or your login has been inactivated, click the link on the login page to reset your account. Likewise, you can also contact your local administrator for help in resetting your account.

FORENSIC DOCUMENTS AND ANNOUNCEMENTS

Once you log into LOIS, you will be on the "Home" screen. From here, you can view any current announcements as well as documents such as communications to law enforcement partners and the OSP Forensic Services Request Form (Form 49).

SEARCHING FOR A CASE

Click on the *Case Search* tab on the top navigation menu to search via the available fields shown below (see Figure 1 on page 3). When *Begin Search* is pressed, the system will search for case information based on the criteria entered by the user.

- When searching via the Forensic Lab Case Number, enter the two digit year, the originating laboratory's letter designation, a hyphen, and sequential number (e.g., 18A-3124).
- When searching via the Agency Case Number, enter only numbers and place a hyphen between the year designation and the subsequent number, and drop all leading zeroes. For example, 1800007890 would be entered as 18-7890.
- Searches may also be conducted using persons listed on the evidence submission documentation.



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LOIS, continued



Oregon State Police Forensic Services Division LOIS



(Laboratory Online Information System)

USER: msimons-labcp FROM: ALL (15) [My Admins](#) [My Notifications](#)

Home Case Search Convicted Offender ICP Certificates ICP Announcements Help [Change Password](#)
[Logout](#)

Forensic Lab Case Number:	<input type="text"/>		
Person Involved : (use '*' as a wildcard)	last name	first name	middle
Agency Case Number:	<input type="text"/>		
Report Status:	ALL <input type="button" value="v"/>		
Type of Analysis:	ALL <input type="button" value="v"/>		
Agency Name:	ALL <input type="button" value="v"/>		

Figure 1

Typical search results will look like this:

Case Inquiry Search Results

[<- Back to Search Screen](#)

Lab Case #	Agency	Agency Case #	Last Updated	Status	Details	Names
03A-000582	Forensic Services Division, Oregon State Police	03-57	5/22/2003	Complete	<input type="button" value="View Details"/>	SIMONS, M.

Figure 2

To conduct another search, select [Back to Search Screen](#).

If you are unable to locate a request or case information in LOIS, do the following:

- Verify that an analytical request has been made to the forensic lab and has not been canceled.
- Try entering less information in your search criteria as there may be a difference between the information you have and what was provided to the laboratory.
- Verify you are searching for information that you have rights to view.



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LOIS, continued

VIEWING CASE DETAILS

To view more details of a case displayed on the “Case Inquiry Search Results” screen, select *View Details*. The lab case number of the case being displayed is shown at the top of the next screen.

Details for Lab Case Number 03A-000582

Agencies (Primary shown in Blue)	Agency Case Number
Forensic Services Division, Oregon State Police	03-57

INDIVIDUALS

NOTE: CODIS Candidate information is UNCONFIRMED until a report has been issued.

Last	First	Middle	Type
SIMONS	M		Mentioned

Click to see a list of ALL evidence

Check this box to receive an email when the lab report is ready. → Check here to be notified of changes to this case (New Request For Work, Report Available)

[View Users getting Notifications for this case](#)

REQUESTS FOR ANALYSIS

Click to view selected reports

Send Msg To Lab	Request Type	Req. Date	Lab	Status (Click to View)	View Multiple Reports	HOLD/RUSH	Status Date	Analyst (Click to E-mail)
<input type="button" value="Send"/>	Controlled Substances	05/13/2003	Central Point	Report Available from Lab	<input type="checkbox"/>	RUSH	05/22/2003	M. Simons
<input type="button" value="Send"/>	Clandestine Laboratories	05/13/2003	Central Point	Report Available from Lab	<input type="checkbox"/>	RUSH	05/22/2003	M. Simons

Descriptions and general locations of the evidence for the case can be seen and printed by clicking on *Click to see a list of ALL evidence*. Although the entire evidence chain of custody information is not displayed in LOIS, it can be obtained from the laboratory if needed. Check the **box** indicated if you wish to be notified via email when the lab report is available.

- The *Request Type* includes the forensic service(s) associated with a particular laboratory case (e.g., Controlled Substances, Field Investigations, DNA, etc.).
- The *Req. Date* is generally the date the agency submits the evidence to the lab and makes the request for analysis.
- *Status* is a series of orderly steps used to track the progress of a request for analysis. See the table below for a summary of the status steps.
- Requests that have been canceled DO NOT show up in the “Requests for Analysis” list.

STATUS EXPLAINED

Awaiting Analysis	The request may or may not be assigned to an analyst. If the request is assigned, the results are not yet available.
Analyzed	The analyst has finished their analysis but the report has not yet gone through the release process.
Report Available	A signed copy of the lab report can be accessed by clicking on the link. If there is no link, contact the lab that performed the work to receive a copy of the report (the lab is listed to the left of the <i>Status</i> column).
Report & Amended Report Available	Clicking the link will open another screen with links to signed copies of the original and amended reports.
Report Available from Lab	Contact the lab that performed the work to receive a copy of the report.



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LOIS, continued

When a report is printed from LOIS, the LOIS user will sign the bottom portion of the report on the certification block:

Pursuant to ORS 40.460 (25), I hereby certify that I retrieved this document directly from the computer system maintained and operated by the Oregon Department of State Police and that this document accurately reflects and is a true copy of the information contained in that computer system. In testimony whereof, I have affixed my signature.

Sign here

CONVICTED OFFENDER INFORMATION

Due to a change in database policy and procedures, convicted offender information is no longer available in LOIS. Information regarding collection of DNA from offenders is available in LEDS. If you require more timely information, please contact the Portland Forensic Laboratory at (971) 673-8230 or ospdna@osp.state.or.us.

BREATH-TESTING DOCUMENTS: Implied-Consent Program (ICP)

ICP instrument certifications and assessments as well as calibration records, service requests, and instrument repair data are available for all ICP equipment on a regular basis. These documents are available to the public, not only those with a LOIS account. You can search for an instrument by any combination of serial number, location, and/or date range. This will return a list of reports with matching criteria that can then be viewed and/or printed (as seen in Figure 4). For those with a LOIS account, additional documentation such as permit expiration dates can be obtained by clicking on the *ICP Announcements* tab on the top navigation menu (Refer to Figure 1).

Serial Number Location Date From (mm/dd/yyyy) Date To (mm/dd/yyyy)

80-002038 Search Clear

or select from below:

View Report	Serial Number	Type	Location	Date	Time
View	80-002038	Certification	OSP - LA PINE	07/17/2018	1015
View	80-002038	Certification	OSP - LA PINE	05/15/2018	0527
View	80-002038	Certification	OSP - LA PINE	04/16/2018	1010

Figure 4



SURVEYS

Emails containing a link to an online survey form are sent out randomly to LOIS users who view reports. These surveys should be completed by an appropriate person familiar with the associated lab request. The Forensic Services Division strives to achieve service excellence through open communications and cooperation with our customers. The Forensic Services Division management team reviews these surveys on a monthly basis. Depending on the feedback provided, someone may follow up with you to ensure any concerns have been addressed.

HELP, PLEASE!

Assistance regarding LOIS can be obtained by clicking on any of the *Help* links throughout the various screens of the program. LOIS users can also send emails directly to an analyst by clicking on the assigned analyst's name once case details have been displayed. In addition, emails can be sent to the laboratory who is assigned the request by clicking on the *Send* button under the *Send Msg To Lab* column.

For further assistance, contact your agency administrator. Any other LOIS inquiries can be directed to lois.info@state.or.us.



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Sexual Assault Nurse Examiners

Frequently Asked Questions: SANE Training and Sexual Assault Evidence

Does the Forensic Services Division participate in the training of Sexual Assault Nurse Examiners?

Forensic Scientists in the Biology Processing section from each of the five labs across the state play a collaborative role in the training of Oregon Sexual Assault Nurse Examiners (SANEs), working with qualified SANEs, law enforcement representatives, legal representatives, and victim advocates. Forensic Scientists teach a section of the initial SANE training that focuses on decision making, proper evidence collection, packaging, and storage. In addition to this initial instruction, Forensic Scientists provide a lab tour to each SANE during their training period and participate in SANE continuing education opportunities offered throughout the state.

How should sexual assault evidence be packaged?

SPECIFIC PACKAGING RECOMMENDATIONS BY EVIDENCE TYPE:

DRY	WET	LIQUID
<ul style="list-style-type: none"> - Place in new paper (breathable) packaging material (e.g., bags and envelopes) - Seal with tape and initial seal - Store at room temperature 	<ul style="list-style-type: none"> - Air dry, then follow the procedure for dry evidence handling; store at room temperature - If wet when packaging: Keep cold by refrigeration or freezing and secure until air drying is possible. 	<ul style="list-style-type: none"> - Keep refrigerated and clearly mark packaging "refrigeration required" - Label packaging with "biohazard" label - Liquids must be packaged separately from SAFE kit

All evidence should be individually packaged; this will help with:

- Avoiding cross-contamination
- Speeding up processing turnaround times
- Ease of separating out evidence for submission to the lab

What are the current requirements for the submission of sexual assault evidence?

Current requirements for the submission of sexual assault evidence include: proper packaging of all evidence, a completed Sexual Assault Forensic Services Request form (including investigating officer contact information), and an agency report that summarizes the alleged incident. As of May 1, 2016, OSP utilizes a direct-to-DNA methodology for Sexual Assault Forensic Evidence (SAFE) kits. With this change, serological analysis is no longer routinely performed on SAFE kits, and samples of select swabs from each SAFE kit move directly to DNA. With no serological results to guide the triage decision of which swabs move forward to DNA, Forensic Scientists now rely on information provided within the police report and hospital paperwork. Thus, receipt of a police report and current contact information for the investigating officer will help ensure analyst efficiency and case turnaround time at the lab. Without this information, working of the case may be delayed.

Can other evidence be submitted in addition to the SAFE kit in a sexual assault investigation?

Under current Oregon law, SAFE kits collected from non-anonymous individuals must be submitted for testing; however, the lab also accepts other evidence from sexual assault cases. While all SAFE kits are processed utilizing a direct-to-DNA methodology, other evidence is processed utilizing the appropriate serological techniques including: presumptive testing for seminal fluid, blood, amylase, and microscopic screening for the presence of spermatozoa. If other evidence in a sexual assault case exists and may be pertinent to answering investigative questions, please

pg. 6 contact your local lab's Biology Processing section to discuss the submission and analysis of these items.