

LIMS Discovery Procedures User Documentation

Version 4.5 October 17, 2022

Procedures – Prosecutors

Effective January 1, 2020, laboratory-related discovery material will be generated for the following conditions:

- For <u>every</u> case reported by Toxicology
- For <u>every</u> case reported by Seized Drugs
- For <u>every</u> case reported by Firearms
- For Biological Science Casework, Latent Print, Trace, Computer Crime and Video/Multimedia sections, <u>a request must be submitted for discovery material.</u> The request must be made through the procedures outlined below.
- Biological Science DNA Databank utilizes a different process (see here).

Customer Communication

CPL 245 discovery material will be automatically provided for all Toxicology, Seized Drug and Firearm section reports issued after January 1, 2020 on the eJusticeNY portal within approximately ten days after the report is generated. An email notification to the applicable prosecutor's office will be sent when the materials are available. The package will include case specific testing records, notes, reports and evidence chain of custody records. Non-case specific records, such as laboratory accreditation, audit and personnel documents are available via use of the <u>Self Service</u> area. Requests for updated versions can be submitted to <u>NYSP-FIC-Discovery@troopers.ny.gov</u>.

For Toxicology, Seized Drug and Firearm reports issued prior to January 1, 2020, CPL 245 discovery material will need to be requested for each case. The <u>request</u> must be submitted through the eJusticeNY portal.

Toxicology Instrument Records

Toxicology instrument records related to CPL 245.20(1)(s) are frequently updated. Therefore, these have been made public records. They can be accessed on the NYSP website at <u>https://publicapps.troopers.ny.gov/Discovery/Toxicology</u> and will be updated at regular intervals.

Breath Testing Records

Breath Testing Records related to NYSP breath testing instruments (Draeger 9510) and the Reference Dry Gas used by NYSP, are available publicly on the NYSP website at https://publicapps.troopers.ny.gov/Discovery/Breath Testing.

NYSP Laboratory records related to simulator solution testing performed for the New York State Division of Criminal Justice Services (DCJS) are provided directly to DCJS. Any requests for those records should be directed to DCJS.

DNA Databank Instructions

- Notifications for DNA Databank must be made by e-mailing a request to <u>NYSDNADatabank@troopers.ny.gov</u>. The email request should include a copy of the DCJS Hit Letter, the DNA Databank Offender Specimen Number, the CODIS Forensic Specimen Number of the CODIS match and pertinent contact information.
- Upon receipt of a request, DNA Databank will provide any discovery material generated as a result of a CODIS match either by encrypted flash drive or encrypted e-mail.

For questions on any aspect of the DNA Databank's Discovery process, please email <u>NYSDNADatabank@troopers.ny.gov</u> or call 518-457-7999 and ask for a Databank Supervisor.

The procedures outlined below will be used to <u>request</u> and <u>download</u> discoverable materials produced by the New York State Police Crime Laboratory System. Each download will include a Table of Contents that documents the information contained in the ZIP file(s).

Access to the discoverable materials is based on agency ORI (i.e., Saratoga County DA office staff can only access cases in Saratoga County).

For exceptionally large files (i.e., video footage, audio files, etc.) an alternate method of getting the discoverable material will be used.

1. <u>Requesting Discovery Materials</u>

- Log into eJusticeNY portal <u>https://www.ejustice.ny.gov</u>
 - Discovery user must be NCIC certified users need to have taken the eJusticeNY certification test
- Select the "Resources" tab at the top of the page
- Then select Lab Management Discovery

Resources	Notification	15
Customer S	upport	
Mapping		*
News		*
Reference L	ibrary	*
Reported Cr	ime	*
Reporting Se	ervices	
Training & C	ertification	*
Tools		*
UCR/IBR Su	bmission	
About		*
Portal Deve	lepment	*
Lab Manage	ment – Discov	ery

• The Discovery Info Search screen may show the department associated with your ORI

LIMS PRELOG					
		Discovery Portal			
窗 Discovery Info Search					
Department	*	*			
Department Case Number	*				
Lab Case	*				
Last Name	*				
First Name	*				
Name Soundex Search	* No 🗸				
Search					

- Search for the department that handled the arrest by typing in part of the department's name (i.e., type in Saratoga for all department's with Saratoga in the name)
- Search for a case by filling in the appropriate search field(s)

ଛି Discovery Info Searc	h	
Department	*	SARATOGA COUNTY SHERIFF
Department Case Number	*	
Lab Case	*	19HL-278
Last Name	*	
First Name	*	
Name Soundex Search	*	No 🗸
Search		

LIMS Discovery Procedures

• Select the case for which discovery is being requested

🕅 Discovery	Info Search					
Department Department (Lab Case Last Name First Name Name Sounde	* ALBANY Case Number * 19HL-02 * * ex Search * No V		×			
Local Search - LT	-		Off. Date	Last Name	First Name	Name Type
Lab Case #	Department	Dept. Case #	UII. Date			
Lab Case #	Department ALBANY CITY PD	Dept. Case #	12/4/2018 12:00:00 AM	BONILLA	HARRY	Defendant
			12/4/2018 12:00:00			
19HL-02788 Search			12/4/2018 12:00:00			
19HL-02788 Search	ALBANY CITY PD		12/4/2018 12:00:00			

• Complete the request form and submit by clicking "Make New Discovery Request" at the bottom of the screen

Comments	
Reject Reason	
Make New Discovery Reg	uest Edit Cancel Delete Table of Contents Download Ba

• Fill in the Requestor's email and any additional fields, as necessary. Multiple addresses can be added by separating with a semi-colon (;). Click Save to submit your request.

Requestor:		
Requested By	SSO000001	2 DA FIC
Title		
Agency	1007	ALBANY CITY PD
Telephone #		
Email Address		
Prosecuting Attorney	Information (if "r	equestor" is not the prosecutor):
County of Prosecutor		?
Title (DA, Asst. DA, etc.)		
Prosecutor Name		?
Telephone #		
Email Address		
Discovery Information	n:	
Trial Date (if known)		
Arraignment Date		
Date Requested	12/23/2019	
Comments		

• As discovery material becomes available, email notification will be sent to the address(es) on the requestor's Email Address line, plus any county DA office emails the lab has on file.

• A sample email is shown here:

Discovery has been completed for Agency Case XXXXXX

Lab Case: 'year'HL-xxxx

Log into the portal to view the materials. Case specific materials are found by searching the Lab Case Number. Other pertinent information such as Analyst CVs, Impeachable material, Lab Accreditation material, and Quality Investigations will be found in the self service area. Guidance for locating and accessing the self service area are provided in the Discovery Guide (link below).

Please be advised that while the NYSP Crime Laboratory System strives to provide a complete discovery package in compliance with Article 245.20 of the criminal procedure law, additional documentation and originals are retained at the laboratory which are available for review. The material provided may include correspondence with information unrelated to this case (e.g. names, agency case numbers). Records must be reviewed by your office to assess whether redactions are necessary. Note that as many case specific documents are continuously updated, versions provided in the discovery are complete as of the date they are issued. Should additional information, documentation or updated versions be required, please review the Discovery Guide, found here: https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpublicapps.troopers.ny.gov%2FDiscovery%2F&data=05%7C01%7Clean.Blundell% 40troopers.ny.gov%7Cc732ffece4ee4857e41508daa08142b6%7Cf46cb8ea79004d108ceb80e8c1c81ee7%7C0%7C0%7C637998774270947248%7CUnknown% 7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDALLClQIjoiV2luMZIILCJBTII6ik1haWwiLCJXVCl6Mn0%3D%7C3000%7C%7C% 7C&sdata=qSgAhW5GpecusQlb12S7oC2iD7tGu67JexgARgoaw%2BY%3D&reserved=0 or contact mailbox NYSP-FIC-Discovery@troopers.ny.gov to make an inquiry.

2. <u>Retrieving Discovery Materials</u>

- Log into eJusticeNY portal <u>https://www.ejustice.ny.gov</u>
- Select the "Resources" tab at the top of the page, then select Lab Management Discovery
- Find the case for which discovery material is available in one of two ways:
 - o under Recently Accessed Cases or
 - by LAB CASE NUMBER (leaving all other fields blank include the dash '-' and leading zeros)

題 Discovery Info Search			
Department	*		~
Department Case Numbe	r *		
Lab Case	*	20HL-00001	
Last Name	*		
First Name	*		
Name Soundex Search	*	No 🗸	
Clear Search			

- Select the appropriate case
 - The Y in the Reviewed by lab column indicates that material is ready to be reviewed or downloaded

Date Requested Requested By	Requested For	<u>Agency</u>	<u>Court</u>	Reviewed at lab?
12/17/2019 SSO0000004				Y

• At the bottom of the screen click on Table of Contents button, which will open a PDF document that displays the list of files included in the Discovery Packet

LIMS Discovery Procedures

Reject Reason	
Make New Discovery Requ	est Edit Cancel Delife Table of Contents Domload Back
Status	
	Crime Fighter B.E.A.S.T. © 1995, 2019 Porter Lee Corporation. All rights reserved

• Click on Download to show the list of files to be downloaded. The files are included in ZIP file(s)

Download Discovery Files				
	✓	<u>File Number</u>	<u>File Name</u>	
	✓	1	19HL-02788-12-17-2019-275-File_1	

- Make sure that Pop-Up Blocker is turned off for this site in your browser
- Click on Download again to initiate the download

Download Close

• The download is being processed screen pops up and then a pop up appears asking where to store the downloaded zip file. The default discovery zip file is named DiscoveryFiles.Zip

Do you want to open or save DiscoveryFiles.zip (13.4 MB) from limsdiscovery-dev.troopers.ny.gov? Open Save 🔻 Cancel

• Once the download completes, click Close to close the Download Discovery Files screen

Note: ZIP file(s) will only be available for download for a period of one-year from date of issuance.

SELF SERVICE (CVs, PTs, Quality Investigations, Accreditation, Audit, Impeachable)

• Retrieve discovery related accreditation, audit and personnel material by clicking "Self Service" in the top right corner

LIMS PRELOG			SSO0008761 (ORACLE) NYSP_DEV 1.24115-NET4.0.30319
		Discovery Portal	Self Service ogout
🕅 Discovery Info Se	earch		
Department	*		
Department Case Num	1ber *		
Lab Case Last Name	*		
First Name	*		
Name Soundex Search	n * No 🗸		
Clear Search			
I Recently Accesse	d Cases		

• Select the material needed, opening the appropriate folders. Check all desired documents then click download.

LIMS PRELOG
Discovery Portal
Quality Investigations - LAB Laboratory Accreditation and Audit Computer Crime Unit Personnel Forensic Video/Multimedia Personnel
🗀 Cooper, Jason 🗁 Deyoe, Ken
Ken Deyoe CV June 2021.docx
Eckhardt, Mary Kennedy, James Wilkes, Alison
Laboratory Personnel
Download Back To Dashboard

• The material will be accessible through a zip file in the downloads folder of your computer

3. <u>General Information</u>

- Additional Case Information
 - If additional information is required, please submit another request or contact the FIC Discovery email (<u>NYSP-FIC-Discovery@troopers.ny.gov</u>)
- If you have problems logging into the Lab Management Discovery application, clear your browser's cache, close all browser windows and try again
- Requesting Access to Lab Management Discovery

- The agency TAC needs to request the additional provisioning through the Contact screen.
- o Click on the Feedback button in the top right-hand corner of the screen



• The Contact screen will pop up

Contact X				
 If the Integrated Justice Portal is down or if you need immediate assistance please contact the ITS Service Desk at 1-844-891-1786. 				
 For DCJS business related questions please visit <u>http://www.criminaljustice.ny.gov/crimnet/mail.htm</u> or call 1-800-262-3257 for contact information. 				
For all other requests, please select from the following options.				
Choose an option				
O Application or Technical issues and Password resets				
OProvisioning (Add, update or delete a User's Portal Account)				
Note: Only Agency TAC's and Sub-TAC's are authorized to submit provisioning requests				
Subject:				
Message:				
~ · · · · · · · · · · · · · · · · · · ·				
Attachment: Browse				
,				
Send a copy to me (Rachael.Vandeusen@troopers.ny.gov)				
SUBMIT				

- The TAC (Terminal Access Coordinator) must request users in their ORI access to the Lab Management – Discovery or LIMS_DSC role via the message box. TAC must include the Portal user name, user first name and last name to be granted access.
- Home Page
 - At any time, click on the **Dashboard** button to get back to the home page.

		_
18-482172 / ALBANY CITY PD	19HL-02788 Dashboard Logout	$\mathbf{>}$

- Errors
 - Please contact the Enterprise Service Desk for any technical issues

Enterprise Services Desk at: 1-844-891-1786

Please contact the NYSP Lab for inquiries related to the case management system
 <u>NYSP-FIC-Discovery@troopers.ny.gov</u>

Or Call 518-457-2466