



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 every case reported by Toxicology
- For every case reported by Seized Drugs
- For every case reported by Firearms
- For Biological Science Casework, Latent Print, Trace, Computer Crime and Video/Multimedia sections, [a request must be submitted for discovery material](#). 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 [Self Service](#) area. Requests for updated versions can be submitted to NYSP-FIC-Discovery@troopers.ny.gov.

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 [request](#) 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 <https://publicapps.troopers.ny.gov/Discovery/Toxicology> 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](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 NYSDNADatabank@troopers.ny.gov. 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 NYSDNADatabank@troopers.ny.gov or call 518-457-7999 and ask for a Databank Supervisor.

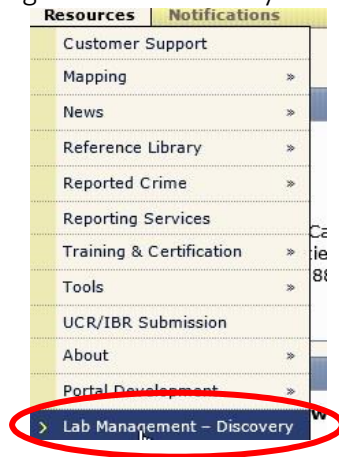
The procedures outlined below will be used to [request](#) and [download](#) discoverable materials produced by the New York State Police Crime Laboratory System. Each download will include a Table of Contents that documents the information contained in the ZIP file(s).

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. Requesting Discovery Materials

- Log into eJusticeNY portal – <https://www.ejustice.ny.gov>
 - 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



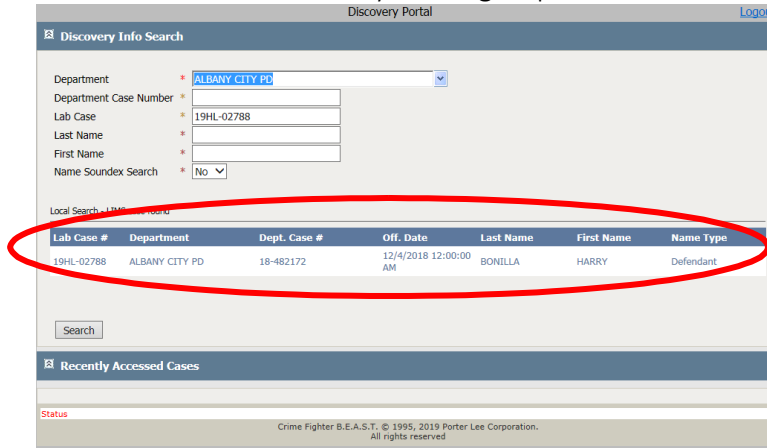
- The Discovery Info Search screen may show the department associated with your ORI

The image shows the 'Discovery Info Search' form in the LIMS PRELOG Discovery Portal. The form includes the following fields: Department (dropdown menu), Department Case Number, Lab Case, Last Name, First Name, and Name Soundex Search (dropdown menu with 'No' selected). A 'Search' button is located at the bottom left of the form.

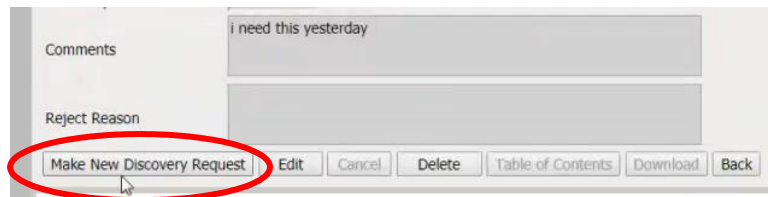
- Search for the department that handled the arrest by typing in part of the department’s name (i.e., type in Saratoga for all department’s with Saratoga in the name)
- Search for a case by filling in the appropriate search field(s)

The image shows the 'Discovery Info Search' form with the following search criteria entered: Department: SARATOGA COUNTY SHERIFF, Department Case Number: [empty], Lab Case: 19HL-278, Last Name: [empty], First Name: [empty], and Name Soundex Search: No. A 'Search' button is located at the bottom left of the form.

- Select the case for which discovery is being requested



- Complete the request form and submit by clicking “Make New Discovery Request” at the bottom of the screen



- 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: SSO0000001 ? DA FIC

Title: _____

Agency: 1007 ? ALBANY CITY PD

Telephone #: _____

Email Address: _____

Prosecuting Attorney Information (if "requestor" is not the prosecutor):

County of Prosecutor: _____ ?

Title (DA, Asst. DA, etc.): _____

Prosecutor Name: _____ ?

Telephone #: _____

Email Address: _____

Discovery Information:

Trial Date (if known): _____

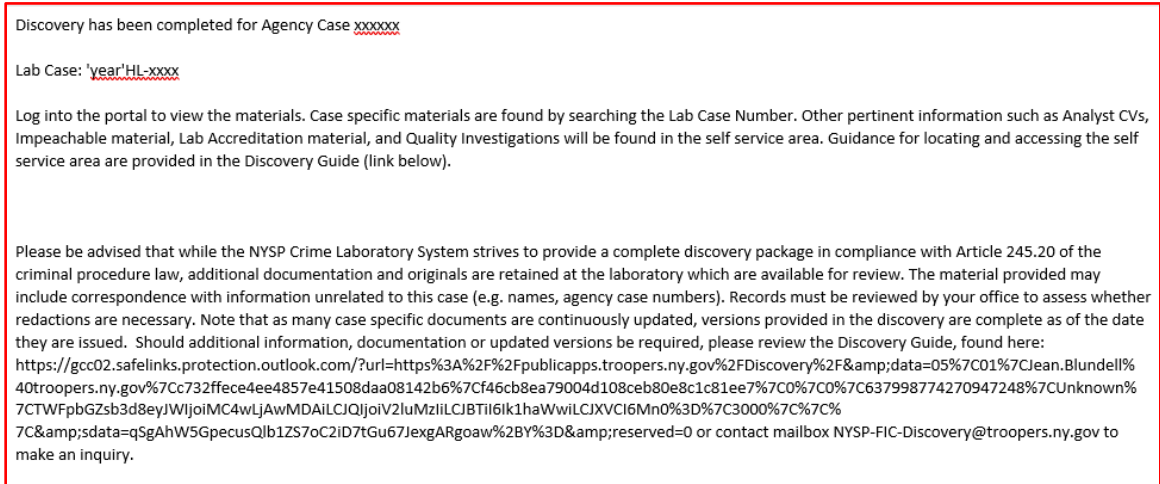
Arrestment Date: _____

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:



2. Retrieving Discovery Materials

- Log into eJusticeNY portal – <https://www.ejustice.ny.gov>
- 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:
 - under Recently Accessed Cases or
 - by LAB CASE NUMBER (leaving all other fields blank – include the dash '-' and leading zeros)

Discovery Info Search

Department *

Department Case Number *

Lab Case *

Last Name *

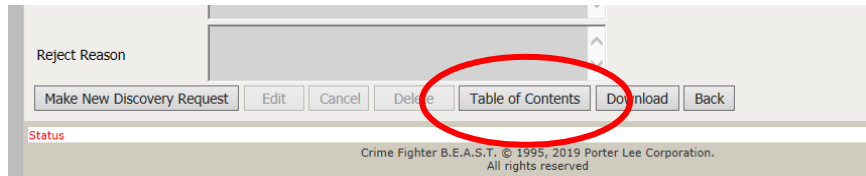
First Name *

Name Soundex Search *

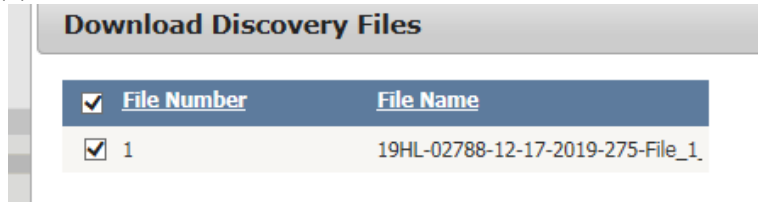
- Select the appropriate case
 - The Y in the Reviewed by lab column indicates that material is ready to be reviewed or downloaded

Date Requested	Requested By	Requested For	Agency	Court	Reviewed at lab?
12/17/2019	SS00000004				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



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



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



- 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



- 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

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

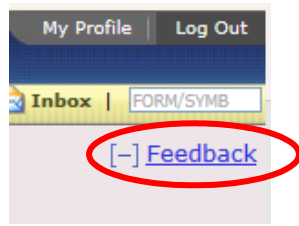


- The material will be accessible through a zip file in the downloads folder of your computer

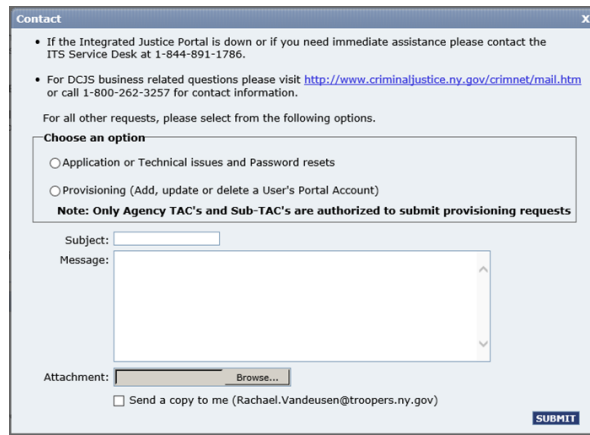
3. General Information

- Additional Case Information
 - If additional information is required, please submit another request or contact the FIC Discovery email (NYSP-FIC-Discovery@troopers.ny.gov)
- 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.
- Click on the Feedback button in the top right-hand corner of the screen



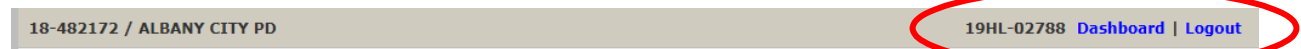
- The Contact screen will pop up



- 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.



- 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
NYSP-FIC-Discovery@troopers.ny.gov

Or
Call 518-457-2466