NOTICE
Change in Laboratory Procedure

Effective March 1st, 2017, laboratory reports will only be available online.

To ensure our customers receive the most efficient and effective services possible, the Kansas Bureau of Investigation (KBI) Forensic Science Laboratory activated the Laboratory Case Inquiry / Evidence Prelog segment of our Laboratory Information Management System (LIMS) in 2015. The Laboratory Case Inquiry feature serves a dual purpose. It allows our customers to view the current status of pending examinations and to easily download “released” laboratory reports. Through Laboratory Case Inquiry, laboratory reports are available immediately upon release to the customer, eliminating costly postal services and potential delivery delays.

In an effort to benefit from this technology and facilitate laboratory productivity the KBI has decided to move away from providing hard copy reports to our customers. As of March 1st 2017, all laboratory reports will only be available and accessed online via Laboratory Case Inquiry. The KBI Forensic Science Laboratory will no longer mail laboratory reports to our customers except under extenuating circumstances.

Laboratory Case Inquiry is available to all KBI Forensic Science Laboratory customers through the Kansas Criminal Justice Information System (KCJIS) network. For detailed information on how to gain access to KCJIS (for new users) and Laboratory Case Inquiry visit the KBI’s public website at http://www.kansas.gov/kbi/info/info_prelog.shtml. A Prelog Users Guide and instructional videos are also available on the website.

This information is being provided to all agency heads by email and/or mail. Please distribute this information to relevant staff members in your agency. If you have any questions please contact Steven D. Koch, Assistant Laboratory Director, at (785) 296-1117 or Stephen Sisco, LIMS Administrator at (785) 296-1130.

Attached:
Case Inquiry / Prelog Application
### Case Inquiry (Download Laboratory Reports)

**Forensic Science Laboratory**

**Kansas Bureau of Investigation**

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**Case Inquiry / Prelog Application**

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**Further Instructions**

- Enter Individual names assigned to access KCLIS Network
- Yes / No reports
- Evidence Download
- Prelog IT Email
- IT Phone
- TAC Email
- TAC Phone
- Agency TAC Information (Terminal Agency Coordinator)
- Agency IT Email
- Agency IT Phone
- Agency IT Name

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**Pre-logging Evidence**

- Reports are available in PDF format at [www.kbi.org](http://www.kbi.org) or [www.klic.org](http://www.klic.org)
- Laboratory Reports may also be downloaded through KCLIS System.
- Access to this section of the Prelog System allows users to "Prelog" evidence that will be submitted to the KBI Forensic Science Laboratory for analysis. Typical laboratory reports available include:
  - DNA profiles
  - Bloodstain pattern analysis
  - Firearms examination
  - Toxicology analysis
  - Other forensic techniques

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**Reporting**

- Please report any issues or concerns related to the laboratory process to the Kansas Bureau of Investigation.

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**Comments**

- Notification delivery email address will receive any new email address for receipt of notifications when lab reports are released.
- Your agency MUST also establish a specific email address for the reference of notifications when lab reports are released.