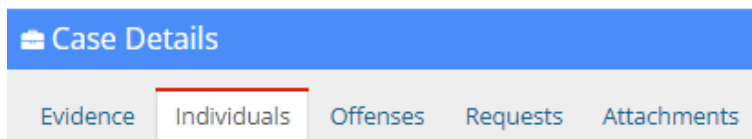


Portal Drug Case

Patrol Network: <https://it.mshp.dps.mo.gov/LIMS-plus-v5-Portal> (Microsoft Edge: supported browser)

1. Under Cases, click "Create New Case".
 - a. **Agency:** Assigned Troop or Agency
 - b. **Agency Case Number:** Incident number or CFS number
 - c. **Case Type:** Select "Highway" if this case is the result of a traffic stop.
 - d. **Lab:** Where will the evidence be submitted?
 - e. **Notes:** Summary of Incident (Ex. Traffic stop. Drugs found in search incident to arrest.)
2. Click Save.
3. Under Case Details, there are Five Tabs



- a. **Individuals Tab (Enter First):** At a minimum...
 - i. Individual Type
 - ii. Name of the Individual
 - iii. Date of Birth
 - iv. Gender
- b. **Evidence Tab:**
 - i. **Evidence Type:** Outermost container
 - ii. **Agency Evidence Number:** Container number
 - iii. **Description:** List the item(s) in this container, including item number(s).

One manila envelope containing:
0123.002 Crystalline substance
0123.003 Glass pipe
0123.004 Tablets
 - iv. **Notes:** Enter any pertinent information related to this container.
 - v. **Source:** Select the individual associated with the evidence listed above (If different items within the container are associated with different suspects, you must distinguish in the Notes section above).
 - vi. **Submitting Rep:** Officer's name
- c. **Offenses Tab:** Assign the main offense.
(Only need to complete the following)
 - i. **Offense Date:** Date of Crime
 - ii. **Offense Code:** Drug Violation
 - iii. **State:** Missouri
 - iv. **County:** Select the County

d. **Requests Tab:**

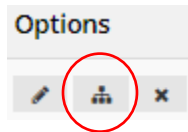
(Only need to complete the following)

- i. **Discipline:** Drug Chemistry
- ii. **Service Type:** Drug Chemistry
- iii. **Requesting Rep:** Officer's Name
- iv. **Notes:** List any special instructions.

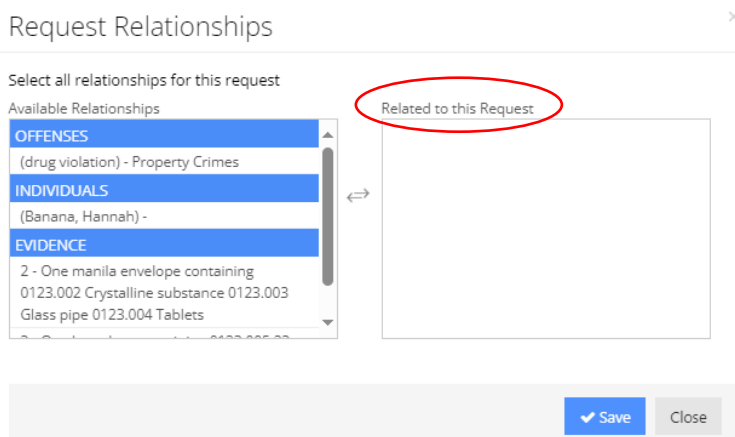
e. **Attachments Tab:** Not Required.

4. **Relating Requests**

- a. Click the Request Tab.
- b. Under "Options", click the tree icon.



You should see...



- i. **OFFENSES:** Click the offense to move it to the right under "Related to this Request".
 - ii. **INDIVIDUALS:** Click suspect(s) to move to the right.
 - iii. **EVIDENCE:** Click all evidence container(s) needing drug examinations.
- c. Click Save.
 - d. Click Close.

5. Click the purple "Print Evidence List" under Case Information.

- a. Review all information to make sure it's accurate.
- b. Print a copy and submit with your evidence.

6. Click the green "Submit to LIMS".

Note: Once you hit "Submit to LIMS", you cannot edit any information.