Portal Firearms Case

Patrol Network: https://jt.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 <u>traffic stop</u>.
   d. **Lab:** Where will the evidence be submitted?
   e. **Notes:** Summary of Incident (Ex. Assault. Firearm found on suspect. Compare to cartridge cases found at scene.)
2. Click Save.
3. Under Case Details, there are Five Tabs

   a. **Individuals Tab (<u>Enter First</u>):** 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).

      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.
      (<u>Only need to complete the following</u>)
      i. **Offense Date:** Date of Crime
      ii. **Offense Code:** Weapons Violation
      iii. **State:** Missouri
      iv. **County:** Select the County
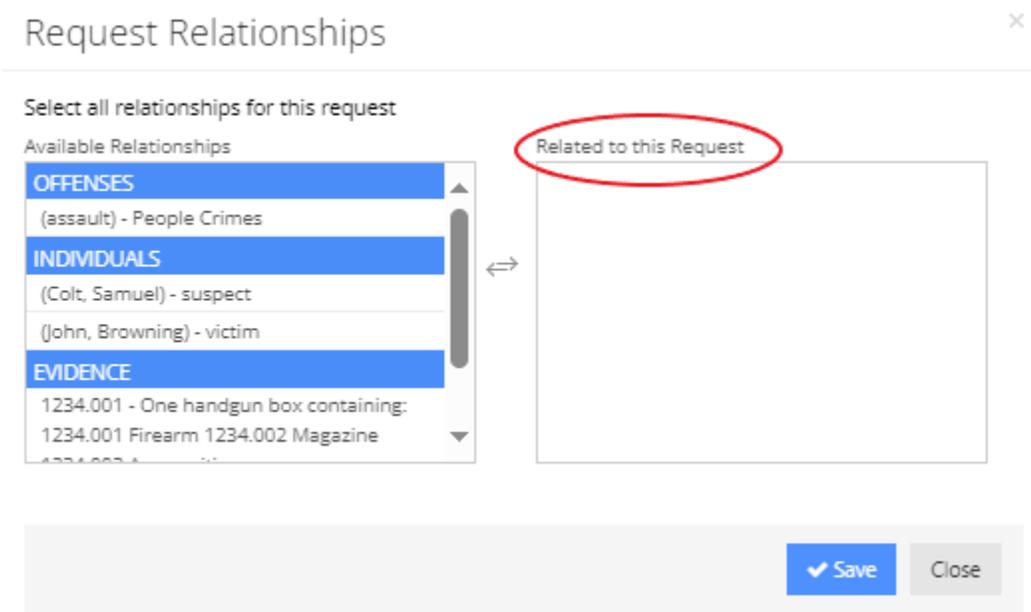
   d. **Requests Tab:**

      i.   **Discipline:** Firearms and Toolmarks

      ii.   **Service Type:** Firearm Examination (+comparisons, serial number, etc)

     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.
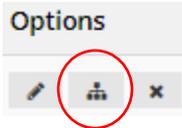
You should see…

      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.