



# Kansas Bureau of Investigation

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## **2<sup>nd</sup> NOTICE** ***Change in Laboratory Procedure***

**Effective March 1<sup>st</sup>, 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 1<sup>st</sup> 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](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