


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"BARCODED EVIDENCE ANALYSIS STATISTICS &amp; TRACKING PRE-LOG SYSTEM (BEAST)"</b>		<b>ORDER NUMBER:</b> <b>36-3</b>	
		<b>PLEAC STANDARD:</b> <b>3.5.2 (e)</b>		<b>PAGE 1 OF 3</b>	
<b>RE-ISSUE DATE:</b> <b>9/23/2016</b>	<b>EFFECTIVE DATE:</b> <b>09/03/2013</b>	<b>ANNUAL REVIEW DATE:</b> <b>SEPTEMBER</b>	<b>RESCINDS:</b> <b>NONE</b>	<b>AMENDS:</b> <b>NONE</b>	

## **1.0 POLICY OR PURPOSE**

- 1.1 It is the policy of the Pittsburgh Bureau of Police to log all evidence into the computerized Barcoded Evidence Analysis Statistics & Tracking Pre-Log System prior to physically submitting it to the Allegheny County Medical Examiner's Forensic Laboratory.
- 1.2 The purpose of this General Order is to provide authorized officers with guidelines regarding data entry for pre-logging evidence into the Barcoded Evidence Analysis Statistics & Tracking Pre-Log System.

## **2.0 DEFINITIONS**

- 2.1 Barcoded Evidence Analysis Statistics & Tracking Pre-Log System- A J-NET hosted web portal that is administered and maintained by the Pennsylvania State Police, which provides a means for authorized members of the Pittsburgh Bureau of Police to pre-log evidence prior to delivery and submission to the Allegheny County Medical Examiner's Forensic Laboratory, (herein referred to as the "BEAST"). BEAST will allow authorized users to access and print Medical Examiner's reports upon completion of services at the laboratory.

## **3.0 AUTHORIZATION**

- 3.1 All personnel in the following units will have access to all Pittsburgh Bureau of Police submissions into the BEAST:
  - 3.1.1 Computer Operations
  - 3.1.2 Mobile Crime Unit
  - 3.1.3 Night Felony
  - 3.1.4 Property Room/Quartermaster
  - 3.1.5 Court Liaison
  - 3.1.6 Firearms Tracking Unit
  - 3.1.7 Narcotics and Vice
- 3.2 Each Zone Commander/or his or her designee will designate the daylight desk officer and three additional officers on daylight shift, one of which will be the mail car, that will pre-log information and have access to Crime Lab reports that are in the BEAST for the Zone's evidence submissions to the Medical Examiner's Office.
  - 3.2.1 Authorized users from the Zones will only have access to their respective Zones' submissions.
- 3.3 The Narcotics Commander will also designate three detectives on steady daylight shift to enter pre-log information and have access to Crime Lab reports that are in the BEAST. One of these detectives will be the mail car/evidence transportation custodian.
- 3.4 Sex Assault and Family Crisis, Arson, and the Bomb Squad will be responsible for submitting their own evidence and will only have access to their submissions in the BEAST.
- 3.5 In the event that there is a change in authorized individuals accessing the BEAST or there has been a compromise in security, the respective Commander shall immediately notify Computer Operations in order to change the respective location's password.
- 3.6 Authorized users have the ability to check the status of evidence that has been submitted by their respective Zone/Unit, with the exception of those Units listed in Section 3.1, as they will have access to all PBP submissions.

3.7 All authorized users will receive the appropriate training. Training records will be maintained by the Training Academy.

#### **4.0 EMAIL ADDRESSES ASSOCIATED WITH THE BEAST**

4.1 In order to submit evidence into the BEAST, a valid email address is required. Upon completion of the requested testing/analysis, the Medical Examiner's Office will email the group with results. A group email address has been set up for all Zones and Units that will be submitting evidence. This group email address will include authorized users of the BEAST and the duty locations' clerks. The email groups are as follows:

- 4.1.1 PBP\_Zone1\_BEAST
- 4.1.2 PBP\_Zone2\_BEAST
- 4.1.3 PBP\_Zone3\_BEAST
- 4.1.4 PBP\_Zone4\_BEAST
- 4.1.5 PBP\_Zone5\_BEAST
- 4.1.6 PBP\_Zone6\_BEAST
- 4.1.7 PBP\_Narcotics\_BEAST
- 4.1.8 MCU All Members
- 4.1.9 PBP\_SAFB\_BEAST
- 4.1.10 Fire\_Investigations
- 4.1.11 E.O.D unit
- 4.1.12 PBP Property Room

4.2 These group email addresses, (as indicated in Section 4.1), will include authorized users of the BEAST. For the Zones, this will include three officers/detectives, the Zones' daylight desk officers, and duty location clerks as authorized by the respective duty locations' Commander.

4.3 Any inquiries into the status of submitted evidence shall be directed to the respective Zone or Units email address.

4.4 The duty locations' clerks and/or officers/detectives, as designated by the duty locations' Commander, are responsible for printing and distributing the results to the case constable requesting the services of the Allegheny County Medical Examination Forensic Laboratory.

4.5 The email addresses will be updated annually, on January 1<sup>st</sup>, to accurately reflect the picks for that year (daylight desk officer, mail car, additional/back-up officers).

#### **5.0 SUBMISSION OF EVIDENCE WITH THE BEAST (FROM A DUTY LOCATION)**

5.1 Pre-logging is not a replacement for the current regulations pertaining to the packaging and submission of evidence to the Allegheny County Medical Examination Forensic Laboratory (refer to General Order # 36-1 Evidence Procedures and/or the Allegheny County Office of the Medical Examiner Submission Manual for all packaging requirements).

5.2 Any officer that is submitting evidence to the Medical Examiner's Officer **shall still complete** the following Submittal Forms:

- 5.2.1 Toxicology-DUI
- 5.2.2 Sexual Assault-Serology

5.3 **The following submittal forms are no longer required**, as the officer submitting the information into the BEAST will obtain all pertinent information pertaining to the evidence from the report and/or evidence envelope:

- 5.3.1 Drug Chemistry
- 5.3.2 Firearms
- 5.3.3 Serology
- 5.3.4 Toxicology-Case Order
- 5.3.5 Toxicology-Drug Facilitated Sexual Assault
- 5.3.6 Trace-Gun Shot Residue Clothing
- 5.3.7 Trace

**6.0 SUBMISSION OF EVIDENCE WITH THE BEAST (VIA THE MOBILE CRIME UNIT)**

- 6.1 Any evidence that is collected by a duty location that is to be sent to the Mobile Crime Unit and then on to the Allegheny County Medical Examiner's Forensic Laboratory for further testing, entry into the BEAST shall be completed by the respective duty locations' authorized users. The BEAST submittal form shall then be printed and attached to the evidence prior to submission to the Mobile Crime Unit.
- 6.2 Any evidence that is collected by the Mobile Crime Unit, the BEAST submission will be completed by Mobile Crime Unit personnel.

**7.0 PRE-LOGGING EVIDENCE WITH THE BEAST**

- 7.1 Only the designated/authorized officers who have received the proper training shall pre-log evidence with the BEAST.
- 7.2 The BEAST can be accessed through J-Net's "Agency Highlights" Section.
- 7.3 Login and passwords are confidential and shall only be changed by Computer Operations, in the event that there is a breach in security.
- 7.4 All submissions into the BEAST shall use the following format for the "Incident Number": two digit year followed by a six digit CCR number. For example, CCR# 4172 for 2014 will read 14004172.

Approved By:



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Cameron McLay  
Chief of Police