

NOTICE OF GUIDANCE DOCUMENT

Pursuant to Wis. Stat. § 227.112, the Wisconsin Department of Justice is hereby seeking comment on the following proposed guidance documents:

Evidence Submission Dos and Don'ts

DNA Submission Guidelines Cheat Sheet

Latent Prints Submission Guidelines Cheat Sheet

Controlled Substances Submission Guidelines Cheat Sheet

WSCLB Controlled Substances Evidence Submission Guidelines (Effective 2/15/19)

WSCLB DNA Evidence Submission Guidelines (Effective 2/15/19)

WSCLB Latent Print Evidence Submission Guidelines (Effective 2/15/19)

Letter RE: Toxicology Blood Alcohol Concentration (BAC) Testing and Drug Panels (Dated 4/15/19)

Letter RE: Fentanyl Field Testing at WSCLB (Dated 7/17/17)

Letter RE: Tire Track Impression Transition (Dated 12/8/15)

Letter RE: Question Documents Transition (Dated 8/23/13)

Guidelines for Capturing Acceptable Fingerprints

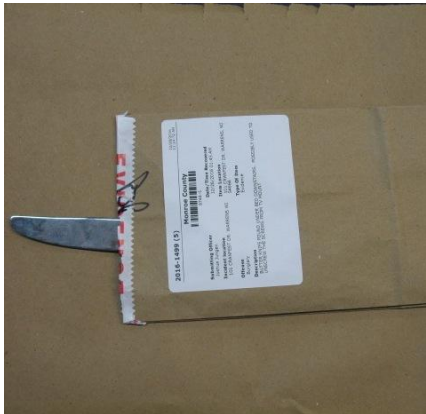
Evidence Submission Guidelines

PUBLIC COMMENT AND DEADLINE FOR SUBMISSION

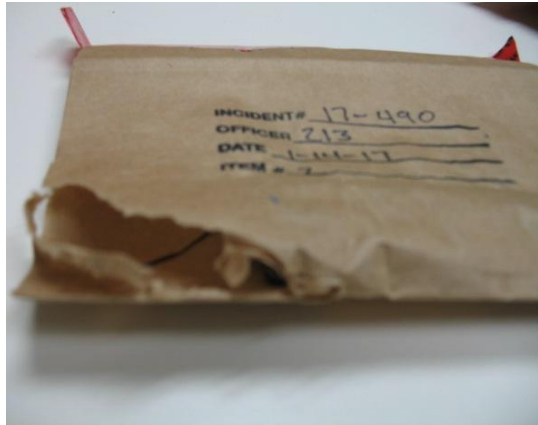
Comments may be submitted to the Wisconsin Department of Justice until February 24, 2020, by emailing the agency contact person listed below.

AGENCY CONTACT PERSON

Jody J. Schmelzer
Assistant Attorney General
schmelzerjj@doj.state.wi.us



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EVIDENCE SUBMISSION DOS AND DON'TS



<https://www.doj.state.wi.us/dles/crime-labs/wisconsin-state-crime-laboratory>

- 1. Do properly seal and initial packaging. Clearly label each item of evidence.**
A proper seal must have tape (preferable evidence tape) that securely seals the opening of the package and prevents anything from going in or coming out. The tape must then be initialed half on and half off the tape and the packaging. If heat-sealing, make sure heat-seal is secure all the way across then initial the heat-seal. Envelopes must have tape across the entire length of the flap. Folded over paper bags should be sealed on the fold. Label each item of evidence with contents – especially with names of individuals. Keep in mind Styrofoam boxes containing blood samples need to be sealed with evidence tape.
- 2. Separate drugs from packaging as thoroughly as possible. Do not send packaging in for DNA or Fingerprints if the drugs have not been removed.**
The packaging will go directly to the DNA or Identification analysts and they do not want to be in the position to have to deal with any dangerous drugs. You may call and talk with a drug analyst if you need instructions on how to properly separate drugs from packaging.
- 3. Be accurate on the number of items inside of the packaging.** This not only complies with the submission guidelines but also helps the analyst evaluate and allocate the proper amount of time they may need to spend on an item.

- 4. Do make sure all information on the transmittal is accurate and readable.** Try to be as thorough as possible to prevent numerous phone calls to verify information that is often left off or not corresponding to previously received information.
- 5. Do follow the evidence submission guidelines.** They are available on Wilenet along with evidence transmittal forms and other valuable information.
- 6. A buccal swab is a mouth or cheek swab only. Use this term only when appropriate.** It is confusing to the evidence technicians and analysts to try to figure out if it is an actual buccal swab or an evidence swab. This requires extra phone calls to the agency for clarification.
- 7. Package each item individually in a bag/envelope/box.** You could be contaminating other evidence and possibly over on the number items allowed for a case per the submission guidelines.
- 8. Do use the proper size packaging for the size of the item being submitted.** A small item should be packaged in a small envelope or bag. In addition, do not place large evidence items for DNA in plastic garbage bags or other improper packages.

- 9. Do not put knives or any sharp objects into bags; use a knife container or a gun box.** This is a safety issue...
- 10. Do call with questions.**
All three laboratories have personnel available that are more than happy to answer your questions regarding evidence submission and evidence packaging.

Wisconsin State Crime Laboratory
4626 University Avenue
Madison, WI 53705
608-266-2031

Wisconsin State Crime Laboratory
1578 South 11th Street
Milwaukee, WI 53204
414-382-7500

Wisconsin State Crime Laboratory
7100 West Stewart Avenue
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715-845-8626



DNA Submission Guidelines Cheat Sheet

Wisconsin State Crime Laboratory



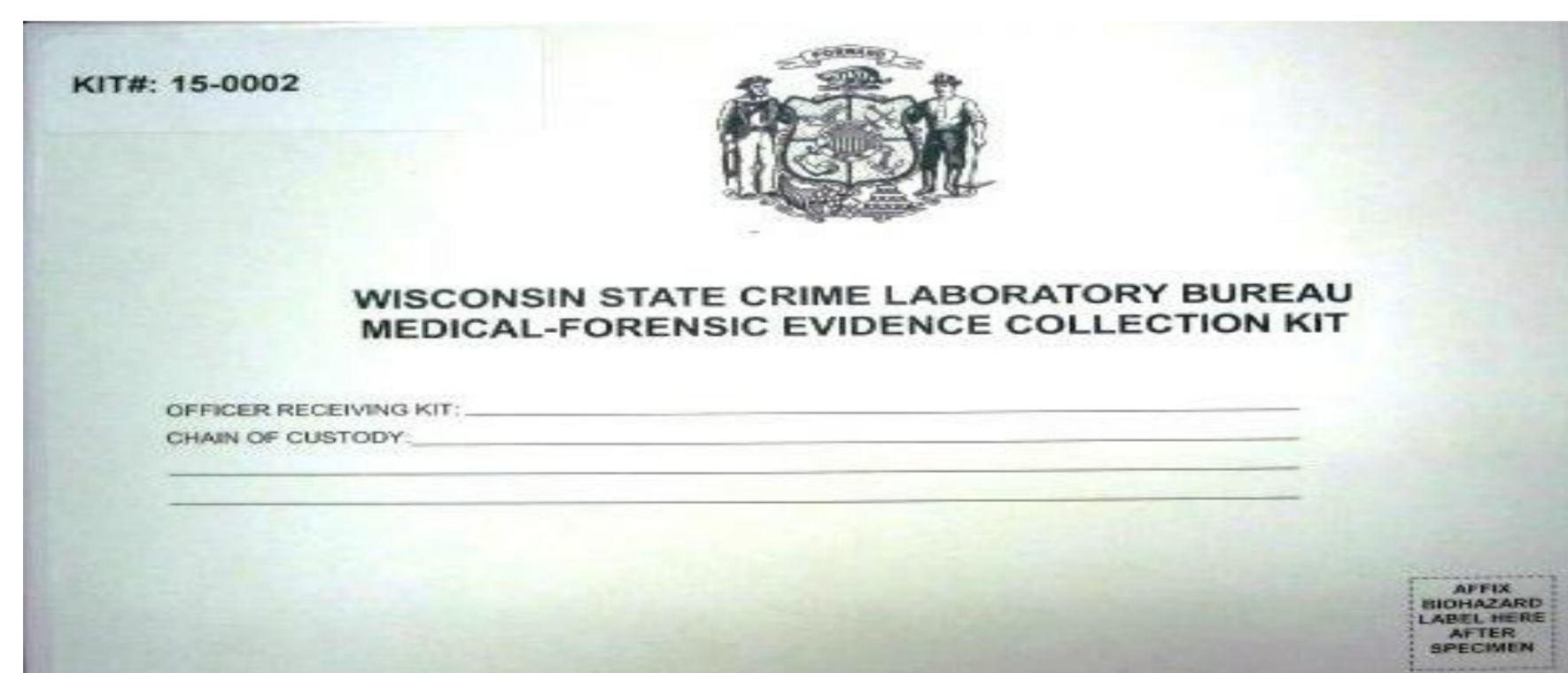
Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with a DNA supervisor or the laboratory manager. If possible, we will do our best to address the special needs of your case.

General Guidelines

- Submission of items of evidence shall be connected with felony investigations (WI Statute §165.75).
- Evidence connected to local ordinance violations and civil matters will NOT be analyzed by the crime laboratory.
- When multiple sections of the laboratory are involved, the submitting agencies should contact either a Wisconsin State Crime Laboratory supervisor or manager in their service area for guidance.
- Fingerprinting and DNA analysis on items removed directly from a person's body or clothing is generally not of forensic value and may not be analyzed unless there is a specific investigative need.

Sexual Assaults

- First Submission: Sexual assault kit plus one pair of underwear and one condom.
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to five (5) items
- Buccal swab standard(s) from victim(s) and consensual partner(s) who have had sexual contact with the victim within 72 hours of evidence collection **MUST** be submitted!



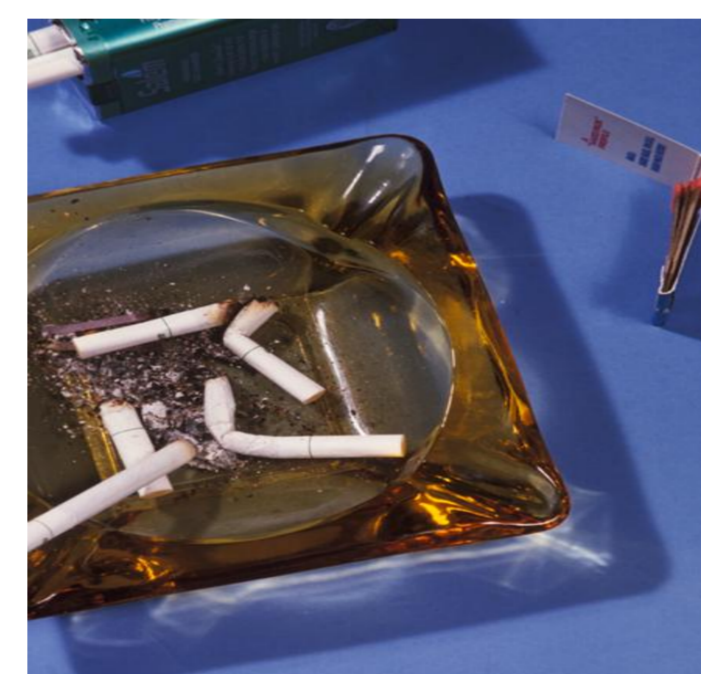
Homicides

- First submission: Limited to ten (10) items
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to ten (10) items



Burglary/Property Crimes/Other Case types (robbery, assault, etc.)

- First submission: Limited to three(3) items
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to three (3) items



Items taken from a suspect in a possession case (e.g. body cavity, pockets or waistband) may not be processed for DNA!

Touched Items

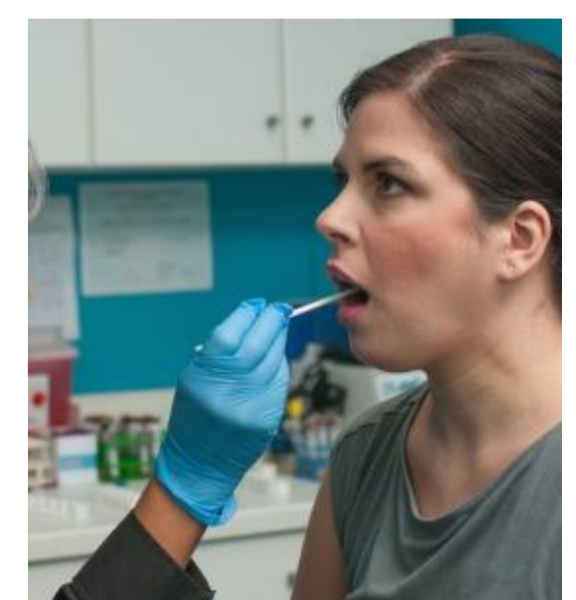
- ✗ No charred or burnt evidence
- ✗ No fired cartridge casings
- ✗ No submissions from commonly touched items (e.g. floor, doorknob/handle, public payphone) unless there is direct evidence of a suspect handling the item.
- ✓ Elimination standards **MUST** be submitted
- ✓ DNA free swabs recommended to collect evidence
- ✓ For violent crimes **ONLY**
- ✓ Processed for DNA only if it has not been processed by another discipline
- ✓ Must follow the number of items based on the case type



Checklist

Did you...

- Include buccal swab standards?
- Include a scenario?
- Package and store evidence correctly?
- Notify the lab of any trial date?
- Package items so that only one item is included in each package? (ex. Three items in one package=three items)





Latent Prints Submission Guidelines Cheat Sheet



Wisconsin State Crime Laboratory

Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with a Criminalistics supervisor or the Laboratory Manager. If possible, we will do our best to address the special needs of your case.



General LP Guidelines

- Items taken directly from a subject on a possession case (i.e. body cavity, pockets, or waistband) will not be processed for latent prints.
- Evidence processing prior to submission may limit the analyses that can be conducted on an item. When possible, collect and submit items to the lab for full sequential processing.
- Items not suitable for latent prints: Fired cartridge cases, heavily textured or soiled items, those less than one square inch in size (e.g. knotted baggie corners, .22 unfired cartridge cases, 1 cc syringes).
- Include elimination standards for all individuals who may have touched the evidence (residents of the house, owners of a stolen vehicle, law enforcement, etc.).



Packaging Evidence

- Separate drugs from packaging and submit them as separate items.
- An item is comprised of one piece of evidence; If items are packaged together, the number of items per package will be considered the number of items submitted (e.g. 3 baggies packaged together = 3 items). *Exception: Latent lifts from the same case can be packaged together.*
- Secure large or potentially dangerous items with string or wire to prevent shifting & contact with other items or the interior of the packaging.
- Do not tightly wrap non-porous items as this may damage or destroy any latent prints.
- Air dry wet or damp items before packaging in paper. If an item is submerged in water, place it in a container with the same water for transport to the laboratory.
- Clearly describe the item(s) on the transmittal.

There is no submission limit on standards, latent lifts, or image media, regardless of case type.

Homicides

- First submission: Limited to ten (10) items

If no probative results are found, submit the next tier of 10 items



Other Violent Felonies

e.g. Armed Robberies/Assaults/Batteries

- First submission: Limited to seven (7) items

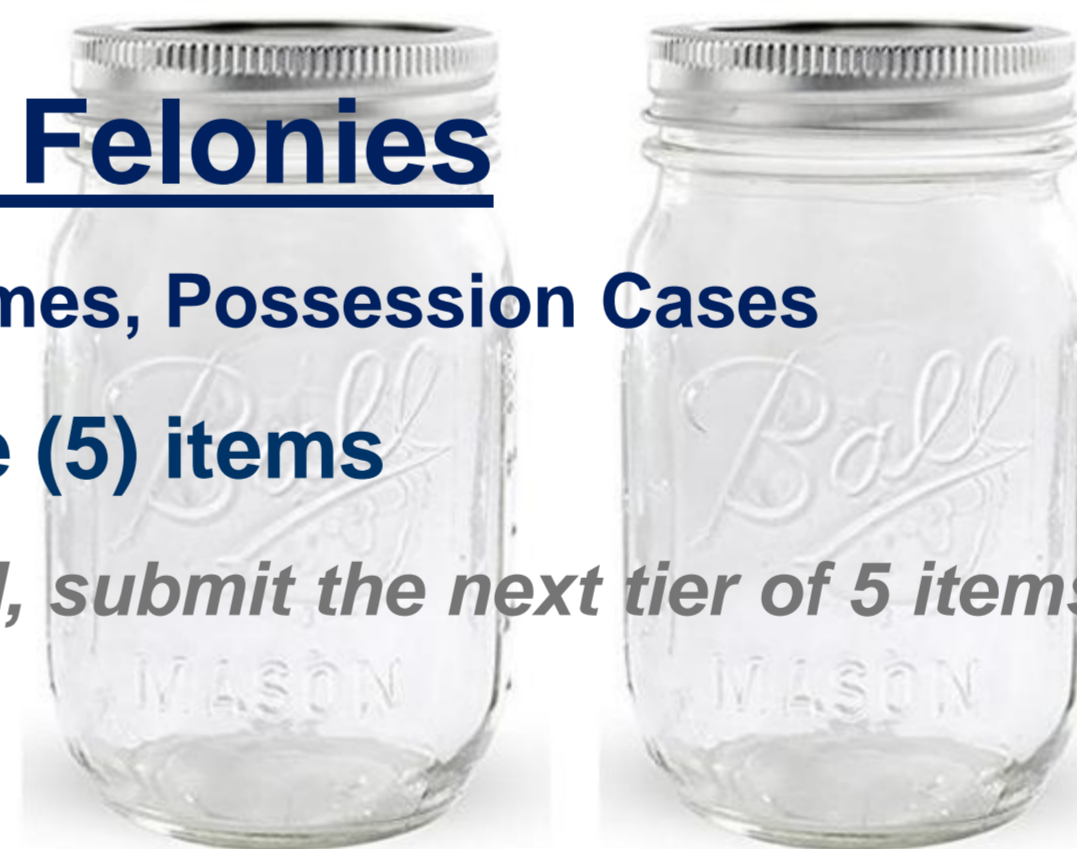
If no probative results are found, submit the next tier of 7 items

Non-Violent Felonies

e.g. Burglaries, Property Crimes, Possession Cases

- First submission: Limited to five (5) items

If no probative results are found, submit the next tier of 5 items



Note: Latent print processing can damage any item; please contact the laboratory to discuss options for electronics or items of monetary or sentimental value.

Digital Images

• Digital images of latent prints must be submitted on digital media; evidence is not accepted via e-mail.

• Submission of image media on CD/DVD must be separated by case; Each case should be submitted on separate discs with separate transmittals.

• Images of latent prints should contain a visible scale on the same plane as the prints.



• Latent impressions should be photographed in a lossless format (i.e. TIFF or RAW).



General Information

• Evidence shall be connected with felony investigations (WI Statute §165.75).

• When multiple sections of the laboratory are involved, the submitting agencies should contact either a WSCL supervisor or manager in their service area for guidance.

• Notify the WSCL of trial dates. Allow at least 1 month for complete analysis. Additional time is necessary if multiple disciplines are requested.

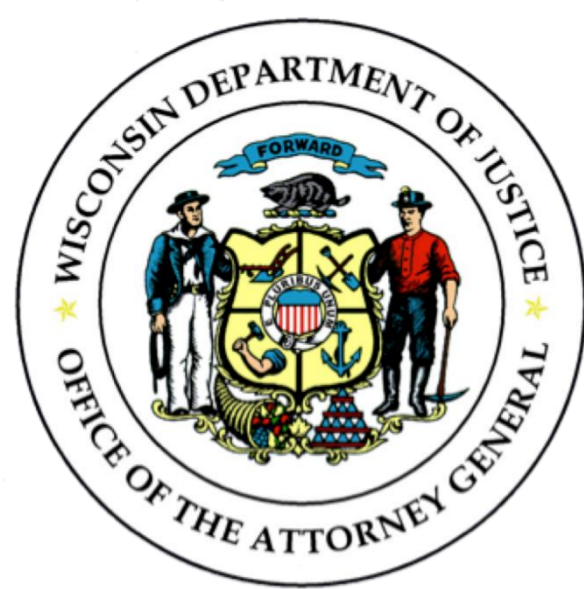
• Notify the lab if evidence analysis is no longer needed.

WSCL Contact Information

Madison (608) 266-2031

Milwaukee (414) 382-7500

Wausau (715) 845-8626



Controlled Substances Submission Guidelines Cheat Sheet

Wisconsin State Crime Laboratory



Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with the Chemistry supervisor or the Laboratory Manager. If possible, we will do our best to address the special needs of your case.

General Guidelines

- Submission of items of evidence shall be connected with felony investigations (WI Statute §165.75).
 - The Wisconsin State Crime Laboratory (CLB) will accept misdemeanor evidence with established trial dates on a case by case basis. Please contact a Wisconsin State Crime Laboratory supervisor or the Laboratory Manager for guidance.
- Evidence connected to local ordinance violations and civil matters will NOT be analyzed by the crime laboratory.
- The CLB would like at least 1 month prior to the first trial date to allow the laboratory time to complete analysis before court.
- If you have submission questions please contact the laboratory to speak to either a Wisconsin State Crime Laboratory supervisor or the Laboratory Manager for guidance.

Packaging Evidence

- Items requiring fingerprint or DNA analysis must be packaged separately from drug evidence unless unreasonable to do so. If a case requires fingerprinting of the bags containing the substance, please separate them prior to submission and list them as separate items on the transmittal sheet.
- Clearly describe the item(s) on the transmittal.



Plant Material

- Please thoroughly air dry all plant material prior to packaging. The laboratory will not accept wet or moldy plant material.
- Submit a sample (approximately 1 gram) from a large plant instead of the entire plant. Package and seal each plant sample separately.



Syringes/Liquids

- A syringe may be submitted if it is the only item in the case, or the only item connected to a suspect. To submit a syringe, follow these four steps.
 1. Package the syringe in a puncture-proof tube.
 2. Mark it as biohazard.
 3. Clearly state on the transmittal form that the item is a syringe.
 4. Take all necessary safety and blood borne pathogen precautions when handling syringes.
- If a syringe contains liquid, package the syringe to preserve and contain the liquid. Only the liquid will be analyzed.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vial or specimen jars).



Pharmaceuticals Tablets

- Non-controlled pharmaceuticals should not be submitted to the laboratory.

Clandestine Laboratories

Please contact the Wisconsin Department of Justice Division of Criminal Investigation.

Residues/Drug Paraphernalia

- If weighable material is present in other items, please do not submit paraphernalia or residues. If there is no weighable material, only one residue item per substance type will be analyzed.
- If a residue or paraphernalia item meets the guidelines for submission, DO NOT FIELD TEST THE RESIDUE. Submit to the laboratory for testing.



Checklist

Did you...

- Package and store evidence correctly?
- Notify the lab of any trial date?



WISCONSIN STATE CRIME LABORATORY BUREAU

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WSCLB Controlled Substances Evidence Submission Guidelines

Effective 2/15/2019

The Wisconsin State Crime Laboratory Bureau (WSCLB) works to provide quality forensic results to assist agencies throughout Wisconsin. In an effort to be both as effective and efficient as possible we have the following policies for all case submissions for controlled substances analysis.

LABORATORY REQUEST DETAILS

- Provide a Transmittal of Criminal Evidence form and specific details of the submission. The following information should be provided:
 - CCAP number and court proceeding dates
 - Detailed description of items in packaging including number of inner packets/bags, weights and suspected identity of substances
 - Location of recovery
 - If multiple suspects, which items are associated with each suspect
 - If the evidence submitted for controlled substance analysis has more than one date of offense the submitting agency must prepare a separate transmittal sheet for each date of offense.
- All items should be field tested when possible (except residues). In cases where Fentanyl is suspected, the WSCLB has made available at all three laboratory locations a testing area which will allow submitters to conduct field testing in a safe environment. Please contact a Chemistry Supervisor or Laboratory Manager for more information and/or to set up a time to conduct your testing.
- Rush requests **must** pertain to significant public safety concerns, and/or approaching jury trial date. To accommodate timely results for all agencies throughout Wisconsin, WSCLB works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCLB Chemistry Supervisor or Forensic Case Manager with any rush request.

EVIDENCE ITEM ACCEPTANCE

The types and number of evidence items accepted are dependent on the case type. For Controlled Substances, the WSCLB has specific guidelines that can assist in ensuring safety, evidence integrity, and timeliness for forensic science testing. Generally the laboratory will work to the highest statutory weight limit for each type of drug submitted. If the drug does not have a statutory weight limit, or the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.

Submission of items of evidence shall be connected with **felony** investigations (WI Statute §165.75). The WSCLB may accept misdemeanor evidence with established jury trial dates.

The WSCLB requires at least one month prior to the jury trial date to allow the laboratory time to complete analysis before the court date. Additional time is necessary if multiple disciplines are requested.

Additional or resubmitted evidence should be approved by the Chemistry Supervisor or Forensic Case Manager prior to submission.

I. Requirements for specific item types:

ITEM TYPE	ACCEPTANCE CRITERIA
Plant material	<ul style="list-style-type: none"> • Please thoroughly air dry all plant material prior to packaging. The laboratory will not accept wet or moldy plant material. • Please call the laboratory with questions about submission of large marijuana grows. • Submit a sample (approximately 1 gram) from a large plant instead of the entire plant. Package and seal each plant sample separately.

	<ul style="list-style-type: none"> Do not submit mushroom spores or growing media.
Powders	<ul style="list-style-type: none"> Large amounts of powders (>100g) need approval prior to submission.
Residues	<ul style="list-style-type: none"> If weighable material is present in other items, please do not submit paraphernalia or residues. If there is no weighable material, only one residue item per substance type will be analyzed. Do not submit items such as rolling papers, lighters or other items not suspected of containing a controlled substance. If a residue or paraphernalia item meets the guidelines for submission, DO NOT FIELD TEST THE RESIDUE (this includes syringes). Submit to the laboratory for testing.
Pharmaceuticals	<ul style="list-style-type: none"> Non-controlled pharmaceuticals will not be accepted for testing.
Syringes	<ul style="list-style-type: none"> A syringe may be submitted if it is the only item in the case, or the only item connected to a suspect.
Clandestine labs	<ul style="list-style-type: none"> Please contact the Wisconsin Department of Justice Division of Criminal Investigation for proper collections of evidence.

II. Items to note:

- If a field test is unable to be performed and there is no investigational information provided, you must contact the lab in your service area for approval, prior to submitting the evidence to the laboratory.
- Avoid sending in items that have not been charged and/or are not vital to the investigation.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have greater evidentiary value.

PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross transfer, cross contamination, and/or deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
 - Glass items must be packaged in boxes
 - Syringes should be packaged in sharps containers and be clearly marked.
- Powders must be packaged such that leakage does not occur. Examples of acceptable packaging include:
 - A powder in a paper packet placed into a manila envelope
 - A tied or sealed plastic bag placed in another plastic bag or other container.
- Items requiring latent print or DNA analysis **must** be packaged separately from drug evidence unless unreasonable to do so.
- Evidence obtained from body cavities should be separated from original packaging prior to submission.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vial or specimen jars).
- All evidence packages must be sealed and initialed prior to submission to the WSCLB.

As stated above, rush cases and testing on misdemeanor cases should be discussed with a Chemistry Supervisor or Forensic Case Manager of the WSCLB:

Kathy Mahnke
 WSCLB Forensic Case Manager
 (608) 609-6125
mahnkeka@doj.state.wi.us

Any questions concerning this policy should be directed to:

Nicole Roehm, M.S.
 WSCLB Director
 (414) 216-8769
roehmnl@doj.state.wi.us

Thank you for your cooperation in helping the WSCLB provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.



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Wausau, WI 54401
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WSCLB DNA Evidence Submission Guidelines

Effective 2/15/2019

The Wisconsin State Crime Laboratory Bureau (WSCLB) works to provide quality forensic results to assist agencies throughout Wisconsin. In an effort to be both as effective and efficient as possible, we have the following policies for all DNA case submissions:

PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
 - Glass, knives, guns, etc. should be securely packaged in boxes
 - Syringes should be packaged in sharps containers.
- Evidence items should be packaged separately to avoid direct contact that could result in cross contamination. Examples include:
 - Separate each swabbing or set of swabs (one wet and one dry) taken from an item of evidence
 - Separate questioned evidence from known sources
 - Separate by evidence type.
- Biological evidence should be dried and packaged in paper to prevent deterioration of evidence. Some exceptions include condoms and products of conception, which may be packaged in a specimen jar or vial.
- DNA reference standard packages must be clearly labeled with the name of the donor.
- All evidence packages must be sealed and initialed prior to submission to the WSCLB.

LABORATORY REQUEST DETAILS

- I. Provide an Evidence Transmittal Form and a case synopsis of the case facts. The case synopsis should include:
 - How the evidence relates to the crime in question;
 - To whom the evidence belongs; and
 - Where the evidence was located/collected from.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCLB works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCLB Supervisor or Forensic Case Manager with any rush request.

DNA rush requests must pertain to:

- Significant public safety concerns regarding violent crimes against a person(s);
- Unknown perpetrator; and
- Biological fluid evidence only (i.e., no touch DNA); or
- Approaching jury trial date when the trial is at least eight weeks from the date of submission to the laboratory.

EVIDENCE ITEM ACCEPTANCE

The types and number of evidence items accepted are dependent on the case type. Known DNA reference standards will not count against the number of items that may be submitted. A case scenario must be provided with the submitted evidence.

- I. Limits on the first laboratory submission:

CASE TYPE	NUMBER OF ITEMS ALLOWED	PREFERRED EVIDENCE
Homicide	10	Weapons, suspect/victim clothing, sexual assault kit (if applicable)
Other Crimes Against a Person (Robbery, Assault, etc.)	3	Suspected biological fluids, clothing or item left behind by suspect
Property Crimes	3	Suspected blood from point of entry, clothing or item left behind by suspect

If no probative association is established from the first submission, a second submission is allowed with the same limit on the number of items in the table above. If a probative association is established from the first submission then no additional evidence will be analyzed.

II. Sexual assault cases – limit in first laboratory submission:

- Medical Forensic Evidence Collection Kit (from victim and/or suspect)
- Underwear (from victim and/or suspect)
- Condom, if applicable
- If consensual sex occurred within 5 days of the exam date, please provide known reference samples from the consenting partner.

If no probative association is established from the first submission, a second submission of up to 5 items is allowed. If a probative association is established from the first submission no additional evidence will be analyzed.

III. Touched DNA evidence*:

- Will only be processed in cases that are crimes against persons; if not previously processed by another unit within the laboratory
- Items submitted for DNA analysis will not be processed for latent prints
- Must have elimination known reference standards submitted for comparison
- Will only be processed when no other probative evidence exists.

* Touched DNA evidence is defined as an evidence item that has had limited casual contact with an individual. This would primarily include objects briefly touched by an individual's hand. Items of evidence in which biological fluid may be located such as drink container openings or items that have undergone prolonged contact such as clothing are not considered touched DNA items and may be submitted for testing following the guidelines above.

IV. Possession cases (controlled substances and firearms):

- Items taken directly from a subject in a possession case will not be processed for DNA
- Will only be considered for analysis if the following conditions are met:
 - Request with an acceptable justification has been made from the District Attorney's Office to the laboratory
 - The appropriate known reference standards are submitted with the evidence
 - Drugs must be separated from packaging prior to submission to the laboratory.

Any evidence that contained fentanyl or fentanyl analogs will not be processed for DNA due to safety concerns.

The following evidence items will not be accepted for DNA analysis:

- Misdemeanor cases
- Fired cartridge casings
- Touched DNA evidence collected from the floor, countertop, doorknob/handle, etc. of a public place
- Touched DNA in a property crime that does not have a request and acceptable justification from the District Attorney's Office to the laboratory and appropriate known reference standards
- Cases with a jury trial date that is less than eight weeks from the date of submission to the laboratory.

To reduce the time it takes to obtain a laboratory report, provide known DNA reference standards at the time of the case submission. Please notify the laboratory if analysis is no longer needed. Immediately notify the laboratory of any upcoming court deadlines that will impact laboratory operations.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have potentially greater evidentiary value.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with the Forensic Case Manager of the WSCLB for consideration of acceptance:

Kathy Mahnke
WSCLB Forensic Case Manager
(608) 609-6125
mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm, M.S.
WSCLB Director
(414) 216-8769
roehmnl@doj.state.wi.us

Thank you for your cooperation in helping the WSCLB provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.



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WSCLB Latent Print Evidence Submission Guidelines

Effective 2/15/2019

The Wisconsin State Crime Laboratory Bureau (WSCLB) works to provide quality forensic results to assist agencies throughout Wisconsin. In an effort to be both as effective and efficient as possible, we have the following policies for all case submissions for latent print analysis:

PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
 - Glass, knives, guns, etc. should be packaged in boxes
 - Syringes must be packaged in sharps containers.
- An item is expected to be comprised of one piece of evidence. If items are received packaged together, the number of items in the package will be considered to be the number of items submitted (i.e., three baggies packaged together will be considered three items).
- Submission of image media on CD/DVD should be separated by case. (i.e., individual case images should be submitted on separate discs with separate transmittals).
- Drugs must be separated from packaging for latent print processing and the packaging must be submitted as separate items.
- Layers of packaging from only **one** kilo/“brick” of controlled substance (i.e., layers of tape and plastic wrap from one “brick” of cocaine or one “brick” of marijuana) will be accepted per submission.
- Appropriate elimination standards (i.e., residents of the house, owners/drivers of the stolen vehicle, employees who handled items) should be submitted for all individuals with rightful access to locations and items where latent print evidence is collected. Latent Print Examiners may elect to not enter latent prints into AFIS/NGI without receipt of proper elimination standards.
- Known standards should be packaged separately from latent lifts.
- Known standards should be submitted even if the individuals have a record on file.
- All evidence packages must be sealed and initialed prior to submission to the WSCLB.

LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCLB works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCLB Criminalistics Supervisor or Forensic Case Manager with any rush request.

Latent print rush requests must pertain to:

- Significant public safety concerns regarding violent crimes against a person(s); or
- Approaching jury trial date (when suspect is in custody).

EVIDENCE ITEM ACCEPTANCE

The types and number of evidence items accepted are dependent on the case type. Known standards will not count against the number of items that may be submitted. If a probative association is obtained, no further analysis will be performed on remaining evidence; otherwise, additional items may be submitted.

- I. Limits on the first laboratory submission:

CASE TYPE	NUMBER OF ITEMS ALLOWED
Homicide	10
Other Crimes Against a Person (Armed Robbery, Assault, Battery etc.)	7
Burglary, Property Crimes, Possession cases	5

If no probative association is established from the first submission, a second submission is allowed with the same limit on the number of items in the table above.

For all cases, known standards from victim(s) or subject(s), latent lifts and image media (CD/DVD) are excluded from this submission guideline and have no submission limit.

Items of evidence taken directly from a defendant in a possession case (i.e., body cavity, pockets, or waistband) may not be processed for latent prints.

Based on our experience in analysis of small items of evidence measuring less than one square inch in size (see below), we typically do not obtain any usable latent prints. These items would include but are not limited to:

- Knotted baggie corners
- Miniature zip lock bags
- .22 cartridge cases
- Small syringes.

However, when there is a high degree of likelihood that the evidence submitted may provide probative results or investigative leads, these types of evidence will be examined.

Due to safety concerns, items of evidence that contain fentanyl or fentanyl analogs will not be processed for latent prints.

In addition, fired cartridge cases, heavily textured or soiled items, and improperly scaled items will not be examined. Exceptions to this guideline will be handled on a case by case basis if the submitting agency can demonstrate the probative value in examining these items.

To reduce the time it takes to obtain a laboratory report, provide known reference standards at the time of the case submission. Please notify the laboratory if analysis is no longer needed. Kindly note that additional time is necessary if multiple disciplines are requested of an item. When items are submitted for latent prints, they will not be processed for DNA.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have greater evidentiary value.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with the Forensic Case Manager of the WSCLB:

Kathy Mahnke
WSCLB Forensic Case Manager
(608) 609-6125
mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm, M.S.
WSCLB Director
(414) 216-8769
roehmnl@doj.state.wi.us

Thank you for your cooperation in helping the WSCLB provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.



WISCONSIN STATE CRIME LABORATORIES

MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.
Madison, WI 53705
(608) 266-2031

1578 South 11th St.
Milwaukee, WI 53204
(414) 382-7500

7100 West Stewart Ave.
Wausau, WI 54401
(715) 845-8626

April 15, 2019

RE: Toxicology Blood Alcohol Concentration (BAC) Testing and Drug Panels

Dear Valued Crime Laboratory Partner,

The Wisconsin State Crime Laboratories (WSCL) are committed to providing quality, reliable, and unbiased forensic science testing results. In order to ensure timeliness and sound scientific testing services, the following change is being implemented for the Toxicology Units of the WSCL with an effective date of May 1, 2019.

Upon analysis, when the BAC of samples related to a case exceeds 0.100 g/100 mL, the WSCL will restrict further toxicological analyses (i.e. no drug testing) as results are sufficient to report state charges. Homicides and sexual assault cases are excluded from this restriction. If exigent circumstances exist that warrants the additional testing, please contact a Chemistry Supervisor.

Please feel free to contact the WSCL at any time regarding your toxicology questions. It is our goal to ensure your understanding, to educate you on benefits and limitations with forensic science testing, and to work collaboratively to ensure the citizens of Wisconsin are served at the highest possible level.

We appreciate your ongoing support and look forward to continuing to partner in the future. If you have any questions, please feel free to contact one of the Chemistry Supervisors:

Megan Niebauer – WSCL Madison (608) 266-2031

Ruth Henk – WSCL Milwaukee (414) 382-7500

Katie Hoffmeyer – WSCL Wausau (715) 845-8626

Sincerely,

Nicole Roehm
Director



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

BRAD D. SCHIMEL
ATTORNEY GENERAL

Paul W. Connell
Deputy Attorney General

Delanie M. Breuer
Chief of Staff

114 East, State Capitol
P.O. Box 7857
Madison, WI 53707-7857
608/266-1221
TTY 1-800-947-3529

July 17, 2017

Dear Law Enforcement Colleague:

With increasing frequency, law enforcement officers are exposed to potentially dangerous unidentified powders. The influx of fentanyl, fentanyl derivatives, and other synthetic drugs into our state is troubling because a small amount of the drug has the potential to cause great harm. Recently, a police officer in Ohio overdosed on fentanyl after brushing the substance off his uniform. You and your brothers and sisters step into the unknown at the start of every shift so we must minimize risks and whenever possible, provide certainty that can save lives.

To assist law enforcement in quickly identifying unknown powders, the Wisconsin State Crime Laboratory (WSCL) Bureau will now be permitting law enforcement officers to perform their own field tests at the WSCL, instead of at an uncontrolled location, such as a crime scene or agency evidence storage room.

Under the supervision of WSCL analysts, participating officers will open the unidentified powder in a fume hood; remove a sample with WSCL disposable pipettes; conduct the field test; reclose the sample in the hood; and securely double-bag the sample. The WSCL requires officers to bring a personal protective medical mask or respirator with a minimum "N95" rating, latex gloves, protective eye goggles, packaging supplies, and field test kits. The WSCL maintains an inventory of emergency doses of Narcan® for laboratory emergencies. After law enforcement officers complete their field test, their agency may submit the sample for further testing. If a sample tests negative for fentanyl, the laboratories will not accept it as a rush case.

The three WSCL locations will make time available each Tuesday and Friday for field testing. To schedule an appointment to conduct a field test with a WSCL analyst, or if you have any additional questions, please contact the laboratory in your service area.

Very truly yours,

Brad D. Schimel
Wisconsin Attorney General



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

**BRAD D. SCHIMEL
ATTORNEY GENERAL**

**Andrew C. Cook
Deputy Attorney General**

Division of Law Enforcement Services
State Crime Laboratory Bureau

Jana L. Champion
Director
championjl@doj.state.wi.us

December 8, 2015

As of January 1, 2016, the Wisconsin Crime Laboratory Bureau (part of the Wisconsin Dept. of Justice) will no longer be accepting cases and evidence/standards for Tire Track Analysis. As our ongoing mission to best serve law enforcement agencies in the State of Wisconsin, we are dedicated to ensuring our criminal justice customers have access to this service and will accomplish that by transitioning these cases to the Federal Bureau of Investigation (FBI) Crime Laboratory in Quantico, VA, as many states have already chosen to do. The FBI Crime Laboratory in Quantico has agreed to work Tire Track Analysis cases that you would normally send to the Crime Labs in Wisconsin.

The change in policy is a result of the steady decline in tire track analysis cases submitted to the Wisconsin State Crime Laboratory and pending retirements of trained examiners in this discipline. All pending cases that have been submitted will be processed by the Wisconsin State Crime Laboratory. All future cases need to be submitted to the FBI Crime Laboratory.

For information on how to submit evidence to the FBI Crime Lab, please visit <https://www.fbi.gov/about-us/lab/scientific-analysis/qdu>. In the lower right hand corner under "More About Us", please select "Forensic Services Handbook", which are the submission guidelines for the FBI Crime Lab. In general, the FBI accepts evidence from state and local law enforcement agencies for cases related to violent crime investigations. The FBI does not routinely accept evidence from state and local law enforcement agencies in cases involving property crimes unless there was personal injury or intent to cause personal injury. There is a step-by-step guide on how to submit evidence to the FBI Crime Lab in this handbook.

The Crime Laboratories in Wisconsin are not permitted to be the "middle-man" for submission, or submitters ourselves; thus all evidence needs to be submitted directly to the FBI Crime Lab in Quantico. The FBI Tire Tread Analysis Unit is located within the Questioned Documents Unit, and questions concerning tire tread evidence should be directed to the FBI Crime Lab at 703-632-8444 (after January 1, 2016).

If you have any questions, please do not hesitate to contact Wisconsin Crime Laboratory Bureau Director Jana Champion at championjl@doj.state.wi.us. Thank you for your patience and cooperation during this transition period.



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

**J.B. VAN HOLLEN
ATTORNEY GENERAL**

**Kevin M. St. John
Deputy Attorney General**

**Steven P. Means
Executive Assistant**

**17 West Main Street
P.O. Box 7857
Madison, WI 53707-7857**

**Kevin E. Jones
Director
Wisconsin Crime Laboratory Bureau
608-267-2224
joneske@doj.state.wi.us**

August 23, 2013

As of September 1, 2013 the Wisconsin Department of Justice's Crime Laboratory Bureau will no longer provide the service of questioned documents and handwriting analysis. We are dedicated to ensuring our criminal justice customers have access to this service and will accomplish that by transitioning these cases to the Federal Bureau of Investigation Crime Laboratory, as many states have already chosen to do. All other Crime Laboratory services will continue to be provided.

This change in policy is a result of the steady decline in questioned documents and handwriting analysis cases submitted to the Wisconsin Crime Laboratory. This is a trend in the field of forensic analysis that is present across the nation and understandable as an increasing amount of documentation is kept in an electronic form not conducive to these forensic examination techniques.

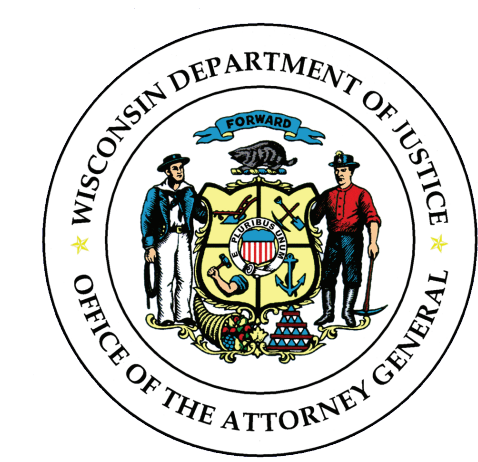
In preparation for this transition the Wisconsin Crime Laboratory has shifted processing of all questioned documents and handwriting analysis cases to the Madison Crime Laboratory. For the past six months the Madison Crime Laboratory has been transferring these cases to the FBI Crime Laboratory with the approval of the submitting agencies. This process has gone well so far and will continue with the Madison Crime Laboratory available as a resource for any questions you may have.

In this field of analysis the FBI Crime Laboratory will accept and analyze evidence from any crime against persons case and any property crime case over \$15,000. There is a short cover letter that the FBI Crime Laboratory requires for case submission. The Madison Crime Laboratory has examples of this letter available and it will be placed on WILENET for your use.

Madison Crime Laboratory Manager, Amy Lautenbach, has been handling the transition of questioned documents and handwriting cases to the FBI Crime Laboratory. Ms. Lautenbach can be reached at 608-261-8122 ext. 2011. Additionally, please feel free to contact me or my Deputy Director, Jana Champion, if you have questions about this process. Ms. Champion can be reached at 414-313-8365. We look forward to continuing to work together to meet Wisconsin's public safety goals and appreciate your participation in that effort.

Sincerely,

Kevin Jones
Director, Crime Laboratory Bureau
Division of Law Enforcement Services
Wisconsin Department of Justice



Wisconsin Automated Fingerprint Identification System Guidelines for Capturing Acceptable Fingerprints



For more information or training contact the Madison Crime Laboratory : 608-266-2031.

Good, clear impressions of the ridge patterns are essential for identification.



Acceptable
Fingerprint



Print Too Light
Apply more pressure
OR ink.

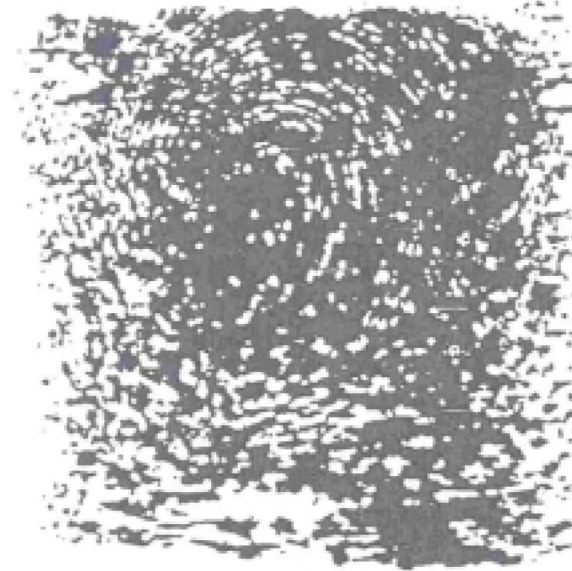


Partial Print
Take straight-down
from first joint to tip.

- Fingerprint clean hands only
- Dry hands thoroughly
- Take impressions in correct fingerprint boxes
- Produce clear impressions - Do not slip or smudge
- If unable to print - note why in finger block
- Center impression in finger block
- Live Scan - Clean glass between each rolling



Print Too Dark
Apply less pressure OR
ink.



Excess Perspiration
Dry OR wipe finger
with alcohol, ink and
print one finger at a
time.



**Ink Unevenly
Distributed**
Ensure ink and pres-
sure is evenly distribut-
ed.



**Excessively Dry
(Worn Ridges)**
Soak fingers and air
dry OR moisturize with
oils/lotion.

Fingerprints that are not acceptable in quality will be rejected and require recollection.

The Wisconsin Department of Justice Crime Laboratory Bureau (CLB) is implementing the following guidelines for evidence submissions. We feel that following these guidelines will help reduce turnaround times on all cases, plus allow us to focus on the most viable forensic evidence to provide you with information as rapidly as possible. We currently have evidence submission guidelines in DNA and Chemistry. The guidelines in those areas set forth below remain unchanged. We are now expanding these guidelines to the following areas of our forensic analysis: toxicology, latent prints and bloodstain pattern analysis.

The guidelines that follow are listed by laboratory section. The intent of these guidelines is to focus laboratory resources on performing analyses and examinations on the most probable items of evidence in each case. These guidelines were developed based on experience and forensic analysis of evidence in a large number of cases. These experiences have allowed us to determine what is the most effective analysis process. We hope that by partnering with you, our customer, on the most probable forensic evidence first, rather than sending in all evidence (regardless of probative value) in the beginning, we can provide investigative results in a more timely fashion. You may then submit additional evidence later if required for investigative or judicial purposes. We have employed this process with DNA and Chemistry submissions for an extended period of time and successfully reduced our turnaround time to our customers. We now want to expand that successful format to all areas of evidence submitted to our state crime laboratories.

Please remember that these are guidelines and we are fully aware that they may not apply to every case. We encourage you to call the laboratory in your service area with any scenario you encounter that does not fit these guidelines and ask for a laboratory supervisor or the laboratory manager. We will always do our best to address the special needs of your case.

Thank you for your assistance in this process. Customer service is fundamental to our mission of providing high quality forensic analysis in a timely fashion and we think these guidelines will help us achieve that goal.

Madison Laboratory
4626 University Avenue
Madison, WI 53705
608-266-2031
608-267-1303 fax

Milwaukee Laboratory
1578 S. 11th Street
Milwaukee, WI 53204
414-382-7500
414-382-7507 fax

Wausau Laboratory
7100 Stewart Avenue
Wausau, WI 54401
715-845-8626
715-848-5833 fax

General Evidence Submission Guidelines

- Submission of items of evidence shall be connected with felony investigations as per WI Statute §165.75.
- Misdemeanor cases will be considered on a case-by-case basis for controlled substances analysis and other unique circumstances.
- Evidence connected to local ordinance violations and civil matters will not be analyzed by the crime laboratory.
- The following guidelines set the standard requirements for routine submission of forensic evidence to Wisconsin State Crime Laboratory Bureau.

- When multiple sections of the laboratory are involved, the submitting agencies should contact either a laboratory supervisor or manager of the Wisconsin State Crime Laboratory Bureau in their service area for guidance. Processing by one section of the laboratory may have a detrimental effect of the other section(s) ability to process the item(s) of evidence.
- Please notify the crime laboratory if evidence analysis is no longer needed.
- Fingerprinting and DNA analysis on items removed directly from a person's body or clothing is generally not of forensic value and may not be analyzed unless there is a specific investigative need.
- Items requiring fingerprint analysis should be packaged separately from drug evidence. If a case requires fingerprinting of the bags the suspected drugs were in, please separate them prior to submission and list them as separate items on the transmittal sheet.
- The CLB requests that forensic evidence needed for analysis be submitted at least a month prior to the trial date whenever possible so that the crime laboratory has time to complete analysis. If it is a rush case, please limit evidence to one item (if possible) and give us as much notice as possible. If analysis is needed for pre-trial, please notify the crime laboratory as soon as possible and include the court date.

DNA Evidence Submission Guidelines

1. DNA testing may be completed when an association is established from probative evidence. For example, an association is established between a subject and a victim. A factual scenario must be provided with the submitted evidence. The scenario will establish the value of each item as to its likelihood to provide probative results or an investigative lead. If appropriate DNA standards are not presented at the time of initial submission, analysis could be delayed.
2. The type and number of items accepted per submission is based on case type. For all cases, known standards from victim(s) or subject(s) will not count against the number of items that may be submitted. An item is expected to be comprised of one piece of evidence. If items are received packaged together, the number of items in the package will be considered to be the number of items submitted (i.e. pants, shirt and shoes packaged together will be considered three items).

a. Sexual Assaults

- The first submission is limited to a sexual assault evidence kit (recovered from a victim and/or subject) plus one pair of underwear, and one condom.
- If the kit is negative, additional items such as clothing or bedding may be submitted in a separate submission.
 - Second and subsequent submissions are limited to 5 items per submission. Based on discussions with the submitting agency and/or

prosecuting attorney, every attempt will be made to focus on probative evidence.

- If the kit is positive, no additional items will be accepted for DNA, unless after discussions with the investigator and prosecutor it is determined that case circumstances (such as multiple subjects or the DNA detected is attributable to a consensual partner) dictate the need for additional processing.
- Large items such as mattresses and car seats are not to be submitted. These types of items of evidence will only be processed when no other probative evidence exists. If necessary, the surface material may be cut and submitted for analysis. Prior to submission of these items contact the Laboratory DNA Supervisors for further direction.
- Buccal swab standard(s) from any consensual partner(s) who had sexual contact with the victim within 72 hours of evidence collection must be submitted.
 - Standards from consensual partners up to 120 hours prior to evidence collection may be requested at a later time. These standards do not count toward the number of items allowed per submission.

b. Homicides

- DNA evidence is limited to a maximum of 10 items per submission.
- If probative DNA results are obtained from any of the 10 items in the initial submission, additional items may not be examined, unless case circumstances dictate the need for additional processing.
- If no probative results are found on the first submission, the next tier of probative items (maximum of 10) may be submitted.

c. Burglary/Property Crimes

- The first submission is limited to a maximum of 3 items for DNA—typically blood sample(s) from the scene, or items that may have been left at the scene (cigarette butt, item of clothing, etc...).
- If a profile is developed additional items may not be examined, unless case circumstances dictate the need for additional analysis.

d. Other Case Types (robbery, assault, etc.)

- The first submission is limited to a maximum of 3 items for DNA.
- If a profile is developed additional items may not be examined, unless case circumstances dictate the need for additional analysis.
- Items of evidence directly taken from a defendant in a possession case (i.e. body cavity, pockets, or waistband) may not be processed for DNA.

e. Criminal Parentage Cases

- Submissions must include a buccal swab standard from the mother or alleged mother, father or alleged father, the child or the product of conception (frozen with no preservatives).

- No partial submissions will be accepted, unless dictated by case circumstances (such as mother is deceased or maternity is in question and the father is unknown).

3. *Touched Evidence*

- a. Touched evidence is defined as evidence which has no visible staining and would contain DNA that only results from touching an item with the skin. Touched evidence does not include cigarette butts, swabbing from cans, bottles, straws or other items in which the substance being tested is most likely saliva. Touched evidence does not include items submitted for wearer of such shirts, shoes, hats, etc. where there is probability of prolonged contact.
- b. Touched evidence will be accepted for possible STR DNA analysis when there is a high degree of likelihood that the evidence submitted will provide probative results or investigative leads. A high degree of likelihood may be established by means of witness corroboration, visual monitoring systems, or sound deductive reasoning.
- c. Touched evidence will be processed on violent crime cases only, absent extenuating circumstances.
- d. Touched evidence accepted will be processed only when no other probative evidence exists.
- e. Touched evidence accepted will be processed for DNA only if it has not been previously processed by another discipline.
- f. Touched evidence will be processed for DNA only if it has been properly stored and handled.
- g. Items submitted for touched evidence processing will comply with existing policy relating to the number of items of evidence that may be submitted based on case type.
- h. Charred or burnt evidence and fired cartridge casings will not be processed for DNA.
- i. Touched evidence collected from the floor, countertop, doorknob/handle, or payphone of a public place will not be processed for DNA, unless there is direct evidence that the object was touched/handled by the subject.
- j. Elimination standards must be submitted with touched evidence where appropriate (i.e. owner of hijacked vehicle).
- k. It is recommended that touched evidence be collected using DNA free swabs.

Chemistry Evidence Submission Guidelines

- If the evidence submitted for controlled substance analysis has more than one date-of-offense we ask that the submitting agency prepare a separate transmittal sheet for each date of offense.

Weight Limits

- Generally the laboratory will work to the highest statutory weight limit for each type of drug submitted.
- If the drug does not have a statutory weight limit, or the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.
- The laboratory will utilize a scientific sampling plan known as hypergeometric sampling. This plan is based on a mathematical formula which ensures uniformity in the sampling process and meets the CLB accreditation standards.

Plant Material

- Please do not submit wet plant material to the laboratory. Wet plant material will mold which results in a health hazard and loss of the substance of interest.
- Seal recently dried plant material in paper bags.
- Submit a sample (approximately 1 gram) from a large plant instead of the entire plant. Package and seal each plant, or plant sample, separately. **DO NOT SUBMIT ONLY THE ROOT BALLS OF A PLANT.** The root balls do not contain any statutory controlled substance.
- Please contact the laboratory in your service area for guidance to determine the number of plant samples needed for submission.
- Hypergeometric sampling may be used for large grow operations. Please contact the laboratory for guidance

Syringes

*** NOTE: Syringes will generally not be accepted if there are other items of evidence in the case. ***

- A syringe may be submitted if it is the only item in the case, or the only item connected to a subject. To submit a syringe, follow these four steps.
 - 1) Package the syringe in a puncture-proof tube.
 - 2) Mark it as a biohazard.
 - 3) Clearly state on the transmittal form that the item is a syringe.
 - 4) Take all necessary safety and blood borne pathogen precautions when handling syringe(s).
- If a syringe contains liquid, package the item to preserve and contain the liquid also. Only the liquid will be analyzed.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vials or specimen jars). Please contact the laboratory in your service area for guidance.

Evidence submitted from suspected Clandestine Laboratories

- Always call DCI for advice on how to proceed with a suspected clandestine laboratory. A map with service areas and contact information is located on the DOJ website.
- Only properly stabilized samples from suspected clandestine laboratories may be submitted to the crime laboratory.

Pharmaceuticals and Clandestinely Manufactured Tablets

- Non-controlled pharmaceuticals should not be submitted to the laboratory.
- If non-controlled pharmaceuticals are found within a case being worked, they will be examined visually using pharmaceutical logo identifiers to indicate the substance present, no other analysis will be performed absent a compelling investigative need.
 - Controlled pharmaceuticals will be examined visually using pharmaceutical logo identifiers. A representative sample for each drug type per case will then be analyzed further to identify the controlled substance present.
 - If an item contains tablets or capsules that do not have a pharmaceutical logo identifier and are visually consistent (same color, shape, and size), a representative sample of the tablets or capsules may be examined and reported on.
 - A representative sample of the tablets may be examined and reported on for clandestinely manufactured tablets that are visually consistent (same imprint and color).
 - Note: If the drug identified in the pharmaceutical or clandestinely manufactured tablet has a statutory weight limit, the laboratory will work to the highest statutory penalty.

Residues/Drug Paraphernalia

- If weighable material is present in other items, please do not submit paraphernalia or residues.
- If there is no weighable material, only one residue item per substance type will be analyzed (e.g., one plant residue and one powder residue).
- If a residue or paraphernalia item meets the guidelines for submission, please do not field test the material. Submit it to the laboratory for testing.
- Please do not use the general phrase “various or miscellaneous paraphernalia”. Clearly describe the item(s) on the transmittal.

Toxicology Evidence Submission Guidelines

- Submission of all items of evidence shall be connected with potential felony investigations as per WI Statute §165.75 with the following exceptions:
 - Fourth offense or above OWI
 - Bail jumping
 - Endangering safety by use of a dangerous weapon

- First through third offense OWI should be sent to the WI State Laboratory of Hygiene.
- If a case is suspected to be charged under the Len Bias Act-please let the laboratory know upon submission.

The best blood collection tubes for toxicology samples are gray top tubes. These tubes contain the requisite preservative and anti-coagulant. Tubes with purple tops are also acceptable but the preservative in those tubes may limit certain types of testing.

A sufficient volume of blood is necessary to complete toxicological testing. Two tubes filled at least to 50% will be adequate to accommodate multiple drug testing requests. Too little sample may limit what tests the laboratory can perform, and it may be necessary to decide which tests are most important and which can be delayed until it is known whether or not there is enough sample. Please contact the lab if there are questions regarding the volume of blood collected.

Urine samples should be placed in a watertight sealed container if possible. Otherwise be sure the specimen container is closed tightly and placed in a sealed plastic bag to hold any urine that might leak out of the container.

Please notify the laboratory if the sample is associated with bail jumping and there are restrictions such as “no alcohol” or “no drugs.” If drugs are suspected, be sure to tell us what drugs you suspect.

When you suspect the use of a single drug, such as THC, cocaine, and heroin, please request targeted testing for those substances as a full drug panel is not necessary.

Latent Prints Evidence Submission Guidelines

1. For nonviolent crimes

- A maximum of 15 items for latent print processing will be accepted per submission.
 - Known standards from victim(s) or subject(s), latent lifts and image media (CD/DVD) are excluded from this submission guideline and have no submission limit.
 - An item is expected to be comprised of one piece of evidence (i.e. one object per package). If items are received packaged together, the number of items in the package will be considered to be the number of items submitted (i.e. three baggies packaged together will be considered three items).
 - If no probative results are found on the first submission, the next tier of items (maximum of 15) may be submitted.
- Drugs must be separated from packaging for latent print processing and submitted as separate items.
- Layers of packaging from only **one** kilo/“brick” of controlled substance (i.e., layers of tape and plastic wrap from one “brick” of cocaine or one “brick” of marijuana) will be accepted per submission.

- Items of evidence **taken directly from a subject** (i.e. body cavity, pockets, or waistband) will generally not be processed for latent prints. You should contact the supervisor to explain the need in such cases.
2. Appropriate elimination standards (i.e. residents of the house, owners/drivers of the stolen vehicle, employees who handled items) should be submitted for all individuals with rightful access to locations and items where latent print evidence is collected. Identification analysts may elect to not enter latent prints into AFIS/NGI without receipt of proper elimination standards.
 3. Known standards should be submitted even if the individuals have a record on file.
 4. Based on our experience in analysis of small items of evidence measuring less than one square inch in size (see below), we typically do not obtain any usable latent prints. However, when there is a high degree of likelihood that the evidence submitted may provide probative results or investigative leads, these types of evidence will be examined. These items would include but are not limited to:
 - knotted baggie corners
 - miniature zip lock bags
 - .22 cartridge cases
 - small syringes

In addition, heavily textured or soiled items along with improperly scaled items will not be examined. Exceptions to this guideline will be handled on a case by case basis if the submitting agency can demonstrate the probative value in examining these items.

Bloodstain Pattern Analysis (BPA) Submission Guidelines

Bloodstain Pattern Analysis (BPA) is the examination of the size, shape, distribution, overall appearance and location of bloodstains at crime scenes or on items recovered from a crime scene. These examinations are performed in an attempt to provide an interpretation of the physical events by which they were created.

Proper preservation and documentation of bloodstain patterns is crucial for an effective analysis. Prior to submission of a case for BPA it is required that the submitting agency contacts their regional laboratory to consult with the Crime Scene Response Supervisor or a trained BPA analyst. ***The laboratory will only accept cases in which the events occurring during or after the creation of the bloodstain patterns are of forensic or probative value to the submitting agency.*** The supervisor or BPA analyst will evaluate the request with the case officer including the case scenario and evidence and/or bloodstain pattern documentation prior to acceptance.

Case Types:

BPA analysis can be performed on most cases in which blood evidence is present at a scene or on items of evidence; however, case submissions will be limited to:

- Homicides/Attempted Homicide cases
- Missing Persons cases
- Cases involving great bodily harm (assaults, other case types).

Case Documentation Requirements:

Once a case has been evaluated and accepted by the laboratory for BPA, the following methods of evidence submission/documentation are acceptable for case submission:

- An active or properly preserved crime scene for on site evaluation by the Wisconsin State Crime Laboratory Bureau's Crime Scene Response Team.
- Proper documentation of individual bloodstains and/or bloodstain patterns from a crime scene including sketches, scaled and un-scaled photographs. This submission must also include a detailed account of the nature of the crime and the crime scene, autopsy reports (if applicable) and any eyewitness, victim, or subject accounting of the events.
- Original items of evidence with unaltered bloodstains present for analysis. This submission must include a detailed account of the nature of the crime, scene details, autopsy reports (if applicable) and any eye witness, victim or subject accounting of the events.

Questions, concerns, or comments may be directed to the appropriate laboratory in your service area. Contact information for our three laboratories is listed below:

Madison Laboratory
4626 University Avenue
Madison, WI 53705
608-266-2031
608-267-1303 fax

Milwaukee Laboratory
1578 S. 11th Street
Milwaukee, WI 53204
414-382-7500
414-382-7507 fax

Wausau Laboratory
7100 Stewart Avenue
Wausau, WI 54401
715-845-8626
715-848-5833 fax

CERTIFICATION OF PROPOSED GUIDANCE DOCUMENT

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

On behalf of the Attorney General

A handwritten signature in blue ink, appearing to read 'Charlotte Gibson', is written over a horizontal line.

CHARLOTTE GIBSON

Division of Legal Services Administrator