



Wisconsin Department of Justice Public Records Notice

The Wisconsin Department of Justice (DOJ) provides legal services, forensic science testing and analysis, criminal investigative assistance, crime victim services, and other law enforcement services to state and local government, and in certain matters, directly to state citizens. Within DOJ, the Divisions of Criminal Investigation, Forensic Sciences, Law Enforcement Services, Legal Services, and Management Services and the Offices of Crime Victim Services, Open Government, and School Safety are responsible for administering agency programs and services. Several positions within DOJ constitute state public offices for purposes of the Wisconsin public records law, including the position of Attorney General and the Attorney General's appointees working within DOJ.

DOJ has designated a Custodian of Public Records for DOJ and Deputy Custodians for each Division in order to meet its obligations under State public records laws. Members of the public may obtain access to DOJ's Public Records, or obtain copies of these records, by making a request of DOJ's Custodian of Public Records during DOJ's office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. Such requests should be made to:

Mr. Paul M. Ferguson, Office of Open Government
Wisconsin Department of Justice
P.O. Box 7857
Madison, WI 53707-7857

The law permits DOJ to impose fees for certain "actual, necessary and direct" costs associated with responding to public records requests. DOJ may bill requestors \$0.0135 (black and white) or \$0.0632 (color) for each photocopied page provided. DOJ may charge for actual costs to copy records to electronic formats and/or physical media. DOJ may charge for the physical media used to provide electronic records to requesters at \$0.13 per DVD and \$5.02 (8GB), \$6.53 (16 GB), \$10.08 (32 GB), \$18.52 (64 GB), \$32.21 (128 GB), \$53.81 (500 GB), \$60.14 (1 TB), and \$74.83 (2 TB) for flash drives. The actual cost of postage, courier, or delivery services may be charged. There will be an additional charge for criminal history searches, for specialized documents and photographs, and for retrieving records and files from the State Records Center. The cost of locating responsive records may be charged if it is \$50.00 or more and will be calculated as hourly pay rate (including fringe benefits) of the person locating records multiplied by actual time expended to locate records. Requests which exceed a total cost of \$5.00 may require prepayment. Requesters appearing in person may be asked to make their own copies, or DOJ may make copies for requesters at its discretion. All requests will be processed as soon as practicable and without delay.

Below you will find a brief description of the services provided by each DOJ division or office.

Division of Criminal Investigation (DCI) | DCI is responsible for investigating, either independently or in conjunction with local law enforcement agencies, certain criminal cases which are of statewide influence and importance. Investigations conducted by DCI special agents include arsons, computer crimes, drug trafficking, financial crimes, government corruption and public integrity cases, homeland security issues, homicides, human trafficking, illegal gaming, and various multi-jurisdictional crimes, along with officer-involved deaths and crimes against children.

Division of Forensic Sciences (DFS) | DFS includes the Wisconsin State Crime Laboratories in Madison, Milwaukee, and Wausau. The division is a nationally recognized accredited forensic laboratory system with areas of expertise including: controlled substances, toxicology, latent print examination, footwear examination, forensic imaging, firearms and toolmark examination, trace, biology/DNA, ten-print examination/AFIS administration, DNA databank/CODIS administration and the state's scientific crime scene response. Together these disciplines provide objective scientific testing and analysis of evidence for every community in Wisconsin.

Division of Law Enforcement Services (DLES) | DLES provides technical assistance to local law enforcement agencies and establishes training standards for law enforcement officers. The division is comprised of the Bureau of Justice Information and Analysis, the Crime Information Bureau, and the Training and Standards Bureau.

Division of Legal Services (DLS) | DLS is responsible for providing legal advice and counsel to state and local agencies as well as to citizens in certain matters. The division is comprised of six units specializing in different areas including Civil Litigation, Criminal Appeals, Criminal Litigation, Medicaid Fraud Control & Elder Abuse, Public Protection, and Special Litigation & Appeals.

Division of Management Services (DMS) | DMS provides basic staff support services to DOJ's other divisions in the areas of budget preparation, fiscal control, personnel management, payroll, training, facilities, and information technology.

Office of Crime Victims Services (OCVS) | OCVS provides various resources and services to crime victims including compensation to persons who are the innocent victims of certain violent crimes or, in the event of death, to their dependents.

Office of Open Government (OOG) | OOG is responsible for interpretation and application of laws and rules related to open government and ensures efficient response to public records requests.

Office of School Safety (OSS) | OSS administers the school safety grant program and helps improve school safety statewide.