



**STATE OF WISCONSIN
DEPARTMENT OF JUSTICE**

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**Division of Forensic Science
Submission Advisory Committee**

The Wisconsin Department of Justice (WiDOJ) hereby establishes the Division of Forensic Science Submission Advisory Committee, herein referred to as the Advisory Committee. The Advisory Committee shall provide the Administrator with advice and feedback from the criminal justice and scientific community regarding the use and effectiveness of submission guidelines used for the various disciplines within the Division of Forensic Sciences.

I. Preamble

The mission of the Wisconsin State Crime Laboratory (WSCL) is to promote excellence in analysis, training and service to the community and the WSCL with integrity and uncompromising quality. To fulfill this mission, the WSCL must maintain collaborative working relationships and communication with members of the criminal justice system and the scientific community. The Advisory Committee will help facilitate this by providing a forum to address and collaborate on issues and concerns relating to the use of submission guidelines and their application and impact to the criminal justice system.

II. Scope of Work

- a. The Advisory Committee shall provide input with respect to WSCL evidence submission guidelines.
- b. The Advisory Committee shall provide input to the WSCL regarding the effectiveness and impact of the guidelines with respect to court proceedings.
- c. The Advisory Committee and its members have no legal responsibilities.

III. Membership

- a. The Advisory Committee shall consist of at least 10 members appointed by the Attorney General or his or her designee.
- b. Advisory Committee members shall be selected for their knowledge of laboratory submission guidelines and evidence procedures, whether that be as a judge, attorney, law enforcement officer or Division of Forensic Sciences staff. Advisory Committee membership shall constitute a cross-section of Wisconsin's criminal justice community and may include:
 - (1) The Administrator of the WiDOJ Division of Forensic Sciences, or his or her designee, who shall serve as Chair of the Advisory Committee.
 - (2) The Deputy Administrator of the WiDOJ Division of Forensic Sciences, or his or her designee, who shall serve as Secretary of the Advisory Committee.
 - (3) The WiDOJ Division of Forensic Sciences Case Manager.
 - (4) A judge or court administrator that presides over criminal cases.
 - (5) The president of the Wisconsin District Attorneys Association or his or her designee.
 - (6) The State Public Defender or his or her designee.
 - (7) The United States Attorney from the Eastern District of Wisconsin or his or her designee.
 - (8) The United States Attorney from the Western District of Wisconsin or his or her designee.
 - (9) The president of the Wisconsin Chiefs of Police Association or his or her designee, provided that the designee currently is serving as a chief of police in the State of Wisconsin.
 - (10) The president of the Badger State Sheriffs Association or his or her designee, provided the designee currently is serving as a sheriff in the State of Wisconsin.
 - (11) Any other person selected by the Attorney General.
- c. Advisory Committee members not employed by WiDOJ serve at the pleasure of the Attorney General and are appointed for a two-year term running from January 1 to December 31. This term may be

renewed at the discretion of the Attorney General or his or her designee.

- d. Advisory Committee members will serve without compensation.
- e. Advisory Committee members not employed by WiDOJ shall not be construed as employees or agents of the Division of Forensic Sciences or WiDOJ.

IV. Procedures

- a. The content, format, and schedule of meetings shall be determined by the Administrator of the Division of Forensic Sciences, or his or her designee, as Chair of the Advisory Committee.
- b. Advisory Committee meetings shall occur biannually at a location to be predetermined and disclosed in the beginning of the calendar year by the Administrator of the Division of Forensic Sciences or his or her designee. Advisory Committee members may participate in meetings by telephone.
- c. The Advisory Committee will constitute a governmental body as defined by the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98 and will be subject to the law's provisions. Public notice of every meeting shall be provided at least 24 hours prior to the commencement of each meeting. Such notice will include the time, date, place, and subject matter of the meeting, and comply with all other requirements of Wis. Stat. § 19.84.
- d. Minutes of each meeting shall be kept. An electronic copy will be emailed to the Advisory Committee and the Administrator of the Division of Forensic Sciences or his or her designee, as Chair of the Advisory Committee, within two weeks after a meeting.

V. Participation in Committee Meetings by Non-Members

- a. Individuals who are not members of the Advisory Committee may participate in meetings of the Advisory Committee, when input from particular subject matter experts would be helpful to the work of the Advisory Committee.
- b. Individuals who are not members of the Advisory Committee may participate in meetings of the Advisory Committee only upon invitation from the Administrator of the Division of Forensic Sciences

or his or her designee, as Chair of the Advisory Committee. Non-members shall be invited to participate based upon their expertise with respect to an issue relevant to the Advisory Committee.

- c. Although not exclusive, a list of non-member invitees may include:
- (1) A director of a forensic toxicology laboratory located in the state, or his or her designee.
 - (2) An individual with expertise in the subject of laboratory standards or quality assurance regulation and monitoring.
 - (3) The State Combined DNA Index System (CODIS) Administrator, or his or her designee.
 - (4) The State Automated Fingerprint Identification System (AFIS) Operations Manager, or his or her designee.
 - (5) A forensic scientist who has received substantial education, training, or casework experience in a particular discipline relevant to an issue before the Advisory Committee.

VI. General Provisions

- a. Any public requests for access to documents or information shared among or obtained by the Advisory Committee shall be administered in accordance with Wis. Stat. §§ 19.31 to 39 and any other applicable state statutes or regulations.