

Division of Forensic Sciences
Submission Advisory Committee Meeting Minutes

September 28, 2023, 10:00 – 11:30 AM

Contact: Nicole Roehm, 414-216-8769, roehmnl@doj.state.wi.us

Jennifer Naugle 608-640-9461, nauglejd@doj.state.wi.us

Notice is hereby given that a virtual meeting of the Division of Forensic Sciences Advisory Committee September 28, 2023, 10:00-11:30 AM will conduct the following business:

- I. Welcome and Introductions
 - A. DFS Advisory Committee members and guests in attendance:
Nicole Roehm, Jennifer Naugle, Sara Thomas, Kathy Mahnke,
Claudia Moreno, Xai Xiong, Kyle Anderson, Sam Russell, Margaret
Honrath, Bridget Krause, Corey Stephan, Monica Hall, Mike Steffes
 - B. Introduction of Forensic Case Manager for Chemistry, Claudia Moreno
 - C. Reminder for Crime Lab Symposium (Oct. 3-4, 2023), invitation for all
present to attend.
- II. Toxicology Submission Guidelines (published 4-20-2023) reviewed by Kathy Mahnke
 - A. For DFSA and DFC crimes, blood and urine can now be submitted within 120 hours
of incident.
 - B. Update language regarding two month testing window.
 - C. Volatiles analysis only to be performed on samples collected within 24 hours of
incident.
- III. Controlled Substances Submission Guidelines reviewed by Kathy Mahnke
 - A. Language change proposed.
 1. Change "1 month" to "2 months"
 - a. If median turnaround time is 60 days, can we state "We require two
months' notice prior to jury trial date. Reports will be provided
thereafter."
 2. Insert statement about communicating with the lab about CCAP information
changes.
 3. Revised language to improve perception will be sent back to the committee
via email for feedback rather than presenting it at another meeting, with the
goal of publishing later this calendar year.

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- IV. Latent Print Submission Guidelines reviewed by Kathy Mahnke
 - A. All latent lifts can be packaged together.
 - B. Update language regarding two month testing window.
 - C. Order of sentences on bottom of page one will be changed. Sentences 3 & 4 to be moved to beginning of paragraph under table on page 1.
 - D. Request for appropriate elimination standards to be submitted.
 - E. Please notify lab if analysis is no longer needed.
 - F. Items submitted for latent prints may not be processed by DNA afterward.
 - G. Change language regarding “need to know at time of submission” vs. “when the evidence is submitted” on the transmittal form, add “on transmittal form” wording.

- V. Firearms and Toolmarks Submission Guidelines reviewed by Kathy Mahnke
 - A. Language change proposed
 - 1. Unfired ammunition and extra magazines “not removed from firearm” will not be accepted. We will accept firearms with ammo in it.
 - 2. Below statement regarding pieces of fired evidence having individual property numbers, insert “for example” or “Ex:”
 - 3. Once firearms analysis is started, “further evidence collection for DNA and latent prints will no longer be collected by the lab.”
 - 4. Update language regarding two month testing window
 - 5. Definition of “justification” as it relates to serial number restoration
 - a. “justification to offense”
 - b. “supporting the charging of a felony”
 - B. Cases not accepted
 - 1. shootings without a named suspect
 - 2. M.E. ruled suicides
 - C. NIBIN case submission header- move bullet point 1 to header on page 2
 - 1. to illustrate that we take NIBIN confirmations, make it its own paragraph
 - D. Add “:” at end of header for OICI, OID, OIS information on page 2.
 - Add “case submissions would not be accepted”, add “,” after e.g. on last bullet point.
 - E. Firearm and ammo destruction regulated per State statute 968.20(a).

- VI. Recap of spring agenda items
 - A. Toxicology

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- B. Firearms
- C. DNA revision was published 4-20-23, opened to feedback and discussion questions or concerns.
- D. Update language regarding two month testing window across all submission guidelines
- E. Latent Prints
- F. FIGG/UHR
 - 1. Goal to meet in March 2024 with a new draft for feedback.
- VII. Are there any areas that would be worthwhile for us to pursue a guideline for?
- VIII. Next meeting date not yet established, could use Doodlepole to schedule it.

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