



# WISCONSIN STATE CRIME LABORATORIES

MADISON ◦ MILWAUKEE ◦ WAUSAU

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## WSCL Forensic Imaging Evidence Submission Guidelines

Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all Forensic Imaging Unit (FIU) case submissions.

### PACKAGING REQUIREMENTS

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

- For physical items of evidence that are to be imaged, submit the item(s) appropriately packaged in a sealed container.
- Digital video and/or images may be submitted via ShareFile, CD/DVD, thumb drive, or USB external hard drive. Physical media must be sealed and labeled as evidence. Each agency case should be submitted individually.

### LABORATORY REQUEST DETAILS

I. Provide a Transmittal of Criminal Evidence form for each agency case, complete a **Request for Video and Imaging Services** form (see page 2), **or** provide a detailed note about the requested analysis and evidence. To avoid the influence of bias, avoid providing unnecessary details about the case. Ensure the following information is provided in the request:

- **Contact Information** – Provide a contact name, phone number and/or email address.
- **Needs of the requests** – Examples are below. If you do not see your specific needs listed, contact the FIU at [forensicimaging@doj.state.wi.us](mailto:forensicimaging@doj.state.wi.us).
  - **Imaging** – Creating a permanent visual record of evidence with high resolution images and/or 3D scans. These requests can also include imaging within the infrared and/or UV spectrums when requested. It is suggested to have the evidence documented prior to any testing by other analytical units, for the truest and most accurate record of the item(s) as they were received.
  - **Enhanced Video or Still Images** – Enhancements of license plates, vehicles of interest, persons of interest or any other items that may be depicted in an image or video file. Provide copies of original RAW data whenever possible.
  - **Media Conversion** – Conversion of older media (e.g., film negatives, VHS tapes, 8mm film) to a viewable digital video or image file format.
  - **Comparison** – Comparison between a questioned item depicted in a video or image to a known item, video, or image.
  - **Court Exhibits** – Printed enlargements or other physical or digital demonstrative exhibits.
- **Deliverables:** Printed photographs and/or a link to download digital video/images.

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

### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). **If testing results are needed by the court before the jury trial date, submit the items at least two months earlier than that date and make a note on the Transmittal of Criminal Evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.**

Based on the circumstances of the case, the possibility of additional analysis may be warranted. In such cases, the evidence items and analysis requested should be discussed with a WSCL Criminalistics Supervisor or Forensic Case Manager for consideration of acceptance: Any questions concerning the policy should be directed to:

Kathy Mahnke  
WSCL Forensic Case Manager  
(608) 609-6125  
[mahnkeka@doj.state.wi.us](mailto:mahnkeka@doj.state.wi.us)

Nicole Roehm  
WI Division of Forensic Sciences Administrator  
(414) 216-8769  
[Nicole.Roehm@wisdoj.gov](mailto:Nicole.Roehm@wisdoj.gov)



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Forensic Imaging Unit Services Form
Request for Video and Imaging Services

Contact Information:

Name:
Phone Number: (Office) (Cell, if applicable)
Email:

Video/Image Analysis and Enhancement (check all that apply):

- Enhanced Images or Video Please select this option for video or image enhancement needs, e.g.: license plates, faces, video that is too dark.
Viewable Video Please select this option for problematic video files or videos requiring conversion, e.g.: VHS tapes, digital files that won't play correctly.
Comparison Please select this option for comparison analysis between questioned items in a video or image (unknown) compared to a recovered item or image (known).

Description of person of interest, vehicle of interest, item(s) and/or object(s):

Blank lines for description of person of interest, vehicle of interest, item(s) and/or object(s).

If applicable, please provide camera number, time stamp and/or area that person or vehicle of interest is observed in video:

Blank lines for camera number, time stamp and/or area that person or vehicle of interest is observed in video.

High Resolution Imaging of Physical Evidence (check all that apply):

- Digital Images or Video Please select this option for highest resolution images of evidence and/or imaging of evidence in different spectrums of light e.g.: Infrared or Ultraviolet
3D Imaging Please select this option for metrological accurate models of evidence, some restrictions may apply.

Please provide details of the request for the item(s) submitted for Imaging:

Blank lines for details of the request for the item(s) submitted for Imaging.

Questions? Please contact the Forensic Imaging Unit in your area or email forensicimaging@doj.state.wi.us.

Table with 5 columns: Document ID, Revision, Effective Date, Status, Page Number. Row 1: 1598, 5, 1/28/2024 9:12:03 PM, Published, 1 of 1

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