



## Wisconsin Department of Justice | Office of Open Government

### 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. DOJ's programs and services are administered by the divisions and offices described below. Several positions within DOJ constitute state public offices for purposes of the Wisconsin public records law, including the 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 and Office in order to meet its obligations under State public records laws. Members of the public may request access to, or copies of, DOJ's public records by submitting a request to DOJ's Custodian of Public Records during DOJ's office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. Requests will be processed as soon as practicable and without delay. Requests may be submitted to:

Paul M. Ferguson, Office of Open Government  
Wisconsin Department of Justice  
P.O. Box 7857  
Madison, WI 53707-7857  
(608) 267-2220 [opengov@widoj.gov](mailto:opengov@widoj.gov)

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 \$0.0082 (black and white) or \$0.0551 (color) for each photocopied page provided. DOJ may charge 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 \$0.26 per DVD; \$4.61 (64 GB), \$7.60 (128 GB), \$16.63 (256 GB), and \$32.44 (512 GB) for flash drives; and \$69.33 (1 TB) and \$91.16 (2 TB) for hard 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 of the person locating records multiplied by actual time expended to locate records. In certain instances, as a law enforcement agency, DOJ may impose costs for redacting recorded audio or video content; such costs will be calculated as the hourly pay rate of the person redacting records multiplied by time expended to redact records. Requests that 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.

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

**Division of Criminal Investigation (DCI)** | DCI is charged with investigating crimes of statewide nature, importance, or influence. DCI employs sworn law enforcement officers with statewide jurisdiction. DCI Special Agents and criminal analysts work closely with local, county, tribal, state, and federal law enforcement officials to investigate and prosecute a broad array of crimes, including homicide, arson, financial crimes, illegal gaming, multi-jurisdictional crimes, drug trafficking, internet crimes against children, human trafficking, sexual assault, cybercrimes, homeland security, public integrity, and government corruption.

**Division of Forensic Sciences (DFS)** | DFS houses the Wisconsin State Crime Laboratories (WSCL). DFS employs forensic scientists, technicians, evidence specialists, and crime scene response professionals and offers scientific testing and impartial forensic analysis of evidence in criminal cases for every community in Wisconsin. DFS crime laboratories—located in Madison, Milwaukee, and Wausau—are the only full-service forensic science laboratories in Wisconsin. The division is composed of separate units specializing in different scientific fields, including controlled substances, DNA, firearms and toolmarks, forensic imaging, latent prints and footwear, toxicology, trace evidence, and crime scene response.

**Division of Law Enforcement Services (DLES)** | DLES provides technical assistance statewide to local law enforcement (LE) agencies; recommends training standards for LE officers; provides training reimbursements; manages state and federal grants for LE agencies; and manages LE data pursuant to state and federal law. DLES is composed of the Bureau of Justice Information and Analysis, Crime Information Bureau, Bureau of Justice Programs, and Training and Standards Bureau.

**Division of Legal Services (DLS)** | DLS is responsible for providing legal advice and counsel to state agencies as well as to state officials and employees in certain matters. The division is composed of eight units specializing in different areas including Civil Litigation, Criminal Appeals, Criminal Litigation, Environmental Protection, Medicaid Fraud Control & Elder Abuse, Public Protection, Special Litigation & Appeals, and Training & Resources.

**Division of Management Services (DMS)** | DMS provides staff support services to DOJ's 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 resources and services to crime victims including compensation for losses due to certain crimes, address confidentiality, victim/witness services in criminal cases, and victims' rights mediation. OCVS administers several state and federal grants that support the provision of victim services statewide.

**Office of Open Government (OOG)** | OOG interprets and applies laws and rules related to open government, ensures DOJ's efficient response to public records requests, and provides open government training and resources.

**Office of School Safety (OSS)** | OSS administers school safety grants and works to improve school safety statewide.