

WisDOJ, Training & Standards Bureau  
**Wisconsin DNA Task Force, Training Workgroup Meeting Agenda**

**Date:** 01-06-11(Thursday)    **Time:** 10:00AM    **Location:** Risser Justice Center, 17 West Main St. Madison, WI 53702, Room 144

**Ground Rules:**

- Designate a facilitator, recorder/reporter.
- Focus on the issue at hand, not on individuals.
- Evaluate meetings & use feedback to improve the effectiveness of future meetings.
- Be courteous, respectful and open to diverse opinions.
- Record & disseminate minutes to all affected.
- Let gathering together be an enjoyable experience.
- Start & end on time. Be here. Be prepared.

**Tenets:**

- ☛ Quality & continuous improvement are expected in all aspects of the project.
- ☛ Leadership is based on talent & vision.
- ☛ Dialogue takes place in a safe, open & empathetic environment.
- ☛ Learning environments are created and nurtured to maximize success.
- ☛ Decision-making is collaborative & research based.
- ☛ All individuals are valued.
- ☛ Risk taking is encouraged.
- ☛ Diversity is respected & embraced.

***DNA Collection Promotes Public Safety...***

Agenda Item	Discussion &/or Information	Actions/Outcomes
Welcome & Introductions	This is the Training Workgroup. Other task force workgroups include: Policy & Procedure Workgroup for Sheriffs & Jails; Policy & Procedure Workgroup for WisDOC; Technology Workgroup; Law Enforcement Workgroup – Arrest, Referral & Prosecution; Referrals for WisDOC (written notifications to obligated offenders.)	
Review & Approve Minutes	Review & approve minutes from meeting of 11-18-10.	
Final Video View	Wisconsin DNA Databank Training Video	
Ongoing Projects & Efforts	WisDOC Train-the-Trainer Event Buccal Swab Collection Kits Update WisDOJ Model Jail Policy WisDOC DCC Policy and Procedures for Collecting DNA	
Student Text	Review & approve the final student text document	
DNA Specimen Collection Poster	Presentation of the final product.	
Action Planning	Next steps? Where do we go from here?	
Timeline Review	Team Leaders will meet 01-26-11, 9AM at WisOJA	
Public Comments & Roundtable		
Next Meeting Date:	None anticipated	
Meeting Evaluation:		
Adjournment:		

<b>Members</b>	<b>Email</b>	<b>Phone</b>	<b>RSVP</b>
Bertun, Mary, E-Learning Program Director, WisDOC, Madison Training Center	<a href="mailto:mary.bertun@wisconsin.gov">mary.bertun@wisconsin.gov</a>	608-240-5555	
Hammond, Ken, Director WisDOJ, Training & Standards Bureau	<a href="mailto:hammondkf@doj.state.wi.us">hammondkf@doj.state.wi.us</a>	608-266-9606	
Krueger, Michele, M., Staff Development Specialist – Senior WisDOC, Madison Training Center	<a href="mailto:michele.krueger@wisconsin.gov">michele.krueger@wisconsin.gov</a>	608-240-5528	
Turk, Daniel, Sgt., Dane County Sheriff's Office	<a href="mailto:turk.dan@co.dane.wi.us">turk.dan@co.dane.wi.us</a>	608-284-6920	
Varriale, Marie B., Supervisor, WisDOJ, State Crime Laboratory	<a href="mailto:varrialemb@doj.state.wi.us">varrialemb@doj.state.wi.us</a>	608-261-8122 x 2100	
Zimbelman, Linda, Agent Basic Training Director WisDOC, Madison Training Center	<a href="mailto:linda.zimbelman@wi.gov">linda.zimbelman@wi.gov</a>	608-240-5529	

<b>Consultants</b>	<b>Email</b>	<b>Phone</b>	<b>RSVP</b>
Cole, Charles E., Director WisDOC, PREA	<a href="mailto:charles.cole@wisconsin.gov">charles.cole@wisconsin.gov</a>	608-240-5113	
Drapkin, Marty L., Education Consultant WisDOJ, Training & Standards Bureau	<a href="mailto:drapkinml@doj.state.wi.us">drapkinml@doj.state.wi.us</a>	608-267-1304	
Dzikowich, Tami R., SPET Director, WisDOJ, Criminal Litigation Unit	<a href="mailto:dzikowichtk@doj.state.wi.us">dzikowichtk@doj.state.wi.us</a>	608-267-9746	
Haese, Ron, Video/Multimedia Producer Lakeshore Technical College	<a href="mailto:Ron.haese@gotoltc.edu">Ron.haese@gotoltc.edu</a>	920-693-1864	
Dakin, Tim, IT OTV Technician Lakeshore Technical College	<a href="mailto:Tim.dakin@gotoltc.edu">Tim.dakin@gotoltc.edu</a>		
Hamblin, Gary H., Administrator, WisDOJ, Division of Law Enforcement Services	<a href="mailto:hamblingh@doj.state.wi.us">hamblingh@doj.state.wi.us</a>	608-266-7052	
Neverman, Walter M., Director WisDOJ, Crime Information Bureau	<a href="mailto:nevermanwm@doj.state.wi.us">nevermanwm@doj.state.wi.us</a>	608-264-6207	
Trevino, Tami L., Administrative Assistant WisDOJ, Training & Standards Bureau	<a href="mailto:trevinotl@doj.state.wi.us">trevinotl@doj.state.wi.us</a>	608-267-4582	
Frederickson, Marilyn, Senior Program Specialist WisDOC, Madison Training Center	<a href="mailto:marilyn.frederickson@wi.gov">marilyn.frederickson@wi.gov</a>	608-240-5536	

Rehberg, Glenn., Training Officer WisDOJ, Training & Standards Bureau	<a href="mailto:rehbergga@doj.state.wi.us">rehbergga@doj.state.wi.us</a>	608-266-7783	
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<b>Resources</b>	
Wisconsin DNA Task Force Report May 17, 2010	<a href="http://www.wi-doc.com/PDF_Files/DNATaskForceReport.pdf">http://www.wi-doc.com/PDF_Files/DNATaskForceReport.pdf</a>
CIB Identification Manual	<a href="http://www.doj.state.wi.us/dles/cibmanuals/files/Ident/PDF/Ident.pdf">http://www.doj.state.wi.us/dles/cibmanuals/files/Ident/PDF/Ident.pdf</a>
Wisconsin DNA Databank Buccal Swab Collection Kit	Wisconsin Department of Justice, State Crime Lab – Madison (608-266-2031)
Physical Evidence Handbook, 8 <sup>th</sup> Edition, WisDOJ SCL	<a href="http://www.doj.state.wi.us/dles/crimelabs/physicalEvidenceHB/">http://www.doj.state.wi.us/dles/crimelabs/physicalEvidenceHB/</a>
WTMJ 4: Trial Starts in 1976 Murder (Leichtman)	<a href="http://www.todaystmj4.com/news/local/54512237.html">http://www.todaystmj4.com/news/local/54512237.html</a>
WLUK FOX 11: DNA match breaks open cold case (Leichtman)	<a href="http://www.clipsyndicate.com/video/play/833496/dna_match_breaks_open_cold_case">http://www.clipsyndicate.com/video/play/833496/dna_match_breaks_open_cold_case</a>
Maryland Department of Public Safety & Correctional Services	<a href="http://www.dpccs.state.md.us/publicservs/dna.shtml">http://www.dpccs.state.md.us/publicservs/dna.shtml</a>
CODIS	<a href="http://www.fbi.gov/hq/lab/html/codis1.htm">http://www.fbi.gov/hq/lab/html/codis1.htm</a>
DNA.Gov	<a href="http://dna.gov">http://dna.gov</a>
USDOJ Handbook of Forensic Services	<a href="http://www.fbi.gov/hq/lab/handbook/forensics.pdf">http://www.fbi.gov/hq/lab/handbook/forensics.pdf</a>
DNA Task Force-Training Workgroup Web Resources	<a href="http://www.doj.state.wi.us/dles/dna_task_force/index.asp">http://www.doj.state.wi.us/dles/dna_task_force/index.asp</a>
Identification Newsletter: Crime Information Bureau	<a href="http://www.doj.state.wi.us/dles/cib/forms/news/Ident_Nov2010.pdf">http://www.doj.state.wi.us/dles/cib/forms/news/Ident_Nov2010.pdf</a>
The DNA Collection Statute: What It Means for Law Enforcement	<a href="https://wilenet.org/secure/html/bulletin/2010/dna.htm">https://wilenet.org/secure/html/bulletin/2010/dna.htm</a>
National Commission on Correctional Health Care (NCCHC) Standard J-I-03	<a href="http://www.ncchc.org">http://www.ncchc.org</a>
<b>Video Contributors</b>	
Shawn R. Christians, Deputy	Dane County Sheriff's Office
David Zajicek, Deputy	Dane County Sheriff's Office
David H. Perlman, AAG	Wisconsin Department of Justice, Training & Standards Bureau
Daniel J. Haase, Forensic Scientist DNA Databank	Wisconsin Department of Justice, State Crime Lab - Madison
Joel DeSpain, Public Information Officer	Madison Police