

DNA Submission Guidelines Cheat Sheet

Wisconsin State Crime Laboratory



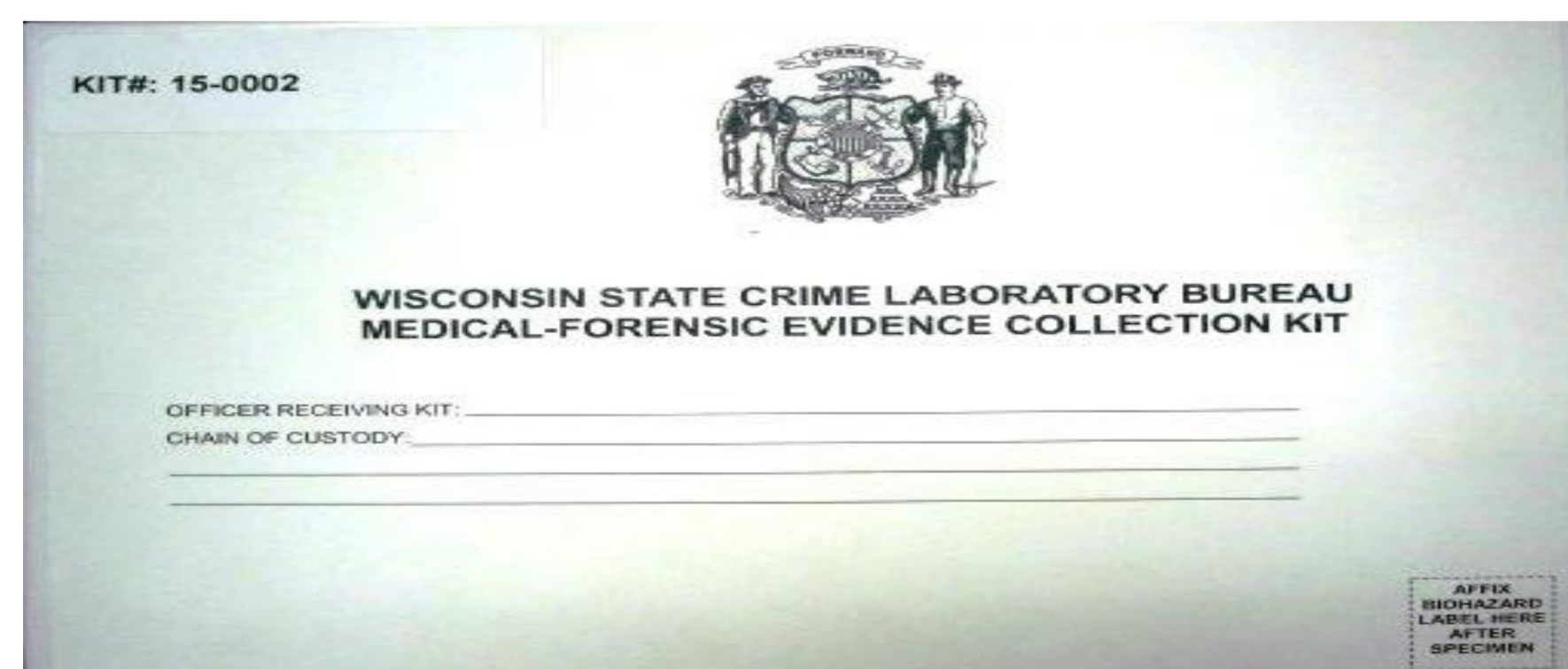
Please remember that these are guidelines and occasionally there may be exceptions granted. In these situations, we encourage you to call the laboratory in your service area first and communicate with a DNA supervisor or the laboratory manager. If possible, we will do our best to address the special needs of your case.

General Guidelines

- Submission of items of evidence shall be connected with felony investigations (WI Statute §165.75).
- Evidence connected to local ordinance violations and civil matters will NOT be analyzed by the crime laboratory.
- When multiple sections of the laboratory are involved, the submitting agencies should contact either a Wisconsin State Crime Laboratory supervisor or manager in their service area for guidance.
- Fingerprinting and DNA analysis on items removed directly from a person's body or clothing is generally not of forensic value and may not be analyzed unless there is a specific investigative need.

Sexual Assaults

- First Submission: Sexual assault kit plus one pair of underwear and one condom.
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to five (5) items
- Buccal swab standard(s) from victim(s) and consensual partner(s) who have had sexual contact with the victim within 72 hours of evidence collection **MUST** be submitted!



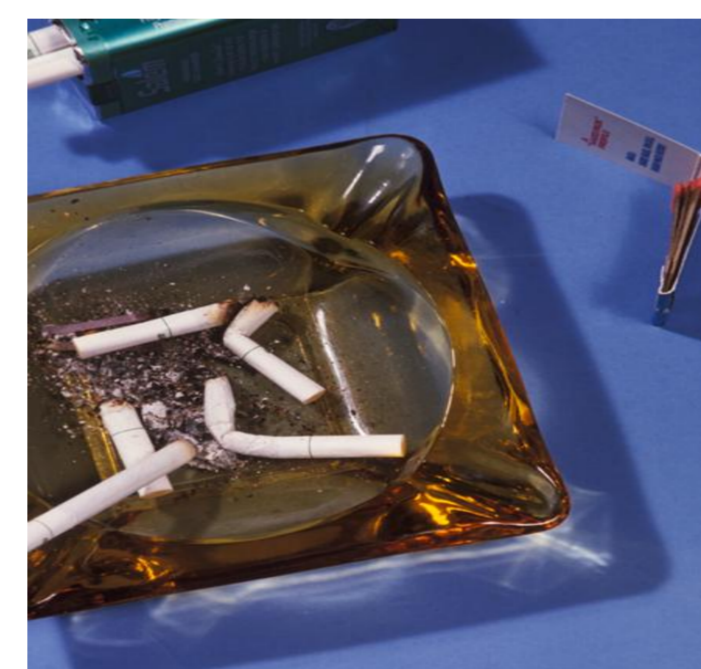
Homicides

- First submission: Limited to ten (10) items
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to ten (10) items



Burglary/Property Crimes/Other Case types (robbery, assault, etc.)

- First submission: Limited to three(3) items
If no probative DNA is recovered from the first submission...
- Each subsequent submission: Limited to three (3) items



Items taken from a suspect in a possession case (e.g. body cavity, pockets or waistband) may not be processed for DNA!

Touched Items

- ✗ No charred or burnt evidence
- ✗ No fired cartridge casings
- ✗ No submissions from commonly touched items (e.g. floor, doorknob/handle, public payphone) unless there is direct evidence of a suspect handling the item.
- ✓ Elimination standards **MUST** be submitted
- ✓ DNA free swabs recommended to collect evidence
- ✓ For violent crimes **ONLY**
- ✓ Processed for DNA only if it has not been processed by another discipline
- ✓ Must follow the number of items based on the case type



Checklist

Did you...

- Include buccal swab standards?
- Include a scenario?
- Package and store evidence correctly?
- Notify the lab of any trial date?
- Package items so that only one item is included in each package? (ex. Three items in one package=three items)

