

Division of Forensic Sciences
Submission Advisory Committee Meeting

March 6, 2024, 10:00am-11:30am

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Notice is hereby given that a virtual meeting of the Division of Forensic Sciences Advisory Committee March 6, 10:00am-11:30am will conduct the following business:

I. Welcome and Introductions:

Hannah M., Justin R., Monica H., Sarah Z-A., Nikki R., Jen N., Kathy M., Monica S., Todd D., Bridget K., Chris J., Rachel S., Xai X., Jordan K., Amber R., Melisa W., Neil M., Rachel B., Sam R., Hailey B., David P., Karley H., Corey S.

II. Meeting announcement & agenda published on DOA Public Meetings website

III. Revised Firearms/Toolmarks (FATM) Evidence Submission Guidelines (Kathy M./ Xai X)

-Will be removing Claudia M.'s name from the guidelines because she changed positions and no longer works with Kathy M.

-Trigger Pull and Magazine Capacity will need to be requested from now on.

IV. Updates to Controlled Substances, Latent Prints, and Toxicology (LP & ToxEv) Guidelines from 10-26-23

V. NEW Footwear (FW) Evidence Submission Guidelines (Karley H)

-Kathy M. & Karley H. will work together to update these.

-Investigative Search (resources for brands/types of shoes certain prints could come from)

Monica H. asked: -Is there a limit on the number of prints that can be submitted? (not currently)

-Could you add the suggestion to add scale to each photo? (yes, definitely need it)

VI. NEW Forensic Investigative Genetic Genealogy (FIGG) and Unidentified Human Remains Evidence (UHR) submission guidelines

(Rachel S.)

- Rachel S. noted that each case is unique
- WISCIR group must be consulted in order to make changes.
- Flip order of the packaging and requirement section
- Include the wording, "The lab strongly recommends you talk to them prior to submitting evidence (bold & underlined!)"
- WISCIR email address should be on both the front and back of the document.
- Work flow section needs to be updated.
- Melisa and Rachel will work to update document to include these changes.

VII. REMINDERS : Symposium October 8-9, Green Bay, WI

- This is an annual year, so the Symposium is in person this year.
- There will be a FIGG/UHR presentation at the Symposium.
- Any other ideas for the Symposium, please submit to Nikki & Jen.

VII. Closing remarks

- Kathy M. will be issuing updated/revised information yet this month.
- If any areas of the lab were missed with submission guidelines, please inform Nikki & Jen.

MEETINGS ARE OPEN TO THE PUBLIC UNLESS OTHERWISE NOTED.

Meetings and hearings may be cancelled without notice. Times listed for meeting items are approximate and depend on the length of discussion. Meetings may be confirmed by a telephone call to the listed contact person.