

Division of Forensic Sciences
Submission Advisory Committee Meeting

March 23, 2021, 1:00 – 2:30PM

Contact: Jennifer Naugle 608-640-9461, nauglejd@doj.state.wi.us

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Notice is hereby given that a virtual meeting of the Division of Forensic Science Advisory Committee March 23, 2021, 1:00 – 2:30PM to conduct the following business:

- I. Open Meetings (Paul Ferguson)
 - a. Open meeting Powerpoint (attached)
 - b. OOG information, including contact info available on website:
<https://www.doj.state.wi.us/office-open-government/office-open-government>
 - 1. Paul Ferguson: 608-267-2220
- II. Introductions
 - a. Attendees: David Poteat Ruth Henk, Keith Alexander, Mark McGinnis, Keith Findley, Carlton Cowie, Kathy Mahnke, Megan Niebauer, Nikki Roehm, Jennifer Naugle, Emily Ramsey, Sandy K, Bridget Krause, Amber Hahn, Michael Steffes, Paul Ferguson (first 15 minutes)
- III. Scope of Committee and Welcome (Nicole Roehm/Jennifer Naugle)
 - a. Nationwide labs are forming advisory committees
 - b. Committee goal is to be proactive in forming a collaborative effort with WSCL stakeholders, make educated policy decisions
 - c. First committee is pointed toward evidence submission guidelines
 - d. DFS - Neutral, unbiased 3rd party system
 - e. We appreciate your time, welcome, and look forward to feedback
- IV. Trace (New Guidelines) (Kathy Mahnke)
 - a. Kathy's role (2018-) Evidence submission guidelines in every scientific area of analysis (goal is to streamline into consistent format)
 - b. Ruth Henk – representation trace – comparative analysis, arson, explosives, etc. true variety, those cases that don't fit else ware
 - c. Questions/Concerns?
 - i. Amber Hahn – nothing jumps out as needing to be changed or confusing (catch all – call with questions)
 - ii. Keith Findley - Question/Concern: Fundamental concern is that DFS remains a neutral party – submission guidelines should not invite unnecessary data that is not needed in forensic analysis but can contribute to cognitive bias Laboratory request details are inviting context information that can be harmful. do our analysts need this information and if so why?
 - 1. Suggestions: affirmative rule that suggests agencies do not give information not related to science

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2. Response:
 - a. Ruth: Discernment between question and known. Enough to do job effectively and no more. Trace can be more difficult than other areas as per the wide amount of cases trace receives
 - b. Kathy's position is that buffer (in some units)
 - c. Evidence transmittal forms have been updated
 - d. Working on a new laboratory management system to filter information down to analyst seeing absolute essentials (ex: different visibility for supervisor and analyst)
 - i. New LIMS in process (implementation ~2 years out)
 - iii. Amber Hahn - Suggestion: Make the buffer aspect a priority message when explaining Kathy's role
 1. More information on Kathy's role as case manager will be added on DOJ website
 - iv. Jennifer Naugle - Specific statements on what we do not want, 'no-no's' (eyewitness, confessions, etc)
 1. Latent print has put a request through Quality Bureau that they would prefer no titles, just knowns and unknown information (again, our current software can be limiting)
- V. Controlled Substances (Kathy Mahnke, Ruth Henk)
- a. Revision – discussion on clarity of wording
 - b. How to address misdemeanor cases
 - i. Amber Hahn – Unidentified substances submission could be clearer, Speedy trial demand could be included on transmittal
 - ii. Bridget Krause – Generic terms as oppose to victim/suspect
 1. NR – 3rd person to step in and label is unfortunately not always possible due to staffing shortages
 - a. New LIMS will be more capable of the layers of information
 - iii. David Poteat - Form redesigned for space with case number – maybe a form per item,
In what situations we need letter from the DNA
 - iv. Amber Hahn - Submitting agency does not identify suspect by names
 1. Letters from DA point – DA is dealing with turnover – level of understanding is low due to lack of experienced prosecutors. AH working on expanding network
 - v. Jennifer Naugle - DFS could do a better job educating (ex: difference between CS and tox)
 - vi. Mike Steffes - Sun Prairie PD would like to thank crime lab for open conversation regarding submissions do's and don't's

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- VI. Closing remarks
 - a. Thank you
 - b. Minutes will be emailed and posted on DOA Public Meetings website

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