

# WISCONSIN ASSOCIATION FOR IDENTIFICATION

## PROPERTY AND EVIDENCE MANAGEMENT GUIDE

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## **MISSION STATEMENT**

The Wisconsin Association for Identification (WAI) Property & Evidence Management Guide, hereafter referred to as the PEMG, is intended to provide standardized guidelines for Wisconsin property and evidence managers. This guide identifies the responsibility of a Property/Evidence Manager as ensuring the integrity of property and evidence from the initial receipt to the final disposition with the use of a record management system.

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## **DISCLAIMER**

Any reference in this document to any person, organization, products, or services related to such person or organization, or any linkages from this document to the website of another party, does not constitute or imply the endorsement, recommendation, or favoring of the WAI or any of its members acting on its behalf.

This document is based upon Wisconsin State Statutes, which are hyperlinked within the text, and is intended to be used as a guide. Every effort has been made to be as accurate as possible, but it does not cover every situation. This document also does not constitute legal advice. The guide should be supplemented with individual agency property/evidence management policies, as well as advice from your District Attorney (DA) and agency legal counsel. The information contained in the guide reflects the personal views and opinions of the members of the drafting committee and does not necessarily reflect the official positions or opinions of their employers.

This document also only reflects the law as of the date of its publication and may be superseded or affected by other versions or changes in the law. Updates will occur to this guide as new legislation is enacted, new court decisions are issued, and/or the State Crime Laboratory changes evidence handling procedures.

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## **WAI REDISTRIBUTION POLICY**

The WAI grants permission for redistribution and use of this document provided that the following conditions are met:

- 1) Redistributions of documents, or parts of documents, must retain the WAI cover page and the disclaimer.
- 2) Neither the name of WAI nor the names of the contributors may be used to endorse or promote products derived from its documents.
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material for law enforcement related purposes without prior permission or authorization except as noted above. Any other person or organization is required to obtain the express permission of the WAI before any use of this guide.

## **RESOURCES**

### **Biological Evidence Handling:**

“The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers” is a publication that makes recommendations regarding biological evidence collection, examination, tracking, packaging, storing, and disposition. This is a National Institute of Standards and Technology (NIST) publication put together by the Technical Working Group on Biological Evidence Preservation.

<https://nvlpubs.nist.gov/nistpubs/ir/2013/NIST.IR.7928.pdf>

### **Fentanyl Information:**

#### 1) CDC Fentanyl Guidelines

- Overview: <https://www.cdc.gov/niosh/substance-use/site.html#gen>
- For Emergency Responders: [https://www.cdc.gov/niosh/substance-use/fentanyl-emergency-responders/?CDC\\_AAref\\_Val=https://www.cdc.gov/niosh/topics/fentanyl/default.html](https://www.cdc.gov/niosh/substance-use/fentanyl-emergency-responders/?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/fentanyl/default.html)

#### 2) IAPE Fentanyl Resources & Guides

- <https://welcome.iape.org/fentanyl-resources-guides/>
- In addition to the resources available at the above link, the IAPE also has a publication for its members called EVIDENCE LOG. This publication occasionally features articles related to fentanyl.

#### 3) U.S. Department of Justice – Fentanyl: A Briefing Guide for First Responders

<https://www.nvfc.org/wp-content/uploads/2018/03/Fentanyl-Briefing-Guide-for-First-Responders.pdf>

#### 4) Policy Considerations:

- Proper personal protective equipment (PPE)  
The CDC Emergency Responders link above provides a good table detailing the various levels of recommended protection.
- Availability of Narcan
- Training (Identifying hazards, Use of PPE, Narcan, etc.)
- Safety Measures
- Packaging requirements

### **International Association for Property & Evidence, Inc. (IAPE):**

The IAPE is a resource for law enforcement agencies nationwide. It offers a set of property and evidence standards, training, accreditation, and various documents and publications designed to assist property and evidence personnel with their responsibilities. <https://welcome.iape.org/>

### **Wisconsin Handgun Hotline/Firearms Unit:**

Operated by the Crime Information Bureau (CIB). The Wisconsin Handgun Hotline assists in interpreting and determining whether a specific act and/or conviction would disqualify a person from possessing a firearm. Fax: (608) 264-6200; Phone: (608) 267-2776; email: [nowlanam@doj.state.wi.us](mailto:nowlanam@doj.state.wi.us)

### **Wisconsin Physical Evidence Handbook:**

The Wisconsin Physical Evidence Handbook [https://www.doj.state.wi.us/sites/default/files/dles/clab-forms/11th\\_Evidence\\_Handbook.pdf](https://www.doj.state.wi.us/sites/default/files/dles/clab-forms/11th_Evidence_Handbook.pdf) outlines the correct procedure for properly collecting and packaging

evidence and is published on <https://wilenet.widj.gov/>. Future editions may be available for purchase from the Wisconsin Department of Administration, Document Sales Unit, 2310 Darwin Road, Madison, WI 53704-3108. Prepayment of the books is required, and orders may be completed online at <http://docsales.wi.gov/Home.aspx> or by calling 1 (800) DOC-SALE (362-7253). For general information, call (608) 266-3358.

## COMMONLY USED CONTACT INFORMATION

**Wisconsin State Crime Laboratories**

Madison  
 Phone (608) 266-2031  
 Fax (608) 267-1303

Milwaukee  
 Phone (414) 382-7500  
 Fax (414) 382-7507

Wausau  
 Phone (715) 845-8626  
 Fax (715) 848-5833

**WI State Laboratory of Hygiene**

General: (608) 224-6241  
 Toxicology: (608) 224-6247  
 Blood Kit Order: order online@  
<http://www.slh.wisc.edu/forensic/>

**FBI Field Offices**

Milwaukee Resident Agency  
 Phone (414) 276-4684

Green Bay Resident Agency:  
 Phone (920) 432-3868

La Crosse Resident Agency:  
 Phone (608) 782-6030

Madison Resident Agency:  
 Phone (608) 833-4600

Wausau Resident Agency:  
 Phone (715) 842-2666

Eau Claire Resident Agency:  
 Phone (715) 835-3761  
 Phone (715) 835-7864

**Wisconsin Handgun Hotline/Firearms Unit**

**Fax (608) 264-6200**

Justice Program Supervisor  
 Andrew Nowlan  
 Phone 608-267-2776  
[nowlanam@doj.state.wi.us](mailto:nowlanam@doj.state.wi.us)

**U.S. Attorney General's Office**

Eastern District:  
 Phone (414) 297-1700  
 Fax (414) 297-1738

Green Bay Branch  
 Phone (920) 884-1066  
 Fax (920) 884-2997

Western District:  
 Phone (608) 264-5158  
 Fax (608) 264-5054

**Bureau of Alcohol Tobacco and Firearms (ATF)**

Milwaukee II Industry Operations  
 Phone (414) 727-6200  
 Fax (414) 727-6201

Madison I Field Office  
 Phone (608) 441-5050  
 Fax (608) 441-5057

**Bureau of Engraving & Printing**

Phone (866) 575-2361  
 Phone (202) 874-2141  
 or  
 (202) 874-2595

## ACKNOWLEDGEMENTS

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The following professionals are recognized for their efforts in assisting in the drafting and completion of the foundational Property & Evidence Management Guide.

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•Detective, Dodge County Sheriff's Department

**Marci Enloe**

•Evidence Coordinator, Dane County Sheriff's Office

**David Karls**

•Lieutenant, Dane County Sheriff's Office (Retired)

**Roy Korte**

•Assistant Attorney General, State of Wisconsin (Retired)

**Greg Leatherberry**

•Crime Scene Investigator, Dane County Sheriff's Office

**Frank Magestro**

•Evidence Control Technician, Federal Bureau of Investigations (Retired)

**Julie Mead**

•Detective, Burnett County Sheriff's Department

**Rochelle Skurlinski**

•Evidence & Records Supervisor, Winnebago County Sheriff's Department (Retired)

**Kathy Vergenz**

•Evidence Clerk, Dodge County Sheriff's Department (Retired)

**Jason White**

•Patrol Officer, Randolph Police Department

## **CURRENT PROPERTY & EVIDENCE COMMITTEE MEMBERS**

### **Cyndel Sawall (Chairman)**

- Evidence Custodian/Technician
- Menasha Police Department
- (920) 422-6828
- csawall@menashawi.gov

### **Holly Maas**

- Risk Mitigation Officer
- Canadian National Railway
- harrh9494@hotmail.com

### **Shelly Czarneski**

- Forensic Specialist
- Green Bay Police Department
- (920) 461-3687
- shelly.czarneski@greenbaywi.gov

### **Trina Lynch**

- Records Clerk Supervisor
- Beaver Dam Police Department
- (920) 887-4613
- tlynch@ci.beaverdam.wi.gov

### **Brian Schaefer**

- Officer
- Kaukauna Police Department
- (920) 766-6333
- bschaefer@kaukauna.gov

### **Rachel Miller**

- Detective
- City of Brookfield Police Department
- (262) 649-0255
- millerr@ci.brookfield.wi.ius

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## **PROPERTY AND EVIDENCE CONTROL**

The property and evidence control function should provide for security and control of seized, recovered, and evidentiary property as well as abandoned, lost, or found property in the custody of the law enforcement agency. This is critically important in supporting investigations, in helping to guarantee successful prosecution at criminal/civil trials, in facilitating the timely return of property to its rightful owners, and in establishing the agency's reputation as honest, reputable, and worthy of the public's confidence and trust. It is critical that a law enforcement agency's property and evidence control function develop and maintain strict measures for the receipt, handling, security, and disposition of property.



## **RIGHT OF REFUSAL**

Each law enforcement agency should develop a policy that clearly states that any deviation in packaging methods that do not meet the property or evidence unit's standards will be refused. Packaging methods are based upon the Wisconsin Physical Evidence Handbook and should be clearly defined using an agency specific packaging manual. The Property Room Manager should have the authority to notify the submitting officer through normal channels to correct any issues.

# **DEFINITIONS**

## **Abandoned or Unclaimed Property:**

Non-contraband property that is no longer needed as evidence, or for which the time limitations to hold has expired, and the known owner has been notified by the Property/Evidence Custodian to claim the property but fails to do so.

## **Adjudication:**

Means the entry of a final judgment or order by the circuit court.

## **Appeal:**

A legal proceeding by which a previous legal proceeding is brought before a higher court for the review of a decision made by a lower court.

## **Authorized Persons:**

People who are formally and properly empowered to perform specified duties associated with an office.

## **CCAP (Consolidated Court Automation Program):**

The Consolidated Court Automation Program for the State of Wisconsin identifies dispositions of court cases. Website: <https://wcca.wicourts.gov/>

## **Chain of Custody:**

The movement and location of physical evidence from the time it is obtained until the time it is presented in court and/or disposed of.

## **Chattels:**

Chattels are typically movable property (chattels personal, e.g. furniture or cars) but may also be interests in real property (chattels real, e.g. leases). Movable property is items of personal property that are not freehold land and are not intangible.

## **Class II Notification:**

Class II notices require two insertions at two separate public locations ([Wis. Stat. § 985.07\(2\)](#)). An “Insertion” is a legal notice/publication posted for consecutive weeks prior to the event. The placement of a legal notice on a county’s website is not considered legal publication under ([Wis. Stat. § 985.05\(1\)](#)).

## **Contraband:**

Includes all of the following: ([Wis. Stat. § 968.13](#)) lottery tickets; gambling machines or other gambling devices; lewd, obscene, or indecent written matter; pictures; sound recordings or motion picture films; forged money or written instruments and the tools, dies, machines, or materials for making them; and controlled substances or analogs and the implements for smoking or injecting them.

## **Controlled Substance:**

A drug, substance, or immediate precursor included in Schedules I through V under [Chapter 961](#).

## **Controlled Substance Analog:**

A substance with a chemical structure that is substantially similar to the chemical structure of a controlled substance included in Schedule I or II under [Chapter 961](#).

## **Custody:**

The care and control of a thing or person. This can mean physical detention (arrest, incarceration, extended supervision, or under a commitment order) or control or authority over property.

**Crime:**

A crime is conduct which is prohibited by state law and punishable by fine, imprisonment, or both. Conduct punishable only by a forfeiture is not a crime.

**Discovery:**

Pretrial discovery and disclosure issues: [Wis. Stat. § 971.23](#)

Discovery and disclosure are solely the responsibility of the DA's Office. Law Enforcement must comply with a DA's discovery request. One copy is sufficient. The DA is responsible for copying and dissemination, which they are allowed to charge a fee for.

**Evidence Privileged:** ([Wis. Stat. § 165.79](#)) In a felony action, defense can obtain approval by the presiding judge to have the crime lab conduct analyses of evidence on behalf of the defendant. The prosecution is not entitled to any information gained by the approval (order).

**Dangerous Weapon:**

([Wis. Stat. § 939.22\(10\)](#)) Means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in [Wis. Stat. § 941.295\(1c\)\(a\)](#); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

**Discharge:**

The actual date a person is no longer in custody. WILENET has a DOC locator that records discharge dates. The Clerk of Courts maintains commitment orders.

**Dismissed with Prejudice:**

The disposition of a court case in which the case is dismissed permanently. The case is closed and cannot be brought back before the court.

**Dismissed without Prejudice:**

The disposition of a court case in which the case is dismissed, however the DA's office can refile charges at any point during the applicable statute of limitations.

**Disposition:**

The final settlement of a matter, such as sentencing in a criminal case or disposing or transferring possession of property.

**Diversion:**

A dispositional process that allows a department to retain property or evidence that is either abandoned or does not have a known owner and that has a specific use within the department. Diversion requires authorization from the Chief of Police or Sheriff.

**DNA (Deoxyribonucleic Acid):**

Deoxyribonucleic acid is the fundamental building block for an individual's entire genetic makeup. It is a component of virtually every cell in the human body. Further, a person's DNA is the same in every cell. For example, the DNA in a man's blood is the same as the DNA in his skin cells, semen, and saliva. (Except in the rare case of identical twins and human chimerism.)

**Evidence:**

Any material good that comes into the custody of an employee of a law enforcement agency (police officer or civilian crime scene investigator) when such material good may tend to prove or disprove the commission of a crime or the identity of a suspect pursuant to an official criminal investigation.

**Felony and Misdemeanor:**

A crime punishable by imprisonment in a Wisconsin state prison is a felony. Every other crime is a misdemeanor. See [Wis. Stat. § 939.60](#).

**Firearm and Handgun:**

“Firearm” as defined in [Wis. Stat. § 167.31\(1\)\(c\)](#), means a weapon that acts by force of gunpowder. “Handgun” as defined in [Wis. Stat. § 175.60\(1\)\(bm\)](#), means any weapon designed or redesigned, or made or remade, and intended to be fired while held in one hand and to use the energy of an explosive to expel a projectile through a smooth or rifled bore. “Handgun” does not include a machine gun, as defined in [Wis. Stat. § 941.25\(1\)](#), a short-barreled rifle, as defined in [Wis. Stat. § 941.28\(1\)\(b\)](#), or a short-barreled shotgun, as defined in [Wis. Stat. § 941.28\(1\)\(c\)](#). **Under federal law, black powder guns are not firearms.**

**Found Property:**

Any property that has no evidentiary value whatsoever, comes into the custody of a law enforcement agency employee, and whose rightful owner may or may not be known to the finder or the agency.

**International Association for Property & Evidence, Inc. (IAPE):**

The IAPE is a resource for law enforcement agencies nationwide. It offers a set of property and evidence standards, training, accreditation, and various documents and publications designed to assist property and evidence personnel with their responsibilities. <https://welcome.iape.org/>

**Injunction:**

An order issued by a court prohibiting someone from doing some specified act.

**Legal Counsel:**

Corporation Counsel (county jurisdiction)/City/Town or Village Attorney - generally handles civil legal matters for that jurisdiction, acting as a general counsel and giving legal advice to agencies under their jurisdiction.

**Post-Conviction Relief:**

An appeal or a motion which is filed in circuit court and served on the prosecutor, and any other party, after the date of sentencing or final adjudication.

**Property:**

Material goods that do not have evidentiary value and come into the possession of a law enforcement agency as found property, safekeeping, property for destruction, or abandoned property.

**Property for Destruction:**

Is non-evidentiary property that has been seized from, or released by, a citizen to law enforcement for disposal. This could include contraband (property forbidden by law), prescription drugs obtained by a community drug drop, or firearms and ammunition relinquished by their owners.

**Respondent:**

The subject against whom an injunction is sought or entered.

**Right of Refusal:**

The authority given to the Property/Evidence Custodian to reject and notify the submitting officer that the property or evidence is improperly packaged or documented and needs to be corrected.

**Safekeeping:**

Is any property of no evidentiary value surrendered to an employee of a law enforcement agency for temporary custody with the understanding that the person surrendering the property has the legal right to do so, and that the property will be returned to the rightful owner at the end of a specified period of time, or when it is requested by the owner.

**Statute of Limitations:**

The time limit allowed for the prosecution of a crime. See [Wis. Stat. § 939.74](#).

**Submitting/Impounding Officer:**

The law enforcement officer or crime scene investigator who initially receives or takes possession of the evidence.

**Surrender of Firearms:**

The court ordered surrender of any firearms to the Sheriff or a third party by person's subject to certain injunctions. This is not a seizure.

**Tickler File:**

A collection of dated file folders organized in such a way to allow the Property/Evidence Custodian to follow up on the disposition of evidence at a specified future date.

**Two Person Rule:**

A principle where two people are present anytime that a witness may be necessary to provide testimony (i.e., destruction of narcotics and currency verification).

**Transmittal Form:**

A Wisconsin State Crime Laboratory document which lists the items of evidence to be submitted and the requested analyses for those items. This form must be completed by the submitting officer before evidence can be sent to any of the three state crime labs.

**Wisconsin Coalition Against Sexual Assault (WCASA):**

Per its website, WCASA is "the membership agency which supports 54 certified sexual assault service provider (SASP) agencies that are working to end sexual violence in Wisconsin, and which offer support, advocacy and information to its victims of sexual assault and their families."

<https://www.wcasa.org/>

**Wisconsin Handgun Hotline/Firearms Unit:**

Operated by the Crime Information Bureau (CIB). The Wisconsin Handgun Hotline assists in interpreting and determining whether a specific act and/or conviction would disqualify a person from possessing a firearm. Fax: (608) 264-6200; Phone: (608) 267-2776; Email: [wihotline@doj.state.wi.us](mailto:wihotline@doj.state.wi.us) or [nowlanam@doj.state.wi.us](mailto:nowlanam@doj.state.wi.us)

**Wisconsin Supreme Court and Court of Appeals (WSCCA):**

The WSCCA provides public access to the status of appeals filed with the Wisconsin Supreme Court and the Wisconsin Court of Appeals. Generally, this site includes appeals that were considered "Open" from the end of 1993 forward. <https://wscca.wicourts.gov/index.xsl>

# EVIDENCE

This section of the guide is meant to provide general information about how to handle items of evidence from initial receipt through final disposition. Found property and property for safekeeping will be discussed in later sections. Given some evidentiary items require special consideration, this section will be divided into the following sub-categories:

- A. General Evidence
- B. Biological/DNA/Sexual Assault Evidence
- C. Currency/Money
- D. Drugs
- E. Firearms

Section A will discuss information that should be relevant to most evidence. Sections B-E will discuss information that is meant to be supplemental to the information provided in Section A. For example, this means that if you are dealing with firearm evidence, you would want to review the information provided in both Sections A and D.

## A. General Evidence

### 1. Initial Receipt

Verify that packaging conforms to your department's requirements. If not, utilize your right of refusal.

### 2. Storage

How evidence is stored is up to each individual agency based on available storage space and packaging options, so long as evidence is stored in a manner that maintains its integrity.

### 3. Crime Lab Submittals

For the most up-to-date information regarding evidence submission to the Wisconsin State Crime Laboratory (WSCL), please reference <https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>. This website discusses the various forms that are required when submitting evidence. Links are provided within the website for each topic or form. The Physical Evidence Handbook can be found on WILENET at the following link: [https://wilenet.wisdoj.gov/sites/default/files/public\\_files-2024-10/11th\\_Evidence\\_Handbook.pdf](https://wilenet.wisdoj.gov/sites/default/files/public_files-2024-10/11th_Evidence_Handbook.pdf)

Be aware that the WSCL may require the submission of a memo from the DA's office requesting testing for certain evidence. This may be applicable in misdemeanor drug cases, non-violent touch DNA cases, or cases in which the DA is waiting to file charges pending testing results.

Depending on your department's policy, if items need to be repackaged, separated, or have additional tape added for submission to the WSCL, property/evidence room staff may need to address these issues.

### 4. Signing Out Evidence

#### a. Interim Release of Evidence

To facilitate the need for officers to temporarily remove evidence from the property/evidence room for further investigation, examination, etc., the following procedures should be followed:

- i. The officer will request the evidence.
- ii. Officers checking out evidence will be required to sign and date the chain of custody form for all evidence released.

- iii. A tickler file can be implemented for the items of evidence.
- iv. Officers shall, as soon as appropriate, return all evidence to the property/evidence room.
- v. Evidence shall be repackaged or resealed as necessary to ensure the integrity of the item.

**b. Court Release**

When the Property/Evidence Custodian receives an evidence release request for court, the item(s) of evidence shall be released to the requesting officer.

- i. The Property/Evidence Custodian should request a copy of the court subpoena from the officer.
- ii. A tickler file can be implemented for the item(s) of evidence to ensure its return.
- iii. Evidence entered as a court exhibit is no longer the responsibility of the property manager. The Clerk of Courts maintains the evidence. The disposition of the evidence shall be documented as received by the Courts. It is encouraged to obtain a receipt from the Clerk of Courts as proof the evidence was entered in as an exhibit. The receipt should identify the item of evidence and the exhibit number. All documentation should be placed in the original report file.

Some clerk of courts returns certain evidence to the law enforcement agencies who originally maintained the evidence, i.e. firearms and narcotics, because the clerk of courts does not have the resources to properly store or dispose of such evidence. If the court exhibit is returned to the original agency, the evidence shall be disposed of pursuant to the clerk of court's retention policies. See [APPENDIX 1: COURT RECORDS RETENTION](#).

**5. Dispositions**

**a. Authorized Persons**

The following people may authorize the release of evidence that has been placed in the property/evidence room:

- i. The investigating officer, assigned investigator, or the investigator's supervisor
- ii. The DA's office
- iii. A judge via court order

When appropriate, the DA and case agents should be involved in decisions involving the disposition of evidence. This coordination will assist in the prevention of erroneous disposal of evidence associated with:

- i. Evidence and property linked to multiple cases
- ii. Cases with multiple defendants
- iii. Cases subject to DA refiling
- iv. Evidence and property with questionable ownership
- v. Evidence and property subject to court order (search warrant, return of property order)

**b. Determining Disposition/Case Status**

Property and evidence held by a law enforcement agency shall be disposed of in a manner authorized by statute and/or local ordinance. See [Wis. Stat. § 968.20](#) and below subsections for additional applicable statutes.

**i. Disposition Letters/Forms**

A disposition letter or other correspondence should be sent to the appropriate authorized person(s) for a determination as to what is to happen to evidence. It should not be the burden of property/evidence staff to make this determination. Typical disposition codes for property/evidence may indicate destroy, return to owner, hold, retain for open records, court ordered disposition, auction, donate, diversion, etc.

**ii. Considerations for Authorized Personnel when Determining Disposition.**

**(A) Statutes of Limitations**

See [EXHIBIT A-1: TIME LIMITS FOR PROSECUTION](#) for a list of Statutes of Limitations for various offenses.

NOTE: Numerous Wisconsin Acts have changed the statutes of limitations for child sexual assault, repeated acts, and 1<sup>st</sup> degree sexual assault. The exact dates of these enactments are listed in [EXHIBIT A-2: STATUTES OF LIMITATIONS CHANGES FOR CERTAIN SEXUAL ABUSE CASES](#).

**(B) No Arrest Made**

- (1) In cases where there are no suspects or leads, evidence shall be maintained for a period designated by Wisconsin's statute of limitations ([Wis. Stat. § 939.74](#)), unless said evidence is department generated documents and/or electronic media. These files can be subject to a department's records retention policy and therefore should be held for whichever duration of time is longer, statute of limitations or retention policy.
- (2) Any evidence of felony or misdemeanor cases can be subject to disposition if the DA approves prior to the expiration of the statute of limitations. If there are multiple parties with a vested interest in any evidence that may be released, a court order stipulating which items are to be released and to whom will be required.
- (3) Statutes of limitations in child sexual assault cases apply only to offenses under [Wis. Stat. chapter 948](#) after July 1, 1989. The Wisconsin Coalition Against Sexual Assault (WCASA) provides an informational sheet regarding statutes of limitations for sexual assault offenses. See [APPENDIX 2: WCASA STATUTES OF LIMITATIONS](#).
- (4) The statutes of limitations are tolled or suspended for any person who is not publicly a resident of this state or has a pending prosecution ([Wis. Stat. § 939.74\(3\)](#)).

## EXHIBIT A-1: TIME LIMITS FOR PROSECUTION

**A prosecution has commenced when:** A warrant or summons is issued, an indictment is found, or information is filed.

### Felonies: 6 years unless noted below

#### No Time Limits

- 1<sup>st</sup> & 2<sup>nd</sup> Degree Intentional Homicide ([940.01](#), [940.05](#))
- 1<sup>st</sup> Degree Reckless Homicide ([940.02](#))
- Felony Murder ([940.03](#))
- First Degree Sexual Assault ([940.225\(1\)](#))
- First Degree Sexual Assault of a Child ([948.02\(1\)](#))
- Repeated Sexual Assault of the Same Child ([948.025\(1\)\(a\)](#), [\(b\)](#), [\(c\)](#), or [\(d\)](#))
- Attempted 1<sup>st</sup> & 2<sup>nd</sup> Degree Homicide ([940.01](#), [940.05](#))
- Attempted 1<sup>st</sup> Degree Sexual Assault ([940.225\(1\)](#))
- Attempted 1<sup>st</sup> Degree Sexual Assault of a Child ([948.02\(1\)](#))

#### Prior to the Victim Reaching 26 Years Old

- Child Abuse/Fail to Prevent ([948.03\(2\)\(b\)](#) or [\(c\)](#), [\(3\)](#), [\(4\)](#), or [\(5\)\(a\)\(4\)](#) or [\(5\)](#))
- Cause Mental Harm to a Child ([948.04](#))
- Child Enticement (Mental Harm / Narcotics) ([948.07\(5\)](#) or [\(6\)](#))

#### Prior to the Victim Reaching 45 Years Old

- 2<sup>nd</sup> Degree Sexual Assault of a Child ([948.02\(2\)](#))
- Repeated Sexual Assault of Same Child ([948.025\(1\)\(e\)](#))
- Child Abuse-Great Bodily Harm ([948.03\(2\)\(a\)](#))
- Repeated Physical Abuse of Same Child ([948.03\(5\)\(a\)\(1\)](#), [\(2\)](#), or [\(3\)](#))
- Sexual Exploitation of a Child ([948.05](#))
- Trafficking of a Child ([948.051](#))
- Incest with a Child ([948.06](#))
- Child Enticement ([948.07 \(1\)](#), [\(2\)](#), [\(3\)](#), or [\(4\)](#))
- Use Computer for Child Sex Crime ([948.075](#))
- Soliciting a Child for Prostitution ([948.08](#))
- Patronizing a Child ([948.081](#))
- Sexual Assault of a Child Placed in Substitute Care ([948.085](#))
- Sexual Assault of a Child by a School Staff Person ([948.095](#))

### All Misdemeanors: 3 years

#### Within 3 Years

- Adultery ([944.16](#))

#### Within 15 Years

- 2<sup>nd</sup> Degree Reckless Homicide ([940.06](#))

#### Within 10 Years

- 2<sup>nd</sup> & 3<sup>rd</sup> degree sexual assault ([940.225\(2\)](#) or [\(3\)](#))

#### Extensions

- A prosecution for theft against one who obtained possession of the property lawfully and subsequently misappropriated it may be commenced within one year after discovery of the loss by the aggrieved party, but in no case shall this extend the time limits in [939.74\(1\)](#) by more than 5 years.
- In some circumstances a DNA profile of the suspect may extend the time limits for 1 year. See [939.74\(2d\)\(c\)](#) and [\(2d\)\(e\)](#)

### **Time limits are tolled or suspended when:** [Wis. Stat. § 939.74\(3\)](#)

- *The actor was not publicly a resident within the state, or*
- *During which time a prosecution against the actor for the same act is pending, or*
- *The alleged victim of sexual assault by a therapist ([940.22\(2\)](#)) is unable to seek issuance of a complaint due to the effects of sexual contact or due to any threats, instructions or statements from the therapist.*

**\*\*Numerous Wisconsin Acts have changed the statutes of limitations for child sexual assault, repeated acts, and 1<sup>st</sup> degree sexual assault. The exact dates of these enactments are listed in EXHIBIT A-2 on page 18.**

## EXHIBIT A-2: STATUTES OF LIMITATIONS CHANGES FOR CERTAIN SEXUAL ABUSE CASES

Act	Effective	Statute of Limitations
<b>1987 Wis. Act 332</b>	July 1, 1989	Victim reaches age 21 or 6 years, whichever is later (Wis. Stat. § 948.02(1))
<b>1993 Wis. Act 219</b>	April 22, 1994	Victim reaches age 26 (Wis. Stat. § 948.02(1))
<b>1997 Wis. Act 237</b>	June 16, 1998	Victim reaches age 31 (Wis. Stat. § 948.02(1))
<b>2003 Wis. Act 279</b>	May 1, 2004	Victim reaches age 45 (Wis. Stat. § 948.02(1))
<b>2005 Wis. Act 276</b>	April 20, 2006	No Statute of Limitations for Wis. Stat. § 948.02(1) and Wis. Stat. § 948.025(1)(a-d)
<b>2011 Wis. Act 282</b>	April 26, 2012	No Statute of Limitations for Wis. Stat. § 940.225(1), attempted Wis. Stat. § 940.225(1), and attempted Wis. Stat. § 948.02(1)
<b>2015 Wis. Act 121</b>	December 18, 2015	10-year Statute of Limitations for 2 <sup>nd</sup> and 3 <sup>rd</sup> degree sexual assault (Wis. Stat. § 940.225(2) & (3))

### (C) Arrest Made

#### (1) General Retention

Property seized as evidence must be maintained until a defendant is convicted, the case has been dismissed with prejudice, or the DA authorizes release of the property prior to adjudication. If a suspect has left the state or a John Doe warrant has been issued, the statutes of limitations are suspended or tolled, and the evidence must be held.

#### (2) Property Claims

Any person claiming the right to possession of property seized with or without a warrant may petition for its return in the Circuit Court from where the property was seized or where the search warrant was returned. ([Wis. Stat. § 968.20](#))

#### (3) Juvenile Dispositions

Juvenile dispositions must be handled on a case-by-case basis. Disposition of juvenile cases can be obtained through the cooperation of Human Services, corporation counsel, and the DA.

#### (4) Multiple Defendants

When there are two or more defendants involved in a criminal case, evidence will not be disposed of until all defendants' trials have been concluded, and the appeals process is resolved.

#### (5) Court Orders

There are situations in which departments can file for seizure of certain types of evidence in each case. If the court orders the forfeiture of these items, this ruling must be honored. The same is true if the court orders a specific disposition of certain evidence as well. See [APPENDIX 3: FORFEITURE LAW SUMMARY](#).

**(6) Recovered Stolen Property**

Determine if the evidence submitted is property stolen during a non-violent crime. These items can be released to the lawful owner before the conclusion of the criminal case after the following conditions have been met:

- (a) A photograph is taken of the stolen property ([Wis. Stat. § 943.20\(4\)](#)).
- (b) Prior to release, all serialized property is cleared from NCIC/CIB.
- (c) Any request made by the owner for return of stolen property shall be cleared up by the DA's office.
- (d) The property was not seized from a pawn store or other party that has a vested interest, see *Seizing Stolen Property from a Pawn Shop/Secondhand Goods Store*.
- (e) A receipt is signed by the owner when the property is released.

**(7) Seizing Stolen Property from a Pawn Shop/Secondhand Goods Store**

In cases where property is stolen, investigators may look to pawn shops or secondhand goods stores to see if the property was pawned or sold. Although this process is not directly related to the Property/Evidence Custodian's duties, it is useful information to be aware of. Investigators can either reach out directly to a business, or they can utilize Leads Online.

Leads Online is an online tool that allows registered departments or users to search pawn shop transactions based on various factors, including an individual's name, property description, date range, etc. If a search is negative, users have the option to save their search. The system will then notify the user in the event their search parameters are met in the future. The caveat to this tool is that not all pawn shops and secondhand goods stores are required to register their transactions through Leads Online. Potential users would need to verify whether local businesses input their data to make this tool worthwhile to use.

If investigators are notified that a pawn shop or secondhand goods store does have the stolen property, then someone will need to respond to the store to take possession of the property. If someone is not on site at the business at the time this discovery is made, then a hold can be requested for the property. Requesting a hold notifies the business that the property in their possession is stolen and allows them time to either pull the property from the sales floor or to mark the property in the storeroom for police pickup. When a department representative does arrive at business to seize the property, they must issue a property receipt to the business. Documentation regarding what the business paid for the property should also be obtained so that they can be listed as a victim in the report.

In some departments, property/evidence room staff may be asked to recover the stolen property from the pawn shop or secondhand goods store. In other departments, the role of the Property/Evidence Custodian does not begin until the property is submitted into evidence. Regardless of when the property/evidence function begins within a department, it is the responsibility of the Property/Evidence Custodian to ensure recovered stolen property gets returned to the correct owner at the time of disposition.

Although pawn shops or secondhand goods stores are not considered victims under [Wis. Stat. § 950.02\(4\)\(a\)](#) unless a crime was committed directly against them (such as [Wis. Stat. § 946.32](#) False Swearing), they do have a vested interest in the stolen property due to the fact they paid money to take possession of the property. The recovered stolen property cannot be returned to anyone until the Court addresses how all involved parties are to be made whole, be it through restitution, return of the property, or some other means.

By statute, victims have the right to restitution ([Wis. Stat. § 950.04\(1v\)\(g\)](#)) and the right to the expeditious return of property if its ownership is not disputed ([Wis. Stat. § 950.04\(1v\)\(s\)](#)), among other rights as listed in [Wis. Stat. § 950.04\(1v\)](#). These rights, however, need to be requested by the victim. For instance, if a victim does not specifically request restitution, the Court may not consider ordering any when it comes to sentencing.

Similarly, if a business has a vested interest in property, but is not considered a victim, they would need to petition the Court for the return of said property under [Wis. Stat. § 968.20](#). DA's offices may be willing to adopt a policy in which they request restitution on behalf of an involved pawn shop or secondhand goods store to minimize the time it would take their office or the victim in having to file motions with the Court regarding the return of the property. If the case report documents the value of the property as determined by the business, the restitution can be requested.

In the event a property owner or business files a claim with an insurance company, in most situations, the insurance company will pay the claim, thereby assuming the role of victim via subrogation. In this situation, the original property owner or business would no longer have a claim to the property. Rather, if the property is ordered to be returned, it would go to the insurance company who assumed the role of owner upon paying the claim against the property ([Wis. Stat. § 973.20\(5\)\(d\)](#)).

If requested, at the time of sentencing, the Court will address any restitution or release of property requests. Property/Evidence Custodians can request copies of those orders to help them determine ownership of any disputed property. In the event restitution or property is not addressed by the Court, the best course of action would be to notify the DA's office as soon as possible so that they can file a motion for modification of a sentence with the Court to determine what is happening with the disputed property. It will then be up to the Court to determine if restitution can be imposed outside the statutory time frame. The validity of the reasons for the delay in requesting restitution will be balanced against the prejudice suffered by the defendant in the delay. Thus, the sooner the DA's office gets notice that restitution was not ordered, the better position they will be in to argue against prejudice, thereby increasing the chance of the Court granting restitution.

In the case of disputed property in cases that were never charged criminally, then anyone claiming a right to the possession of the property can apply for its return under [Wis. Stat. § 968.20](#) to the circuit court for the county in which the property was seized. In this situation, property would need to be held by the

Property/Evidence Custodian until a civil determination is made regarding ownership. For a sample letter that can be sent by an agency's legal counsel to people claiming an interest in disputed property, see [APPENDIX 4: SAMPLE DISPUTED PROPERTY LETTER](#).

For additional information regarding seizing stolen property, see [APPENDIX 5: SEIZING STOLEN PROPERTY FROM SECONDHAND GOODS STORES FAQ](#).

**(8) Civil Litigation**

If property or evidence that meets requirements for property destruction has been formally requested to be retained for civil litigation, you should consult with your agency legal counsel. If the evidence relates to potential civil claims against a government employee or agency, the evidence should be retained until you are authorized to release or destroy by your agency legal counsel. In other civil cases, there is no legal requirement to retain such evidence, although an agency may agree to do so. The agency may also provide notice to the owner or people known to have an interest in the property so they may decide for disposition of the property.

**(9) Court Case Status**

Property that has been held as evidence but not introduced during trial, and is not considered contraband, may be returned to the owner or disposed of provided the following conditions are met:

- (a) All proceedings in which evidence might be required have been completed and the case has been adjudicated. To verify this information, check the Wisconsin Circuit Court Access (CCAP) page (<https://wcca.wicourts.gov/>). For information on how to navigate and utilize CCAP, see [EXHIBIT A-3: CHECKING CCAP](#).
- (b) In cases that have been adjudicated, the property can be released or disposed of after the appeal process has been completed or the time allotted for an appeal has expired. The appeals process is defined in [Wis. Stat. Chapter 809](#). Although Ch. 809 allows for the defendant to petition the court for post-conviction relief within 20 days of the date of sentencing or final adjudication, it is common for courts to extend the appeal deadlines. Once the appeals process commences, there are other deadlines which go into effect. If the case has been appealed or a post-conviction motion filed, the property will be maintained pending a disposition of the appeal and should not be disposed of without consulting with the DA. Check the Wisconsin Supreme Court and Court of Appeals Case Access (WSCCA) page for the status of any appeals (<https://wscca.wicourts.gov/index.xsl>). For information on how to navigate and utilize WSCCA, see [EXHIBIT A-4: CHECKING WSCCA](#).

## EXHIBIT A-3: CHECKING CCAP

Enter the name of the defendant; exact spelling is necessary.

OR

Enter the county and case number, if known.

Find the court record that pertains to the case under review. Be sure that the case you identify is the case that is related to the evidence and one in which the defendant was found guilty. (For example, sometimes there are several cases, such as a ticket for OWI and PAC and the person is found guilty on only one of these.) The case number on CCAP is the number assigned by the court which starts with the year the criminal case was filed. There is an offense date listed on CCAP which should match the law enforcement agency records. CCAP does not list the law enforcement agency's complaint number.

CV=Civil Case

CF=Felony Case

CM=Misdemeanor Case

FA=Family Case

Once the correct case is identified, click the case number link. This takes you to the search results page for that case. Click the "View case details" button to review the full court case.

- The status of the case can be found in the Case Summary section.
- To review the charges and the associated sentences, go to the Charges section and click the button to "View history and details of charges/sentences"

To determine if an appeal has been filed, navigate to the proper case in CCAP.

Once you have clicked into "View case details", scroll down to the Court Record section. This is where you will find any pertinent appeals information. An appeal may have been filed if entries for the following are found after the conviction/appeals rights information is presented:

- A notice of intent to pursue post-conviction relief
- A motion
- A notice of appeal

Be careful when numerous transcripts have been requested; it may be a sign that an appeal is forthcoming.

## EXHIBIT A-4: CHECKING WSCCA

Enter the name of the defendant; exact spelling is necessary.

OR

Enter the county and circuit court case number, if known.

If there are no active appeals, you will see a Case Search Results page indicating that the search did not return any results.

If there is a single result, your search will take you directly to the relevant appeal.

If there are multiple results, they will be displayed on the Case Search Results page. If you cannot determine which is the appropriate appeal from the information provided on the Results page, you will need to click into each appeal to check the Circuit Court case number that is being appealed.

When reviewing an appeal, you will want to look at the case status, the disposition, and the case history. All this information can be found under the Summary heading for the appeal. If a case is open, there will be no disposition. However, you can click the Case History button to review the progress of the appeal. If a case is closed, you should see a disposition regarding the judgment. If you want additional information regarding the disposition, you could look to see if the Court published their opinion regarding the appeal. Click into the Case History. Under the Activity heading, look for "Opinion/Decision". If "Opinion/Decision" appears as a link instead of plain text, then an opinion was published. Clicking the link will direct you to the Court of Appeals Opinions page where you can mark the opinion you are interested in and download the file.

If you have any questions regarding the appeal, there is a Contact Us link at the bottom of the page. This will direct you to a new page that provides a phone number for the Clerk's Office for the WSCCA, as well as an email submission form.

NOTE: To streamline dispositions of evidence for cases that have not been appealed, a Memorandum of Understanding (MOU) between the law enforcement agency and the DA's Office is suggested. Be aware that an MOU does not supersede any statutes dictating retention of evidence. An example MOU may look like this:

### **Example MOU for Disposition of Evidence:**

If, after following the outlined procedures for viewing adjudicated cases on CCAP, you have found no notices of appeals for misdemeanors or traffic cases and more than six months have lapsed from the date the dispositional order/judgment of conviction was entered, you may dispose of the evidence.

**This is just an example of a memorandum of understanding for evidence disposition; authorization from the local DA must be obtained prior to implementing this procedure.**

**(10) Retention Guidelines**

Review each case disposition for any applicable retention periods that you need to follow. Refer to agency specific records retention guidelines for agency generated electronic media and paper documents as some files will need to be stored as open records. Be aware of any DNA retention.

For the purposes of this section, a record is electronic media or paper documents that are created by department personnel. Electronic media and paper documents that are provided as evidence from outside sources such as witnesses, victims, or businesses should not be considered records unless they are attached to an official report in some manner. This is an important distinction because police reports and records are generally considered public records and are therefore subject to open records requests. Releasing evidence from an outside source that was not attached to the report and without the owner’s permission could result in a civil lawsuit against the department for releasing information that did not belong to the department. This also means electronic media and paper documents from outside sources are not subject to a department’s record retention policies. It is the prerogative of each department to decide as to whether all digital media and paper documents be retained, or if only records be retained.

**(a) Videos/Recorded Statements/Photographs:**

- (I) Videos/Recorded Statements/Photographs must be retained for a minimum of 7 years unless the jurisdiction has adopted a shorter period fixed by the public records board ([Wis. Stat. § 19.21](#)).

**County Retention/Disposition Schedule:**

<https://publicrecordsboard.wi.gov/Documents/County%20GRS%20Forms.pdf>

The Records Retention / Disposition Schedule is purely voluntary. It will require an affirmative act, on the part of a county, to adopt the same. There are three alternatives. A county may:

- i. opt in
- ii. Revise and opt in
- iii. opt out in whole.

This may be accomplished by means of a county’s adoption of a resolution or enactment of an ordinance and completion, execution, and filing of a “boilerplate” notification form.

Records retention schedule must be updated and resubmitted to the WPRB for approval every 10 years.

- (II) All sexually explicit recordings or photographs of persons under the age of 18 in the “possession, custody, and control” of the state are to be kept in the exclusive possession, custody, and control of a law enforcement agency unless otherwise ordered by a court. ([Wis. Stat. § 971.23\(11\)](#)).

Unless otherwise ordered by a court, both the DA and defense counsel are to examine the material at a “law enforcement or government facility”. ([Wis. Stat. § 971.23\(11\)\(c\)](#)) Law enforcement needs to be present during such examination.

If the court grants broader access to the defense, the court is to issue a protective order for the material, including a return to the law enforcement agency. ([Wis. Stat. § 971.23\(11\)\(d\)](#))

**(b) Wiretap:**

Any wiretap recordings must be retained for 10 years unless ordered to be destroyed by a judge ([Wis. Stat. § 968.30\(7\)](#)).

**(c) Firearms, money, or biological/DNA/sexual assault evidence:**

Be aware of any forfeitures, court orders, or statute dictated retention periods. See the appropriate sub-category for more information.

**(11) Other Acts Evidence**

Be aware that evidence connected in one criminal proceeding may be used in another criminal proceeding. Purging decisions shall be made on a case-by-case basis and in consultation with the case officer and DA’s office.

**(12) Dismissed Cases**

Evidence in connection to a dismissed case shall be processed as follows:

**(a) Dismissed with Prejudice**

If a case is dismissed with prejudice, the case is dismissed permanently. The case is closed and cannot be brought back before the court. Evidence can be disposed of per department policy.

**(b) Dismissed without Prejudice**

If a case is dismissed without prejudice, the DA’s office can refile charges at any point during the applicable statute of limitations. Evidence should be held according to the statute of limitations.

**(c) Dismissed and Read In**

If a case was dismissed and read into another case, evidence can be disposed of with permission from the DA.

**c. Processing Dispositions**

Once the appropriate authorized persons have weighed the various considerations regarding a case and have assigned each evidence item a disposition code, it then becomes the responsibility of the Property/Evidence Custodian to process that evidence accordingly. Before this process is started, however, it is recommended each case disposition be reviewed to ensure the assigned disposition codes make sense.

For instance, if there is a disposition for a theft case in which a television, gaming console, and several video games were stolen, it might make sense if all the items were marked to be returned to owner. If an individual is listed as the owner, it may be worthwhile verifying whether any of the items were pawned. If so, a pawn shop may have a vested interest. It would be prudent to check on any restitution orders as that would dictate who the items could be returned to. If, however, those same items were marked to be destroyed, that would raise some flags. Typically, evidence items that are up

for disposition should be returned to an owner whenever possible. The obvious exception to this would be if there is no known owner or if the items are contraband. In that situation, the Property/Evidence Custodian should probably verify that destruction is, in fact, the most appropriate disposition. If all the disposition codes seemingly make sense, then processing can proceed. See: [APPENDIX 43: SEQUENTIAL ORDER FOR EVIDENCE DISPOSITIONS.](#)

**i. Return to Owner**

The following are considerations for when evidence is marked to be returned to owner:

**(A)** Be aware of the type of case being processed. Some items, due to the circumstances of a given case, may not be returnable even if an authorized person indicates they can be returned.

**(1) Contraband**

As defined by [Wis. Stat. § 968.13\(a\)](#): “Contraband, which includes without limitation because of enumeration lottery tickets, gambling machines or other gambling devices, lewd, obscene or indecent written matter, pictures, sound recordings or motion picture films, forged money or written instruments and the tools, dies, machines or materials for making them, and controlled substances, as defined in s. [Wis. Stat. § 961.04\(4\)](#), and controlled substance analogs, as defined in s. [Wis. Stat. § 961.01\(4m\)](#), and the implements for smoking or injecting them. Gambling machines or other gambling devices possessed by a shipbuilding business that complies with s. [Wis. Stat. § 945.095](#) are not subject to this section.”

If you have contraband that cannot be returned, consider sending a letter to that effect. See [APPENDIX 6: SAMPLE CONTRABAND LETTER](#)

**(2) Items Used in the Commission of a Crime**

Per [Wis. Stat. § 968.20\(1m\)\(b\)](#), “If the seized property is a dangerous weapon or ammunition, the property shall not be returned to any person who committed a crime involving the use of the dangerous weapon or ammunition.”

Per [Wis. Stat. § 939.22\(10\)](#), “Dangerous weapon” means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in s. [Wis. Stat. § 941.295\(1c\)\(a\)](#); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

If you have items that cannot be returned due to them being used in the commission of a crime, consider sending a letter to that effect. See [APPENDIX 7: SAMPLE USED IN THE COMMISSION OF A CRIME LETTER.](#)

**(3) Recovered Stolen Property/Multiple Party Interest in Property**

Some cases, most notably thefts and burglaries, often have items that are sold or pawned at a secondhand goods store. If the secondhand goods store claims a vested interest in the property, the court must decide as to which victim gets the property and which gets restitution, if any. Until that decision is made, the property cannot be released to either party unless one of them is made whole. Reference *Seizing Stolen Property from a Pawn Shop/Secondhand Goods Store.*

Similarly, if two individuals are claiming ownership of the same property, unless one party can prove ownership, a determination should be made by the case officer regarding ownership. Alternatively, the contested owners could be told to file civilly for return of the property.

- (B) Property letters should be sent to the owner's last known or most current address. If a letter is returned, due diligence would dictate that a different address be tried, if available. See [APPENDIX 8: SAMPLE PROPERTY RETURN LETTER](#).
- (C) For property that has a significant monetary value (vehicles, jewelry, cash, etc.), consider sending a certified letter to ensure receipt of the letter by the owner.
- (D) Any property belonging to a deceased person that is in the care of the property/evidence room may be released to the next of kin. Next of kin hierarchy can be found at [Wis. Stat. § 990.001\(16\)](#). If there is a question as to next of kin, contact the investigating officer or the Coroner/Medical Examiner's office.
- (E) If the property to be returned is contaminated by a biohazardous substance, consider informing the owner prior to the return. You can also have the owner sign a Biohazard letter at the time of the property release indicating they are aware of the potential risk associated with claiming the property. See [APPENDIX 9: SAMPLE REQUEST FORM FOR THE RELEASE OF SUSPECTED PATHOGEN CONTAMINATED PROPERTY](#).
- (F) If a property letter is sent and the property is not claimed within the designated time frame, or if the property owner is unknown, the property can be considered abandoned. Reference *Abandoned Property*.

## ii. Destruction

Property of little or no auction or donation value can be disposed of in an appropriate trash receptacle except as otherwise suggested below.

The following are considerations for when evidence is marked to be destroyed:

- (A) **Recyclables:** Most law enforcement agencies have in-house recycling bins to dispose of glass, and plastic.
- (B) **Documents:** Papers and digital media of a sensitive nature should be appropriately destroyed (in-house or contracted through a bonded shredding company).
- (C) **Property Room Records:** Evidence and property room records must be maintained for a minimum of seven years unless a shorter period is fixed by the public records board ([Wis. Stat. §19.21\(4\)\(c\)](#)).
- (D) **Alcohol:** The contents of alcoholic beverage containers should be poured down the drain before disposing of the container in a recycling bin. For abandoned beer barrels and tappers, return to local liquor stores and/or auction tappers.
- (E) **Batteries:** Lead-Acid car batteries can be returned to almost any store that sells car batteries. For alkaline or lithium batteries, consider looking into a recycling program or seeing if a local business will take them.
- (F) **Household Waste:** Check for permanent or special collection days in your community. If your community has neither, check with local businesses. For example, local garages may accept used motor oil.

- (G) Electronics:** Check with your IT (Information Technology) department as means to dispose of electronic devices. Electronic devices containing child pornography should be wiped prior to disposing. Manufacturers and retailers offer several options to donate or recycle electronics. For retailer options view: <http://www.epa.gov/recycle/electronics-donation-and-recycling>
- (H) Dangerous Weapons:** See [Wis. Stat. § 939.22\(10\)](#) for the statutory definition. For non-firearm weapons, there are various disposal methods available (landfill, shredding, trash compactor, etc.). Regardless of the destruction method employed, the destruction needs to be witnessed and documented accordingly.
- (I) Controlled Substances:** Refer to subsection *Drugs/Destruction* for information on destroying drugs.
- (J) Fireworks:** The recommendation from the FBI’S Hazardous Devices School (HDS) regarding fireworks is that the public and/or law enforcement turn over unused fireworks to a certified bomb squad for disposal.

For a map of the Aligned Law Enforcement Response Team Bomb Squad Regions for the state, please see [APPENDIX 46: BOMB SQUAD REGIONS](#).

**(K) Vaping Devices/E-Cigarettes:**

Vaping device where **BATTERY CAN BE REMOVED** – remove the battery and recycle as you do other batteries (i.e. cell phone batteries) and vaping device with liquid cartridge can go to the DOJ Drug Takeback Program (boxed separately from other pharmaceuticals in DEA/DOJ provided box labeled “VAPING DEVICES – BATTERIES REMOVED”)

**ABSOLUTELY NO BATTERIES CAN GO TO THE DOJ DRUG TAKEBACK PROGRAM!**

Vaping Devices where **BATTERY CANNOT BE REMOVED** – liquid cartridge (nicotine and THC) can be removed and go to the DOJ Drug Takeback Program. If the battery cannot be removed, check with electronic chain stores who may accept the vape pen/e-cigarette devices for proper disposal. You may also contact your local Hazardous Management Facility to see if they accept these devices, and for additional guidance regarding property disposal. **\*\*WARNING\*\*** Striking a charged vaporizer can cause the device to burst into flames. This is a safety issue for anyone transporting them.

**iii. Auction**

Evidence with an unknown owner of sufficient value (as dictated by department/city policy or the property/evidence custodian) can be auctioned.

Evidence that is abandoned should be auctioned per [Wis. Stat. § 66.0139\(2\)](#), unless dictated otherwise by local ordinance.

Refer to local ordinance and state statute for further direction.

**Auction Resources:**

Law enforcement agencies can hold their own auctions. Some agencies contract with an online police auction site that will post abandoned and unclaimed property such as:

- <http://www.wisconsinsurplus.com/>
- <http://www.propertyroom.com/>
- <http://www.governmentauctions.org/>
- <https://www.govdeals.com/>

If items are not of sufficient value, or if local ordinance allows, items can be considered for donation, diversion or destruction.

#### **iv. Donation**

Evidence with an unknown owner that does not meet the threshold for auction (as dictated by department/city policy or the Property/Evidence Custodian) and is in acceptable condition can be donated.

When evidence becomes abandoned property, it should only be donated if allowed by local ordinance. Disposition of abandoned property must follow [Wis. Stat. § 66.0139\(2\)](#). Refer to *Abandoned Property*.

Consider donating to local non-profit organizations, schools, charitable institutions, etc. Check with each organization to see what conditions they have for donated property.

#### **v. Diversion**

Evidence with an unknown owner that has departmental use can be diverted with appropriate approval from the Chief of Police or Sheriff.

Evidence that becomes abandoned property can only be diverted if allowed by local ordinance. Disposition of abandoned property must follow [Wis. Stat. § 66.0139\(2\)](#). Refer to *Abandoned Property*. Also, see [APPENDIX 10: SAMPLE DIVERSION OF PROPERTY MEMO](#).

#### **vi. Court Ordered Disposition**

In situations where seizure applications have been filed with the court or a party has applied for the return of property under [Wis. Stat. § 968.20](#), the court must make a ruling concerning the disposition of the disputed property. Property/Evidence Custodians must adhere to the court ordered disposition. It is recommended a copy of the court order be retained as part of the evidence record.

Court ordered dispositions are most frequently seen in cases involving seizure of firearms, currency, vehicles and stolen property seized from a secondhand goods store.

Be advised, a Judge may rule to the disposition of specific property that is not directly related to seizure/forfeiture. Follow that specific judgment/ruling.

#### **vii. Abandoned Property**

For any evidence with a known owner that is not considered contraband, all reasonable efforts should be made to return the property to its owner. Reference *Return to Owner*. If the owner fails to claim the property, it becomes abandoned property. If abandoned property is currency, refer to subsection *Currency/Disposition/Abandoned Property*.

Per [Wis. Stat. § 66.0139\(2\)](#), abandoned property shall be disposed of through public auction. Any means of disposal other than public auction shall be specified by local ordinance.

(A) Check your local ordinances for adoption of this statute and guidelines covering disposition of proceeds from abandoned property sales.

(B) If the disposal is in the form of a sale, all receipts from the sale, after deducting the necessary expenses of keeping the property and conducting the sale, shall be paid into the treasury of the political subdivision.

Expense considerations: Actual sale expenses (auction fees), daily maintenance expenses like storage facility and appliances (refrigerator, freezer), Property/Evidence Custodian wages and

benefits, utilities for climate control, time spent preparing for auction and follow up at conclusion, etc.

- (C) If allowed by ordinance, property may be disposed of by other means, such as destruction, donation, or diversion. See [APPENDIX 11: SAMPLE ABANDONED PROPERTY ORDINANCE](#).
- (D) Unclaimed materials or devices that pose a danger to life or property can be disposed of immediately without public auction. See [Wis. Stat. § 66.0139\(3\)](#).
- (E) A record must be kept for at least two years from the date of disposal, indicating the method of disposal.

### **viii. Abandoned Vehicles**

Given the definition provided in this guide for abandoned property, abandoned vehicles must be considered as their own entity due to the fact state statutes hold registered owners accountable for their vehicles. [Wis. Stat. § 342.40\(1m\)](#) details the circumstances by which a vehicle is considered abandoned. Refer to your municipalities or county's ordinances, as there may already be codes in place detailing how abandoned vehicles are to be processed. If you have a vehicle that was being held as evidence, the vehicle should only be considered abandoned if the registered owner or lien holder fails to claim it after all attempts to return the vehicle have been exhausted.

The registered owner of any abandoned vehicle, except a stolen vehicle, is responsible for all costs of impounding and disposing of the vehicle ([Wis. Stat. § 342.40\(3\)\(b\)](#)). This would include any forfeitures allowed by ordinance ([Wis. Stat. § 342.40\(3\)](#)). It is understood not all registered owners are the current owners of a vehicle. However, given how the statutes read, legal title is what is relevant. The burden for payment of fees still falls to the registered owner. If they sold the car, it was their responsibility to ensure the registration was updated. Failing to do this does not release them from the statute imposed financial obligations. If the registered owner claims to have sold the vehicle, they can try to recoup the fees by filing a civil lawsuit against the individual they sold the vehicle to.

#### **(A) Towing and Storage Fees Exceed Value of Vehicle**

Abandoned vehicles shall be impounded until lawfully claimed or disposed of per statute, unless the towing and storage fees for the impoundment exceed the value of the vehicle ([Wis. Stat. § 342.40\(2\)](#)). If the vehicle's value is less than the associated fees, the vehicle may be:

- (1) Junked
- (2) Donated to a nonprofit organization
- (3) Sold (if the vehicle is verified to not be stolen or otherwise wanted for evidence or for another reason)
- (4) Vehicles older than 19 model years shall be disposed of via sale or donation to a nonprofit organization.

#### **(B) Value of Vehicle Exceeds Towing and Storage Fees ([Wis. Stat. § 342.40\(3\)\(c\)](#))**

Vehicles whose value exceeds the fees shall be impounded and a certified letter shall be sent to the registered owner and lienholder indicating the vehicle can be released upon payment of fees. The vehicle must be retained in storage for no less than ten days after the certified mail notice is sent. The certified letter must include the following information. See [APPENDIX 12: SAMPLE OWNER/LIENHOLDER NOTIFICATION LETTER](#).

- (1) Year, make, model, and serial number of vehicles
- (2) Location the vehicle is being held
- (3) Information regarding the right to reclaim the vehicle
- (4) Notice that failure to reclaim the vehicle within ten days will result in a waiver of all rights, title, and interest in the vehicle, thereby indicating the owner's or lienholder's consent to the sale or donation of the vehicle to a nonprofit organization.

If a municipality or county opts to sell an abandoned vehicle, the vehicle may be disposed of via sealed bid or auction sale as provided by ordinance and in conjunction with any applicable department policies.

- (1) Should a bid for the vehicle not be received or is rejected, the jurisdiction may re-advertise the sale, adjourn the sale to a definite date, sell the motor vehicle at a private sale, junk the vehicle, or donate the vehicle to a nonprofit organization.
- (2) If a vehicle is sold, the purchaser has ten days to remove the vehicle from storage after paying any associated storage fees. After that time, if the vehicle is not removed, the purchaser forfeits all rights, and the vehicle is considered abandoned and can be sold again or donated to a nonprofit organization.

Within five days of the sale, donation, or disposition of an abandoned vehicle, the Department of Transportation shall be advised of the vehicle's disposition via form MV2419. See [APPENDIX 13: ABANDONED/UNREGISTERED VEHICLE TRANSFER CERTIFICATE](#). This form can be found in the secure area of WILENET under Resources > Dept. of Transportation. Scroll to the bottom of the page and you will see a link for MV2419 – Abandoned/Unregistered Vehicle Transfer Certificate under the heading of Motor Vehicle Titles and Plates.

## B. Biological/DNA/Sexual Assault Evidence

### 1. Initial Receipt

#### a. Supplies

Sexual Assault Evidence Collection (SANE) kits and Drug Facilitated Sexual Assault (DFSA) – a.k.a. Blood/Urine kits – are provided by the Wisconsin State Crime Lab (WSCL) free of charge to all Health Care Facilities, Medical Examiners and Law Enforcement Agencies. Law Enforcement Agencies should only need a small supply if required to bring their own to autopsies. Health Care Facilities will have them for SANE exams. To order these kits, go to [docsales.wi.gov](http://docsales.wi.gov) and type the correct SKU in the search field (SANE Kits – 1205-15D/DSFA Kits – 1207D).

***\*\*Law Enforcement Agencies are no longer allowed to use the Blood/Urine OWI Kits provided by the Wisconsin State Lab of Hygiene (WSLH) as part of a sexual assault kit or autopsy. The DFSA Kit was developed by the Crime Lab for this reason\*\****

#### b. Packaging Requirements

- i. To prevent mold growth or deterioration, non-liquid evidence should only be stored in paper packaging material, never plastic. Liquid evidence should be stored in glass or plastic vials or jars for long-term storage, except for liquid samples that are to be frozen. Any liquid evidence requiring freezing should be stored in plastic containers, never glass.

- ii. Make sure all evidence, except for liquid samples, is dry before placing it into permanent storage.
- iii. See "[The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers](#)" for additional information regarding packaging requirements.

**c. Updated Process for Sexual Assault Evidence Kit Collection**

In May of 2022, the Wisconsin Attorney General announced the launch of Track-Kit, a statewide sexual assault kit (SAK) tracking system. Currently, all SAKs collected by a SANE nurse will be tracked in Track-Kit, an online system that allows survivors to follow the location of their kit through the testing process.

This system provides survivors with transparency regarding the status and location of their kit, helping to empower those survivors who want access to that information. The system also maintains a timeline of a kit's history, from the medical facility to the law enforcement agency to the WSCL, with the length of time spent at each location documented. Track-Kit will help ensure that a backlog of untested kits never occurs.

The initiation of this project began prior to the passage and enactment of legislation related to a kit tracking system ([ACT 116](#) and [ACT 117](#)). The requirements of those Acts include:

If the victim chooses to report the assault to law enforcement:

- i. SANE nurse notifies law enforcement within 24 hours that a kit is ready to be picked up.
- ii. Once law enforcement is notified a kit was collected, they have 72 hours to retrieve the kit. They then have 14 days to submit the kit to the WSCL.
- iii. Once the WSCL has finished processing the kit, it will be returned to the submitting law enforcement jurisdiction where it must be retained for 50 years.
- iv. If *after* the law enforcement agency has picked up a reporting kit from the SANE/health care facility but *prior* to the kit being submitted to the WSCL, the victim notifies the law enforcement agency that they no longer choose to have their kit tested, the law enforcement agency will send the kit to the WSCL for storage. The WSCL will store the kit for 10 years prior to destroying the kit, allowing the victim the ability to later choose to have their kit tested, and notify the law enforcement agency.

If, at the time of the exam, the victim chooses not to report the assault to law enforcement, the SANE nurse submits the kit, within 72 hours, directly to the WSCL for storage. Law enforcement should not take possession of a non-reporting kit.

A SANE nurse will initiate the Track-Kit process by:

- i. Applying a DOJ supplied barcode to a collected kit.
- ii. Entering the kit details (collection date, collector, and destination) into Track-Kit.
- iii. Providing the survivor with the barcode and a temporary password to log-in to Track-Kit.

Law enforcement's role in this process includes updating Track-Kit at the following points:

- i. Once law enforcement is notified by a SANE nurse that a kit was collected, they have 72 hours to retrieve the kit.
- ii. Once a kit has been received by law enforcement, they have 14 days to submit the kit to the WSCL for processing/testing.

- iii. Once the WSCL has finished processing the kit, it will be returned to the submitting law enforcement jurisdiction where it must be retained for 50 years.

If you have questions regarding utilization of the Track-Kit system, please contact the Track-Kit Policy Center at [DFSTKPolicyCenter@doj.state.wi.us](mailto:DFSTKPolicyCenter@doj.state.wi.us).

If you have questions regarding how the new laws impact your program or agency or other sexual assault kit tracking questions, please contact [WiSAKI@doj.state.wi.us](mailto:WiSAKI@doj.state.wi.us).

## 2. Storage

All evidence except for liquid samples, must be dry and stored in an appropriate temperature-controlled environment. DFSA Kits shall be stored in the refrigerator (not freezer) because those vials for blood/urine are made of glass.

There are many resources available regarding short-term and long-term storage of biological evidence. The two sources that we recommend are the WSCL's Physical Evidence Handbook (11th Edition), [https://wilenet.widoj.gov/sites/default/files/public\\_files-2024-10/11th\\_Evidence\\_Handbook.pdf](https://wilenet.widoj.gov/sites/default/files/public_files-2024-10/11th_Evidence_Handbook.pdf), and "[The Biological Evidence Preservation Handbook: Best Practices for Evidence Handlers](#)".

## 3. Crime Lab Submittals

- a. For the most up-to-date information regarding evidence submission to the WSCL, please reference <https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>.

The information provided on this website refers to the 11th Edition of the Physical Evidence Handbook which contains an appendix for general evidence submission guidelines, as well as specific announcements pertaining to guidelines for DNA, latent print, and controlled substance evidence. This website discusses the various forms that are required when submitting evidence. Links are provided within the website for each topic or form. The handbook can be found on WILENET at the following link: [https://wilenet.widoj.gov/sites/default/files/public\\_files-2024-10/11th\\_Evidence\\_Handbook.pdf](https://wilenet.widoj.gov/sites/default/files/public_files-2024-10/11th_Evidence_Handbook.pdf)

- . When submitting DNA evidence to the WSCL you will be asked to fill out a DNA Questionnaire Form. See [APPENDIX 14: CODIS ELIGIBILITY QUESTIONNAIRE FORM](#).

Be aware the WSCL may require the submission of a memo from the DA's office requesting testing for certain evidence. This may be applicable in misdemeanor drug cases or for cases in which the DA is waiting to file charges pending test results.

Depending on your department's policy, if items need to be repackaged, separated, or have additional tape added for submission to the WSCL, property/evidence room staff may need to address these issues.

- b. Depending on the type of case, evidence will need to be submitted to the WSCL or the WSLH. For information regarding which lab should be utilized, see [APPENDIX 15: LABORATORIES FOR BLOOD SAMPLE SUBMISSIONS](#). These guidelines can also be located on WILENET under DOJ > Crime Laboratory. Follow the link for "Which Lab to Send Blood Samples" under Crime Lab Features.
- c. In some cases, evidence is sent to the WSLH for analysis. The hygiene lab does dispose of evidence after six months. If this evidence needs to be preserved for your case, you will need to submit a

letter to the lab requesting that they retain the evidence for an additional two years. You will need to submit a new letter after every two years for however long you require that evidence to be maintained. See [APPENDIX 16: SAMPLE TWO YEAR HOLD LETTER FOR WSLH](#).

#### 4. Signing Out Evidence

There are no special considerations for signing out biological, DNA, or sexual assault evidence. Refer to *Signing Out Evidence* under General Evidence.

#### 5. Dispositions

Only subsections with special considerations for Biological, DNA or Sexual Assault evidence are listed below. Refer to *Dispositions* under General Evidence.

##### a. Determining Dispositions/Case Status

###### Arrest Made

###### (1) General Retention

Per [Wis. Stat. § 968.205\(2\)](#), physical evidence which contains biological material must be retained and preserved until every person in custody as a result of the conviction, adjudication, or commitment has reached his or her discharge date when:

- (a) It was collected in connection with a criminal investigation; AND
- (b) It resulted in a criminal conviction, delinquency adjudication, or commitment under [Wis. Stat. § 971.17](#) or Wis. Stat § [Wis. Stat. § 980.06](#); AND
- (c) The biological material is from a victim of the offense that was the subject of criminal investigation OR may reasonably be used to incriminate or exculpate any person for the offense.

[Wis. Stat. § 968.205\(2\)](#). **NOTE: As currently drafted, the law would apply to blood samples in OWI cases. While this result was probably not intended, it would require a legislative change to be corrected.**

###### (2) Retention Guidelines

Per [Wis. Stat. § 968.205\(3\)](#), evidence containing biological material MAY be destroyed prior to the convicted being released from custody if:

- (a) The law enforcement agency sends a notice of its intent to destroy the evidence to all persons who remain in custody as a result of the criminal conviction, delinquency adjudication, or commitment, and to either the attorney of record for each person in custody or the state public defender, see [APPENDIX 17: SAMPLE DNA NOTIFICATION LETTER](#); AND
- (b) No person who is notified files a motion for testing of the evidence OR submits a written request for retention of the evidence to the law enforcement agency within 90 days; AND
- (c) No other provision of federal or state law requires the law enforcement agency to retain the evidence.

If, after sending a notice of intent to destroy, the law enforcement agency receives a written request to retain the biological evidence, the law enforcement agency SHALL

retain the evidence until the discharge date of the person, unless the court orders the destruction or transfer of the evidence. [Wis. Stat. § 968.205\(2m\)](#) allows for a law enforcement agency to retain evidence in an amount and manner sufficient to develop a DNA profile. (An entire vehicle does not have to be maintained if a section of the seat is sufficient for DNA analysis.)

## **b. Processing Dispositions**

### **i. Return to Owner**

If the property to be returned is contaminated by a biohazardous substance, consider informing the owner prior to the return. You can also have the owner sign a Biohazard Letter at the time of the property release indicating that they are aware of the potential risk associated with claiming the property. See [APPENDIX 9: SAMPLE REQUEST FORM FOR THE RELEASE OF SUSPECTED PATHENOGEN CONTAMINATED PROPERTY](#).

### **ii. Destruction**

Items contaminated with a biohazardous substance should be placed in an appropriately labeled biohazard container and disposed of by a biohazardous waste contractor or medical facility. Check local businesses or medical facilities to determine what they accept.

### **iii. Abandoned Vehicles**

There are situations in which vehicles contaminated with a biohazardous substance are released to a third party. In these situations, it is recommended that you inform the third party of the vehicle's condition. It is also suggested that you have them sign a Biohazard Letter upon release of the vehicle. See [APPENDIX 9: SAMPLE REQUEST FORM FOR THE RELEASE OF SUSPECTED PATHENOGEN CONTAMINATED PROPERTY](#).

## **C. Currency/Money**

For departments that may benefit from knowing how to identify counterfeit currency, the United States Secret Service offers a document at the following website that could be a useful resource:

<https://www.secretservice.gov/data/KnowYourMoney.pdf>

### **1. Initial Receipt**

#### **a. Genuine Currency**

Monies that are being submitted as evidence should always be counted by two parties to ensure an accurate total is being recorded.

#### **b. Counterfeit Currency**

- i. Monies that are being submitted as evidence should always be counted by two parties to ensure an accurate total is being recorded.
- ii. Consider having officers enter the serial number for counterfeit bills in the evidence/RMS system for ease of tracking. An example of when this might be beneficial is when Crime Alerts are broadcast throughout the state regarding counterfeit bills. It should be relatively simple to search your database to determine whether your agency has any bills with those same serial numbers.

### **2. Storage**

All currency, including suspected counterfeit currency, should be stored separately from general evidence and preferably in a location with enhanced security or that is double locked.

## **a. Genuine Currency**

### **i. Needed for Court**

Bills or coins that may potentially be needed for use in court should be retained in the property/evidence room.

### **ii. Not Needed for Court**

It is recommended that any currency not needed for court be deposited in a non-interest-bearing evidence trust-checking account that is set up by your jurisdiction's financial officer. The threshold for how often funds should be deposited, either by dollar amount or time frame, should be determined by department policy. It is recommended that all transactions for this account require two signatures.

### **iii. Mutilated or Contaminated Currency**

#### **(A) Mutilated Currency**

Any mutilated U.S. paper currency should be sent to the Bureau of Engraving & Printing by registered mail with a request for a return receipt. Do not send coins. Include a letter with the following information:

- (1) The estimated value of the currency
- (2) Your contact information
- (3) An explanation of how the currency became mutilated and any contaminants (i.e. blood, cocaine, urine)
- (4) A U.S. bank account and routing number for electronic reimbursement or a payee name and mailing address for reimbursement via check.

Claims generally take 4-36 months to process. To check on a pending claim contact the Bureau of Engraving & Printing via email at: [mcdstatus@bep.gov](mailto:mcdstatus@bep.gov)

#### **Recommended packaging procedures:**

- (1) If the currency was mutilated inside of another container and is likely to fall apart, send the entire container.
- (2) Try not to disturb the currency as much as possible. Pack it carefully in plastic and cotton.
- (3) Do not alter the currency to preserve it. Leave the currency the way it was found.

For more information on mutilated currency, go to:

<https://www.bep.gov/services/currencyredemption.html>

**Mutilated coins should be sent to the U.S. Mint for evaluation.**

#### **(B) Contaminated Currency**

Contaminated currency is currency that may have become contaminated due to prolonged exposure to water or other liquids that results in the existence of mold; exposure to blood, urine, feces or any other bodily fluids, including removal from any body cavity, corpse or animal; exposure to sewage; exposure to any chemical, liquid or foreign substance that may pose a health hazard or safety risk; or exposure to tear gas used in most dye packs.

- (1) Currency that you intend to initiate forfeiture proceedings on that is contaminated with drugs can be sent to the Federal Reserve Bank for replacement.

For the procedures for Depositing Contaminated Currency please follow the link below.  
<https://www.frb services.org/resources/financial-services/cash/exception-processing/contaminated-coin-currency.html>

Note: The dye used in dye packs is not considered a contaminant. Notes stained from the dye alone should be deposited normally

- (2) Only “rolled” bills that have been used to ingest drugs may be destroyed (burned) per the Federal Reserve Bank. They do not want them sent to them.

## **b. Counterfeit Currency**

### **i. Needed for Court**

Counterfeit bills that may potentially be needed for use in court should be retained in the property/evidence room.

### **ii. Not Needed for Court**

State and local law enforcement agencies can send suspected counterfeit currency to The Secret Service Counterfeit Currency Processing Facility (CCPF), only if it is no longer necessary for investigative and evidentiary purposes. The suspected counterfeit currency should be accompanied by the relevant police report and sent to the following address:

Bureau of Engraving and Printing, c/o CCPF  
301 14<sup>th</sup> Street SW  
Room 541-A  
Washington, DC 20228

### **iii. Contaminated Counterfeit Currency**

Counterfeit currency with any contaminants (i.e. cocaine, blood, urine), should not be turned over to the USSS without contacting your local Secret Service office to see if they will accept it.

## **3. Crime Lab Submittals**

There are no special considerations for submitting currency evidence to the WSCL. Refer to *Crime Lab Submittals* under General Evidence.

## **4. Signing Out Evidence**

There are no special considerations for signing out Currency/Money evidence. Refer to *Signing Out Evidence* under General Evidence.

## **5. Dispositions**

Only subsections with special considerations for Currency/Money evidence are listed below. Refer to *Dispositions* under General Evidence.

### **a. Determining Disposition/Case Status**

#### **i. Contraband Currency**

Money that is “put to an illegal use or acquired illicitly” or that has “a significant connection to items which are illegal to possess” can be considered contraband. *Return of property in State v.*

*Jones*, 226 Wis. 2d 565, 594 N.W.2d 738 (1999). The state must be able to establish by greater weight of the credible evidence that the money was contraband, see [APPENDIX 18: GUIDE FOR HANDLING MONEY CONSIDERED CONTRABAND](#) for guidance. If it is determined that the money in your possession is contraband, you should consult with your DA's Office about sending a Contraband Letter, see [APPENDIX 6: SAMPLE CONTRABAND LETTER](#).

Law enforcement agencies may not retain seized or contraband currency and should comply with statutory procedure for the disposition of unclaimed money.

## **b. Processing Dispositions**

### **i. Return to Owner**

If money is not seized, forfeited, or deemed contraband it should be returned to the owner.

### **ii. Auction**

Banks will not accept foreign currency; therefore, it is recommended that agencies auction foreign currency has been found or abandoned. The agency should first have the foreign currency appraised to ensure that it is not counterfeit and to get an estimate of its value in US dollars.

### **iii. Court Ordered Disposition**

For forfeiture rulings regarding currency, refer to [APPENDIX 3: FORFEITURE LAW SUMMARY](#) and [Wis. Stat. § 961.55](#) for more information.

Be advised a Judge may rule to the disposition of money that is not directly related to seizure/forfeiture. Follow that specific judgement/ruling.

### **iv. Abandoned Property**

All abandoned money will be deposited in the County Treasurer's General Fund, except rare coins or paper money that will be sold at public auction. For information regarding Unclaimed Funds refer to [Wis. Stat. § 59.66](#).

## **D. Drugs**

### **1. Initial Receipt**

#### **a. Packaging Requirements**

- i. Drug materials should be field tested and weighed prior to packaging per department policy.
- ii. If the drug material is in a bag or other container that will potentially need to be processed for fingerprints or DNA, the drug material should be removed and packaged separately from the container.
- iii. Plant materials and other substances (dabs, gels, etc.) that are not completely dried should only be packed in paper products. This is for the prevention of degradation of the substance due to mold growth.
- iv. Powder materials can be packaged in plastic; however, it is recommended that secondary packaging be utilized as well.

- v. Defer to your department's policy regarding who is authorized to open drug packaging for any reason and utilize the right of refusal as appropriate.

## **b. Clandestine Labs**

Clandestine Labs: If you locate a clandestine laboratory involving the illegal manufacturing of controlled substances, or any related manufacturing materials, or suspected clandestine laboratory waste products, contact the Wisconsin Department of Justice – Division of Criminal Investigation (DCI) at 608-266-1671. DCI will provide instruction and advice to requesting agencies concerning the collection, packaging, and submission of evidentiary items for analysis. Requesting agencies should be prepared to photograph items of evidence and provide evidence collection materials such as disposable tarps, evidence bags, and collection bottles for liquid samples. DCI will identify items of evidentiary value, dismantle laboratory components, separate hazardous items, collect evidence items for the requesting agencies, and provide written documentation regarding the clandestine laboratory scene and the investigative actions of DCI. Requesting agencies will be responsible for the final packaging of evidence and any submission of evidence to the WSCL.

The United States Occupational Safety and Health Administration (OSHA) require the inspection, processing, or removal of suspected or known clandestine laboratory materials be handled by personnel with specific training and personal protective equipment. DCI investigators, or other DCI designated personnel, will help with the collection of non-hazardous items deemed to be of evidentiary value necessary for potential criminal prosecution. Materials identified as hazardous will be removed by a federally approved company, coordinated by DCI upon completion of the scene assessment.

## **2. Storage**

- a. All drugs (including those stored to be destroyed) need to be double-locked and stored separately from general evidence. Depending on storage space, drugs can be stored in the same space as other items requiring double locking (firearms/money).
- b. Follow department policy regarding storage of drugs to be destroyed.

## **3. Crime Lab Submittals**

For the most up-to-date information regarding evidence submission to the WSCL, please reference <https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>. The information provided on this website references the 11th Edition of the Physical Evidence Handbook which contains an appendix for general evidence submission guidelines, as well as specific announcements pertaining to guidelines for DNA, latent print, and controlled substance evidence. This website also discusses the various forms that are required when submitting evidence. Links are provided within the website for each topic or form. The handbook can be found on WILENET at the following link: [https://wilenet.widoj.gov/sites/default/files/public\\_files-2024-10/11th\\_Evidence\\_Handbook.pdf](https://wilenet.widoj.gov/sites/default/files/public_files-2024-10/11th_Evidence_Handbook.pdf).

Be aware the WSCL may require the submission of a memo from the DA's office requesting testing for certain evidence. This may be applicable in misdemeanor drug cases or cases in which the DA is waiting to file charges pending test results.

Depending on your department's policy, if items need to be repackaged, separated, or have additional tape added for submission to the WSCL, property/evidence room staff may need to address these issues.

#### 4. Signing Out Evidence

Only subsections with special considerations for Drug evidence are listed below. Refer to *Signing Out Evidence* under General Evidence.

##### Interim Release of Evidence

If, according to department policy, officers will be responsible for any repackaging, separation, or other handling of drug evidence, items of evidence may need to be signed out to officers for issues to be addressed prior to submission to the WSCL, if said issues were not addressed through right of refusal.

#### 5. Dispositions

Only subsections with special considerations for drug evidence are listed below. Refer to *Dispositions* under General Evidence.

##### a. Determining Disposition/Case Status

###### Disposition Letters/Forms

Drugs and contraband should always be destroyed unless they are diverted for training purposes.

##### b. Processing Dispositions

###### i. Return to Owner

(A) No illicit substance or paraphernalia shall ever be returned to owner.

(B) Prescription and over the counter drugs should only be released to the owner if you can verify/identify prescription/pills and the owner can provide proof of ownership.

###### ii. Destruction

All drugs should be destroyed in a manner that will totally consume the item(s) and prevent future use. The destruction should take place at a designated site capable of burning the items according to environmental safety rules as well as abiding by all state and federal laws. Drugs should not be destroyed by dumping in waterways, flushing down a toilet, or burying in a landfill.

(A) Drug paraphernalia shall be rendered inoperable (i.e. smash pipes & bongs) and disposed of.

(B) For instructions regarding what to do with money contaminated with controlled substances or used as drug paraphernalia refer to *Currency section*.

(C) Follow the “rule of two” when destroying drug evidence. The “rule of two” is a principle that requires two persons to jointly move or stage the drugs awaiting destruction. A “rule of two” may be created by using two different locks on the storage container, locker, or room/vault. Each person would possess one of the keys, requiring both to be present to access the secure items. Also use this rule for managing drug drop boxes.

(D) It is recommended all pills/medications and drugs be audited prior to destruction. Follow your department’s policy.

(E) Witness destruction. Regardless of the destruction method employed, the destruction of drugs needs to be witnessed and documented accordingly.

- (F) The Wisconsin Department of Natural Resources (DNR) has issued a guidance memorandum which exempts law enforcement from federal air management rules (§60.2887). The memorandum was issued on May 2, 2011, and is effective through June 30, 2016. As of the printing of this guide, the exemption is still in effect.
- (G) You may not burn any medications that you have collected from households. You must arrange to have them burned at a facility with an air permit. See [Exhibit D-1: DRUG DISPOSAL FACILITIES](#) or participate in the DOJ Prescription Take Back Initiative. The Wisconsin Department of Justice (DOJ) holds two Prescription Drug Take Back Initiative events per year in different locations throughout Wisconsin. Check WILENET for dates and locations. If you have any questions, please contact Danielle Long by email at [longdb@doj.state.wi.us](mailto:longdb@doj.state.wi.us) or call (414) 403-4437.

Grants: Wisconsin offers grants for pharmaceutical waste collections through the Department of Agriculture, Trade and Consumer Protection Clean Sweep grant program for unwanted prescription drugs. For more information, see DATCP's Clean Sweep page at [https://datcp.wi.gov/Pages/Programs\\_Services/CleanSweep.aspx](https://datcp.wi.gov/Pages/Programs_Services/CleanSweep.aspx)

**iii. Donation**

Law enforcement may donate certain uncontaminated science equipment (i.e. grow lamps) to a school or school district for science classroom education in lieu of destruction. Follow your department's specific protocol.

**iv. Diversion**

If allowed by ordinance, drugs can be diverted for departmental training purposes. Should suitable drug items become available by disposition, the appropriate approval process should be followed by department policy. Typically, this would involve obtaining the written approval of the Chief of Police or Sheriff. If approval is obtained, any use of the drug items should be well documented, and all weights should be recorded to track the amounts utilized during each training process.

**v. Court Ordered Disposition**

For forfeiture rulings regarding drug cases refer to [APPENDIX 3: FORFEITURE LAW SUMMARY](#), and [Wis. Stat. § 961.55](#) for more information.

## EXHIBIT D-1: DRUG DISPOSAL FACILITIES

### DRUG DISPOSAL FACILITIES

Below is a list of facilities that are authorized to take prescription drugs for disposal.  
All rates listed are subject to change. Please contact the facility for most up to date pricing.

#### **Barron County Waste-To-Energy Facility**

585 10 1/2 Ave

Almena, WI 54805

[Website: Barron County Waste-To-Energy Facility](#)

Phone: (715) 637-6890 Email: wastetoenergy@co.barron.wi.us

Fee Disposal Schedule: Barron County Waste-To-Energy Facility Fee Disposal Schedule

([https://www.barroncountywi.gov/vertical/sites/%7B55B35465-9825-4C7F-A839-E0EDFC6408E8%7D/uploads/Tipping\\_Fee\\_Schedule\\_Effective\\_January\\_1\\_2025\(1\).pdf](https://www.barroncountywi.gov/vertical/sites/%7B55B35465-9825-4C7F-A839-E0EDFC6408E8%7D/uploads/Tipping_Fee_Schedule_Effective_January_1_2025(1).pdf))

#### **Covanta – Indianapolis**

2515 South Holt Rd

Indianapolis, IN 46241

[Website: Covanta](#)

Phone: (317) 719-6397

(Facility currently used by DCI for collection disposal)

Free disposal for law enforcement/drop box collections; Can dispose of controlled substances/evidence

#### **Covanta – Kent, Inc. (Run by Covanta but not owned by Covanta)**

950 Market Ave, SW

Grand Rapids, MI 49503

[Website: Covanta](#)

Phone: (616) 235-3210

Cost: 1-ton max – minimum fee of \$91.68 \*\*Need to call ahead to schedule appointment (cost subject to change)

\*\*Will take pharmaceuticals and controlled substances \*\*Liquids need to be solidified prior to disposal

#### **Pope Douglas**

2115 Jefferson Street

Alexandria, MN 56308

[Website: Pope Douglas Recycle](#)

Phone: (320) 763-9340

Call ahead and set up an account for billing

Program Prices listed on their website (cost subject to change):

Household Pharm Waste: \$150.00 flat fee (per transaction, NOT per collection site)

+ \$ 0.50 / lb. tip fee (based on actual weight of all filled containers)

+ 17% State Tax (based on 17% Solid Waste Management Tax)

Confiscated Drugs (Organic):

\$ 150.00 flat fee (per transaction, NOT per collection site)

+ \$ 0.50 / lb. tip fee (based on actual weight of all filled containers)

+ 17% State Tax (based on 17% Solid Waste Management Tax)

#### **MERI, Inc. (Madison Environmental Resourcing Inc.)**

**CONTROLLED SUBSTANCES ONLY; Not licensed for pharmaceuticals.**

800 Uniek Drive

Waunakee WI 53597

General Manager: Keith Olson

[Website: MERI Inc](#)

Phone: (608) 257-7652 Email: [keitholson@meriinc.com](mailto:keitholson@meriinc.com)

Accepts controlled substances only. Not licensed for pharmaceuticals.

## **E. Firearms**

This section refers only to evidentiary firearms. For Safekeeping or Injunction firearm information, refer to the *Property Section*

### **1. Initial Receipt**

Firearms should be packaged in such a manner so as to protect anyone who handles the firearm, protect the evidentiary value of the firearm, and allow for efficient storage. Because safety is a priority, all firearms should be verified to be unloaded. How this is accomplished is up to each individual department.

It is recommended that once a firearm is verified as unloaded, a zip tie be inserted through the action or cylinder whenever feasible. The zip tie should never be inserted into the barrel of the firearm as it may alter barrel markings that are used during a firearm analysis. For this reason, it is suggested that the departments contact the WSCL to verify their policy or procedure is acceptable and will not disrupt the integrity of the firearm evidence.

Although there are a variety of packaging options available, it is up to a department to choose the option that works best for their storage space. Regardless of the container that is used, packaging should safeguard the firearm from any cross-contamination or loss of trace evidence, as well as protect against contact with biohazardous substances.

If live ammunition is to be submitted with the firearm, it is recommended that the ammunition be separated and stored independently of the firearm. Follow your department's policy/packaging manual.

A Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) eTrace should be performed on any firearm seized by law enforcement. Firearms tracing is the tracking of the movement of any firearm from its first sale by the manufacturer or importer through the distribution chain to the first retail purchaser. A firearm trace could potentially link a suspect to a firearm in a criminal investigation or find the owner of a found firearm. The National Tracing Center Division conducts the firearm traces. Their contact information can be obtained at: <https://www.atf.gov/firearms/national-tracing-center> The ATF website is a resource for management of firearms. Most of the information on their website pertaining to the management of firearms can be found under the publications or forms tabs.

### **2. Storage**

- a. All firearms (including those stored to be destroyed) need to be double-locked and stored separately from general evidence. Depending on storage space, firearms can be stored in the same space as other items requiring double locking (drugs/money).
- b. Follow department policy regarding storage of firearms to be destroyed.

### **3. Crime Lab Submittals**

For the most up-to-date information regarding evidence submission to the WSCL, please reference <https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>. The information provided on this website references the 11th Edition of the Physical Evidence Handbook which contains an appendix for general evidence submission guidelines, as well as specific announcements pertaining to guidelines for DNA, latent print, and controlled substance evidence. This website also discusses the various forms that are required when submitting evidence. Links are

provided within the website for each topic or form. The handbook can be found on WILENET at the following link:

[https://wilenet.widj.gov/sites/default/files/public\\_files-2024-10/11th\\_Evidence\\_Handbook.pdf](https://wilenet.widj.gov/sites/default/files/public_files-2024-10/11th_Evidence_Handbook.pdf)

Be aware the WSCL may require the submission of a memo from the DA's office requesting testing for certain evidence. This may be applicable in misdemeanor drug cases or cases in which the DA is waiting to file charges pending test results.

Depending on your department's policy, if items need to be repackaged, separated, or have additional tape added for submission to the WSCL, property/evidence room staff may need to address these issues.

#### **4. Signing Out Evidence**

There are no special considerations for signing out Firearm evidence. Refer to *Signing Out Evidence* under General Evidence.

#### **5. Dispositions**

Only subsections with special considerations for Firearm evidence are listed below. Refer to *Dispositions* under General Evidence.

##### **a. Determining Disposition/Case Status**

- i. Firearms that are not considered contraband and are no longer needed as evidence, or for which all proceedings and investigations in which it might be required have been completed ([Wis. Stat. § 968.20\(1\)](#)), may be returned to the owner (pending a firearm background check) without a hearing. See [APPENDIX 19: SAMPLE FIREARM RELEASE FORM](#).

If a dangerous weapon, including firearms and ammunition, is not required for evidence to further an investigation and has not been disposed of pursuant to a court order at the completion of a criminal action or proceeding, the agency shall make reasonable efforts to notify all persons who have or may have an authorized rightful interest in the dangerous weapon (i.e., firearms used in suicide).

- ii. Be aware of the type of case being processed. Some firearms, due to the circumstances of a given case, may not be returnable even if an authorized person indicates they can be returned.

##### **(A) Contraband**

As defined by [Wis. Stat. § 968.13\(1\)\(a\)](#): "Contraband, which includes without limitation because of enumeration lottery tickets, gambling machines or other gambling devices, lewd, obscene or indecent written matter, pictures, sound recordings or motion picture films, forged money or written instruments and the tools, dies, machines or materials for making them, and controlled substances, as defined in s. [Wis. Stat § 961.01\(4\)](#), and controlled substance analogs, as defined in s. [Wis. Stat § 961.01\(4m\)](#), and the implements for smoking or injecting them. Gambling machines or other gambling devices possessed by a shipbuilding business that complies with s. [Wis. Stat § 945.095](#) are not subject to this section.

If you have a firearm that is considered contraband that cannot be returned, consider sending a letter to that effect. See [APPENDIX 6: SAMPLE CONTRABAND LETTER](#).

## **(B) Firearm Used in the Commission of a Crime**

Per [Wis. Stat. § 968.20\(1m\)](#), If a dangerous weapon (firearm, knife, ammunition) was used in the commission of a crime, the dangerous weapon or ammunition will not be returned to any person who committed a crime involving the use of the dangerous weapon or the ammunition. The property may be returned to the rightful owner if the owner had no prior knowledge of and gave no consent to the commission of the crime.

Per [Wis. Stat. § 939.22\(10\)](#), “Dangerous weapon” means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in s. [Wis. Stat. § 941.295 \(1c\)\(a\)](#); or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

If you have items that cannot be returned due to them being used in the commission of a crime, consider sending a letter to that effect. See [APPENDIX 7: SAMPLE USED IN THE COMMISSION OF A CRIME LETTER](#).

## **(C) Owner’s Right to Petition the Court for the Return of Firearm**

When a person claiming the right to possession of the firearm has applied for its return through the courts, the court shall order a hearing to occur within 20 business days after the person applies for the return.

If, at the hearing, the courts find the proceedings and investigations are completed and the petitioner is not prohibited from possessing a firearm, the court shall, within 5 days of the completion of the hearing and using a return of firearms form, order the property returned if one of the following has occurred:

1. The DA has affirmatively declined filing charges in connection with the seizure against the person.
2. All charges filed in connection with the seizure against the person have been dismissed.
3. Ten months have passed since the seizure and no charges in connection with the seizure have been filed against the person.
4. The trial court has reached final disposition for all charges in connection with the seizure and the person has not been adjudged guilty, or not guilty by reason of mental disease or defect, of a crime in connection with the seizure.
5. The person has established he or she had no prior knowledge of and gave no consent to the commission of the activity that led to the seizure.

### **b. Processing Dispositions**

#### **i. Return to Owner**

##### **(A) Processing Background Prior to Returning to Owner**

###### **1. Conduct a criminal history check**

- a. Follow the outline provided in [APPENDIX 20: PROCESSING A BACKGROUND FOR RETURN OF FIREARM](#). Your department may also consider using a Firearm

Background Checklist to document the thorough Criminal History Check was completed, see [APPENDIX 21: SAMPLE FIREARM BACKGROUND CHECKLIST](#).

- b. See [EXHIBIT E-1: POSSESSION OF FIREARMS DISQUALIFIERS](#) for a list of State and Federal firearm disqualifiers. Also, see [EXHIBIT E-2: ADDITIONAL FIREARM DISQUALIFICATION INFORMATION](#) for assistance in interpreting some of the disqualifiers.
- c. Law Enforcement Agencies are expected to conduct background checks before contacting the Wisconsin Handgun Hotline Firearms Unit. The Firearms Unit will help in any way that they can if you have questions. This includes assisting in interpreting and determining whether convictions meet the disqualifier definition. If there are questionable convictions and you are unable to determine if the person is disqualified from owning a firearm, submit a qualification letter (fax or e-mail) to the Wisconsin Handgun Hotline/Firearms Unit, see [APPENDIX 22: SAMPLE LETTER TO HANDGUN HOTLINE](#).
- d. If an individual is disqualified from possessing a firearm, send a Firearm Disqualification Notification letter to inform them of their status. See [APPENDIX 23: SAMPLE DISQUALIFICATION NOTIFICATION LETTER](#). Send the letter by certified mail. The owner will be given 30 days from the date of the letter to provide the name of a third party to relinquish ownership rights. **This third party MUST reside in the same State as the owner**; reference [ATF Fact Sheet](#). It is necessary to perform a background check to determine if the third party is qualified to possess firearms.
- e. If, 30 days after the date the notification letter was sent, the firearm and ammunition remain unclaimed, they shall be destroyed or diverted for department use. A law enforcement agency may retain a firearm or ammunition, except for handguns or weapons/ammunition that were used in the commission of a crime, if allowed by statute and authorized by the Chief of Police or Sheriff.

## **(B) Release the Firearm**

1. The owner must present a photo ID and provide proof of ownership if requested.
2. The owner must sign the property report.
3. The owner and Property/Evidence Custodian should go through the State and Federal Disqualifiers together and the owner should attest they recognize they could become disqualified if they meet any of the criteria at any time and would be subject to criminal action if they continued to possess the firearm. Refer to [APPENDIX 19: SAMPLE FIREARM RELEASE FORM](#).
4. If the firearm is being released to a third party, agencies should consider sending a third-party agreement letter to the original (disqualified) owner prior to the release. See [APPENDIX 24: RECEIPT REGARDING THIRD PARTY TRANSFER OF FIREARMS](#). The third party should complete their section of the agreement with the Property/Evidence Custodian at the firearm release. Third party owners should complete all the other steps listed above with property officer.

## EXHIBIT E-1: STATE AND FEDERAL FIREARMS DISQUALIFIERS

### State Firearms Disqualifiers

<a href="#">Wis. Stat. § 941.29(1m)(a)</a>	Convicted of a felony in Wisconsin unless pardoned.
<a href="#">Wis. Stat. § 941.29(1m)(b)</a>	Convicted of a crime elsewhere that would be a felony if committed in this state.
<a href="#">Wis. Stat. § 941.29(1m)(bm)</a>	Adjudicated delinquent for an act committed on or after 04/21/1994 that if committed by an adult in this state would be a felony – <i>No exceptions</i> .
<a href="#">Wis. Stat. § 941.29(1m)(c)</a>	Found not guilty of a felony in this state by reason of mental disease or defect.
<a href="#">Wis. Stat. § 941.29(1m)(d)</a>	Found not guilty or not responsible for a crime elsewhere that would be a felony in this state by reason of insanity or mental disease, defect or illness.
<a href="#">Wis. Stat. § 941.29(1m)(e)</a>	Committed for treatment under s. <a href="#">51.20(13)(a)</a> and ordered not to possess a firearm.
<a href="#">Wis. Stat. § 941.29(1m)(em)</a>	Ordered not to possess a firearm under s. <a href="#">51.20(13)(cv)1</a> , <a href="#">51.45(13)(i)1</a> , <a href="#">54.10(3)(f)1</a> or <a href="#">55.12(10)(a)</a> .
<a href="#">Wis. Stat. § 941.29(1m)(f)</a>	Enjoined under an injunction issued under s. <a href="#">813.12</a> or <a href="#">813.122</a> or under a tribal injunction, as defined in s. <a href="#">813.12 (1) (e)</a> , issued by a court established by any federally recognized Wisconsin Indian tribe or band, except the Menominee Indian tribe of Wisconsin, that includes notice to the respondent that he or she is subject to the requirements and penalties under <a href="#">s. 941.29</a> and that has been filed under s. <a href="#">806.247 (3)</a> .
<a href="#">Wis. Stat. § 941.29(1m)(g)</a>	Ordered not to possess a firearm under s. <a href="#">813.125(4m)</a> .

### Federal Firearms Disqualifiers

<a href="#">18 U.S.C. § 922(g)(1)</a>	Has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
<a href="#">18 U.S.C. § 922(g)(2)</a>	Is a fugitive from justice.
<a href="#">18 U.S.C. § 922(g)(3)</a>	Is an unlawful user of or addicted to any controlled substance.
<a href="#">18 U.S.C. § 922(g)(4)</a>	Has been adjudicated as a mental defective or committed to a mental institution.
<a href="#">18 U.S.C. § 922(g)(5)</a>	Illegally or unlawfully in the United States
<a href="#">18 U.S.C. § 922(g)(6)</a>	Has been discharged from the Armed Forces under dishonorable conditions.
<a href="#">18 U.S.C. § 922(g)(7)</a>	Having been a citizen of the United States, has renounced U.S. citizenship.
<a href="#">18 U.S.C. § 922(g)(8)</a>	Is subject to a court order that restrains the person from harassing, stalking, or threatening an intimate partner or child of such intimate partner.
<a href="#">18 U.S.C. § 922 (g)(9)</a>	Has been convicted in any court of a misdemeanor crime of domestic violence with a qualifying relationship.
<a href="#">18 U.S.C. § 922(n)</a>	Is under indictment for a crime punishable by imprisonment for a term exceeding one year (disqualifier for the <i>transfer</i> of a firearm – not possession)

\* See [www.atf.gov/publications/firearms](http://www.atf.gov/publications/firearms) for additional firearms resources.

## EXHIBIT E-2: ADDITIONAL FIREARM DISQUALIFICATION INFORMATION

### HELPFUL FIREARM DISQUALIFIER INFORMATION

Some of the disqualifiers require interpretation. In addition, under current law some information is NOT available to do a check for return of property including some mental health commitments, illegal or unlawful alien status, dishonorable discharge, and renunciation of citizenship. However, some of this information may show up in a criminal record check or may be contained in the NICS Indices maintained by the FBI. Your agency is now authorized to query the NICS Indices for the disposition of a firearm. Your agency can access this information through Portals utilizing form 0028.

The following are examples of some federal disqualifiers that you may identify and how they are treated under the National Instant Check System (NICS):

**1. Is an unlawful user or addicted to a controlled substance (ONE YEAR firearms disqualification).**

Disqualified under **ANY** of the following situations:

- a. Convicted for possession or use within the past year; **or**,
- b. 2 or more arrests for possession or use within the past 5 years if the most recent has occurred within the last year (can be from different states, convictions not required but a dismissed charge does count); **or**,
- c. the person has been found to have used a controlled substance illegally using a drug test within the past year; **or**,
- d. The person has admitted to the unlawful possession or use of a controlled substance within the past year, which has been documented in an criminal incident report; **or**,
- e. The person is a current or former military member who received discipline or other administrative action based on confirmed drug use; **or**,
- f. The person has a drug paraphernalia charge within the past year and the paraphernalia has been field or lab tested positive for residue of a controlled substance.

Note: prescriptions drugs may qualify if they are used in a non-prescribed manner, or are possessed illegally (forged prescription or obtained by theft or fraud) or using another person's prescription even with their consent.

**2. Has been adjudicated as a mental defective or committed to a mental institution.**

There is no time limit on the age of the adjudication or commitment for this prohibition.

**3. Has been convicted of a misdemeanor crime of domestic violence.**

ANY misdemeanor that has, as an element, the use or attempted use of physical force OR the threatened use of a deadly weapon and at the time of the offense the person was a current or former spouse, parent, or guardian of the victim, shared a child in common with the victim, cohabitated with the victim as a spouse, parent or guardian or who was or had been similarly situated to a spouse, parent or guardian of the victim.

The Wisconsin Domestic Abuse modifier DVO enhancers or lack thereof should not be viewed as an automatic disqualification/qualifier.

**Note: Wisconsin law defines a firearm as any weapon that acts by force of gunpowder. However, under federal law the term firearm does not include black powder firearms.**

**\*\*If a person is disqualified from possessing a firearm under STATE law then they are prohibited from possessing any firearm, including a black powder firearm. HOWEVER, if the only prohibition is a FEDERAL law disqualifier then that person may possess a black powder firearm.**

## ii. Destruction

All firearms/ammunition used in the commission of a crime and not returned to the owner shall be submitted to the WSCL for disposal [Wis. Stat. § 968.20\(1m\)](#). When firearms are ready to be submitted, call the WSCL prior to transporting the firearms and ammunition. An appointment must be made prior to any firearm submissions.

When submitting ammunition for destruction, please separate fired ammunition cartridges from unfired. If unfired ammunition is still in its original box/packaging, these do not need to be emptied, please submit them to the lab in those containers. Loose ammunition can be placed in a cardboard box, preferably separating the plastic shotgun shells from other ammunition.

For first class cities, only (Milwaukee), an attempt shall be made to return firearms no longer needed as evidence. If after one (1) year the owner has not requested the return of the firearm, the firearm may be disposed of; however, each agency shall have an ordinance that permits the disposal of unclaimed firearms/dangerous weapons [\(Wis. Stat. § 968.20\(3\)\)](#).

See **EXHIBIT E-3: SUBMISSION FORM FOR GUNS FOR DESTRUCTION** below for a snapshot of the WSCL's most recent submission form for guns for destruction. This form is an Excel spreadsheet, and it can be obtained from WSCL by requesting it via email. This form can also be found on the DFS website on WILENET. The form needs to be filled out entirely for each firearm. When the form is completed, a copy can be emailed to the lab prior to the submission. If any of the firearms have biological substances on them, they need to be packaged and clearly marked as biohazard. Please do not submit BB guns, air rifles, knives, or anything else that is not classified as a firearm. A submission form does not need to be filled out for any ammunition for destruction. The WSCL does not accept black powder or gunpowder.

To schedule an appointment or for questions regarding Firearms for Destruction, please contact:

Madison: (608) 266-2031 ([madevidence@doj.state.wi.us](mailto:madevidence@doj.state.wi.us))

Milwaukee: (414) 382-7500 ([destruction@doj.state.wi.us](mailto:destruction@doj.state.wi.us))

Wausau: (715) 845-8626 ([clbwausau@doj.state.wi.us](mailto:clbwausau@doj.state.wi.us))

## EXHIBIT E-3: SAMPLE OF SUBMISSION FORM FOR GUNS FOR DESTRUCTION

	A	B	C	D	E	F	G	H	I
1	Manufacturer	Model	Serial Number	Type	Caliber / GA	Agency Number	Date Received	Agency Name	Inventory Date
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

**NOTE: It is NOT recommended to Auction or Donate Firearms**

### iii. Diversion

See [Wis. Stat. § 968.20\(3\)\(b\)](#). All firearms which are diverted for departmental use and are specified Class III weapons per National Firearms Act (NFA) standards (machine guns, short, barreled weapons, and silencers), shall register the weapons with ATF. Registration forms can be found on the ATF website. **Agencies are prohibited from diverting handguns or any firearm used in the commission of a homicide.** See [APPENDIX 25: AG OPINION ON DISPOSITION OF DANGEROUS WEAPONS/AMMO](#).

When the firearm is no longer needed for department use, it shall be sent to the WSCL for disposal. See *Destruction* section outlined above for more information regarding the destruction process.

### iv. Court Ordered Disposition

This section refers to Court Orders **other than Injunctions**. For information pertaining to firearms held due to an Injunction Order, see section *Property/Injunction Firearms*.

If an agency holding a seized firearm receives a return of firearms order from the Court, that agency shall return the firearm within 10 business days of receiving the order unless, after running the firearms background check, the agency determines the person who would receive the firearm is prohibited from possessing a firearm under state or federal law. The entity shall use the information provided under [Wis. Stat. § 165.63](#) to aid in making the determination. [Wis. Stat. § 968.20\(1m\)\(d\)](#).

- (A) A firearm surrendered shall not be returned to the respondent or owner until the agency receives an order from a judge or family court commissioner directing return of the firearm to the respondent or owner and ensuring a background check has been completed establishing the respondent's lawful ability to possess a firearm.
- (B) A firearm receipt issued at the time firearms were seized is conclusive proof the respondent owns the firearm for purposes of returning the firearm(s).
- (C) When the firearm(s) covered by the receipt is returned to the respondent or owner, the department shall surrender the original receipt and all copies, to the respondent.

(D) The respondent or owner shall date and sign the Firearm Release Form, acknowledging receipt of the firearm(s).

Any firearm ordered seized by the court due to an involuntarily commitment (past the 72 hours), cannot be returned to the owner until the court has canceled the order. The owner of the firearm must petition the courts for the return of the firearm, [Wis. Stat. §968.20\(1\)](#). Corporation Counsel handles the involuntary commitment orders.

**v. Abandoned Property**

If the owner fails to claim their firearm after an owner's notification letter has been sent, then it becomes abandoned property and should be destroyed or retained for department use. [Wis. Stat. § 66.0139\(2\)](#)

# PROPERTY

## A. Found Property/Chattels [WIS. STAT. CH. 170](#)

### 1. Property Found by Private Citizens with a Value of \$25-\$99 [Wis. Stat. §170.07](#)

Property found by private citizens with a value of **less than \$25** does not need to be accepted as Found Property. It can either be destroyed, or the finder has the right to keep it.

- a. Within 5 days, the finder **shall** give **written** notice to the law enforcement agency in the city, village, or town where property was found. See [APPENDIX 26: SAMPLE FOUND PROPERTY CLAIM](#).
  - i. If written notice is not received within 5 days, the property may be treated as abandoned. Follow abandoned property guidelines.
  - ii. If the property found is money and the owner is unknown, the money can be returned to the finder if they give the appropriate written notice.
- b. Upon receipt of written notice, the law enforcement agency shall post a notice of the found property in two public places in the city, village, or town where the property was found.

### 2. Property Found by Private Citizens with a Value of \$100 or more [Wis. Stat. §170.08](#)

Within 15 days, the finder **shall** give **written** notice to the law enforcement agency in the city, village, or town where the property was found and effect a Class 2 notice to be published in the county where the property was found. See [APPENDIX 26: SAMPLE FOUND PROPERTY CLAIM](#).

If written notice is not received within 15 days or class 2 notice is not published, the property may be treated as abandoned. Follow abandoned property guidelines.

### 3. Disposition of Property Found by Private Citizens [Wis. Stat. §170.09](#)

- a. If the owner of the found property appears within 90 days after notice is given to the law enforcement agency, the property may be returned to them upon their paying all the costs and charges on the property, including reasonable compensation to the finder for the finder's trouble.
  - i. The property officer will notify the owner requesting them to schedule an appointment to obtain the property. The owner must present satisfactory evidence of identification, must sign to acknowledge receipt of the property, and must pay all associated expenses.
  - ii. The property report is removed from the property file and forwarded to Records for filing in the original case.
  - iii. All unclaimed found property shall be deemed abandoned. Follow *abandoned property* guidelines under General Evidence.
- b. If no owner appears within 90 days, the finder of the property becomes the owner.
  - i. The Property Officer will notify the finder requesting them to schedule an appointment to obtain the property.

- ii. The finder must present satisfactory evidence of identification and must sign to acknowledge receipt of the property.
- iii. The owner must, within two months, procure an appraisal by the law enforcement agency in the finder's city, village or town. The appraisal shall be certified by the head of the law enforcement agency and filed in the office of the agency.
- iv. The property report is removed from the property file and forwarded to Records for filing in the original case.
- v. All unclaimed found property shall be deemed abandoned. Follow *abandoned property* guidelines under General Evidence.

#### 4. Property Found by Public Employees [Wis. Stat. §170.105](#)

- a. Property (money or goods) found by public employees within the scope of his/her official duties, and having a value exceeding \$25.00, shall be transferred to the custody of the agency in the jurisdiction where the property was found that is designated by the city, village, or town governing body to receive found property. That agency shall post a notice in two public places.
- b. If the found property is not claimed within 90 days after the notices were posted, it becomes the property of the finder's agency.
- c. If the owner of the found property appears within 90 days after notice is posted, the property may be returned to them upon their paying all the costs and charges on the property.
  - i. The property officer will notify the owner requesting them to schedule an appointment to obtain the property.
  - ii. The owner must present satisfactory evidence of identification, must sign to acknowledge receipt of the property, and must pay all associated expenses.
  - iii. The property report is removed from the property file and forwarded to Records for filing in the original case.
  - iv. All unclaimed found property will be deemed abandoned. Follow *abandoned property* guidelines under General Evidence.

## B. Safekeeping

Departmental policy shall instruct all law enforcement officers to issue a receipt for any property seized without a search warrant. The receipt shall inform the citizen how to claim the property ([Wis. Stat. § 968.18](#)). See [APPENDIX 27: SEIZED PROPERTY RECEIPT](#).

Property being held for safekeeping shall be returned to the legal owner upon request or by court order. Property (excluding firearms) not claimed within the timeframe outlined in an agencies policy from the issued receipt date shall be considered intentionally abandoned by the owner and the process for disposing of abandoned property ([Wis. Stat. § 66.0139](#)) shall commence. Follow *abandoned property* guidelines under General Evidence.

### 1. General Safekeeping Items

Upon receiving property held for safekeeping and receiving approval from the investigating officer that it can be released, except for firearms (see *Firearms Held for Safekeeping*), the Property/Evidence Custodian shall do the following:

- a. Contact the owner by mail to schedule an appointment for the release of the property.
- b. Release to the owner
  - i. The owner must present a photo ID and provide proof of ownership if requested. The owner must sign the property report.
  - ii. The property report is removed from the property file if there is no additional property connected with the case and forwarded to Records for filing in the original case.
- c. If there is no response to the letter or the property is not claimed within the designated amount of time, then it is considered abandoned property. See *abandoned property* section.

## 2. Firearms Held for Safekeeping

Firearms seized for safekeeping shall be held no longer than necessary. Upon receiving firearms held for safekeeping and receiving approval from the investigating officer that they can be released, the Property/Evidence Custodian shall do the following:

- a. Conduct a firearm background check. Follow the outline provided in [APPENDIX 20: PROCESSING A BACKGROUND FOR RETURN OF FIREARM](#). Your agency may also consider using a Firearm Background Checklist to document the complete Criminal History Check. See [APPENDIX 21: SAMPLE FIREARM BACKGROUND CHECKLIST](#).
- b. If there are questionable convictions and you are unable to determine if the person is disqualified from owning a firearm, submit a qualification letter (fax or e-mail) to the Wisconsin Handgun Hotline/Firearms Unit. Refer to [APPENDIX 22: SAMPLE LETTER TO HANDGUN HOTLINE](#).
- c. If the release is authorized and the person is qualified to possess firearms, contact the owner to schedule an appointment for the return of the firearm.
- d. Release of Firearm
  - i. The owner must present a photo ID and provide proof of ownership if requested. The property receipt they were issued at the time of the seizure is proof of ownership unless proven otherwise.
  - ii. The owner must sign the property receipt.
  - iii. The property report is removed from the property file if there are no additional items of evidence connected with the case and forwarded to Records for filing in the original case. A dictation or written record authored by the Property/Evidence Custodian regarding the disposition of the property should accompany the property report.
- e. If the person is disqualified from possessing a firearm, send them a Firearm Disqualification Notification letter to inform them of their status. See [APPENDIX 23: SAMPLE DISQUALIFICATION NOTIFICATION LETTER](#). Send the letter by certified mail. The owner will be given 30 days from the date of the letter to provide the name of a third party to relinquish ownership rights. It is then necessary to perform a background check to determine if the third party is qualified to possess firearms.

For additional firearms information regarding disqualifiers and returns, refer to *Firearms*.

### **C. Property Turned in for Destruction**

It is encouraged to allow citizens to surrender unwanted firearms, ammunition, and medications to their local police department for destruction. Please refer to your department's policy in regard to accepting these items.

#### **1. Firearms and Ammunition**

Please consider having the citizen turning over firearm(s) complete a Citizen's Request for Destruction of Firearm form. See [APPENDIX 28: SAMPLE CITIZEN'S REQUEST FOR FIREARM/DANGEROUS WEAPON DESTRUCTION](#).

#### **2. Medications**

Refer to your department's policy on accepting drugs from citizens and follow the destruction process listed in the *Drug Destruction* section of this guide.

### **D. Deceased Person's Property (Coroner/Medical Examiner) - [Wis. Stat. § 59.66\(3\)](#)**

County Medical Examiners may take possession of personal effects of a deceased person. After one year, if the personal effects are not claimed by a person having the legal right to the property, it may be turned over to the Sheriff.

The Medical Examiner must produce a written report listing all personal property turned over to the Sheriff.

The Sheriff shall post the unclaimed property, on or before August 1st, annually in three public places in the county. This posting will include a brief description of the property as well as the Sheriff's intention to sell the property at public auction. This post will also contain the date, time, and place of said auction. An internet site is an acceptable auction location.

The proceeds of the sale shall go to the County Treasurer.

Any unclaimed property not sold at auction shall be destroyed.

### **E. Inmate Property - [Wis. Stat. § 59.66\(3\)](#)**

Any inmate property which is unclaimed at the county jail for a period of one year after the prisoner has been discharged, transferred, or committed shall be sold at auction.

The Sheriff shall post the unclaimed property, on or before August 1st, annually in three public places in the County. This posting will include a brief description of the property as well as the Sheriff's intention to sell the property at public auction. This post will also contain the date, time, and place of said auction. An internet site is an acceptable auction location.

The proceeds of the sale shall go to the County Treasurer.

Any unclaimed property not sold at auction shall be destroyed.

## F. Injunction Firearms

This section pertains to the court ordered surrender of any firearms **to the Sheriff** or a third party by people subject to certain injunctions. **This is not a seizure.**

Injunctions that **require** mandatory firearm surrender:

- \* Domestic abuse [Wis. Stat § 813.12\(4m\)\(a\)2](#)
- \* Child abuse [Wis. Stat § 813.122\(5m\)\(a\)2](#)

Injunctions where the court **may** order firearm surrender:

- \* Individual at risk [Wis. Stat § 813.123\(5m\)\(a\)](#)
- \* Harassment [Wis. Stat § 813.125\(4m\)\(a\)](#)

The sheriff shall not receive any firearms until the sheriff is formally notified (i.e. receives a copy of the injunction).

When the sheriff is receiving firearms subject to surrender under an injunction the following procedures should be followed [Wis. Stat. § 813.1285\(6\)](#):

A receipt shall be prepared for the surrendered firearms and must include a complete description of the firearm.

1. Document manufacturer, model, and serial number.
2. Document the condition of the firearm.
3. The receipt must be dated and signed by the person receiving the firearm(s) and the respondent.
4. The Sheriff's department shall retain the original receipt and provide two exact copies of the receipt to the respondent.
  - One copy is respondent's receipt.
  - Respondent must turn over the second copy to the Clerk of Courts within 48 hours of the order to surrender firearms.

### **IMPORTANT NOTE:**

The Sheriff may not enter any information contained on a receipt into any computerized or direct electronic data transfer system or disseminate or provide access to the information.

### **Additional Suggestions:**

1. Photograph the firearms upon receipt to provide a record of the actual condition. Do not store photographs on a computerized system.
2. Do not accept gun cases, they are difficult to store.
3. Store your hard copy of the paperwork (receipt, court order, etc.) in a binder and file in alphabetical order by the respondent's last name. **The file must remain confidential.**
4. Before storing, tag each firearm using the respondent's name, civil case number, item number, and the description used on the receipt.
5. Remember to query the firearm(s) through NCIC upon receipt.

### **Additional Injunction Information:**

1. A Sheriff may store a firearm surrendered to him or her under [Wis. Stat. § 813.1285\(3\)\(a\)2](#) or [Wis. Stat. § 813.1285\(4\)\(b\)2](#) in a warehouse that is operated by a public warehouse keeper licensed under Ch. 99. If a Sheriff stores a firearm at a warehouse under this subdivision, the respondent shall pay the cost charged by the warehouse for storing the firearm.
2. Any firearm(s) being held by a County Sheriff due to an injunction does not automatically get returned once the injunction expires. The owner must file a Petition for Return of Firearms (circuit court form CV-433) with the Court that granted the injunction and then go through the Court's process to get the firearm(s) back.
3. If an injunction expires and is not extended, or an injunction is vacated, a Sheriff may charge the respondent for any cost incurred 30 days after the injunction expires for storage of the firearm surrendered to the sheriff due to that injunction. A Sheriff may dispose of a firearm surrendered to the Sheriff due to that injunction 12 months after the injunction expires or is vacated and, if the Sheriff disposes of the firearm, the Sheriff may charge the respondent for the cost of disposal.



# **APPENDICES**

## APPENDIX 1: COURT RECORDS RETENTION

The following information is intended to provide a short summary of the records retention rules under Wisconsin Supreme Court Rule Chapter 72. Before destroying any record, consult the complete Chapter 72 rule.

### Disposing of Court Records (SCR 72.02, 72.03)

A court records custodian may destroy records in their custody after the minimum retention period in SCR 72.01 expires and after offering the record to the State Historical Society. A record defined as confidential by rule or statute should be destroyed by burning, shredding, or other means that obliterate the record.

A court record that has been electronically or optically stored (i.e. scanned/imaged) and preserved, following the procedures in SCR 72.05, may be destroyed one year after entry of a final order in the action for which the record is maintained or one year after filing for records not specifically related to court actions.

Any court record that has been suitably microfilmed may be destroyed two years after entry of the final order in the action for which the record is maintained or two years after filing for records not specifically related to court actions.

### Offering to State Historical Society (SCR 72.04)

The court records custodian, prior to destroying most court records, must give at least 60 days written notice of the destruction to the State Historical Society. Notice is not required for records the Historical Society has previously approved destruction of or for records the Historical Society has waived interest in.

The court records custodian should notify the Historical Society of a pending record destruction by completing the “Notification to the State Historical Society” (GF-110) form. Complete one form for each record series (i.e. family on one form, criminal on another). This form can be printed from the Forms section of the Wisconsin Court System website – <https://www.wicourts.gov/forms1/index.htm>.

### Notification Requirement Waived

The State Historical Society has waived notification under SCR 72.04 for certain records. The following records may therefore be destroyed when the retention period under SCR 72.01 expires:

- Accounting Records - receipts, bank statements, etc.
- Complex Forfeitures
- Condominium Liens
- Court Reporter Notes
- Criminal Misdemeanor Records
- Criminal Traffic (CT) Records
- Exhibits
- Family Maintenance/Support Payment Records
- Guardianship Records
- Incarcerated Persons Records
- Judgment/Lien Docket/Tax, UC warrants
- Jury Records - payroll, questionnaires, arrays
- Juvenile Delinquency/CHIPS Records
- Mental Health Records
- Notary Public Appointments
- Oaths of Office
- Ordinance Violations
- Search warrants
- Small Claims Records
- Tax warrants/liens
- Traffic/Conservation Forfeitures Records
- Trust Account Ledgers
- Unemployment compensation warrants/liens
- Workers Compensation Liens

## Retention Periods under SCR 72.01 (By Record Type):

- Accounting Records – 7 years
- Adoption/TPR Records – Permanent
- Civil Records – 20 years
- Complex Forfeitures – 20 years
- Condominium Liens – 7 years
- Construction Liens – 7 years
- Coroner's Inquest – None
- Court Records in Books – Retention of related case file
- Court Records No Longer Created – 20 years
- Court Reporter Notes – 10 years
- Criminal Felony Records – 50 years (75 years for Class A felonies)
- Criminal Misdemeanor Records – 20 years
- Criminal Traffic Records – 20 years
- Delinquent Income Tax Warrants:
  - filed before Aug 1, 1981: 10 years
  - filed between Aug 1, 1981 - April 30, 2004: Permanent
  - filed on or after May 1, 2001: 20 years
- Estate/Probate Records – 75 years
- Exhibits – 120 days (appeal time to expire) + 1 year
  - Criminal Exhibits Containing Biological Material – varying retention times (see SCR 72.01(46m))
- Family Records – 30 years (+7 years if ongoing payments)
- Family Support/Maintenance Records – 30 years (+7 years if ongoing payments)
- Forfeiture (Traffic, DNR, Ord. Violations) – 5 years
- Grand Jury Records – 75 years
- Guardianship Records – 7 years
- Incarcerated Persons Records – 5 years
- Information & Indictment Records – None
- John Doe Records – 50 years (75 years Class A fel.)
- Jury Records – 4 years
- Juvenile Delinquency Records
  - 4 years after 18th birthday
  - 75 years if adjudicated for act punishable as a felony
- Juvenile Guardianships – 7 years after 18th birthday
- Juvenile JIPS/CHIPS Records – 4 years after 18th birthday
- Juvenile Ordinance Violations – 5yrs
- Juvenile Search Warrants (if not filed w/case) – 15 years
- Liens – Until satisfied, expired, or judgment entered
- Mental Health Records – 7 years
- Ministers' Credentials – none
- Misdemeanor Traffic Records – 20 years
- Naturalization Records – Transfer to SHS
- Notary Public Appointments – none (not filed with courts)
- Oaths of Office – 7 years
- Paternity – 30 years (+7 years if ongoing payments)
- Proceedings commenced under 968.02 – 75 years
- Public Assistance Liens – 20 years
- Register of Officials – 2 years
- Registry of Wills – 100 years
- Search Warrants (if not w/case) – 75 years
- Small Claims Records – 20 years
- Small Claims Records (Dismissed) – 2 years
- Trust Account Ledgers - Retention of related case file
- Unemployment Compensation Warrants – 20 years
- Workers Compensation Warrants – 20 years
- Wills – 100 years

## Retention Periods under SCR 72.01 (By Length of Retention):

### ONE YEAR

- Criminal Case Exhibits (+120 days for appeal)
  - Except Exhibits Containing Biological Material
- Non-Criminal Case Exhibits (+120 days for appeal)

### TWO YEARS

- Dismissed Small Claims Cases
- Register of Officials

### FOUR YEARS

- Juror Questionnaires
- Jury Array and Records of Jurors
- Juvenile JIPS/CHIPS Cases (4 years after 18th birthday)
- Juvenile Delinquency Cases (4 years after 18th birthday unless Class Felony – see below)

### FIVE YEARS

- Incarcerated Persons Records
- Dismissed Divorce, Legal Separation, Annulment Cases
- DNR Forfeiture Cases
- Juvenile Ordinance Violation Cases
- Ordinance Violation Cases
- Traffic Forfeiture Cases

### SEVEN YEARS

- Bank Statements, Checks, Deposit Slips
- Certificates of Payment/Vouchers
- Condominium Liens
- Guardianship Cases
- Jury Payrolls
- Juvenile Guardianships (7 years after 18th birthday)
- Receipts

### TEN YEARS

- Court Reporter Notes

### FIFTEEN YEARS

- Juvenile Search Warrants (if not filed w/case)

### TWENTY YEARS

- Civil Cases
- Complex Forfeitures
- Court Records No Longer Created
- Criminal Traffic Cases
- Misdemeanor Cases
- Proceedings commenced under 968.02
- Small Claims Cases (except for dismissed small claims)
- Unemployment Compensation warrants /Docket
- Workers Compensation Warrants

### THIRTY YEARS (+7 years if ongoing payments)

- Family Cases
- Family Maintenance & Support Records
- Paternity Cases

### FIFTY YEARS

- Felony Cases (except for Class A)

### 75 YEARS

- Estate Cases
- Felony Case Files (Class A)
- Grand Jury Proceedings (Class A)
- John Doe Cases (Class A)

- Juvenile Delinquency cases (if adjudicated delinquent for act punishable as a felony)
- Probate Cases
- Proceedings commenced under 968.02
- Search Warrants (if not filed w/case)
- Sexually Violent Person Commitments (CI)

### 100 YEARS

- Registry of Wills
- Wills Deposited for Safekeeping
- Wills Not Admitted to Probate

### PERMANENT RETENTION

- Adoption & TPR Cases

### VARIABLE RETENTION PERIODS

- Criminal Case Exhibits Containing Biological Material
- Court Records in Books – Retention of related case file
- Delinquent Income Tax Warrants
- Trust Account Ledgers – Retention of related case file

### NO RETENTION REQUIRED

- Coroner's Inquest Records (979.08(6))
- Information & Indictment Records
- Judgment & Order Records
- Ministers Credentials
- Naturalization Records (Transfer to SHS)
- Notary Public Appointments
- Mental Health Cases
- Oaths of Office

### OTHER USEFUL RETENTION PERIODS

- General Judicial Assignments – Retain for current year plus 10 years after the year assigned
- County Board Reports/Admin. Files: Retain for current year plus 6 years [Wis. Stat. 59.52(4)(c) requires 6 years]

## APPENDIX 2: WCASA STATUTES OF LIMITATIONS



2801 W. Beltline Highway, Suite 202, Madison, Wisconsin 53713  
 (608) 257-1511 • [wcasa.org](http://wcasa.org) • [wcasa@wcasa.org](mailto:wcasa@wcasa.org)  
[facebook.com/wcasa](https://facebook.com/wcasa) • [twitter.com/wcasa](https://twitter.com/wcasa)

WISCONSIN COALITION AGAINST SEXUAL ASSAULT

INFORMATION SHEET SERIES

### Statutes of Limitation

Statutes of limitation (SOLs) specify the time within which a criminal prosecution or a civil action must commence or be lost. SOLs for criminal and civil actions differ. The SOL clock starts ticking at different times in different situations and can stop ticking or be suspended in some situations.

#### CRIMINAL STATUTES OF LIMITATION

The SOL clock for crimes typically starts running when a crime occurs, and prosecution must commence within a specified period of time after the clock starts ticking. The SOL stops running during any time that the defendant is not a resident of Wisconsin. There are specialized SOLs for many sex crimes and the current state of the law is as follows:\*

1st Degree Sexual Assault of a Child	No SOL	948.02(1)
Repeated Acts of SA of the same child for 948.025(1)(a),(b),(c), or (d) offenses	No SOL	948.025(1)(a),(b),(c), or (d)
1st Degree Sexual Assault	No SOL	940.225(1)
2nd Degree Sexual Assault of a Child	Victim reaches age 45	948.02(2)
Repeated acts of SA of a child for 948.025(1)(e) offenses	Victim reaches age 45	948.025(1)(e)
Sexual exploitation of a child	Victim reaches age 45	948.05
Incest with a child	Victim reaches age 45	948.06
Four of the six acts of child enticement	Victim reaches age 45	948.07
Soliciting a child for prostitution	Victim reaches age 45	948.08
Sexual Assault of a student by a school staff person	Victim reaches age 45	948.095
Sexual Assault of a child placed in substitute care	Victim reaches age 45	948.085
Use of a computer to facilitate a child sex crime	Victim reaches age 45	948.075
Trafficking of a child	Victim reaches age 45	948.051
Two of the six acts of child enticement	Victim reaches age 26	948.07
2nd Degree Sexual Assault	10 years	940.225(2)
3rd Degree Sexual Assault	10 years	940.225(3)
Causing a child to view or listen to sexual activity	6 years	948.055
Sexual exploitation by a therapist (SOL can be longer than 6 years in certain situations)	6 years	940.22
Adult exposing genitals or pubic area	6 years*	948.10(1)(a)
4th Degree Sexual Assault	3 years	940.225(3m)
Sexual intercourse with a child 16 or over	3 years	948.09
Minor exposing genitals or pubic area	3 years	948.10(1)(b)(1)

**\*Except:** If at the time of the violation, the actor had not attained the age of 19 years and was not more than 4 years older than the child. In such a case, the actor is guilty of a Class A misdemeanor and the statute of limitations is 3 years. Wis. Stat. 948.10(1)(b)(2).

**DNA EVIDENCE:** The SOL may be extended for all of the above crimes if:

- 1.) The state obtains a DNA sample within the applicable SOL, and 2.) The state, within this SOL, attempts to obtain and is unable to obtain a match or "hit" after comparing the profile to existing DNA databases.
- If the DNA sample is later matched to a known person, the State may commence prosecution of that person for the original violation.
- If the state obtains a DNA sample for 1st degree SA before the SOL has expired and later obtains a match, prosecution of the identified person may be commenced at any time after DNA identification.
- For all other crimes specified above and any other felony under Wis. Stat. ch. 940 or 948, if the State obtains a DNA sample within the applicable SOL and later identifies a match, the State may commence prosecution of that person within 12 months of the identification or within the applicable SOL, whichever is latest.

### **PAST ABUSE**

Some cases of past abuse may still be prosecuted today. It is beyond the scope of this fact sheet to provide enough information to allow an exact determination of whether a SOL for past abuse currently prevents prosecution. The district attorney (DA) is the best person to ask whether the SOL has expired for a particular crime. DAs may decline prosecution even when prosecution is not barred by the SOL. Lack of evidence and a long passage of time could lead a DA to believe that a crime cannot be proven beyond a reasonable doubt.

Specialized SOLs were established for some crimes against children on July 1, 1989 that allowed prosecution until the victim reached age 21 or six years had passed since the crime, whichever was later. The legislature extended the SOL to allow prosecution until victims reached the age of 26 on April 22, 1994, until victims reached the age of 31 on June 16, 1998, and until victims reached the age of 45 on May 1, 2004. However, these changes did not extend SOLs for all of these crimes each time, and as new crimes were added to the statutes, only some of these received specialized SOLs. The most recent change in the law completely eliminated SOLs for, 1st degree sexual assault of a child and several acts described in the crime of repeated acts of sexual assault of the same child on April 20, 2006.

Since 1989, all of the extensions described above, including the most recent change eliminating the SOLs for some crimes, applied to all crimes for which the SOL had not expired when the new SOL went into effect. In other words, if you were the victim of a crime for which the SOL has been extended, that extension would apply if, on the day the new law went into effect, the previous SOL had not expired.

### **CIVIL STATUTES OF LIMITATIONS**

Victims can also bring a civil action against a perpetrator for a sexual assault. In the civil court system, a sexual assault is a type of "intentional tort." Civil actions for intentional torts committed against adults must be commenced within three years of the act. Other types of claims, such as sexual harassment, have different SOLs, and victims should always consult with a private attorney to determine what types of actions may be pursued based on a particular set of facts. SOLs for civil actions based on the sexual assault of a child are complex. The current SOLs for sexual assaults that would constitute 1st or 2nd degree sexual assault of a child, repeated acts of sexual assault of the same child, incest with a child, sexual assault of a student by school instructional staff, sexual assault of a child in substitute care, or sexual exploitation by a member of the clergy allow an action to

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be commenced until the victim reaches age 35. The version described above became effective on May 1, 2004 and changed the way that SOLs are calculated in these civil actions. Victims wishing to pursue a civil action based on an assault that occurred prior to May 1, 2004 should contact a private attorney to determine whether the old or new way of calculating SOLs would apply.

Victims of any age who are sexual exploited by a therapist may also have a longer time within which to file a civil action and may wish to contact a private attorney to learn about their options.

SOLs are constantly changing. Courts can also interpret SOLs in ways that limit or broaden the statutory limitation period.

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WCASA is a membership agency comprised of organizations and individuals working to end sexual violence in Wisconsin. Among these are the 56 sexual assault service provider (SASP) agencies throughout the state that offer support, advocacy and information to victims of sexual assault and their families. For information sheets on other topics and for more information about sexual assault, please visit our website. This sheet may be reproduced in its original format only.

**This information does not constitute legal advice.**

**Please note that this is an abridged information sheet; the statutes have not been printed in their entirety due to space restrictions.**



## APPENDIX 3: FORFEITURE LAW SUMMARY

The following is a summary of forfeiture of property law. **IMPORTANT NOTE:** This summary is not intended to be a complete analysis of the law. There are different types of forfeitures depending upon the type of property involved and the specific statutes regarding those cases should be reviewed. More detailed information is available on WILENET and you are strongly encouraged to consult with agency legal counsel.

### A. STATE FORFEITURE STATUTES

#### 1. **General-Wis. Stat. § 973.075**

Real and personal property, including money, derived from crime and certain vehicles are subject to forfeiture proceedings pursuant to Wis. Stat. § 973.075. The statute also deals with property subject to forfeiture for violations of specific crimes. Wis. Stat. § 973.075(1)(b). In addition, there are exceptions and limitations to vehicle forfeitures. This section **may not be used to forfeit property or vehicles for crimes committed in violation of Chapter 961 Wis. Stats.** Wis. Stat. § 973.075(6).

#### 2. **Drug cases-Wis. Stat. § 961.55**

Controlled substances or controlled substance analogs, raw materials, products and equipment used for manufacturing, compounding, processing, delivering, distributing, importing or exporting controlled substances, all property that is used, or intended for use, as a container for controlled substances, including vehicles used for Schedule I and II narcotic drugs, vehicles which are used, or intended for use, to transport raw materials, products, and equipment to manufacture or deliver them, **or** property or weapons used or to be used in drug crimes (**NOTE:** There are a number of exceptions and limitations on vehicle forfeitures), books, records and research products and materials, including formulas, microfilm, tapes and data, which are used, or intended for use, in violation of Chapter 961, property, real or personal, including money, directly or indirectly derived from or realized through the commission of any crime under Chapter 961, and any drug paraphernalia, a defined in sec. 961.571, used in violation of Chapter 961.

#### 3. **OWI Forfeitures, Wis. Stats. § 346.65.**

Wis. Stat. § 346.65(6), Wis. Stats., authorizes the forfeiture of a vehicle used to engage in certain intoxicated driving related offenses including refusals under sec. 343.305(10). Forfeiture is discretionary for any third offense, within 10 years as calculated under sec. 343.307(1), or subsequent offense, although forfeiture is not allowed if the court orders the vehicle immobilized, equipped with an ignition interlock device, or if seizure would result in undue hardship, extreme inconvenience or endanger the health and safety of a person. Wis. Stat. § 346.65(6)(a)1. **NOTE:** There are various limitations and restrictions on vehicle forfeitures. Wis. Stat. § 346.65(6)(a)4.

#### 4. **Vehicle Identification number violations-Wis. Stat. § 342.30.**

Wis. Stat. Sec. 342.30(4) authorizes the seizure and requires the forfeiture of certain vehicles or parts of vehicles with a removed, altered or obliterated identification number. The forfeiture proceeding is governed by Wis. Stat. Sec. 973.076. Wis. Stat. § 342.30(4)(a).

If the identification number of a vehicle or a part of a vehicle cannot be ascertained, the vehicle or part of a vehicle is presumed to be contraband. Wis. Stat. § 342.30(4)(a). If the owner of the vehicle or part of a vehicle can be identified, the property may be returned to that person by the seizing agency. Wis. Stat. § 342.30(4)(a).

If the DA brings a criminal action arising out of the seizure, forfeiture proceedings shall not be instituted before there is a final determination in the criminal action. Wis. Stat. § 342.30(4)(b).

If the seized items are either a motorcycle or a part of a motorcycle, which has identification numbers identified and an owner determined, and no forfeiture proceeding is initiated within 30 days after seizure, the custodian of the property must immediately return the seized property to the registered owner. If the property is not timely returned, and the owner commences a replevin action to recover possession of the property, and a judge finds that the property was unreasonably retained after 30 days after the seizure, the court shall award the owner the costs and reasonable attorney fees incurred in the replevin action. Wis. Stats. § 342.30(4)(d).

#### 5. Racketeering-Wis. Stat. § 946.86.

Criminal forfeitures shall be ordered by the court of all real or personal property used during, or intended for use during, derived from or realized through conduct in violation of Wis. Stat. §§ 946.83 or 946.85.

### B. SEIZURE OF PROPERTY

Under Wis. Stat. §§ 961.55 and 973.075 an officer may seize property:

1. **With process issued by a court** with jurisdiction over the property. Wis. Stats. §§ 961.55(2) or 973.075(2).
2. **Without process**, in non-prostitution related cases, if **incident to a lawful arrest, pursuant to a search warrant**, pursuant to an inspection under an **administrative inspection warrant**, subject to a prior judgment in favor of the state in a criminal injunction or forfeiture proceeding upon Chapter 961, or subject to a prior judgment in favor of the state. In addition, property can be seized where **probable cause exists** to believe that the property is directly or indirectly dangerous to health or safety, that the property was used or is intended to be used in violation of Chapter 961, that the property is a vehicle that qualifies under chapter 961, that the property was derived from or realized through a crime other than a crime committed in violation of Chapter 961, or that the property is a vehicle which was used to transport any property or weapon used or to be used or received in the commission of any felony other than a crime committed in violation of Chapter 961, or a vehicle used in certain specified offenses.

For OWI forfeitures Wis. Stat. § 346.65 contemplates that an officer may seize a vehicle once a court has issued a seizure order. The owner must surrender the certificate of title of all vehicles to the clerk of court within 5 days of receiving notice from the DA. Wis. Stat. § 346.65(6)(a)1 and 2m.

### C. RETENTION OF PROPERTY

Seized property is deemed to be in custody of the sheriff of the county in which the seizure was made subject only to the orders and decrees of the court having jurisdiction over the forfeiture proceedings. Wis. Stats. §§ 961.55(4) and 973.075(3). Properly seized property is not subject to replevin. Wis. Stat. §§ 961.55(4) and 973.075(3).

The person seizing the property may:

1. Place the property under seal. Wis. Stat. § 961.55(4)(a) and 973.075(3)(a);
2. Remove the property to a place designated by the seizing agency or person Wis. Stat. §§ 961.55(4)(b) and 973.075(3)(b);

3. Require the sheriff of the county in which the seizure was made to take custody of the property and remove it to an appropriate location for disposition in accordance with law. Wis. Stat. § 961.55(4)(c) and 973.075(3)(c).
4. In OWI forfeiture cases, seized property must be stored in a “secure place subject to the order of the court.” Wis. Stat. § 346.65(6)(b).

#### D. FORFEITURE PROCEDURE

There are different procedures depending upon the type of forfeiture (general criminal, drug, OWI, etc.). This section primarily focuses upon traditional forfeiture cases under Wis. Stat. §§ 961.55 and 973.075. The provisions of Wis. Stat. Sec. 346.65(6) should be carefully reviewed before commencing an OWI-related forfeiture. Forfeiture proceedings under Wis. Stat. §§ 961.555 and 973.076 are civil in nature.

##### 1. Jurisdiction

The circuit court in the county where the property is seized shall have jurisdiction over any proceedings regarding the property when the action is commenced in state court. Wis. Stat. § 961.555(1) and 973.076(1).

The DA in the county where the motor vehicle was seized, or where the owner refused to take a requested test, or violated other indicated statutes, shall commence an action to forfeit the motor vehicle. Wis. Stat. § 346.65(6)(c). Property can be seized in counties other than the county where the offense giving rise to the forfeiture happened, but the matter must be litigated in the county where the property was seized.

##### 2. Parties

In an action brought to cause the forfeiture of any seized property, the court may render the following judgments:

- ***in rem*** - that is, against the property. The action must name a person as a party/defendant as well as naming the property.
- ***in personam*** – that is, against the party personally, or
- both ***in rem*** and ***in personam***.  
Wis. Stat. § 961.555(1) and § 973.076(1).

In OWI forfeitures, Wis. Stat. § 346.65(6)(c) requires the naming of the owner and all lien holders as parties.

##### 3. Commencement of action

Under Chapter 961 forfeitures, the DA of the county where the property was seized shall commence the forfeiture action. Wis. Stat. § 961.555(2)(a).

Under Chapter 973, slightly different language requires the DA of the county within which the property was seized ***or in which the defendant is convicted*** of commencing the forfeiture action. Wis. Stat. § 973.076(2)(a).

A forfeiture action can be filed whether a criminal charge has been brought. However, an OWI forfeiture action is predicated upon a conviction for a third or fourth offense and thus require the filing of a charge. Wis. Stat. § 346.65(6)(a). A delay in the filing of a criminal complaint will not toll the time within a forfeiture action must be filed to avoid loss of jurisdiction.

A forfeiture action commenced by filing a summons, complaint and affidavit of the person who seized the property with the clerk of the circuit court. Wis. Stat. § 961.555(2)(a), 973.076(2), 346.65(6)(c). Commencement of the forfeiture action (filing of the summons, complaint and affidavit) **must occur within 30 days after the seizure of the property** Wis. Stats. § 961.555(2)(a), 346.65(6)(c). Chapter 971 sets forth slightly different language, by requiring that the forfeiture action commence within 30 days after “the seizure of the property or the date of conviction, whichever is earlier.” Wis. Stat. § 973.076(2)(a). From a practical standpoint, the seizure typically predates the conviction and as such the date of seizure would trigger the time limits as it does in the context of other forfeiture actions. Note that in the context of Anti-Theft Law forfeiture actions under

Chapter 342, the DA may not institute the forfeiture action under Wis. Stat. Sec. 973.076 before there is a final determination of the criminal action. Wis. Stat. § 342.30(4)(b).

The defendant is entitled to an adjournment upon request until after adjudication of the criminal case. Wis. Stat. § 961.555(2)(a), 973.076(2)(a). However, once “adjudication” of the charge forming the basis for forfeiture occurs, the time limits are retriggered. “Adjudication of a criminal charge for purposes of the forfeiture statute occurs at the moment the trial court enters its finding of guilt or innocence and does not embrace an appeal.” *State v. One 1997 Ford F-150*, 2003 WI App 128, 265 Wis.2d 264, 665 N.W.2d 411.

A hearing upon merits of the forfeiture action must be held within 60 days of service of the answer. Wis. Stats. § 961.555(2)(b), § 973.076(2)(b). The time limits are jurisdictional and cannot be waived after the fact. However, a hearing may be continued **for cause** or **on stipulation of the parties**. The prosecutor should formally request a continuance based upon the stipulation of the parties or for cause

If the hearing cannot be held within the 60-day period. When a hearing is not conducted within 60 days (and the hearing has not been continued for cause, by stipulation of the parties, or at the request of a defendant), the prosecutor may be able to revive the proceeding by a showing of excusable neglect. Wis. Stat. § 801.15(2)(a). See, *Baye*, 191 Wis.2d at 342-3; *State v. Elliot, supra*. But see *State v. One 2000 Lincoln Navigator*, 2007 WI app 127, “once the sixty-day period mandated by § 961.555(2)(b) has expired, the circuit court loses competency, and the State may not start the clock running anew by filing another forfeiture petition based on the same facts.”

**If the time limits are missed property can still be retained if it can be proved to be contraband under Wis. Stat. § 968.20 or is evidence of a crime in a pending matter.**

## **E. DISPOSITION OF FORFEITED PROPERTY**

In actions under Wis. Stat. § 961.55 and § 973.075, property which has been forfeited may be disposed of as follows:

1. All property, other than money, may be retained for official use. Wis. Stat. § 961.55(5)(a). Note, however, that under Chapter 973 forfeiture actions, only vehicles may be retained for official use, and all other property must be sold, destroyed or transferred to another agency. Wis. Stat. § 973.075(4).
2. If the property is sold, up to 50% of the proceeds may be used to pay costs of seizure, storage, court costs, costs of investigation; prosecution; and the remainder shall be deposited into the school fund. Wis. Stats. § 961.55(5)(b), §973.075(4).

3. If the property forfeited is money, under Ch. 973 all proceeds must go to the school fund. Wis. Stat. §973.075(4). See Article X, Section 2, Wisconsin Constitution.
4. If the property forfeited is money, under Ch. 961, the state may be able to retain 70% of the first \$2000, and 50% of any amount more than \$2000, for payment of forfeiture expenses only. "Forfeiture expenses" include all proper expenses of the proceedings for forfeiture and sale, including expenses of seizure, maintenance of custody, advertising, and court costs and the costs of investigation and prosecution reasonably incurred. The remainder of proceeds must go to the school fund. Wis. Stat. § 961.55(5)(b) and (e); Article X, Section 2, Wisconsin Constitution.
5. The sheriff of the county in which the property was seized may be required to take custody of the property and dispose of it according to law. Wis. Stat. § 961.55(5)(c).

Vehicles seized in OWI actions must be disposed of pursuant to the specific procedures, taking account of the property of lien holders, law enforcement and prosecution costs, innocent owners, and the school fund. Wis. Stat. § 346.65(6)(e) and (em).

**F. LIABILITY OF LAW ENFORCEMENT-Wis. Stats. §§ 961.56(3) and 973.077(3)**

No liability is imposed by Chapter 961 or Wis. Stat. Secs. 973.075 to 973.077 on any authorized law enforcement officer or employee engaged in the lawful performance of duties.

**G. FEDERAL FORFEITURE LAW**

There are several federal statutes that govern federal forfeitures. Some of these include:

- 21 U.S.C. Secs. 333(e)(3), 853, and 881, Federal Drug Violations
- 18 U.S.C. Secs. 981 and 982, Money Laundering Violations
- 18 U.S.C. Secs. 1963 and 1955, and Title 15 U.S.C. Sec. 1177, Gambling and Racketeering Laws
- 18 U.S.C. Secs. 2253, 2254 and 1467, Child Pornography and Obscenity Laws
- 18 U.S.C. Secs. 512 and 2513, Auto and Electronic Communication Theft
- 22 U.S.C. Sec. 401, Illegal War Munitions
- 17 U.S.C. Sec. 509, Copyright Materials
- 8 U.S.C. Sec. 1324(b), Smuggling of Aliens
- 21 U.S.C. Sec. 857, Drug Paraphernalia

While federal law allows property seized by local law enforcement to be forfeited through federal administrative civil actions, sections 961.555 and 973.076, Wis. Stats., specifically allow for property seized under state law to become the subject of a federal forfeiture action.

## APPENDIX 4: SAMPLE DISPUTED PROPERTY LETTER

LOGO

Agency Name

10/26/2020

Pawn Shop  
Address  
City, State Zip Code

RE: Return of seized property, Agency Case Number: \_\_\_\_\_

The Agency Name seized the following items:

- Crossbow

The Agency Name is now in a position to release these items to their rightful owner. Because each of you may have a propriety right to the property, we will release these items to their true owner upon being presented with an order from the County item was seized Circuit Court. Please refer to Wisconsin State Statute 968.20:

*"Any person claiming the right to possession of property...may apply for its return to the Circuit Court for the county in which the property was seized...The court shall order such notice as it deems adequate to be given to the District Attorney and all persons who have or may have an interest in the property and shall hold a hearing to hear all claims to its true ownership. If the right to possession is proved to the court's satisfaction, it shall order the property, other than...property covered under sub. (1m), returned if: (a) the property is not needed as evidence or, if needed, satisfactory arrangements can be made for its return for subsequent use as evidence; or (b) all proceedings in which it might be require have been completed."*

I am giving notice to each of you that you have the right to apply to the Circuit Court of Specific County and claim ownership of the property under Section 968.20, Wisconsin Statutes. **If you choose to petition the court, you are required to provide a copy of the petition to the Agency Name.** If you choose or fail to apply for the return of said property through the Specific County Circuit Court within **30 days** upon receipt of this letter, the property will be considered abandoned and disposed of by the Agency Name in compliance with state law.

**You must have this letter with you, along with a copy of the court order when you arrive to claim your property.**

Sincerely,

\_\_\_\_\_  
Your Name

Your Title

Agency Name

Phone Number: ( ) \_\_\_\_ - \_\_\_\_

Address • City, Wisconsin Zip Code • Phone ( ) \_\_\_\_ - \_\_\_\_ • Fax ( ) \_\_\_\_ - \_\_\_\_  
email

## **APPENDIX 5: SEIZING STOLEN PROPERTY FROM SECONDHAND GOODS STORES FAQ**

**1. I located property at a pawn shop that I think is stolen, what do I do?**

Contact the pawn shop and ask if they still have the property. If they do, place a “hold” on the property. The “hold” is only good for 30 days. If you do not pick up the property or notify the store of the status of the property within 30 days, the pawn shop can sell or return the property. If, within 30 days, you verify the property is stolen, you must seize it. Place the property in evidence at your department and list the pawn shop as a “victim” in your report. The property should be held until the disposition of the case. The Court or the DA should decide who the property is returned to. If the property is seized from a pawn shop, restitution should be requested for the amount the pawn shop paid/loaned for the item and/or request the Court to determine who the property should be returned to. In all cases, ask for the paperwork associated with the transaction at the pawnshop.

**2. Can I take a picture of the stolen property and then return the property to the victim/original owner?**

No. The seized property should be held in evidence until there is a dispositional order or judgment on the case. See Wis. Stat. § 968.19 and Wis. Stat. § 968.20(1). Contact the DA’s office concerning special circumstances (i.e. prized possessions, sentimental value, etc.)

**3. The victim just wants the property back and no charges are filed. Can I just go get the property and give it to the victim?**

No. As officers, we do not have the authority to take property from one person (business) and give it to another. All interested parties have the right to a hearing regarding any property seized by law enforcement (Wis. Stat. § 968.20(1)). If there is a dispute over ownership of the property and no criminal charges are filed, the individual can pursue civil action to recover the property.

**4. Do I have to give the pawn shop anything when I seize the property from them?**

Yes. You should give the pawn shop a receipt (Wis. Stat. § 968.18). This can be done by generating a receipt and emailing it, or you can return it to the owner with a hard copy of the receipt. If you offer a receipt and the pawn shop or owner does not wish to have a receipt for the seized item(s), you do not need to issue a receipt.

**5. I work nights and can’t pick up the property. What should I do?**

Provide all necessary information concerning the case to a daytime officer and request they seize the property, log it into the evidence management system, and complete a supplement. Additional follow-up, such as providing the property/evidence receipt to the pawn shop, as well as follow-up interviews with the suspect(s), should be the primary officer’s responsibility.

**6. Can I just show up at the pawn shop and seize the stolen property?**

Officers should attempt to make an appointment with the pawn shop or obtain a window of time to arrive that works for both the officer and the contact person at the pawn shop. The pawn shops need time to locate the property and do their own paperwork. By making prior arrangements, officers may reduce the amount of time they have to wait for the pawn shop personnel to retrieve and process the seizure.

**7. Is it okay to tell a victim to check the pawn shops for their property?**

This would not be the best advice to give a victim. Pawn shops and secondhand goods stores must hold property for at least 21 days before it is placed out on the sales floor for customers to purchase. The pawn

shops will not allow customers in the back to see the inventory. It is our job to check Leads Online for the property. If the theft occurred more than 30 days ago, the property may be on the floor for sale; however, it is much more efficient to use Leads Online to do the searching. Remember, you can also “save a search” and/or create persons of interest if you have specific items or individuals, you are looking for.

**8. I can't prove who committed the theft or burglary, but I know the property is stolen. What do I do?**

If the property is at a pawn shop, seize the property as referenced above. Investigate who pawned or sold the property and, if possible, refer charges for Receiving Stolen Property – Wis. Stat. § 943.34(1). Use the location of the pawn shop as the incident location. You may also be able to refer a charge of False Swearing (Wis. Stat. § 946.32(1)) if the person lies when they complete the Property Transaction Report at the pawn shop. NOTE: The DA may use this for a plea bargain. Be sure to review the paperwork signed by the suspect at the pawn shop carefully to see if this applies. If the property is at a pawn shop outside your jurisdiction, refer your report to that jurisdiction and ask them to investigate and request charges.

**9. Is it okay if I just cite the suspect for an ordinance violation, seize the property, and return the property to the victim?**

No. If you are going to seize property from a pawn shop, criminal charges should be pursued against the suspect, particularly when elements of a criminal offense exist. Restitution can be ordered to the pawn shops if the Court determines the property is to be returned to the victim.

## APPENDIX 6: SAMPLE CONTRABAND LETTER

AGENCY LETTERHEAD

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Case # \_\_\_\_\_

Please be advised, the [AGENCY NAME] has property taken from you in case #\_\_\_\_\_. It has been determined that this property is contraband as defined under Section 968.13 of the Wisconsin State Statutes. Under Section 968.20 of the Wisconsin Statutes, you must petition the \_\_\_\_\_ County Circuit Court for the return of your property. If you elect to do so, the District Attorney's Office will have to prove, beyond a preponderance of the evidence, that the property in question is in fact contraband; in which case, the property would not be returned to you and would instead become property of [AGENCY NAME].

If you do not petition the court for the return of your property within 30 days of receiving this letter, the property will be considered abandoned and become property of [AGENCY NAME].

If this case involves a firearm and you are a convicted felon, you may not possess a firearm in accordance with Wisconsin Statute 941.29. If the firearm was not used in the commission of a crime, you may transfer ownership of the firearm, in writing, to any person legally eligible to possess a firearm. If the firearm was used in the commission of a crime, statute requires that the gun be sent to the Wisconsin State Crime Lab for final disposition.

Any correspondence to this letter must be done so in writing. No information will be provided over the telephone or via electronic messaging. Please include your current address and telephone numbers.

Sincerely,

Property/Evidence Custodian  
AGENCY NAME

## APPENDIX 7: SAMPLE USED IN THE COMMISSION OF A CRIME LETTER

### AGENCY LETTERHEAD

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Case # \_\_\_\_\_

Dear Mr./Mrs./Ms. \_\_\_\_\_

The AGENCY NAME is holding the following property under case number \_\_\_\_\_.

- 
- 

Pursuant to WSS 968.20(1m)(b), *if the seized property is a dangerous weapon or ammunition, the property shall not be returned to any person who committed a crime involving the use of the dangerous weapon or the ammunition.*

Pursuant to, WSS 939.22(10), *"Dangerous weapon" means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any ligature or other instrumentality used on the throat, neck, nose or mouth of another person to impede, partially or completely, breathing or circulation of blood; any electric weapon, as defined in s. 941.295(1c)(a), or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.*

The property seized in this case is considered a dangerous weapon used in the commission of a crime.

Due to the fact that we cannot return said property to you, we intend to destroy said property 30 days from the date of this letter, unless you obtain a legal order prohibiting such action.

**If you do not obtain a legal order prohibiting the destruction of said property within 30 days of this letter, it will be disposed of pursuant to WSS 968.20.**

**Any communication related to this matter must be done in writing. Please mail your response to the AGENCY NAME, Attn: \_\_\_\_\_, address, city, state, zip. Please be sure to include your current address and telephone number in any correspondence.**

Sincerely,

Property/Evidence Custodian  
AGENCY NAME

## APPENDIX 8: SAMPLE PROPERTY RETURN LETTER

AGENCY LETTERHEAD

Date: \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|

Reference case number – #####

Dear \_\_\_\_\_,

The property listed below is now available for release by the [Agency Name]

- ITEM DESCRIPTION
- ITEM DESCRIPTION

If you wish to claim this property, please call to make an appointment with the Evidence Clerk (Monday through Friday 8:00 am – 4:00 pm). Property will not be released without an appointment. **You must have this letter with you when you arrive to claim your property.**

***If the property is not claimed within 30 days of the date of this letter, it will be disposed of according to law.***

Sincerely,

Property/Evidence Custodian  
AGENCY NAME

**APPENDIX 9: SAMPLE REQUEST FORM FOR THE RELEASE OF SUSPECTED PATHOGEN CONTAMINATED PROPERTY**

AGENCY LETTERHEAD

**REQUEST FOR RETURN/RELEASE OF SUSPECTED  
PATHOGEN CONTAMINATED PROPERTY**

Case Number: \_\_\_\_\_

I request the return/release of the following property that is currently in the custody of the AGENCY NAME.

- Item 1
- Item 2
- Item 3

I understand that the property requested may be contaminated with pathogens and may present a serious health risk.

I understand that I may refuse to take custody of this property.

I acknowledge receipt of the above listed property.

Recipient's Name (Printed): \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Property/Evidence Custodian:**

Did recipient indicate he/she understood the above warning? Yes \_\_\_\_\_ No \_\_\_\_\_

Released By: \_\_\_\_\_ (Signature)

ID/Badge Number: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX 10: SAMPLE DIVERSION OF PROPERTY MEMO



**Evidence Unit**

Insert  
Agency  
Logo  
Here

# Memo

To: Chief/Sheriff \_\_\_\_\_  
From: Property/evidence custodian name  
Date: \_\_\_/\_\_\_/\_\_\_\_\_  
Re: Diversion of Property

Per policy, any property held by the Evidence Unit that is to be converted to department use requires your authorization.

*The Evidence Unit is currently storing the following item(s) of abandoned property:*

- Case Number:
- Item #1: USB drive
  - Item #3: USB drive
  - Item #8: USB drive

*According to the case disposition, the property is no longer needed as evidence and the rightful owners did not claim the property within 30 days of having been notified via letter that the property was being held. Per Wisconsin State Statute §66.0139, the property may be disposed of.*

*The Evidence Unit has a use for the above described property and requests that you authorize the conversion of property to department use as allowed by law.*

**OR**

*The Evidence Unit is currently storing the following item(s) that are no longer needed as evidence and have been authorized for destruction per the case disposition:*

- Case Number:
- Item #4: Green leafy substance which tested positive for THC

*The Evidence Unit would like to utilize the above described property for training purposes and requests that you authorize the conversion of property to department use as allowed by law.*

Approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_  
Name, Title

# APPENDIX 11: SAMPLE ABANDONED PROPERTY ORDINANCE

## ABANDONED PERSONAL PROPERTY

### 1. Authority

This section is enacted pursuant to the authority of § 66.0139, Wis. Stat., as amended.

### 2. Disposal of Personal Property

Personal property, other than cash, which has been abandoned or which remains unclaimed for a period of 90 days after the property is not needed for evidence, or if all proceedings in which the property might be required as evidence have been completed or expired, shall be disposed of by any means, including but not limited to a public auction, determined to be in the best interest of the County. If the disposal is in the form of a sale, all receipts from the sale, after deducting the necessary expenses of keeping the property and conducting the sale, shall be paid into the County Treasury. The officer shall attempt to return to the rightful owner such items of personal property which have a substantial value, if the owner can reasonably be determined.

### 3. Disposal of Cash

(a) Personal Property consisting of cash which has been abandoned, or which remains unclaimed for a period of 90 days after the property is not needed for evidence, or if all proceedings in which the property might be required as evidence have been completed or expired, shall be turned over to the County Treasurer and credited to the General County Revenue account. The County shall attempt to return to the rightful owner such items of personal property consisting of cash which have a substantial value, if the owner can be reasonably determined.

(b) Notwithstanding subsection (a) above, abandoned or unclaimed personal property consisting of cash which has been seized as part of a controlled substance, controlled substance analog, or marijuana arrest or investigation shall be placed in a Sheriff's Department account for use solely for law enforcement activities by the Sheriff's Department or, at the discretion of the Sheriff, by the multi-jurisdictional drug task force. Any funds received as a result of this subsection shall not be used in any manner to reduce the budget appropriation for the Sheriff's Department in any year. For the purposes of this paragraph "controlled substance," "controlled substance analog," and "marijuana" shall have the meanings defined in § 961.01, Wis. Stat., as amended.

### 4. Disposal of Abandoned or Unclaimed Flammable, Explosive or Incendiary Substances, Materials or Devices

Any County officer may safely dispose of abandoned or unclaimed flammable, explosive, or incendiary substances, materials, or devices posing a danger to life or property in their storage, transportation, or use immediately after taking possession of the substances, materials, or devices without a public auction. If the substance, material, or device appears to be or is reported stolen, an attempt shall be made to return the substance, material, or device to the rightful owner. The officer shall attempt to return to the rightful owner such substances, materials, or devices which have a commercial value in the normal business usage and do not pose an immediate threat to life or property.

### 5. Records to be Kept

If abandoned or unclaimed personal property is not disposed of in a sale open to the public, the Sheriff, or his or her designee shall maintain an inventory of the property, a record of the date and method of disposal, including the consideration received for the property, if any, and the name and address of the person taking possession of the property. The inventory shall be kept as a public record for a period not less than 2 years from the date of disposal of the property.

### 6. Abandoned, Unclaimed or Seized Dangerous Weapons or Ammunition

Abandoned, unclaimed or seized dangerous weapons or ammunition may be disposed of only under § 968.20, Wis. Stat., as amended.

## APPENDIX 12: SAMPLE VEHICLE OWNER/LIENHOLDER NOTIFICATION LETTER

Date:

Name:

Address:

City, State, Zip:

### Abandoned Vehicle Owner Notification

**Incident Number:**

**Year:**

**Plate:**

**Make:**

**VIN:**

**Model:**

To Whom It May Concern:

The [Department Name] towed the above vehicle and is currently holding it at the [Department Name]. Wisconsin Department of Transportation records indicate that you are the last registered owner or lien holder of the above described vehicle.

**To schedule an appointment to pick up the vehicle, please contact our office at [phone number] between 8:00 a.m. and 4:00 p.m. Monday through Friday. Property releases are by appointment only. Vehicles will not be released on weekends or holidays.**

**There is a \$75.00 administrative fee, as well as a \$15.00 per day storage fee. Storage fees are charged from the date your vehicle was towed (date of tow) and includes the day you reclaim the vehicle. These fees, along with proof of a paid tow bill from the licensed towing services, must be presented prior to the release of the vehicle. Payment must be CASH only.** If you do not reclaim your vehicle you will be invoiced for these costs if incurred by the [Department Name]. Failure to pay may result in an issuance of a summons for violation of [applicable ordinance].

**Be advised,** that failure of the owner or lien holder to exercise reclaim of the vehicle identified herein within 15 days from the date of this letter, shall be deemed a waiver of all rights, title, and interest in the vehicle and shall be considered the owner or lien holder's consent to the disposition of the vehicle.

The owner may claim personal effects in the vehicle within the 15-day period. Any parts of the vehicle remain with the vehicle and are not considered personal items. Personal items will be disposed of, along with the vehicle, if unclaimed in the 15 day period.

Sincerely,

Property/Evidence Custodian  
[Department Name]

Towing Fee: \$ \_\_\_\_\_

Towing Company: [Name] [Phone Number]

# APPENDIX 13: ABANDONED/UNREGISTERED VEHICLE TRANSFER CERTIFICATE

## ABANDONED/UNREGISTERED VEHICLE TRANSFER CERTIFICATE

MV2419 7/2015

Wisconsin Department of Transportation, PO Box 7949, Madison, WI 53707-7949

Clear

Print



Vehicle	Year	Vehicle Make	Vehicle Model	Selling Price	Vehicle Identification Number <small>(standard VIN has 17 characters)</small>																																		
					<table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> <td style="border: 1px solid black; width: 20px; height: 20px;"> </td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> </table>																		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17																							
Vehicle Acquired Pursuant to: <i>(Check One)</i> <input type="checkbox"/> <b>ABANDONED VEHICLE</b> s.342.40 Wis. Stats. <input type="checkbox"/> <b>UNREGISTERED VEHICLE</b> s.341.65 Wis. Stats.					I, the authorized representative of the municipality/county named on this document, have complied with Wis. Stats. regarding abandoned/unregistered vehicles and have disposed of the specified vehicle to the purchaser identified.  <div style="text-align: center;"> <span style="font-size: 2em; font-weight: bold;">X</span>                      (Signature of Authorized Agent)                 </div>																																		
Name of Municipality and Authorized Agent																																							
Agency (Area Code) Telephone Number																																							
If the vehicle is less than ten model years old, the seller is required to complete a MV2488 <i>Vehicle Transfer and Odometer Mileage Statement</i> , along with this form. The MV2488 form may be obtained through Maps and Publication Sales (WisDOT Stores) using form DT1435. Photocopies of form MV2488 are not acceptable. s. 342.155(1), Wis. Stats.																																							
Vehicle Transferred as: <i>(Check One)</i> <input type="checkbox"/> <b>Regular Sale</b> – Give completed form to purchaser; seller may wish to keep a photocopy. <input type="checkbox"/> <b>Junk</b> – Vehicle can never be retitled s.342.34(3) Wis. Stats. Send completed form to WisDOT (address given above). <input type="checkbox"/> <b>Salvage – Inspection Required</b> – Vehicle must be less than 7 model years old and damaged more than 70% of its market value s.340.10(55g) Wis. Stats. Give completed form to purchaser; seller may wish to keep a photocopy.					Purchaser Name Address City, State, ZIP Code (Area Code) Telephone Number – Daytime																																		

The purchaser named on this form must submit the **original** MV2419 to the DMV. Photocopies are not acceptable.

This form can be found in the secure area of WILEnet under Resources > Dept. of Transportation. Scroll to the bottom of the page and you will see a link for MV2419 – Abandoned/Unregistered Vehicle Transfer Certificate under the heading of Motor Vehicle Titles and Plates.

## APPENDIX 14: CODIS ELIGIBILITY QUESTIONNAIRE FORM

### DNA Evidence Submission/CODIS Eligibility Questionnaire (CEQ)

The answers to these questions will assist the laboratory in determining if a DNA profile developed in a case is eligible for CODIS (Combined DNA Indexing System). A DNA profile becomes CODIS eligible when it is obtained from biological material collected from a crime scene and is attributable to a presumed perpetrator. We ask that a completed CEQ be submitted whenever DNA testing is requested. If a CEQ is not submitted, it may result in a delay in analysis and or CODIS entry.

**For All Cases:** Please give a brief description of the events that allegedly occurred.

What evidence are you submitting for DNA analysis; and how is that evidence associated with the crime scene, the victim, or the suspect? If it is not immediately obvious (*just two examples - a sexual assault kit and blood on a broken window at a burglary*), please include why you think a DNA profile will assist in your investigation. If clothing or bedding is being submitted, tell us where it was taken from.

#### For Sexual Assault Cases

To improve our service, we ask that you tell us the following information:

1. What type of contact allegedly occurred (oral, vaginal, anal penetration, penis, finger, mouth, with or without ejaculation)?
2. Did the victim have consensual sexual relations any time in the five days (120 hours) prior to the incident or any time between the incident and the evidence collection? —  
If this answer is yes, an elimination standard from the consensual partner is needed to help us differentiate between DNA profiles which are legitimately present and those of the perpetrator. Only foreign DNA profiles may be uploaded to CODIS (i.e. those profiles not from a victim or a consensual partner).
3. What is the relationship between the victim and the suspect, and did they live together?

#### For Property Crimes & Other Offenses (e.g. Burglary, Robbery, Felon in Possession, Controlled Substances, etc.)

1. Do the items being submitted belong to the victim or a resident or an owner of the property? —
2. Did the victim, a resident, or an owner handle the evidence at any time? —  
If this answer is yes, standard samples from the victims/residents/owners who handled the evidence will be needed for elimination purposes prior to entry of any profiles into CODIS.
3. Can the victim, resident, and owner of the property be eliminated as the source of the item? —  
(*For example, a cigarette butt from a home where no one smokes. A hat that the homeowner denies owning.*)  
If yes, please explain what eliminates them as a source.
4. For possession-related crimes, where were the items recovered from? If the item was recovered directly from the suspect's person or possessions, please be specific.
5. For controlled substance cases, if DNA analysis does not identify the known suspect on any of the submitted items, will the DA charge any other person whose DNA ends up being identified on the items? —

## APPENDIX 15: LABORATORIES FOR BLOOD SAMPLE SUBMISSIONS

### Laboratory Services for OWI Violations/Blood Samples

#### Background

The Wisconsin State Laboratory of Hygiene (WSLH) provides blood collection kits for Operating While Intoxicated (OWI) offenses. Although address labels for the WSLH are included in the kits, the samples must be sent to the appropriate laboratory depending on the nature of the offense.

#### Where to Send Blood Samples

**Non-felony OWI Offenses (1st through 3rd offense):** Blood samples must be sent to the Wisconsin State Laboratory of Hygiene (WSLH).

\*Other laboratories that are certified to perform Implied Consent Alcohol testing may be available in certain jurisdictions.

**Felony OWI Offenses:** Blood samples may be sent to the State Crime Laboratory in your service area (Madison, Milwaukee or Wausau). This includes all 4th and higher OWI offenses as well as homicide and injury OWI [940.09(1)a-d, 940.25 Wis. Stats.] cases. Prior to submission, there needs to be a charged offense. WSLH will accept felony OWI blood samples as well.

**Traffic Incidents:** Blood samples must be sent to the WSLH for fatal or non-fatal incidents that do not have a felony criminal charge actively being pursued (i.e. 'clear the driver' case, driver has not been charged prior to submission or will be charged pending laboratory results)

**Non-OWI Felony Offenses:** Blood samples for all non-OWI cases must be sent to the State Crime Laboratory in your service area. These samples will be redirected to the appropriate laboratory if sent to the WSLH.

**Firearms:** Blood samples for all intoxicated use of firearm violations must be sent to the State Crime Laboratory in your service area.

**Drug Possession:** Call the Crime Laboratories in Madison or Milwaukee to determine if the blood sample will be accepted for analysis. The WSLH will not perform testing in support of drug possession charges.

**Bail-jumping:** Felony or misdemeanor: The State Crime Laboratory in your service area will accept these samples.

*Please contact the appropriate laboratory listed below if you have any questions:*

<b>Madison Laboratory</b>	<b>Milwaukee Laboratory</b>	<b>Wausau Laboratory</b>
4626 University Avenue	1578 S 11 <sup>th</sup> Street	7100 Stewart Ave
Madison, WI 53705	Milwaukee, WI 53204	Wausau, WI 54401
608-266-2031	414-382-7500	715-845-8626
608-267-1303 fax	414-382-7507 fax	715-848-5833 fax

**WI State Lab of Hygiene  
Toxicology Section**  
2601 Agriculture Drive  
Madison, WI 53718-6780  
(608) 224-6241

#### \*NOTE\*

Both the WSLH and WSCL will NOT accept blood for drug possession charges.

## APPENDIX 16: SAMPLE TWO YEAR HOLD LETTER FOR WSLH

AGENCY LETTERHEAD

DATE:

REFERENCE: [DEFENDANT'S NAME]

SPECIMEN #:

TO: AARON ZANE, WISCONSIN STATE LABORATORY OF HYGIENE

FROM: DEPUTY NAME/AGENCY NAME

Mr. Zane:

Please save the above blood sample for an additional two years as this is a criminal case. If you have any questions, please contact me at [phone number].

Thank you.

## APPENDIX 17: SAMPLE DNA NOTIFICATION LETTER

AGENCY LETTERHEAD

Date

**Subject**

**DOC #: 00393073**

**Green Bay Correctional Institution**

**P.O. Box 19033**

**Green Bay WI 54307-9033**

Attorney

103 East College Avenue

Appleton, WI 54911

To Whom It May Concern:

The (Agency Name) is in possession of evidence regarding case \_\_\_\_\_. The Defendant, \_\_\_\_\_, and the Attorney of Record, \_\_\_\_\_, are being notified per Wisconsin Statutes that the items of evidence will be destroyed unless the (Law Enforcement Agency) is notified within 90 days of either a motion for testing of the evidence is filed under s. 974.07 (2) or a written request for retention of the evidence is submitted to the law enforcement agency.

968.205 (2) Except as provided in sub. (3), if physical evidence that is in the possession of a law enforcement agency includes any biological material that was collected in connection with a criminal investigation that resulted in a criminal conviction, delinquency adjudication, or commitment under s. 971.17 or 980.06 and the biological material is from a victim of the offense that was the subject of the criminal investigation or may reasonably be used to incriminate or exculpate any person for the offense, the law enforcement agency shall preserve the physical evidence until every person in custody as a result of the conviction, adjudication, or commitment has reached his or her discharge date.

968.205(4) A notice provided under sub. (3) (a) shall clearly inform the recipient that the **evidence will be destroyed unless, within 90 days after the date on which the person receives the notice**, either a motion for testing of the evidence is filed under s. 974.07 (2) or a written request for retention of the evidence is submitted to the law enforcement agency.

The (Agency Name) is in possession of \_\_\_\_\_, etc. It is believed that the appeal time has expired, however, due to the DNA law, this letter is being sent. The (Agency Name) has maintained the property thus far, and would like to dispose of it.

Sincerely,

Property Manager Information

## APPENDIX 18: GUIDE FOR HANDLING MONEY CONSIDERED CONTRABAND

The following is intended as a guide for handling of money that may be considered contraband.

1. LE agency seizes money and determination is made that money is contraband.
2. If no forfeiture action or 968.20 return of property motion filed or no other agreement reached on disposition of the funds, such as part of the resolution in a criminal case (agreement that the money is contraband), then the procedure under Wis. Stat. 59.66 should be followed. If a forfeiture action is filed or a return of property motion is filed, then the status of the money is litigated in those proceedings.
3. Procedure under Wis. Stat. 59.66:
  - a. On or before January 10 of every odd numbered year (e.g. 2013, 2015, etc.),
  - b. Each officer of a municipality and county ... (NOTE: This would include a Sheriff or Chief of Police),
  - c. Shall file with the Treasurer of that person's county a written report under oath giving the names and the last-known addresses of all persons for whom any such officer or clerk holds money or security, and which has not been claimed for at least one year, and showing the amount of the money or the nature of the security in detail.
  - d. A duplicate report shall also be mailed to the department of financial institutions.
  - e. Upon receiving the reports the Treasurer shall cause to be published a class 3 notice, under ch. 985, on or before February 1 of the same year, which contains the names and last-known addresses of the owners of the unclaimed money or security that has a value of at least \$10, and shall state that unless the owners call for and prove their ownership of the money or security, within 6 months from the time of the completed publication, the Treasurer will take possession or control of the money or security. In counties with a population of 500,000 or more, the Treasurer shall distribute to as many community-based newspapers as possible, that are published in the county, a copy of the notice that is described above. The Treasurer shall distribute these copies of notices while he or she causes the notices to be published.
  - f. At the end of the 6 months from the time of the completed publication, the Treasurer shall also take possession or control of all money or security of persons for whom an officer of a municipality and county, and each clerk of every court of record, holds money or security, and which has not been claimed for at least one year, if the money or security has a value of less than \$10.
  - g. Any money or security of which the Treasurer has taken possession or control above and has had in his or her possession or control for more than one year shall, to the extent possible, be deposited in the county's general revenue fund. Money or security that is deposited under this paragraph may remain in the county's general revenue fund or may be used by the county until the money or security is paid or delivered to its owner or becomes the property of the county.
  - h. 59.66(2)(b) If within 10 years from the time any such money or security is delivered to the Treasurer the owner of the money or security proves to the satisfaction of the Treasurer the owner's right to the possession of the money or security, it shall be paid or delivered to the owner.

*IMPORTANT NOTES: If the alleged owner does make a claim with the County Treasurer within the specified time period, then the return can be declined on the grounds that the money is contraband. The person can then file a motion for return of property under 968.20 or file a civil action. Alternatively, the County Treasurer could bring a declaratory judgment action at any time to declare the funds contraband. However, if a court declares the funds contraband the money, then goes to the school fund. Only in cases where the person does not make a claim on the funds and there is no court determination that the funds are contraband do the funds become the property of the county.*

Any refusal to return the money will require that the Treasurer know that the money is considered contraband and must not be returned AND that the LE file showing the basis for the seizure and contraband nature of the money be maintained for at least 12 years. Therefore, when the report is filed with the County Treasurer it should be noted that the funds are considered contraband and should not be returned before consulting with the agency that has possession of the funds.

In addition, the agency must ensure that it keeps all reports and evidence supporting its conclusion that the funds are contraband to defend any lawsuit or motion for return of property.

- i. If no such proof is made, then at the end of the 10-year period the money or property shall become the property of the county. Nothing in this subsection shall be construed to deprive the owner of any such property of the owner's right to proceed by court action for the recovery of such money or security from the Treasurer.
- j. 59.66(2)(c) Any person violating this subsection shall, upon conviction, be fined not less than \$50 nor more than \$200 or imprisoned for not less than 30 days nor more than 6 months. *Wis. Stat. 59.66(2)(c).*

Money that is “put to an illegal use or acquired illicitly” or that has “a significant connection to items which are illegal to possess” can be considered contraband. *Return of Property in State v. Jones*, 226 Wis.2d 565, 594 N.W.2d 738 (1999). The state must be able to establish by the greater weight of the credible evidence that money was contraband. If you believe the money is contraband, contact your District Attorney for a decision to start legal action or for the disposition of the money.

## APPENDIX 19: SAMPLE FIREARM RELEASE FORM

**(Your Agency Name)**  
**Firearm Release**

<b>CASE NUMBER</b>
--------------------

To comply with federal legislation 18 U.S.C. 922, the owner of a firearm must complete this form before the firearm is released.

LAST NAME, FIRST NAME, MIDDLE	SEX	RACE	DATE OF BIRTH
ADDRESS	CITY	STATE	ZIP

**CERTIFICATION.** Questions 1 through 12 must be answered with a “yes” or “no” inserted in the box at the right of the question.

1. Are you the actual owner of the firearm(s) being released to you today?		7. Have you been discharged from the Armed Forces under <b>dishonorable</b> conditions?	
2. Are you under indictment or information in any court for a crime for which the judge could imprison you for more than one year? The information is a formal accusation of a crime made by a prosecuting attorney.		8. Are you an alien <b>illegally</b> in the United States?	
3. Have you been convicted in any court of a crime for which the judge could have imprisoned you for more than one year, even if the judge gave you a shorter sentence?		9. Have you ever renounced your United States citizenship?	
4. Are you a <b>fugitive</b> of justice?		10. Are you subject to a court order restraining you from harassing, stalking, or threatening an intimate partner or child of such a partner?	
5. Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance?		11. Have you been convicted in any court of a misdemeanor crime of domestic violence? This includes any misdemeanor conviction involving the use or attempted use of physical force committed by a current or former spouse, parent, or guardian of the victim or by a person with a similar relationship with the victim.	
6. Have you ever been adjudicated mentally defective or have you been committed to a mental institution?		12. Are you a citizen of the United States?	

My signature below acknowledges receipt of my firearms and confirms that the firearms are in the same condition as when they were received by the (Your Agency Name).

Signed by \_\_\_\_\_

Witnessed by \_\_\_\_\_

Law Enforcement Agency \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 20: PROCESSING A BACKGROUND FOR RETURN OF FIREARMS

### Background Checks for Return of Firearms

- Use the TIME System (Portals 100) to conduct background checks.
  1. From the main page of Portals 100, locate the menu on the left side.
  2. Go to Criminal History Record Information and open the drop-down list
  3. Select Return of Firearms and open the drop-down list
  4. Open 0028-Firearms Return Query
- Portals 100 query will automatically check the mental health file, which is one of the biggest benefits of using this resource.
- You need to review the 0028 results to make your determination if the person is disqualified from possessing a firearm. The 0028 results **WILL NOT** state if a person is disqualified or not, you must review the results and determine your determination.
- You will also run your III (national criminal history database) **by the FBI number** (if there is one) as well as check CCAP and your own in-house check.

If, after conducting a background check you still have questions, you can contact, via fax or e-mail, the Wisconsin Handgun Hotline/Firearms Unit for assistance see **APPENDIX 22: SAMPLE LETTER TO HANDGUN HOTLINE**. Please be sure to complete the Criminal History check before contacting the Hotline.

**APPENDIX 21: FIREARM BACKGROUND CHECKLIST**

**FIREARM BACKGROUND CHECKLIST**

NAME OF PERSON  
REQUESTING FIREARM: \_\_\_\_\_ DOB: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

DASO CASE #: \_\_\_\_\_ COURT CASE #: \_\_\_\_\_ DATE: \_\_\_\_\_

**APPROVED** TO RELEASE PER DEPUTY/DETECTIVE: \_\_\_\_\_

***RUN AND CHECK THE FOLLOWING REPORTS:***

- NCIC
- CIB
- CCAP
- MENTAL HEALTH DISQUALIFIERS
- GUARDIANSHIP DISQUALIFIERS
- JUVENILE DISQUALIFIERS (only avail if DOB is >1983)
- RECORD FROM RECORDS MANAGEMENT SYSTEM
- RUN NCIC CHECK FOR FIREARM TO MAKE SURE IT IS NOT IN SYSTEM**

ANY DISQUALIFIERS NOTED:

- NO       YES

IF YES, EXPLAIN: \_\_\_\_\_

GIVEN TO SUPERVISOR FOR FINAL DETERMINATION

DATE: \_\_\_\_\_

-----  
***THIS PORTION TO BE FILLED OUT AND SIGNED BY A SUPERVISOR***

- APPROVED** FOR RELEASE OF FIREARM(s)
- DENIED** FOR RELEASE OF FIREARMS(s)

---

**SIGNATURE**

**DATE**

**APPENDIX 22: SAMPLE LETTER TO HANDGUN HOTLINE**

AGENCY LETTERHEAD

DATE: \_\_\_\_\_

TO: Wisconsin Handgun Hotline/Firearms Unit – (e-mail) [wihotline@doj.state.wi.us](mailto:wihotline@doj.state.wi.us) or [nowlanam@doj.state.wi.us](mailto:nowlanam@doj.state.wi.us) or FAX 608-264-6200

FROM: \_\_\_\_\_  
Evidence Custodian  
Agency Information

RE: Ability to possess firearms

**I have conducted a records check using Portals 100, 0028 Firearms Return Query as well as CCAP and our own in-house database.**

I have been unable to determine based on this check whether the person is prohibiting themselves from possessing a firearm as there are convictions that may disqualify a person. I request your assistance in ascertaining whether the highlighted conviction(s) (attached) would constitute a disqualifying firearms possession offense.

**Name** \_\_\_\_\_ **DOB** \_\_\_\_\_

Please e-mail/FAX response to \_\_\_\_\_

I can be reached directly at \_\_\_\_\_

Thank you for your assistance.

**IMPORTANT NOTE: Please do the record checks described above before e-mailing/faxing. DOJ will help in any way that they can if you have questions. This includes assisting in interpreting and determining whether convictions meet the disqualifier definitions.**

**APPENDIX 23 - FIREARM DISQUALIFICATION NOTIFICATION LETTER**

AGENCY LETTERHEAD

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RE: FIREARM DISQUALIFICATION NOTIFICATION LETTER

We are holding firearm(s) under [Agency Name] case number \_\_\_\_\_. Our records indicate these firearm(s) belong to you.

After performing a Firearm Release Background Check, we have found that you are disqualified from possessing a firearm and/or ammunition due to State and/or Federal Firearm Disqualifiers.

Due to the fact that we cannot return said firearm(s) to you, we intend to destroy said firearms 30 days from the date of this letter, unless you obtain a legal order prohibiting such action.

You have the option to transfer ownership of the firearm(s) to a qualifying third party. If you choose to transfer ownership to a qualifying third party, please notify us **in writing within 30 days**. In your request, you must include the third party's full name, date of birth and contact information. A thorough background check will then be done on the third party and if approved both you and the third party will be required to sign a Third-Party Firearm Release Acknowledgement.

**If you do not obtain a legal order prohibiting the destruction of said firearms within 30 days of this letter, or notify us of your intent to transfer ownership of the firearm(s) within 30 days of this letter, they may be disposed of pursuant to §968.20., Wis. Stats.**

If you have further questions, please contact me at (\_\_\_\_) \_\_\_\_ - \_\_\_\_.

Sincerely,

Property/Evidence Custodian  
[Agency Name]

***ALL OTHER LOCAL, STATE AND FEDERAL LAWS PERTAINING TO FIREARMS  
POSSESSION, STORAGE AND TRANSPORTATION APPLY.***

## APPENDIX 24: RECEIPT REGARDING THIRD PARTY TRANSFER OF FIREARMS

### RECEIPT AND ACKNOWLEDGEMENT REGARDING THIRD PARTY TRANSFER OF FIREARMS

The Agency Name has received information that \_\_\_\_\_, DOB \_\_/\_\_/\_\_ is currently prohibited from acquiring and/or possessing firearms; therefore, the firearm(s) listed below may not be returned to him/her. However, the firearms(s) listed below may be transferred to a person identified and verified as not having a firearms prohibition.

Prohibited Firearms:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### OWNER ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge the following:

- \_\_\_\_\_ 1. Federal and/or State law prohibits me from possessing or receiving the above-described firearm(s) and/or any other firearms(s).
- \_\_\_\_\_ 2. Possession or receipt of the above-described firearms (and any other firearms) could result in Federal or State criminal charges against me and forfeiture of the firearm(s).
- \_\_\_\_\_ 3. I can request the above-described firearm(s) be transferred to \_\_\_\_\_, a person who is not prohibited from possessing the firearm(s) or any other firearms.  
(name of third party)
- \_\_\_\_\_ 4. That \_\_\_\_\_ does not reside with me.  
(name of third party)

### THIRD PARTY ACKNOWLEDGEMENT

I, \_\_\_\_\_, hereby acknowledge the following:

- \_\_\_\_\_ 1. Federal and/or State law does not prohibit me from possessing or receiving the above-described firearm(s) and/or any other firearms(s).
- \_\_\_\_\_ 2. Possession or receipt of the above-described firearms (or any other firearms) by \_\_\_\_\_ directly or indirectly could result in Federal or State criminal charges against him/her and forfeiture of the firearm(s).  
(name of owner)
- \_\_\_\_\_ 3. Selling, giving or otherwise transferring the above-described firearm(s) (or any other firearms) to \_\_\_\_\_ or to anyone residing with \_\_\_\_\_ could result in Federal or State criminal charges against me and forfeiture of the firearm(s).  
(name of owner) (name of owner)
- \_\_\_\_\_ 4. That I do not reside with \_\_\_\_\_.  
(name of owner)

**PLEASE READ BEFORE SIGNING**

I, \_\_\_\_\_ (please print name), do hereby agree that I have read and fully understand the information contained above.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

I, \_\_\_\_\_ (please print name), do hereby agree that I have read and fully understand the information contained above.

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Third Party

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

Dated \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Agency Name

## APPENDIX 25: AG OPINION ON DISPOSITION OF DANGEROUS WEAPONS/AMMO

### Attorney General's Opinion on Retention, Sale and Disposal of Dangerous Weapons and Ammunition.

This article was published in 2001 in the law enforcement bulletin and can be found on WILENET.

Retention of Seized and Abandoned Firearms June 2001 Law Enforcement Bulletin

This article addresses the issue when a law enforcement agency may retain firearms that have either been seized as part of a criminal investigation or otherwise have been delivered to the law enforcement agency. **A law enforcement agency may not retain any handgun.** A law enforcement agency has a limited right to retain long guns for its own use. However, the agency may not sell or trade-in such weapons and once the agency no longer has any need to retain the weapons for its own use they must be turned over to the State Crime Lab.

#### DISCUSSION

Section § 968.20 of the Wisconsin Statutes governs the handling of property seized by law enforcement agencies. Section § 968.20(3)(b), sets forth the procedure to be followed regarding dangerous weapons and ammunition. That section provides that if the dangerous weapon or ammunition is not required for evidence or use in further investigation and has not been disposed of pursuant to a court order at the completion of a criminal action or proceeding, the city or other entity shall make reasonable efforts to notify all persons who have or may have an authorized rightful interest in the dangerous weapon or ammunition of their right to request the return of the property by a motion to the local circuit court. A law enforcement agency may also voluntarily return a firearm to the rightful owner only if the owner was not involved in committing a crime involving the firearm. If there is no response to the notice, or the weapon is not otherwise disposed of by return or court order:

. . . the city, village, town or county or other custodian may retain the dangerous weapon or ammunition and authorize its use by a law enforcement agency, except that a dangerous weapon used in the commission of a homicide or a handgun . . . may not be retained. If a firearm or ammunition is not so retained, the city, village, town or county or other custodian shall ship it to the state crime laboratories and it is then the property of the laboratories. . . .

Section §66.0139 of the Wisconsin Statutes deals with the disposition of unclaimed or abandoned property. This statute, while generally authorizing cities, towns, villages and counties to sell such property, specifically provides that "A political subdivision may retain or dispose of any abandoned, unclaimed or seized dangerous weapon or ammunition only under s. §968.20." Therefore, abandoned and unclaimed dangerous weapons or ammunition must be handled in accordance with the procedure set forth in Wis. Stat. §968.20.

It is important to note that Wis. Stat. §968.20(3) specifically prohibits a law enforcement agency from retaining any handgun or any firearm used in the commission of a homicide. It is also self-evident that properly retained firearms may only be used by the law enforcement agency and not for any personal use.

This department has consistently interpreted and advised law enforcement agencies that the above statutes only authorizes a governmental agency to retain seized, abandoned or unclaimed firearms for its own use and when the firearm is no longer needed by the agency, it must be provided to the State Crime Laboratory. A law enforcement agency is not authorized by statute to sell or trade seized firearms to a licensed gun dealer for credit towards the purchase of other firearms or other equipment. If a law enforcement agency wishes to use a seized firearm it may do so. However, when it is determined that the firearm is no longer needed for use by the law enforcement agency, it must be turned over to the State Crime Laboratory.

This opinion is based on the specific language of Wis. Stat. §968.20 and §66.0139. Wis. Stat. § 968.20 only authorizes the retention of firearms for use by a law enforcement agency. It does not authorize the sale of such firearms for any purpose. In fact, Wis. Stat. § 968.20(3)(a) specifically allows first class cities to sell vehicles which are considered dangerous weapons but does not extend this right to firearms. Even then such sales are subject to the provisions of the forfeiture statute, Wis. Stat. §973.075(4), which provides that 50% of the sale proceeds are to be paid to the school fund. In addition, Wis. Stat. § 66.0139 specifically authorizes the sale of abandoned and unclaimed property but specifically excludes firearms. In cases where abandoned property may be sold the proceeds are to be paid into the city, county, village or town treasury, and not the law enforcement agency. As there is no provision for the sale of firearms under any circumstances, although the statutes allow for the sale of other seized or abandoned property, it can be concluded that such firearms may not be sold, exchanged or bartered. In addition, Wis. Stat. § 968.20 only authorizes the agency to "retain" the firearm for "use" by a law enforcement agency. The sale, exchange or barter of firearms is inconsistent with the meaning of "retain" and "use." Therefore, when firearms are no longer retained for use by a law enforcement agency they must be provided to the State Crime Laboratories.

**APPENDIX 26: SAMPLE FOUND PROPERTY CLAIM**

**FOUND PROPERTY CLAIM**

AGENCY LETTERHEAD

**§170.07 Lost Chattels, notice: (\$25-\$99)**

Except as provided in §170.05 and §170.12, if a person finds \$25 or more or any goods having a value of at least \$25 but less than \$100, and if the owner of the money is unknown, *the finder shall, within five (5) days after finding the money or goods, give a written notice (provided below)* of the found money or goods to the law enforcement agency of the city, village or town in which the money or goods are found. That law enforcement agency shall post notice of the found money or goods in two public places in the city, village or town.

**§170.08 Notice and Appraisal: (\$100 or more)**

Except as provided in §170.050 and §170.12, the finder of goods having a value of \$100 or more shall, within 15 days, give written notice (provided below) to the law enforcement agency of the city, village or town in which the goods were found **AND** cause a class 2 notice, under Ch. 985 to be published in the County in which the goods were found.

Failure to comply with the written notice and/or the class 2 notice will result in the found property being deemed abandoned and disposed of in accordance with Wis. Stat. §66.0139.

Date Form Completed: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Property was Found: \_\_\_\_\_

Description of Property You Wish to Claim: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Circumstances of Finding the Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

-----BELOW COMPLETED BY DEPARTMENT-----

Date Property Received: \_\_\_\_\_ Claim Received: \_\_\_\_\_

Date of Release to Finder: \_\_\_\_\_

**APPENDIX 27: SAMPLE SEIZED PROPERTY RECEIPT**

**Agency Letter Head**

**SEIZED PROPERTY RECEIPT**

<b>CASE #:</b>	<b>DATE:</b>
----------------	--------------

<b>NAME:</b>	<b>DOB:</b>
--------------	-------------

<b>ADDRESS</b> :	<b>CITY</b> :	<b>STATE/ZIP:</b>
---------------------	------------------	-------------------

<b>PHONE:</b>	<b>ALTERNATE PHONE:</b>
---------------	-------------------------

Are you the owner of this property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-------------------------------------	------------------------------	-----------------------------

IF NO, who is the owner?	Owner phone:
--------------------------	--------------

	QTY	ITEM DESCRIPTION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

EVIDENCE

SAFEKEEPING

If the property seized is for safekeeping, this receipt is your official notice to claim your property within 90 days per County Ordinance – ***PERSONAL PROPERTY UNCLAIMED FOR A PERIOD OF 90 DAYS SHALL BE DISPOSED OF.***

To claim your property, contact the Evidence Clerk at (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (Mon-Fri 8:00 am to 4:00 pm)

\_\_\_\_\_  
OFFICER SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

**\*\*\*\*THIS RECEIPT MUST BE PRESENTED TO OBTAIN YOUR PROPERTY \*\*\*\***

PAGE \_\_\_\_ OF \_\_\_\_

Original – File Yellow - Recipient

**APPENDIX 28: CITIZEN'S REQUEST FOR FIREARM DESTRUCTION**

**CITIZEN'S REQUEST FOR FIREARM/DANGEROUS WEAPON DESTRUCTION**

DATE: \_\_\_\_\_ INCIDENT NUMBER: \_\_\_\_\_

I, \_\_\_\_\_, request that the [Department Name] destroy the firearm(s) and/or other dangerous weapon(s) listed below.

<b>Make</b>	<b>Model</b>	<b>Serial #</b>	<b>Caliber</b>	<b>Agency Tag #</b>

<b>Other Dangerous Weapon</b>	<b>Description</b>	<b>Agency Tag #</b>

I certify that I am the owner of the above listed firearms and/or weapon(s). I understand that by signing this form, I am permitting the [Department Name] to permanently destroy these firearms(s) and/or weapon(s) and I agree to hold Agency Name harmless for their destruction.

\_\_\_\_\_  
**Signature of Citizen Turning Over Property for Destruction** **Date**

\_\_\_\_\_  
**Signature of Deputy Accepting Property for Destruction** **Date**

# APPENDIX 29: WSCL DNA EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



## WISCONSIN STATE CRIME LABORATORIES

MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL DNA Evidence Submission Guidelines

Effective 11/12/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all DNA case submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
  - Glass, knives, guns, etc. should be securely packaged in boxes,
  - Syringes should be packaged in sharps containers.
- Evidence items should be packaged separately to avoid direct contact that could result in cross contamination. Examples include:
  - Separate each swabbing or set of swabs (one wet and one dry) taken from an item of evidence,
  - Separate questioned evidence from known sources,
  - Separate by evidence type.
- Drugs must be separated from packaging prior to submission to the laboratory.
- Biological evidence should be dried and packaged in paper to prevent deterioration of evidence. Some exceptions include condoms and products of conception, which may be packaged in a specimen jar or vial and should be kept frozen.
- DNA reference standard packages must be clearly labeled with the name of the donor.
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form and a CODIS Eligibility Questionnaire (CEQ) form.
  - Select all units in which processing is needed under the "Requested Analysis" portion of the Transmittal of Criminal Evidence form.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL DNA Supervisor or Forensic Case Manager with any rush request or speedy trial demands. DNA rush requests must pertain to:
  - Significant public safety concerns regarding violent crimes against a person(s),
  - Unknown perpetrator, and
  - Biological fluid evidence only (i.e., no touched DNA evidence), or
  - Approaching jury trial date when the trial is at least two months from the date of submission to the laboratory.
- III. In non-violent cases with touched DNA evidence, a justification from the District Attorney's (DAs) Office must be made to the WSCL prior to submission. (See additional information under touched DNA evidence.)

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, submit the items at least two months earlier than that date and make a note on the Transmittal of Criminal Evidence form. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

The types and number of evidence items accepted are dependent on the case type. Known DNA reference standards will not count against the number of items that may be submitted. A CEQ must be provided with the submitted evidence.

- I. Limits on the first laboratory submission:

CASE TYPE	NUMBER OF ITEMS ALLOWED	PREFERRED EVIDENCE
Homicide	10	Weapons, suspect/victim clothing, sexual assault kit (if applicable)
Other Violent Crimes Against a Person (Robbery, Assault, etc.)	3	Suspected biological fluids, clothing or item left behind by suspect

Non-violent Crimes (Property Crimes, Possession, etc.)	3	Suspected blood from point of entry, clothing or item left behind by suspect, not touched DNA*
---	---	--

If no probative association is established from the first submission, a second submission is allowed with the same limit on the number of items in the previous table. If a probative association is established from the first submission, no additional evidence will be analyzed.

II. Sexual assault cases – limit in first laboratory submission:

- Medical Forensic Evidence Collection Kit (from victim and/or suspect),
- Underwear (from victim and/or suspect),
- Condom, if applicable.
- If consensual sex occurred within 5 days of the exam date, provide known reference samples from the consenting partner.

If no probative association is established from the first submission, a second submission of up to 5 items is allowed. If a probative association is established from the first submission, no additional evidence will be analyzed. For additional information refer to the *WSCL Sexual Assault Kit Evidence Submission Guidelines*.

III. Touched DNA evidence\*:

- Only processed in cases that are violent crimes against persons, unless specifically requested by the DAs Office.
  - Only processed if not previously handled by another unit within the laboratory. Items submitted for DNA analysis may not be processed for latent prints afterwards.
- Must have elimination known reference standards submitted for comparison.
- Only processed when no other probative evidence exists.

Examples of touched DNA in nonviolent cases:

Case Type	Evidence Type Example	Buccal Swab Standards	DAs Justification Needed –
Burglary	Dresser drawer knob swabs	Victim, Elimination	Yes
Car Theft	Steering wheel/gear shifter swabs	Victim, Elimination	Yes
Felon in possession of gun	Gun swabs	Suspect, Elimination	Yes
Possession of drugs	Baggie swabs	Suspect, Elimination	Yes

\*Touched DNA evidence is believed to occur when an individual has limited casual contact with an item. Items of evidence in which biological fluid may be present, such as drink container openings or items that have been worn are not considered touched DNA evidence and may be submitted for testing following the guidelines above.

The following evidence items will not be accepted for DNA analysis:

- Misdemeanor cases.
- Fired cartridge casings.
- Touched DNA evidence collected from the floor, countertop, doorknob/handle, etc. of a public place or currency.
- Items taken directly from a subject in a possession case.

To reduce the time it takes to obtain a laboratory report, confer with WSCL to identify which items are best suited for testing and provide known DNA reference standards at the time of the case submission. Immediately notify the laboratory of any upcoming court deadlines and if analysis is no longer needed.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with the WSCL Forensic Case Manager for consideration of acceptance:

Kathy Mahnke  
 WSCL Forensic Case Manager  
 (808) 809-8125  
 mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm  
 WI Division of Forensic Sciences Administrator  
 (414) 216-8769  
 Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

# APPENDIX 30: WSCL CONTROLLED SUBSTANCE EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



## WISCONSIN STATE CRIME LABORATORIES

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4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Controlled Substances Evidence Submission Guidelines

Effective 10/26/2023

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines in place for all controlled substances submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross transfer, cross contamination, and/or deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
  - Glass items must be packaged in boxes,
  - Syringes should be packaged in sharps containers and be clearly marked.
- Powders must be packaged such that leakage does not occur. Examples of acceptable packaging include:
  - A powder in a paper packet placed into a manila envelope,
  - A tied or sealed plastic bag placed in another plastic bag or other container.
- Items requiring latent print or DNA analysis **must** be packaged separately from drug evidence unless unreasonable to do so.
- Evidence obtained from body cavities should be separated from original packaging prior to submission.
- Do not package liquids in metal cans, pill bottles, or plastic bags. Use a container appropriate for liquids (e.g., screw-top vial or specimen jars).
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- Provide a Transmittal of Criminal Evidence form and a case synopsis of the case facts, not police reports. The case synopsis should include enough information to answer the following:
  - CCAP number and court proceeding dates, **specifically speedy trial demands**,
  - Detailed description of items in packaging including number of inner packets/bags, weights, and suspected identity of substances,
  - Location of recovery,
  - If multiple suspects, which items are associated with each suspect, and
  - If the evidence submitted for controlled substance analysis has more than one date of offense the submitting agency must prepare a separate transmittal sheet for each date of offense.
- All items should be field tested when possible (except residues). In cases where fentanyl is suspected, the WSCL has made available at all three laboratory locations a testing area which will allow submitters to conduct field testing in a safe environment. Please contact a Chemistry Supervisor or Laboratory Director for more information and/or to set up a time to conduct your testing.
- Rush requests **must** pertain to significant public safety concerns, and/or approaching jury trial date. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. The WSCL does not have direct access to the District Attorney PROTECT case management system. Consult with a WSCL Chemistry Supervisor or a Forensic Case Manager with any rush request.

#### EVIDENCE ITEM ACCEPTANCE

The types and number of evidence items accepted are dependent on the case type. For controlled substances, the WSCL has specific guidelines that can assist in ensuring safety, evidence integrity, and timeliness for forensic science testing. The laboratory will work to the highest statutory weight limit for each type of drug submitted. If the drug does not have a statutory weight limit, or the weight of the drug does not reach the lowest statutory weight, only one unit will be tested.

Submission of items of evidence shall relate to **felony** investigations (Wis. Stat. §165.75(3)(e)) which includes both the felony, and the misdemeanor drug charges for that specific case. The WSCL may accept evidence related to misdemeanor charges with established jury trial dates and prior approval from a Chemistry Supervisor or a Forensic Case Manager.

The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, please submit the items at least two months earlier than that date and make a note on the transmittal of evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

Additional or resubmitted evidence should be approved by the Chemistry Supervisor or a Forensic Case Manager prior to submission.

I. Requirements for specific item types:

ITEM TYPE	ACCEPTANCE CRITERIA
Plant material	<ul style="list-style-type: none"> <li>• Please thoroughly air dry all plant material prior to packaging. The laboratory will not accept wet or moldy plant material.</li> <li>• Please call the laboratory with questions about submission of large marijuana grows.</li> <li>• Submit a sample (approximately one gram) from a large plant instead of the entire plant. Package and seal each plant sample separately.</li> <li>• Do not submit mushroom spores or growing media.</li> </ul>
Powders	<ul style="list-style-type: none"> <li>• Large amounts of powders (&gt;100g) need approval prior to submission.</li> </ul>
Residues/Paraphernalia	<ul style="list-style-type: none"> <li>• If weighable material is present in other items, please do not submit paraphernalia or residues. If there is no weighable material, only one residue item per substance type will be analyzed. Do not submit items such as rolling papers, lighters or other items not suspected of containing a controlled substance.</li> <li>• If a residue or paraphernalia item meets the guidelines for submission, <b>DO NOT FIELD TEST THE RESIDUE</b> (this includes syringes). Submit to the laboratory for testing.</li> </ul>
Pharmaceuticals	<ul style="list-style-type: none"> <li>• Pharmaceuticals must be listed in Chapter 961 statutes. Non-controlled pharmaceuticals will not be accepted for testing.</li> </ul>
Syringes	<ul style="list-style-type: none"> <li>• A syringe may be submitted if it is the only item in the case, or the only item connected to a suspect.</li> </ul>
Clandestine labs	<ul style="list-style-type: none"> <li>• Please contact the Wisconsin Department of Justice Division of Criminal Investigation for proper collection of evidence.</li> </ul>

II. Items to note:

- If a field test is unable to be performed and there is no investigational information provided, you must contact the lab in your service area for approval, prior to submitting the evidence to the laboratory.
- Avoid sending in items that have not been charged and/or are not vital to the investigation.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have greater evidentiary value.

As stated above, rush cases and testing on misdemeanor cases should be discussed with a Chemistry Supervisor or a Forensic Case Manager of the WSCL:

Kathy Mahnke  
 WSCL Forensic Case Manager  
 (808) 809-8125  
 mahnkeka@doj.state.wi.us

Any questions concerning this policy should be directed to:

Nicole Roehm, M.S.  
 Administrator  
 WI Division of Forensic Sciences  
 (414) 216-8769  
 Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

# APPENDIX 31: WSCL LATENT PRINT EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



## WISCONSIN STATE CRIME LABORATORIES

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Madison, WI 53705  
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Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Latent Print Evidence Submission Guidelines

Effective 10/26/2023

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines in place for all latent print submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
  - Glass, knives, guns, etc. should be packaged in boxes,
  - Syringes must be packaged in sharps containers.
- An item is expected to be comprised of one piece of evidence. If items are received packaged together, the number of items in the package will be considered to be the number of items submitted (i.e., three baggies packaged together will be considered three items).
- Submission of image media on CD/DVD or via ShareFile should be separated by case (i.e., individual case images should be submitted on separate discs with separate transmittals).
- Drugs must be separated from packaging for latent print processing and the packaging must be submitted as separate items.
- Layers of packaging from only one kilo/“brick” of controlled substance (i.e., layers of tape and plastic wrap from one “brick” of cocaine or one “brick” of marijuana) will be accepted per submission.
- All latent lifts should be submitted as one item and packaged together.
- Known standards should be packaged separately from latent lifts.
- Known standards should be submitted even if the individuals have a record on file.
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form. To avoid the influence of bias, please avoid providing unnecessary details about the case.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL Criminalistics Supervisor or a Forensic Case Manager with any rush request and speedy trial demands.  
**Latent print rush requests must pertain to:**
  - Significant public safety concerns regarding violent crimes against a person(s); or
  - Approaching jury trial date (when suspect is in custody).

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, please submit the items at least two months earlier than that date and make a note on the transmittal of evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

The types and number of evidence items accepted are dependent on the case type.

Limits on the first laboratory submission:

CASE TYPE	NUMBER OF ITEMS ALLOWED
Homicide	10
Other Crimes Against a Person (Armed Robbery, Assault, Battery etc.)	7
Burglary, Property Crimes, Possession cases	5

For all cases, known standards, latent lifts and image media are excluded from this submission guideline and have no submission limit as long as there is a direct probative value to the scene. All latent lifts and image media should be submitted in one submission and reference which image came from which lift, if applicable.

If a probative association is obtained, no further analysis will be performed on the remaining evidence. If no probative association is established from the first submission, a second submission is allowed with the same limit on the number of items in the table on page one.

Items of evidence taken directly from a defendant in a possession case (i.e., body cavity, pockets, or waistband) may not be processed for latent prints.

Based on our experience in analysis of small items of evidence measuring less than one square inch in size (see below), we typically do not obtain any usable latent prints. These items would include but are not limited to:

- Knotted baggie corners,
- Miniature zip lock bags,
- .22 cartridge cases,
- Small syringes.

However, when there is a high degree of likelihood that the evidence submitted may provide probative results or investigative leads, these types of evidence will be examined.

Due to safety concerns, items of evidence that contain fentanyl or fentanyl analogs will not be processed for latent prints.

In addition, fired cartridge cases, heavily textured or soiled items, and improperly scaled items will not be examined. Exceptions to this guideline will be handled on a case-by-case basis if the submitting agency can demonstrate the probative value in examining these items.

Appropriate elimination standards (i.e., residents of the house, owners/drivers of the stolen vehicle, employees who handled items) should be submitted for all individuals with rightful access to locations and items where latent print evidence is collected. Latent Print Examiners may elect to not enter latent prints into AFIS/NGI without receipt of proper elimination standards.

Please notify the laboratory if analysis is no longer needed. Note that additional time is necessary if multiple disciplines are requested on an item. When items are submitted for latent prints, they may not be processed for DNA afterwards. At the time of the submission we must know on the transmittal which units need to examine the items.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have greater evidentiary value.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with a Forensic Case Manager of the WSCL for consideration of acceptance:

Kathy Mahnke  
WSCL Forensic Case Manager  
(808) 609-6125  
mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm, M.S.  
Administrator  
WI Division of Forensic Sciences  
(414) 216-8789  
Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

# APPENDIX 32: WSCL FIREARMS/TOOLMARKS EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



## WISCONSIN STATE CRIME LABORATORIES

MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Firearms/Toolmarks Evidence Submission Guidelines

Effective 03/28/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines in place for all firearms/toolmarks submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include: knives, guns, etc., must be securely packaged in boxes using zip ties to secure it to the packaging.
  - Unfired ammunition and magazine removed directly from the firearm should be secured in the same package.
  - Extra magazines and unfired ammunition (i.e., duty ammo and magazines from an OIC) will not be accepted.
    - If unfired ammunition is needed for microscopic examination prior approval for submission is required by a Firearms Examiner, Criminalistics Supervisor, or a Forensic Case Manager.
- Each individual piece of fired evidence must be packaged separately.
  - Example: each individual piece of fired evidence shall have its own unique property number.
  - Example: if the case had (3) fired projectiles and (4) fired cartridge cases, the total number of packages submitted would be (7).
- Biological evidence should be dried and packaged in breathable material to prevent deterioration of evidence.
- Firearms analysis can only be completed after the completion of applicable DNA and Latent Prints analysis.
  - Once firearms analysis is started, no further DNA and Latent Prints collection will be completed by the WSCL.
- Suspected tools in a Toolmarks case should be packaged separately, with the critical surface protected from possible damage.
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form and a case synopsis of the case facts. The case synopsis should include:
  - How the evidence relates to the crime in question,
  - To whom the evidence belongs,
  - Where and when the evidence was located/collected from, and
  - Suspect name and court case number, if applicable.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL Supervisor or a Forensic Case Manager with any rush request and speedy trial demands.

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to **felony** investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, please submit the items at least two months earlier than that date and make a note on the transmittal of evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

A case scenario must be provided with the submitted evidence. Examples of evidence submitted requiring a Firearms/Toolmarks report:

- Examination of a firearm for function, serial number restoration, barrel length, or overall length.
  - Firearms requiring serial number restoration for investigative purposes must be for a felony offense and justified on the transmittal at the time of submission. Restoration of obliterated serial numbers will not be attempted without the justification.
  - Trigger pull and magazine capacity must be requested and justified at the time of submission.
- Microscopic examination of fired evidence for positive identification and/or exclusion,
- Examination of items for possible distance determination (powder or pellet pattern), and
- Tools and toolmark evidence.

The following cases will **not be accepted** for Firearms/Toolmarks:

- Shootings without a named suspect,
- Suicides without an active death investigation,
  - E.g., if the Medical Examiner has ruled the death a suicide, the evidence will not be accepted for firearms analysis,
- Toolmark cases without a tool for comparison, and
- Misdemeanor crimes.

The Firearms Unit no longer performs NIBIN entries or correlations.

- NIBIN case submissions for hit confirmation require a named suspect with active court case number (jury trial date preferred).
  - If confirmation is required for charging purposes, approval by a Forensic Case Manager or Criminalistics Supervisor is required *prior* to submission.

Officer Involved Critical Incidents / Officer Involved Death / Officer Involved Shooting (OICI, OID, OIS):

- If the suspect in an OICI is being charged, WSCL will accept the submission.
- If an officer involved in an OICI is being formally charged, WSCL will accept the submission.
- If the suspect of an OICI is deceased **AND** the officer has been cleared by the District Attorney's Office, the case will only be accepted with prior authorization by a Forensic Case Manager or Criminalistics Supervisor.
  - E.g., if the scenario for an OICI is described as a "suicide in the presence of an officer," and the officer did not discharge their weapon, WSCL considers that a suicide, and the case submission would not be accepted.

#### **Firearms and Ammunition for Destruction**

The WSCL is required to destroy firearms and ammunition (Wis. Stat. §968.20(3)) for state law enforcement agencies. Firearms and ammunition surrendered for destruction can be delivered to any Laboratory accompanied by a completed destruction submission form for the firearms to be destroyed. No paperwork is needed for ammunition. Contact the laboratory prior to delivery to schedule an appointment. Air guns, B-B guns, fireworks, flares, knives, swords, and chemical agents will not be accepted for destruction. If you have any questions, please reach out to anyone in the Firearms Unit at the Milwaukee Crime Lab, by calling (414)-382-7500 or email them at [destruction@doj.state.wi.us](mailto:destruction@doj.state.wi.us).

Based on the circumstances of the case, the possibility of additional testing or exceptions may be warranted. In such cases, the evidence items and testing requested should be discussed with a Forensic Case Manager of the WSCL for consideration of acceptance:

Kathy Mahnke  
WSCL Forensic Case Manager  
(608) 609-6125  
[mahnkeka@doj.state.wi.us](mailto:mahnkeka@doj.state.wi.us)

Any questions concerning this policy should be directed to:

Nicole Roehm, M.S.  
Administrator  
WI Division of Forensic Sciences  
(414) 216-8769  
[Nicole.Roehm@wisdoj.gov](mailto:Nicole.Roehm@wisdoj.gov)

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

# APPENDIX 33: WSCL TRACE EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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Madison, WI 53705  
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Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Trace Evidence Submission Guidelines

Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) work to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all case submissions involving "trace" evidence. Trace evidence analysis entails the examination of evidence, often small or microscopic in nature, for identification or comparative purposes.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form and a case synopsis of the case facts, not a full police report. The case synopsis should include enough information to answer the following:
  - How the evidence relates to the crime in question;
  - Examination request details ("Paint Comparison" or "Physical Fit Analysis" is preferred over the generic "Trace Analysis");
  - To whom the evidence belongs; and/or
  - Where and when the evidence was located/collected from.
- II. If another agency was involved in the collection of the evidence (such as DCI in fire debris/ignitable liquids submissions), indicate on the transmittal that the report can also be released to the agency involved if appropriate.
- III. To accommodate timely results for all agencies throughout Wisconsin, WSCL generally works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted only on a limited basis. Consult with a WSCL Chemistry Supervisor or Forensic Case Manager with respect to any rush request.

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, submit the items at least two months earlier than that date and make a note on the Transmittal of Criminal Evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

As trace analysis covers a wide range of evidence types with a varying amount of analysis times, any evidence needed for trial should be submitted as soon as possible. After submission, if testing is no longer needed, that must be promptly communicated to the WSCL.

As of 04/09/2021, the Trace Unit no longer performs analysis of impression evidence (*i.e.*, fabric impression).

#### PACKAGING REQUIREMENTS

Upon receipt by the WSCL, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

All evidence packages must be sealed and initialed prior to submission to the WSCL.

ITEM TYPE	SPECIFIC REQUIREMENTS
Fire Debris/Ignitable Liquids	<ul style="list-style-type: none"><li>• Evidence submitted needs to be inside of vapor-proof packaging. This includes epoxy-lined (gray in color) or unlined paint cans, glass jars/vials, and specialty fire debris bags made of nylon.</li><li>• Cans should be filled with evidence until they are no more than 75% full to allow for proper analysis.</li><li>• Liquids submitted for analysis should be double packaged to prevent leakage. An example would be the liquid inside of a glass vial/jar, and then the vial/jar inside of a paint can.</li></ul>

	<ul style="list-style-type: none"> <li>Evidence submitted for fire debris/ignitable liquid analysis that is not packaged appropriately may not be analyzed. Improper packaging for fire debris is anything other than paint cans, nylon bags, or glass jars/vials. Paper and plastic bags are <u>not</u> proper packaging.</li> <li>It is usually only necessary to submit exterior layers of clothing for analysis.</li> <li>In certain cases, it may be requested that a known liquid reference sample be submitted at a later date. It is the agency's responsibility to procure and submit the known liquid reference sample.</li> </ul>
Comparison of Questioned and Known (e.g., Paint, Glass, Fibers, Tape)	<ul style="list-style-type: none"> <li>Should always be submitted in double packaging to prevent loss of evidence.</li> <li>Both questioned and known items need to be submitted to perform a comparison.</li> <li>Bloody/wet evidence (usually items of clothing) should be dried before being packaged to prevent deterioration of evidence.</li> <li><u>Paint</u>: Collect samples as close to the area of damage as possible. All layers should be collected for analysis.</li> <li><u>Fibers</u>: Preferred packaging is loosely adhering fibers to a sticky note and placing the sticky note in an envelope. Plastic packaging is <u>not</u> recommended for fibers due to static electricity issues.</li> <li><u>Tape</u>: Mark cut ends and adhere to plastic sheet when possible. Do not wad or submit in paper packaging.</li> <li><u>Glass</u>: Known glass should be collected from window or door frame, <u>not</u> from the ground. Double-paned glass or known glass from different sources must be packaged separately.</li> </ul>
Explosives	<ul style="list-style-type: none"> <li>The WSCL will not accept unexploded devices that have not been rendered safe.</li> <li>The WSCL will not accept or examine cases that contain high explosives.</li> <li>Submit ~1 gram of powder in a glass vial/jar for analysis.</li> <li>Package components separately (i.e., device; wick; powder).</li> </ul>
Physical/Chemical Determination and Comparison	<ul style="list-style-type: none"> <li>Contact the Trace Unit before submission.</li> <li>Includes, but not limited to, bank dyes, building materials, determination of general unknowns, tampering cases.</li> </ul>
Physical Fit	<ul style="list-style-type: none"> <li>Package to preserve broken edges.</li> <li>Can package according to type (i.e., all red pieces, all black pieces, etc.).</li> </ul>

Due to the varied nature of trace evidence as it relates to a case, we encourage you to call the WSCL to inquire whether analysis is possible, especially if you do not see a specific evidence type listed above.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with the WSCL Forensic Case Manager for acceptance consideration.

Kathy Mahnke  
 WSCL Forensic Case Manager  
 (808) 809-8125  
 mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm  
 WI Division of Forensic Sciences Administrator  
 (414) 216-8769  
 Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

## APPENDIX 34: WSCL FOOTWEAR EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Footwear Evidence Submission Guidelines

Effective 03/26/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following policies for all footwear case submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and deleterious change.

- Potentially hazardous evidence must be packaged to ensure safe handling.
- Items of physical evidence should be packaged separately if possible.
- Submission of image media on CD/DVD or via ShareFile should be separated by case (i.e., individual case images should be submitted on separate discs with separate transmittals).
- Casts should be allowed to dry for at least 24 hours prior to packaging in cardboard or paper (not plastic).
- Electrostatic dust lifts should be submitted in a box, taped down with the impression side up.
- Due to their fragility, casts and electrostatic dust lifts should be photographed with a scale prior to packaging to preserve the impression(s). These images should be submitted to the laboratory for examination.
- Known standards should be submitted if available. If no known standards have been located, unknown footwear impressions can still be submitted for a **Footwear Investigative Lead Search**.
- Each known standard should be packaged separately in paper or cardboard. Please include the date of collection on the Transmittal of Criminal Evidence form.
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form. To avoid the influence of bias, please avoid providing unnecessary details about the case.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL Criminalistics Supervisor or a Forensic Case Manager with any rush request and speedy trial demands.

##### Footwear rush requests must pertain to:

- Significant public safety concerns regarding violent crimes against a person(s); or
- Approaching jury trial date (when suspect is in custody).

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, please submit the items at least two months earlier than that date and make a note on the transmittal of evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

All physical items, lifts, casts, and image media should be submitted in one submission and reference which image(s) came from which physical item, lift, or cast, if applicable.

Appropriate elimination standards (i.e., residents of the house, employees or law enforcement who walked through the crime scene) should be submitted for all individuals with rightful access to locations and items where footwear evidence is collected whenever possible.

Please notify the laboratory if analysis is no longer needed. Note that additional time is necessary if multiple disciplines are requested on an item. When items are submitted for footwear examination, they may not be processed for DNA afterwards. We must know when the evidence is submitted which units need to examine it.

It is best to confer with the forensic scientists and identify which items are best suited for testing. By eliminating items that are unlikely to yield probative results, the remaining items can be tested faster and will have greater evidentiary value.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with a Forensic Case Manager of the WSCL for acceptance consideration:

Kathy Mahnke  
WSCL Forensic Case Manager  
(608) 609-8125  
mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm, M.S.  
Administrator  
WI Division of Forensic Sciences  
(414) 216-8769  
Nicole.Roehm@wisdoj.gov

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# APPENDIX 35: WSCL TOXICOLOGY EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Toxicology Evidence Submission Guidelines

Effective 10/26/2023

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines in place for all toxicology submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Specimen kits for evidence in Operating While Intoxicated (OWI) cases can be obtained from the Wisconsin State Laboratory of Hygiene (WSLH).
- Specimen kits for evidence in Drug Facilitated Sexual Assault (DFSA) or Drug Facilitated Crime (DFC) cases can be ordered from <https://docsales.wi.gov> (part number 1207D).
- Samples in other containers may also be submitted, provided they are appropriately packaged (i.e., protected from breakage and leakage). Outer containers should be marked as a biohazard.
- Samples submitted via mail must meet the requirements for shipping Category A – Infectious Substance, Affecting Humans. (Note: OWI and DFSA kits meet these requirements.)
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form and a synopsis of the case facts, including the information listed below. This information may be captured on paperwork included inside the OWI or DFSA kit:
  - The person from whom the specimen (i.e., blood, urine, vitreous humor, etc.) was collected.
  - The date and time of specimen collection.
  - The date and time of the incident (if DFSA or other violent crime is suspected).
  - Copy of the Drug Recognition Expert (DRE) Face Sheet if applicable. This can also be emailed to [Toxicology@doj.state.wi.us](mailto:Toxicology@doj.state.wi.us).
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL Chemistry Supervisor or a Forensic Case Manager with any rush request or speedy trial demands.

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, please submit the items at least two months earlier than that date and make a note on the transmittal of evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

Examples of acceptable cases submitted for Toxicology:

- Operating while intoxicated – felony charges only
- Death investigations
- Non-traffic related crimes
  - Bail jumping (misdemeanor or felony)
  - Crimes of violence (misdemeanor or felony)
    - DFSA
    - DFC
    - Endangering safety
    - Reckless weapons
    - Intoxicated use of a firearm

The following cases will not be accepted for Toxicology:

- Traffic accidents in which impairment by alcohol and/or drugs is NOT suspected.
- Misdemeanor crimes (except for the non-traffic crimes listed above).
- A second blood draw collected from the same individual in order to establish an ethanol elimination rate. Only the earliest appropriate sample will be analyzed for ethanol.
- Targeted analysis for synthetic cannabinoids or fentanyl analogs in biological samples.

**Submissions: Hygiene Lab vs. Crime Lab**

Offense	Hygiene Lab	Crime Lab
Operating While Intoxicated: impaired by alcohol and/or other drugs. Includes snowmobiles, motorboats, and ATVs.	ALL OFFENSES Including great bodily harm, vehicular homicide.	ONLY FELONIES ACCEPTED
Death investigations	ACCEPTED	Death is suspicious and possible FELONY CHARGES pending.
Len Bias cases	ACCEPTED	Suspect has been identified and FELONY CHARGES are pending.
Probation and Parole violations	NOT ACCEPTED	ACCEPTED
Crimes of violence: domestic abuse, weapon charges, drug facilitated sexual assaults.	NOT ACCEPTED	ACCEPTED
Toxicology samples for controlled substance cases.	NOT ACCEPTED	ONLY FELONIES ACCEPTED with prior approval from the WSCL.*

\*For testing of toxicology samples in controlled substance cases, a request with an acceptable justification from the District Attorney's Office to the laboratory and laboratory approval are required prior to submission of evidence.

If alcohol concentration is 0.100 g/100mL or greater, no further analysis (i.e., drug analysis) will be performed. Exceptions: homicides, attempted homicides, sexual assaults, special circumstances (please contact a WSCL Chemistry Supervisor or a Forensic Case Manager to discuss).

For DFSA and DFC crimes, specimens must be collected within a defined collection period:

- Blood – within 120 hours of the incident
- Urine – within 120 hours of the incident

Volatiles analysis (i.e., methanol, ethanol, isopropanol, and acetone) will only be performed on blood and urine samples that are collected within 24 hours of the incident.

GHB analysis will only be performed on blood samples that are collected within 6 hours and urine samples that are collected within 12 hours of the incident.

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with a Forensic Case Manager of the WSCL for consideration of acceptance:

Kathy Mahnke  
 WSCL Forensic Case Manager  
 (808) 609-6125  
 mahnkeka@doj.state.wi.us

Any questions concerning the policy should be directed to:

Nicole Roehm, M.S.  
 Administrator  
 WI Division of Forensic Sciences  
 (414) 216-8769  
 Nicole.Roehm@wisdoj.gov

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# APPENDIX 36: WSCL FORENSIC IMAGING EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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Madison, WI 53705  
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Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Forensic Imaging Evidence Submission Guidelines

Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all Forensic Imaging Unit (FIU) case submissions.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- For physical items of evidence that are to be imaged, submit the item(s) appropriately packaged in a sealed container.
- Digital video and/or images may be submitted via ShareFile, CD/DVD, thumb drive, or USB external hard drive. Physical media must be sealed and labeled as evidence. Each agency case should be submitted individually.

#### LABORATORY REQUEST DETAILS

I. Provide a Transmittal of Criminal Evidence form for each agency case, complete a Request for Video and Imaging Services form (see page 2), or provide a detailed note about the requested analysis and evidence. To avoid the influence of bias, avoid providing unnecessary details about the case. Ensure the following information is provided in the request:

- **Contact Information** – Provide a contact name, phone number and/or email address.
- **Needs of the requests** – Examples are below. If you do not see your specific needs listed, contact the FIU at [forensicimaging@doj.state.wi.us](mailto:forensicimaging@doj.state.wi.us).
  - **Imaging** – Creating a permanent visual record of evidence with high resolution images and/or 3D scans. These requests can also include imaging within the infrared and/or UV spectrums when requested. It is suggested to have the evidence documented prior to any testing by other analytical units, for the truest and most accurate record of the item(s) as they were received.
  - **Enhanced Video or Still Images** – Enhancements of license plates, vehicles of interest, persons of interest or any other items that may be depicted in an image or video file. Provide copies of original RAW data whenever possible.
  - **Media Conversion** – Conversion of older media (e.g., film negatives, VHS tapes, 8mm film) to a viewable digital video or image file format.
  - **Comparison** – Comparison between a questioned item depicted in a video or image to a known item, video, or image.
  - **Court Exhibits** – Printed enlargements or other physical or digital demonstrative exhibits.
- **Deliverables:** Printed photographs and/or a link to download digital video/images.

II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted on a limited basis. Consult with a WSCL Criminalistics Supervisor or Forensic Case Manager with any rush request.

#### EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence shall relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). If testing results are needed by the court before the jury trial date, submit the items at least two months earlier than that date and make a note on the Transmittal of Criminal Evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.

Based on the circumstances of the case, the possibility of additional analysis may be warranted. In such cases, the evidence items and analysis requested should be discussed with a WSCL Criminalistics Supervisor or Forensic Case Manager for consideration of acceptance: Any questions concerning the policy should be directed to:

Kathy Mahnke  
WSCL Forensic Case Manager  
(608) 609-6125  
[mahnkeka@doj.state.wi.us](mailto:mahnkeka@doj.state.wi.us)

Nicole Roehm  
WI Division of Forensic Sciences Administrator  
(414) 216-8769  
[Nicole.Roehm@wisdoj.gov](mailto:Nicole.Roehm@wisdoj.gov)



WISCONSIN STATE CRIME LABORATORIES

MADISON • MILWAUKEE • WAUSAU

420 University Ave. Madison, WI 53706 (608) 266-2494
1075 South 10th St. Milwaukee, WI 53204 (414) 342-7380
7200 West Roman Ave. Wausau, WI 54485 (715) 840-8628

Forensic Imaging Unit Services Form
Request for Video and Imaging Services

Contact Information:

Name:
Phone Number: (Office) (Cell, if applicable)
Email:

Video/Image Analysis and Enhancement (check all that apply):

- Enhanced Images or Video Please select this option for video or image enhancement needs, e.g.: license plates, faces, video that is too dark.
Viewable Video Please select this option for problematic video files or videos requiring conversion, e.g.: VHS tapes, digital files that won't play correctly.
Comparison Please select this option for comparison analysis between questioned items in a video or image (unknown) compared to a recovered item or image (known).

Description of person of interest, vehicle of interest, item(s) and/or object(s):

[Blank lines for description]

If applicable, please provide camera number, time stamp and/or area that person or vehicle of interest is observed in video:

[Blank lines for camera info]

High Resolution Imaging of Physical Evidence (check all that apply):

- Digital Images or Video Please select this option for highest resolution images of evidence and/or imaging of evidence in different spectrums of light e.g.: Infrared or Ultraviolet
3D Imaging Please select this option for metrological accurate models of evidence, some restrictions may apply.

Please provide details of the request for the item(s) submitted for Imaging:

[Blank lines for request details]

Questions? Please contact the Forensic Imaging Unit in your area or email forensicimaging@doj.state.wi.us.

Table with 5 columns: Document ID, Revision, Effective Date, Status, Page Number. Row 1: 1598, 5, 1/28/2024 9:12:03 PM, Published, 1 of 1

This controlled document was approved following the document management procedures in the Wisconsin Crime Laboratory Quality System.

## APPENDIX 37: WSCL SEXUAL ASSAULT KIT EVIDENCE SUBMISSION GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



### WISCONSIN STATE CRIME LABORATORIES

MADISON ◦ MILWAUKEE ◦ WAUSAU

4626 University Ave.  
Madison, WI 53705  
(608) 266-2031

1578 South 11th St.  
Milwaukee, WI 53204  
(414) 382-7500

7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Sexual Assault Kit Evidence Submission Guidelines

Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all sexual assault (SA) kit submissions. The State of Wisconsin sexual assault kits are also referred to as Medical Forensic Evidence Collection Kits.

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Evidence items should be packaged separately to avoid direct contact that could result in cross contamination. Examples include:
  - Separate each swabbing or set of swabs,
  - Separate questioned evidence from known sources, and
  - Separate by evidence type.
- Biological evidence should be dried and packaged in paper to prevent deterioration of evidence. Some exceptions include:
  - Condoms and products of conception, which may be packaged in a specimen jar or vial and stored frozen.
- DNA reference standard packages must be clearly labeled with the name of the donor.
- All evidence packages must be sealed and initialed prior to submission to the WSCL.

#### LABORATORY REQUEST DETAILS

- I. Provide a Transmittal of Criminal Evidence form and a CODIS Eligibility Questionnaire (CEQ) form.
  - The CEQ will assist the laboratory in determining if a DNA profile developed in a case is eligible for CODIS (Combined DNA Index System). A DNA profile may become CODIS eligible when it is obtained from biological material collected from a crime scene and is attributable to a presumed perpetrator. A completed CEQ should be submitted whenever DNA testing is requested. If a CEQ is not submitted, it may result in a delay in analysis and or CODIS entry.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL works evidence in the order of submission. Rush requests impede the process; therefore, they will be accepted only on a limited basis. Consult with a WSCL DNA Supervisor or Forensic Case Manager with any rush request or speedy trial demands. **DNA rush requests must pertain to:**
  - Significant public safety concerns,
  - Unknown perpetrator, or
  - Approaching jury trial date when the trial is at least two months from the date of submission to the laboratory.

**Immediately notify the laboratory of any upcoming court deadlines and if analysis is no longer needed.**

## EVIDENCE ITEM ACCEPTANCE

Submission of items of evidence in sexual assault cases must relate to felony investigations (Wis. Stat. §165.75(3)(e)). The WSCL requires at least two months to complete analysis prior to any anticipated deadline (e.g., jury trial, etc.). **If testing results are needed by the court before the jury trial date, submit the item(s) at least two months earlier than that date and make a note on the Transmittal of Criminal Evidence. Additional time is necessary if a large number of items need to be tested or if multiple disciplines are requested.**

To reduce the time it takes to obtain a laboratory report, provide known DNA reference standards at the time of case submission.

Sexual assault cases – first laboratory submission:

- Medical Forensic Evidence Collection Kit (from victim and/or suspect),
- Underwear (from victim and/or suspect),
- Condom, if applicable.
- If consensual sex occurred within 5 days/120 hours of the exam collection date, provide known DNA reference standards from the consenting partner. This will prevent a consenting partner's DNA profile from being inadvertently searched in CODIS.

If the items in the first submission (listed above) do not yield any investigative leads, up to five additional items may be received in a subsequent submission. If the first submission provided investigative leads, no additional items will be analyzed.

## POSSIBLE REASONS WHY A SA KIT MAY NOT BE TESTED

- The criminal offense is a misdemeanor.
- The victim has not consented or, within 14 days of providing consent, has withdrawn that consent.
- The SA kit was collected as a matter of protocol at autopsy, but there is no reason to believe a sexual assault occurred.
- The SA kit was collected more than 5 days/120 hours after the alleged assault.
- Criminal felony charges will not be pursued, and the listed suspect already has DNA on file in Wisconsin. Please note that offender profiles may be removed from the WI DNA Databank per WI Justice Code 9.06 and WI State Statute §165.77(4)(am).

If your case presents with any of these reasons, contact the Forensic Case Manager for an administrative analysis of the case facts by providing the Transmittal of Criminal Evidence and CEQ forms via email to:

Kathy Mahnke  
WSCL Forensic Case Manager  
(608) 609-6125  
mahnkeka@doj.state.wi.us

Any questions concerning this policy should be directed to:

Nicole Roehm  
WI Division of Forensic Sciences Administrator  
(414) 216-8769  
Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

## APPENDIX 38: WSCL TENPRINT IDENTITY REQUEST GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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Wausau, WI 54401  
(715) 845-8626

### WSCL Tenprint Identity Request Guidelines

Effective 11/12/2024

Fast/Mobile ID is the quickest way to receive results, typically in under 1 minute. If your agency has access to a 2-finger fast ID or mobile ID unit, we suggest utilizing that technology first to determine if a Wisconsin State Identification Number (WI SID) exists on file prior to attempting either Option 1 or Option 2.

Please note – an individual's WI SID and FBI numbers are assigned when the first set of fingerprint standards are submitted upon an individual's first arrest event. Subsequent offenses/fingerprint records are added to an individual's criminal history record based on the fingerprints collected from each of their arrests (because the fingerprints match), not based on the demographic information. The name associated with a SID/FBI number is based on the name provided in the first arrest on file and may not reflect the individual's actual name. Their actual name may appear as an alias or not at all. Therefore, it is not possible for us to confirm anyone's name is their real name.

There are two options available to agencies that want to know the WI SID/FBI number/criminal history of the individual in question. The defining point between choosing Option 1 or Option 2 is if the query is related to an arrest or not.

Option 1: You've arrested someone and think they are giving a false name, or they won't tell you their name:

- If the prints are associated with the individual being involved in a criminal arrest event, please submit them to the WI State Automated Biometric Identification System (ABIS) using your normal livescan submission process.
- Once the tenprint record is submitted to the system, it will follow the automated workflow.
  - It will go through a series of quality checks.
  - If no issues are found, then it will automatically search against both the WI State ABIS and FBI's NGI database.
    - These databases each contain tenprint records for every arrest event submitted to them.
  - If the fingerprints match to another arrest record during these searches, then this newest arrest event will be added to that person's pre-existing criminal history record/WI SID/FBI number.
  - **This means that the individual in question has been identified to this criminal history record\*.**
- You should expect to see these search results returned via a system generated email within 10 minutes.
  - It will be sent to the email(s) your agency has designated they be sent to.
    - If this email needs to be updated contact the WI State Crime Lab's Friction Ridge Database Unit (FRDB) at [dojcrimelabFRDB@doj.state.wi.us](mailto:dojcrimelabFRDB@doj.state.wi.us).
- These results will contain the individual's WI SID.
  - The WI SID should be used to query the TIME System or Triple I for the associated FBI number and other additional information.
  - If you need assistance using the TIME System, please contact CIB's TIME & Technical Unit at [cibtrain@doj.state.wi.us](mailto:cibtrain@doj.state.wi.us).

- If an email is not returned within 10 minutes, please contact the WI State Crime Lab's Friction Ridge Database Unit ([dojcrimelabFRDB@doj.state.wi.us](mailto:dojcrimelabFRDB@doj.state.wi.us)) and provide the associated Transaction Control Number (TCN) for this record.
  - The record may have a quality issue which requires manual intervention before it can be searched. The FRDB Unit can track its progress and email the WI SID information to you.
  - The TCN can be found by opening the record on the livescan after capture of the prints. The TCN is comprised of your agency's livescan prefix followed by the **date** and then the **record number from that day**:
    - Example TCN from Anytown PD sent on 10/11/24: AT1241011001.
- An agency may update the name or other demographic information on an arrest record they submitted by contacting the Crime Information Bureau's Criminal History Unit at [cibcriminalhistory@doj.state.wi.us](mailto:cibcriminalhistory@doj.state.wi.us).

\*If this record is the establishing record for a person's identity, i.e., this is the first time they've been arrested, this will result in a new WI SID being created with the demographic information that was sent in with it. The FBI number should still be queried as the individual may have a criminal history in another state.

Option 2: Someone is unable or unwilling to identify themselves, but they have not been arrested:

- If the prints in question are not for an arrest, perhaps an individual is unable or unwilling to identify themselves, then the record is not eligible to be submitted via livescan and stored in the ABIS system. At that point a scan of the fingerprints should be emailed to [dojcrimelabFRDB@doj.state.wi.us](mailto:dojcrimelabFRDB@doj.state.wi.us) and we can manually search them at both the state and FBI level (but it won't be added to any criminal record).
  - Fingerprint cards that are emailed for comparison purposes should be scanned in color or greyscale (not black and white) at a minimum of 600 dpi and be in a lossless format, preferably TIFF. If not possible, contact the FRDB Unit for further options.

---

The Wisconsin State Crime Lab's Friction Ridge Database Unit is available during regular Crime Lab business hours: M–F, 7:45am–4:30pm. In general, all requests submitted to the FRDB Unit during Crime Lab business hours have a turn-around time of 24 hours. All comparison requests received outside of regular business hours will be handled on the next business day.

- If a request is high priority, please indicate this and we will prioritize the request.
- A request sent to the FRDB Unit after 2:30pm on Friday would likely not receive results until the following Monday as there is no weekend staffing.

The FBI is aware we have regular business hour staffing and emergency requests may be needed by agencies in Wisconsin. Therefore, they have agreed to perform searches in these situations, when urgent. Requests can be emailed to the FBI at [spc@leo.gov](mailto:spc@leo.gov) in the following instances:

- If you submit an arrest record but don't receive livescan email results within 10 minutes and it is outside M–F, 7:45am–4:30pm, the request can be emailed to the FBI.
- If you have fingerprints you need searched that aren't related to an arrest, and it is outside the Crime Lab's business hours, the request can be emailed to the FBI.

# APPENDIX 39: WSCL DISCOVERY PACKET REQUEST GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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Wausau, WI 54401  
(715) 845-8626

### WSCL Discovery Packet Request Guidelines

Effective 11/01/2024

The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible, we have the following guidelines for all discovery requests.

This criminal discovery packet is prepared and provided pursuant to the requirements set forth under Wisconsin Statutes §§ 971.23 and 972.11, which mandate the disclosure of certain evidence and information to the defense to ensure a fair trial. The WSCL abides by Wisconsin Statutes §§ 165.79 and 971.23(1)(e). Thus, evidence, information, and analysis of evidence is privileged to the submitting agency.

#### TIMELINESS REQUIREMENTS

Discovery requests are thoroughly reviewed for completeness and verified to confirm that the Wisconsin State Crime Laboratory (WSCL) has indeed worked on the case. WSCL strives to complete discovery requests "as soon as practicable" and no later than the pretrial conference or a date set by the court so long as proper notification from the requestor has occurred. In general, WSCL needs 30 days' notice to complete this task. WSCL requires communication from the requesting attorney(s) on dates regarding pretrial conferences or court dates.

#### DOCUMENTS INCLUDED IN A WSCL DISCOVERY PACKET

Document
Examination Notes and Test Results*, including Quality Control Data
The Confidential Report(s) of Laboratory Findings
Technical Review Checklist(s)
Case-related Communication(s)
Chain of Custody Report(s)
Transmittal(s) and Receipt(s)
Evidence Disposition Release Form(s)
Delivery Service Tracking Form(s)
Any case related applicable quality documents (i.e. incidents, risk assessments or deviations)
Statement of Qualifications of the Reporting Analyst/Examiner

\*May include raw data

The objective of the WSCL discovery packet is to provide the parties in court with comprehensive access to the evidence collected and analyzed in the case, enabling all parties to prepare for any court actions. Written discovery requests are preferred. If you have a request or questions related to a discovery packet please contact:

Madison Crime Laboratory Bureau: [wicrimelabmadison@doj.state.wi.us](mailto:wicrimelabmadison@doj.state.wi.us).

Milwaukee Crime Laboratory Bureau: [millabdiscovery@doj.state.wi.us](mailto:millabdiscovery@doj.state.wi.us).

Wausau Crime Laboratory Bureau: [clbwausau@doj.state.wi.us](mailto:clbwausau@doj.state.wi.us).

Any questions concerning these guidelines should be directed to:

Nicole Roehm  
WI Division of Forensic Sciences Administrator  
(414) 218-8769  
Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

# APPENDIX 40: WSCL FIGG & UHR REQUEST GUIDELINES

For the most up-to-date WSCL Submission Guidelines reference

<https://www.wisdoj.gov/Pages/CriminalJusticeServices/wisconsin-state-crime-laboratories.aspx>



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7100 Stewart Ave.  
Wausau, WI 54401  
(715) 845-8626

### WSCL Forensic Investigative Genetic Genealogy (FIGG) and Unidentified Human Remains (UHR) Evidence Submission Guidelines

Effective 03/28/2024

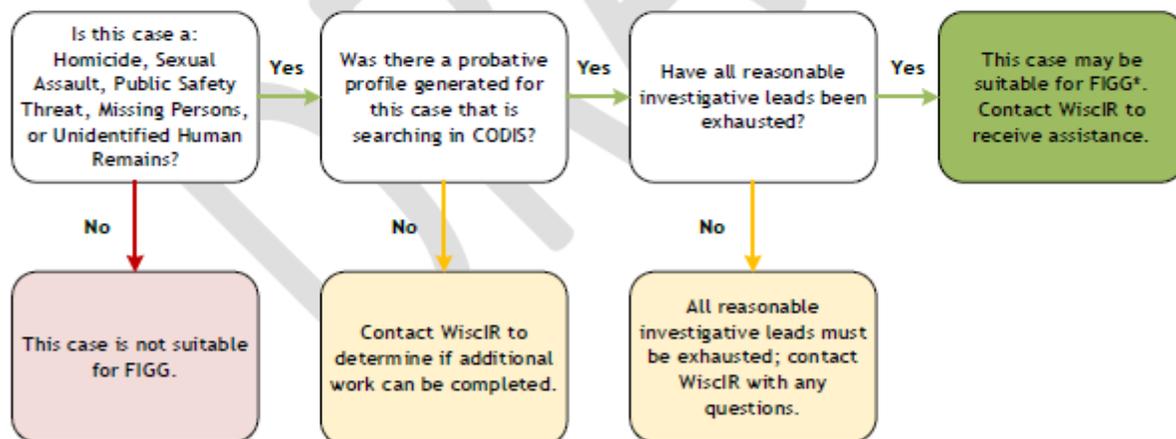
The Wisconsin State Crime Laboratories (WSCL) works to provide quality forensic results to assist agencies throughout Wisconsin. To be both as effective and efficient as possible we have the following guidelines in place for forensic investigative genetic genealogy (FIGG) and unidentified human remains (UHR) case submissions, which have been created with considerations from the US DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching<sup>1</sup> as well as the National Technology Validation and Implementation Collaborative (NTVIC) guidance articles<sup>2,3</sup>.

FIGG is a technique that combines genetic testing with traditional genealogical research to generate investigative leads in unsolved violent crimes and UHR cases. To streamline the submission, evaluation, and investigation of FIGG and UHR cases, the Division of Criminal Investigation and Division of Forensic Sciences created the Wisconsin Identity Resolution team (WisclR) to provide guidance to agencies pursuing this specialized testing and investigation method. For more information on FIGG visit <https://www.doj.state.wi.us/dfs/investigative-genetic-genealogy>.

**Please contact the WisclR team prior to submission of UHR and FIGG cases.**

### Wisconsin Forensic Investigative Genetic Genealogy (FIGG) Workflow

Questions from can be directed to the Wisconsin Identity Resolution Team (WisclR): [wiscir@doj.state.wi.us](mailto:wiscir@doj.state.wi.us)



\*A familial search may be recommended prior to FIGG depending on DNA quality, quantity, and funding source.

[1] US DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching, Effective 01 November 2019 (<https://www.justice.gov/opa/page/file/1204386/download>)

[2] Ray A. Wiclenhaiser, Jennifer Naugle, Brian Hoey, Rylene Nowlin, Swathi A. Kumar, Alana Minton, Lance Allen, Claire Glynn, National Technology Validation and Implementation Collaborative (NTVIC) policies and procedures for Forensic Investigative Genetic Genealogy (FIGG), Forensic Science International: Synergy, Volume 6, 2023, 100316, ISSN 2689-071X, <https://doi.org/10.1016/j.fsism.2023.100316>.

[3] Ray A. Wiclenhaiser, Jennifer Naugle, Brian Hoey, Rylene Nowlin, Swathi A. Kumar, Mark A. Kubinski, Claire Glynn, Raymond Valerio, Lance Allen, Stephanie Stoloff, Jennifer Kochanski, Christl Guerin, Anne Marie Schubert, National Technology Validation and Implementation Collaborative (NTVIC): Guidelines for establishing Forensic Investigative Genetic Genealogy (FIGG) programs, Forensic Science International: Synergy, Volume 7, 2023, 100446, ISSN 2689-071X, <https://doi.org/10.1016/j.fsism.2023.100446>.

## CASE ACCEPTANCE

Submission of items for FIGG analysis must meet the criteria listed below.

- I. Eligible case types include:
  - Unsolved violent crimes such as: homicide, sexual assault, other offenses specifically authorized by the direct to consumer (DTC) database,
  - Unidentified human remains (UHR), and
  - Cases that present a substantial and ongoing threat to public safety or national security or fall under Wis. Stat. § 165.79(1).
- II. A forensic unknown Short Tandem Repeat (STR) DNA profile attributable to the putative perpetrator or an STR DNA profile from the UHR has been developed and entered into the Combined DNA Index System (CODIS). Routine searching has failed to produce a probative match.
- III. All reasonable investigative leads have been exhausted and the case remains unsolved.
  - A familial search may be recommended prior to FIGG depending on DNA sample quality and quantity.
- IV. The investigative agency has consulted with the prosecuting agency, and both agencies agree that FIGG is an appropriate and necessary step.

## LABORATORY REQUEST DETAILS

- I. WSCL strongly recommends contacting the WisclR team prior to submitting FIGG and/or UHR cases.
  - Prior to submission, a completed WisclR Request form must be completed and approved by the WisclR team for FIGG and/or UHR cases.
  - WisclR will assist with evaluation of the case details and/or assist with identifying which items are best suited for testing. Advised testing approaches may vary depending on case circumstances.
- II. To accommodate timely results for all agencies throughout Wisconsin, WSCL generally works evidence in the order of submission.
  - Due to the requirement for outsourcing FIGG and certain UHR evidence, as well as coordination with vendors and agencies, case completion will take significantly more time than standard DNA analysis.
  - UHR cases that are not forensically important will have a lower processing priority than UHR cases related to a crime.

## PACKAGING AND EVIDENCE ITEM REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross contamination, and/or deleterious change.

- Provide a Transmittal of Criminal Evidence form and an approved WisclR Request form.
- Evidence for examination and/or evidence submitted for re-examination should follow the evidence submission and packaging requirements that are specific to the section for the analysis that is being requested.
- Laboratory created DNA packets/extract tubes should be kept frozen.
  - o WSCL should be consulted prior to submitting DNA packets/extracts for FIGG.
- UHR evidence items, if available:
  - o Blood, tissue, hair with attached root material
  - o Bone (teeth, long bones/phalanges, skull)

Based on the circumstances of the case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with the WSCL for consideration of acceptance:

Rachel Souther  
WSCL Program and Policy Analyst Advanced  
(414) 382-7500  
souther1@doj.state.wi.us  
wiscir@doj.state.wi.us

Any questions concerning this policy should be directed to:

Nicole Roehm, M.S.  
Administrator  
WI Division of Forensic Sciences  
(414) 216-8769  
Nicole.Roehm@wisdoj.gov

Thank you for your cooperation in helping the WSCL provide consistent, quality service to agencies throughout Wisconsin. We look forward to working with you.

[1] US DOJ Interim Policy on Forensic Genetic Genealogical DNA Analysis and Searching, Effective 01 November 2019

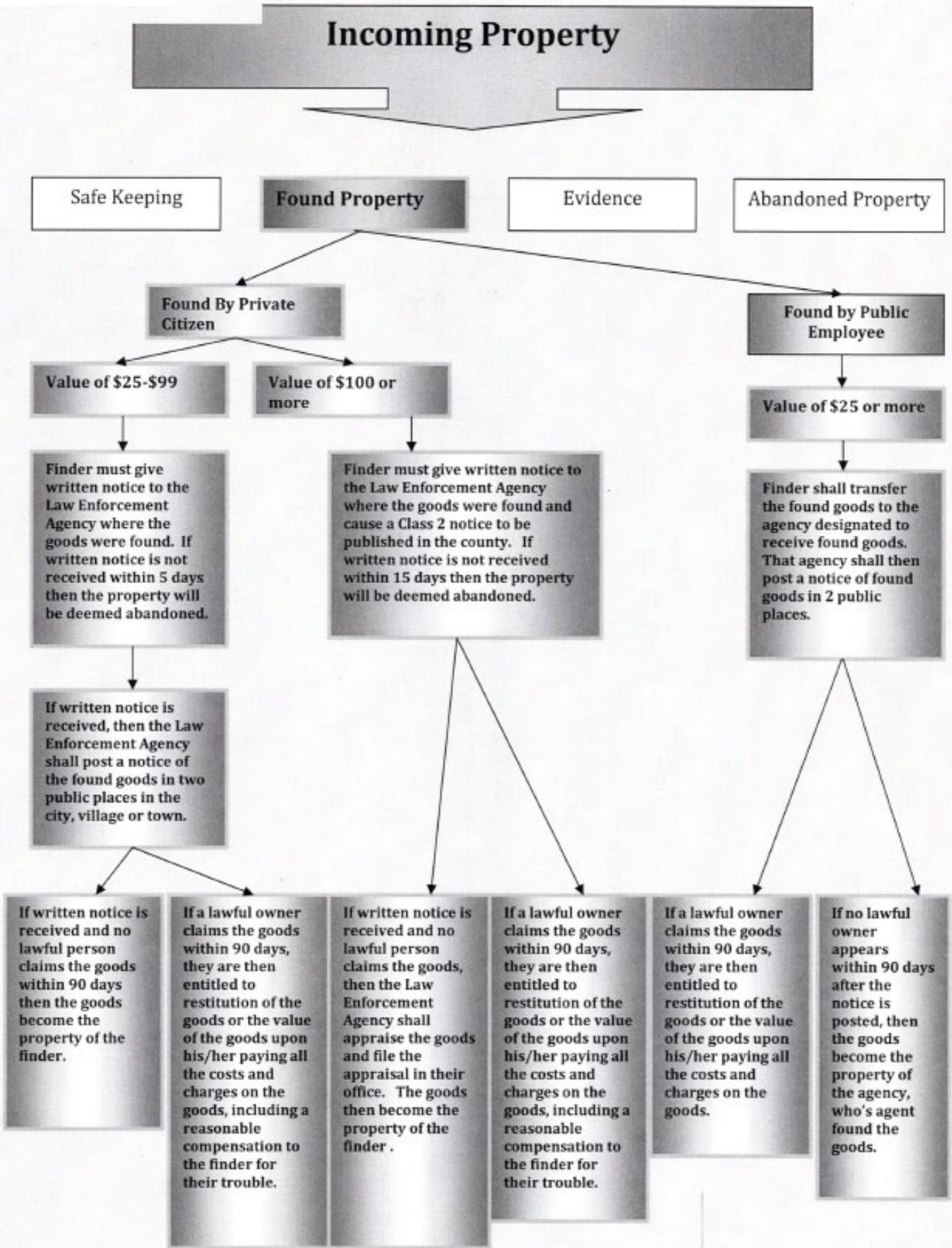
(<https://www.justice.gov/oip/page/file/1204386/download>)

[2] Ray A. Wickenheiser, Jennifer Naugle, Brian Hoey, Rylene Nowlin, Swathi A. Kumar, Alana Minton, Lance Allen, Claire Glynn, National Technology Validation and Implementation Collaborative (NTVIC) policies and procedures for Forensic Investigative Genetic Genealogy (FIGG), Forensic Science International: Synergy, Volume 6, 2023, 100316, ISSN 2689-871X, <https://doi.org/10.1016/j.fsly.2023.100316>.

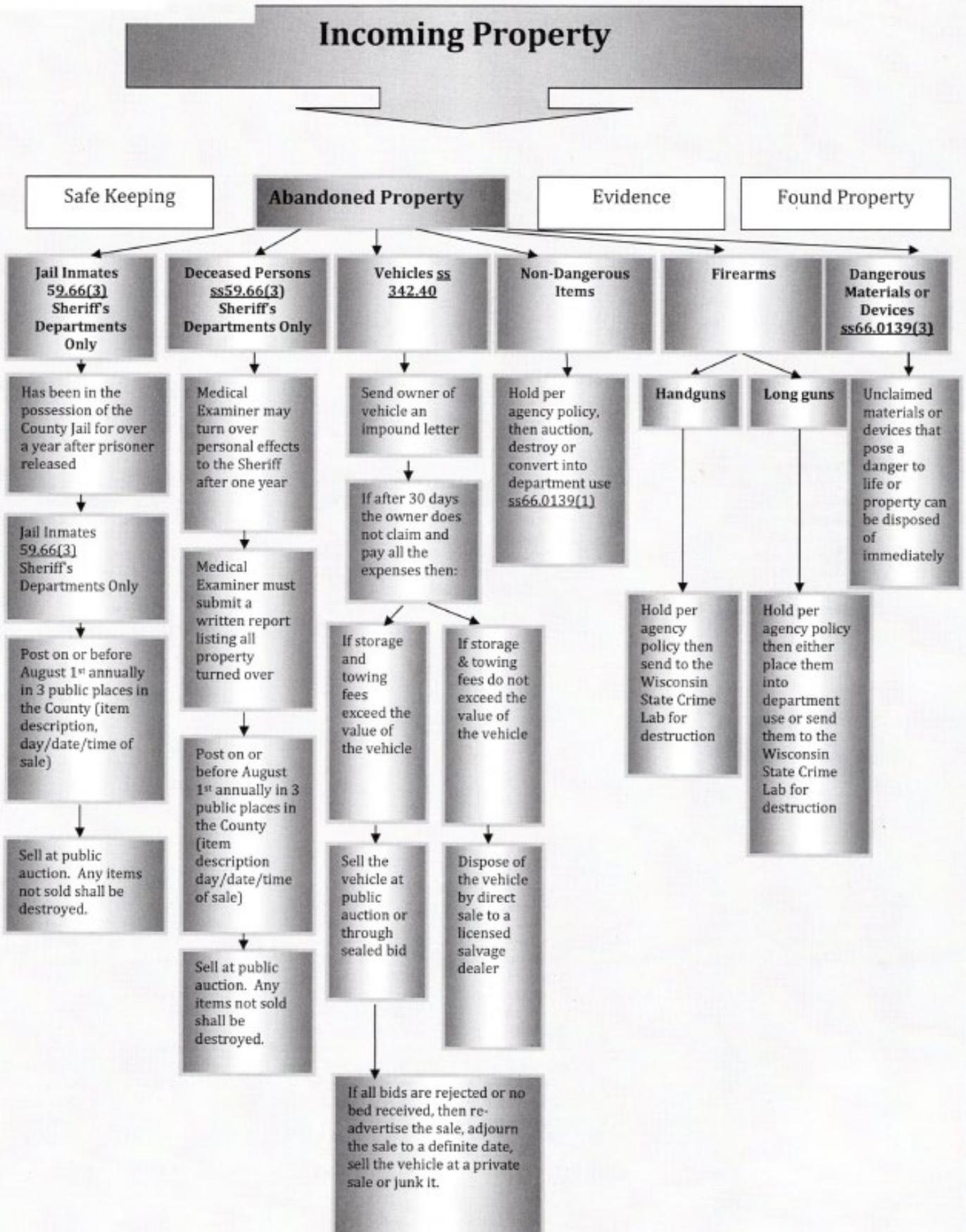
[3] Ray A. Wickenheiser, Jennifer Naugle, Brian Hoey, Rylene Nowlin, Swathi A. Kumar, Mark A. Kubinski, Claire Glynn, Raymond Valerio, Lance Allen, Stephanie Stollhoff, Jennifer Kochanski, Christl Guemini, Anne Marie Schubert,

National Technology Validation and Implementation Collaborative (NTVIC): Guidelines for establishing Forensic Investigative Genetic Genealogy (FIGG) programs, Forensic Science International: Synergy, Volume 7, 2023, 100446, ISSN 2689-871X, <https://doi.org/10.1016/j.fsly.2023.100446>.

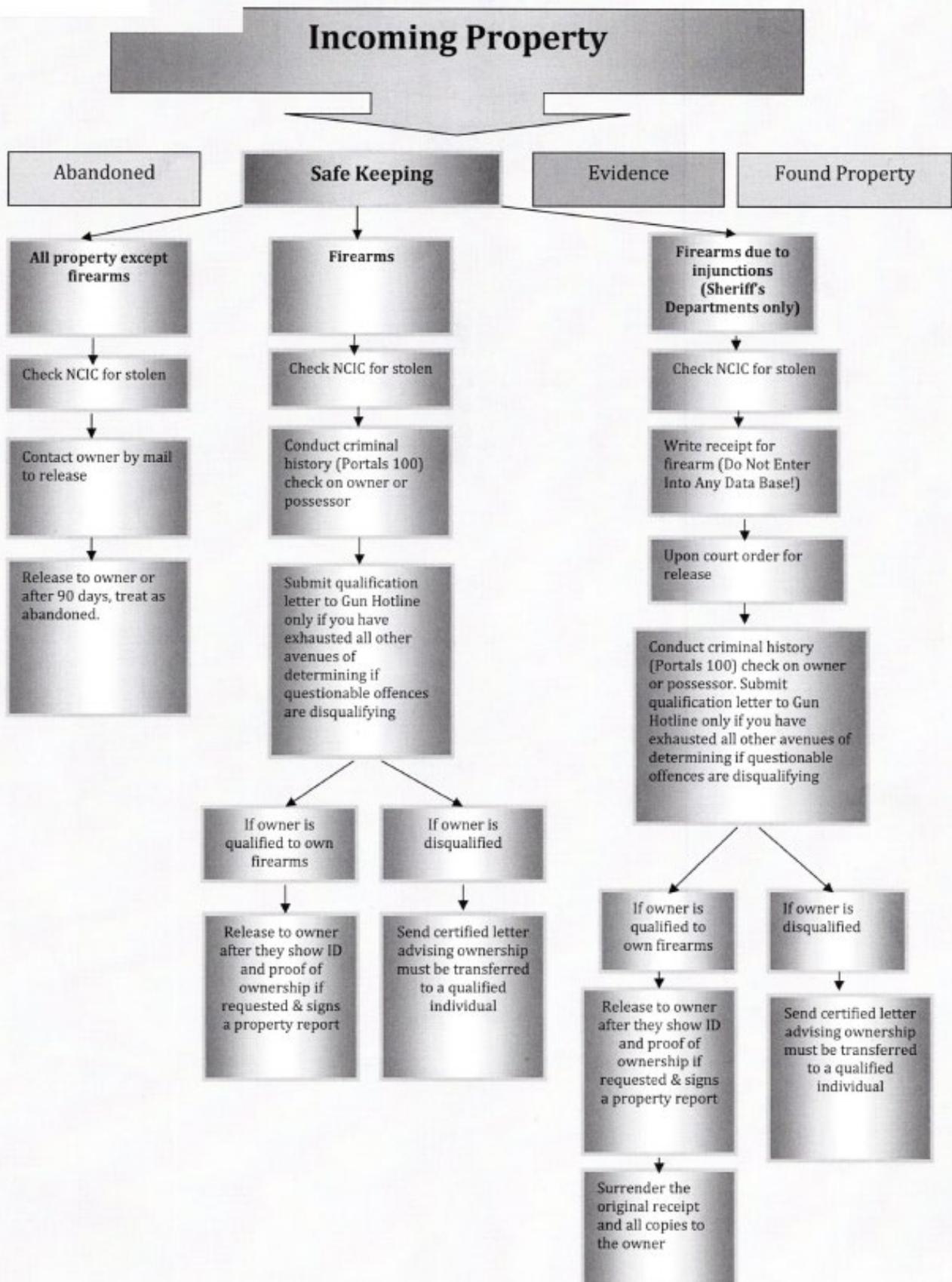
# APPENDIX 41: FOUND PROPERTY FLOWCHART



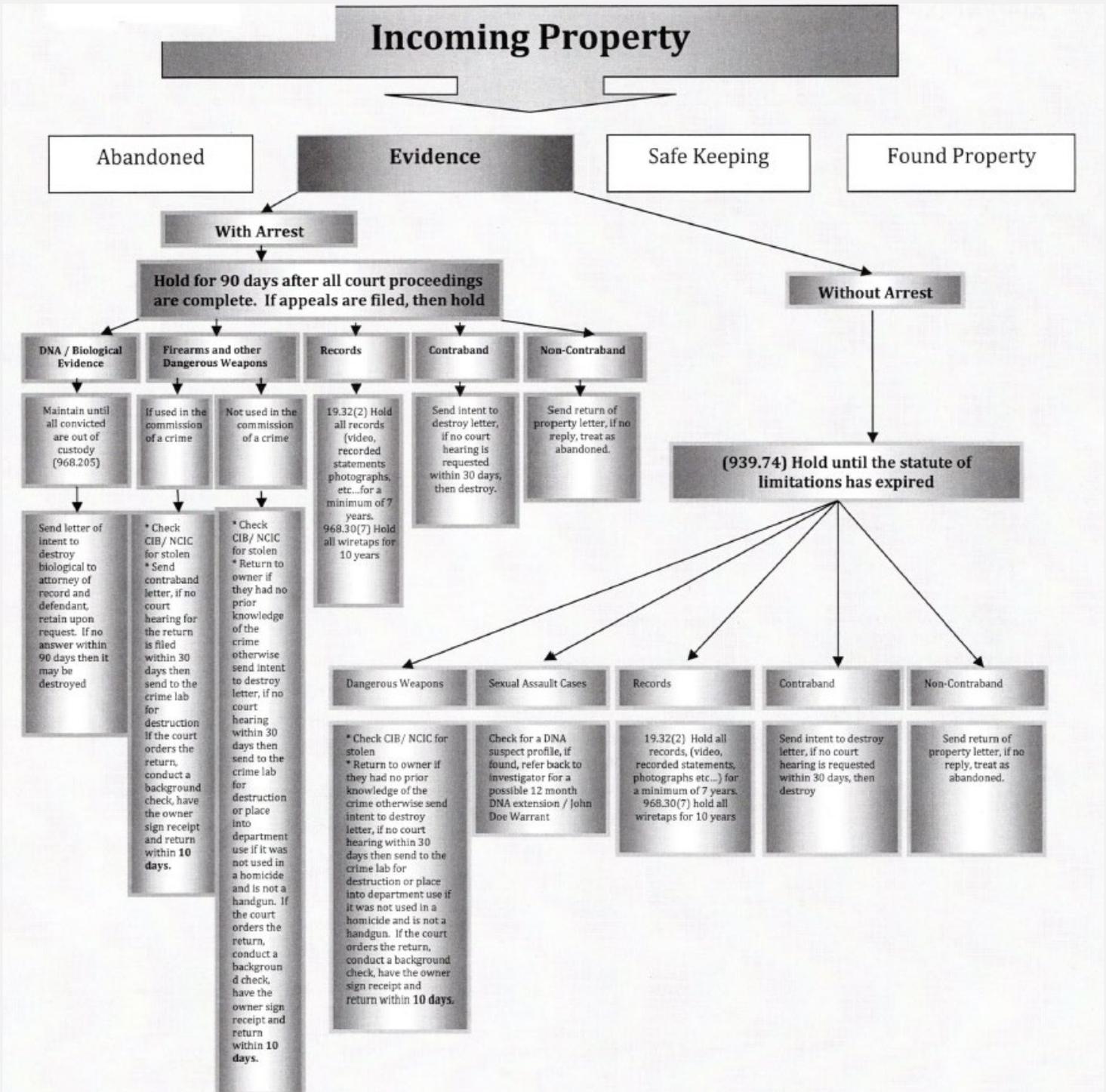
# APPENDIX 42: ABANDONED PROPERTY FLOWCHART



## APPENDIX 43: SAFEKEEPING FLOWCHART



# APPENDIX 44: EVIDENCE FLOWCHART



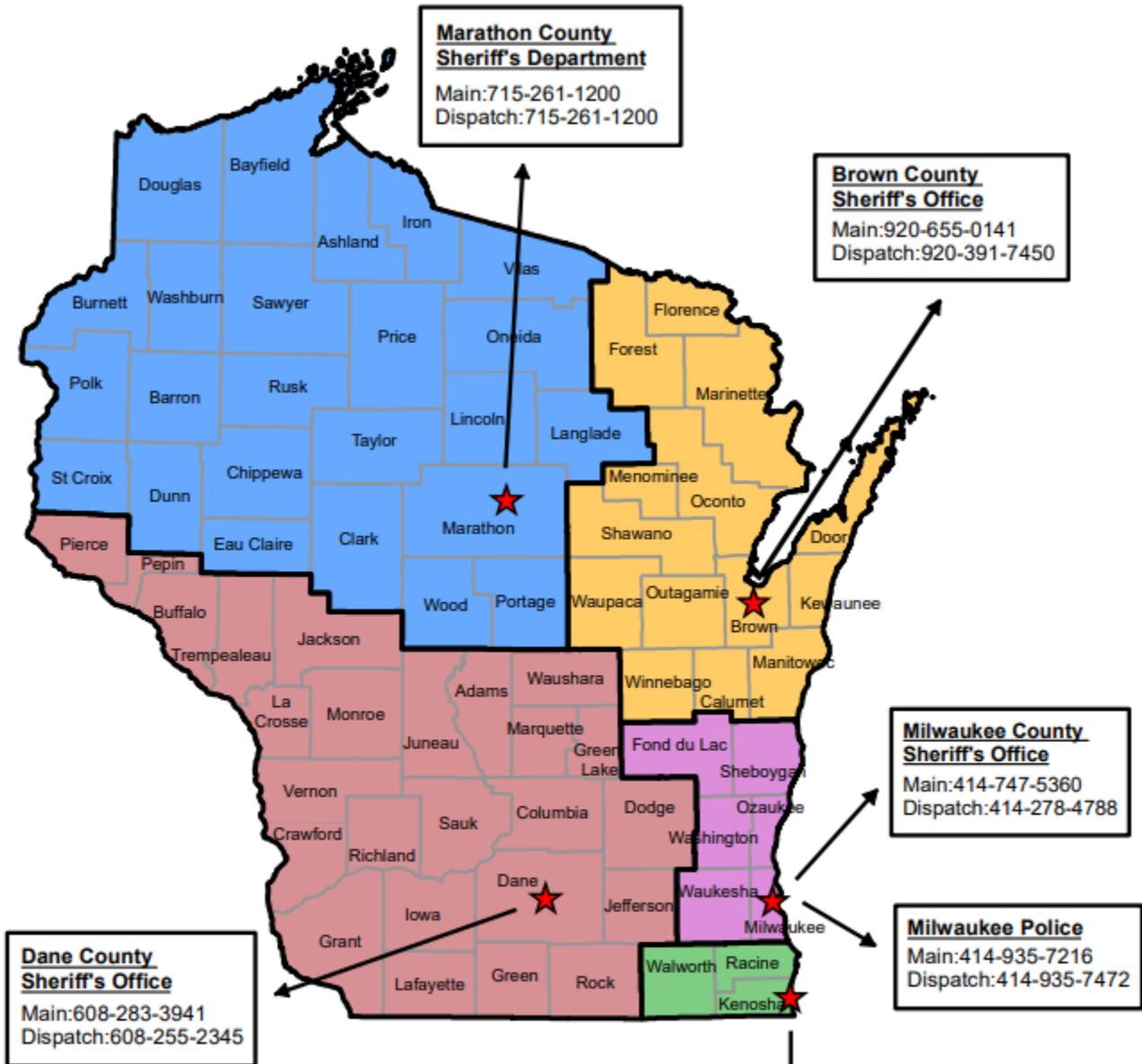
## APPENDIX 45: SEQUENTIAL ORDER FOR EVIDENCE DISPOSITIONS

<b>Locate Report</b>	<b>START EVIDENCE Disposition worksheet</b> Case Closed? Move to next section Case Open? HOLD
<b>Were Charges Referred?</b>	<b>Yes</b> – Look up ALL individuals on CCAP (see CCAP section below) <b>No-</b> Has Statute of Limitations Expired?
<b>Statute of Limitations HAS expired- no arrests or referred charges:</b>	All evidence can be purged if charges have not been referred for the suspect. Suspect living out of state STOPS SOL.
<b>Checking CCAP:</b>	<ul style="list-style-type: none"> <li>- Look up all individuals whose charges have been referred.</li> <li>- <b>Write down ALL defendants, case status, sentences.</b></li> <li>- Charges not in CCAP? Email DA or check for no pros letter</li> </ul>
<b>Case Closed in CCAP for ALL defendants: (look for appeal activity – see exhibit A-3)</b>	<ul style="list-style-type: none"> <li>- <b>Misdemeanor:</b> has 6 months passed? If yes, purge evidence. If not, HOLD</li> <li>- <b>Felony:</b> Have all sentences been served in their entirety? If yes, purge, if no, HOLD or follow MOU with DA’s Office</li> <li>- <b>Appeal Activity:</b> HOLD</li> </ul>
<b>Does Case Involve Other Agencies?</b>	Yes – OK it with them before purging evidence
<b>Muni Cases</b>	Check with Municipal Attorney or Judge for guidance on how long they’d like evidence held – get an MOU in place if possible
<b>Other related cases?</b>	Review to make sure the evidence is not needed for those cases.
<b>Evidence List:</b>	<p><b>Pull list of evidence items.</b></p> <p>Make final decision on how to purge each item</p> <p>Run proper checks (guns/vehicles)</p> <p>Send appropriate letters to owners</p>

APPENDIX 46: BOMB SQUAD REGIONS

# Aligned Law Enforcement Response Team

## Bomb Squad Regions



★ ALERT

**Bomb Squads**

- Marathon County Sheriff's Department
- Dane County Sheriff
- Milwaukee County Sheriff's Office / Milwaukee Police
- Brown County Sheriff's Office
- Kenosha County Sheriff's Department



# State of Wisconsin



2021 Senate Bill 71

Date of enactment: December 6, 2021  
Date of publication\*: December 7, 2021

## 2021 WISCONSIN ACT 116

**AN ACT** to repeal 165.77 (7) and 175.405; to amend 165.845 (title), 165.845 (1r) (a) (intro.), 165.845 (1r) (a) 1. and 165.845 (1r) (b); and to create 165.775, 165.845 (1r) (e) and 895.537 of the statutes; relating to: storage and processing of sexual assault kits and requiring the exercise of rule-making authority.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 165.77 (7) of the statutes is repealed.

**SECTION 2.** 165.775 of the statutes is created to read:

**165.775 Sexual assault kits.** (1) In this section:

(a) "Department" means the department of justice.

(b) "Health care professional" has the meaning given in s. 154.01 (3).

(c) "Sex offense" has the meaning given in s. 949.20 (7).

(d) "Sexual assault forensic examination" means an examination performed by a health care professional to gather evidence regarding a sex offense.

(e) "Sexual assault kit" means the evidence collected from a sexual assault forensic examination.

(f) "Wisconsin law enforcement agency" has the meaning given in s. 165.77 (1) (c).

(2) Whenever a health care professional conducts a sexual assault forensic examination and collects a sexual assault kit, the health care professional shall do one of the following:

(a) If the victim chooses to report the sexual assault to a Wisconsin law enforcement agency, or if reporting is required under s. 48.981 (2), notify a Wisconsin law

enforcement agency within 24 hours after collecting the sexual assault kit.

(b) If the victim chooses not to report the sexual assault to a Wisconsin law enforcement agency, and reporting is not required under s. 48.981 (2), send the sexual assault kit to the state crime laboratories for storage in accordance with the procedures specified in the rules promulgated under sub. (6) within 72 hours after collecting the sexual assault kit.

(3) If a Wisconsin law enforcement agency receives notification under sub. (2) (a), it shall do all of the following:

(a) Take possession of the sexual assault kit from the health care professional within 72 hours after receiving the notification.

(b) Except as provided in par. (c), send the sexual assault kit to the state crime laboratories for processing in accordance with the procedures specified in the rules promulgated under sub. (6) within 14 days after taking possession of the sexual assault kit.

(c) If the Wisconsin law enforcement agency, after taking possession of the sexual assault kit under par. (a) but before sending the sexual assault kit under par. (b), receives notification from the victim that the victim does

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not want to proceed with the analysis of his or her sexual assault kit, send the sexual assault kit to the state crime laboratories for storage in accordance with the procedures specified in the rules promulgated under sub. (6) within 14 days after taking possession of the sexual assault kit.

(4) If the state crime laboratories takes possession of a sexual assault kit, it shall do all of the following:

(a) If the victim chooses not to report the sexual assault to a Wisconsin law enforcement agency and thus has not consented to the analysis of his or her sexual assault kit, securely store the sexual assault kit for a period of 10 years, during which time the sexual assault victim may choose to report the assault to a Wisconsin law enforcement agency.

(b) If the victim chooses to report the sexual assault to a Wisconsin law enforcement agency and thus has consented to the analysis of his or her sexual assault kit, process the kit in accordance with the procedures specified in the rules promulgated under sub. (6).

(5) If a law enforcement agency takes possession of a sexual assault kit after it has been processed by the state crime laboratories, notwithstanding s. 968.205, it shall securely store the sexual assault kit for a period of 50 years, or until the date of the expiration of the statute of limitations, or until the end of the term of imprisonment or probation of a person who was convicted in the sexual assault case, whichever is longer.

(6) The department shall promulgate rules to administer this section.

**SECTION 3.** 165.845 (title) of the statutes, as affected by 2021 Wisconsin Act 50, is amended to read:

**165.845 (title) Collection and reporting of crime and criminal justice data.**

**SECTION 4.** 165.845 (1r) (a) (intro.) of the statutes, as affected by 2021 Wisconsin Act 50, is amended to read:

165.845 (1r) (a) (intro.) Collect information concerning the number and nature of offenses known to have been committed in this state, concerning sexual assault kits, as defined in s. 165.775 (1) (e), collected in this state, and concerning such other information as may be useful in the study of crime and the administration of justice. The department of justice may determine any other information to be obtained regarding crime, evidence, and justice system data or statistics. The information shall include all of the following:

**SECTION 4b.** 165.845 (1r) (a) 1. of the statutes, as affected by 2021 Wisconsin Act 50, is amended to read:

165.845 (1r) (a) 1. Data requested by federal agencies under the U.S. department of justice, including but not limited to the federal bureau of investigation under its system of uniform crime reports for the United States.

**SECTION 5.** 165.845 (1r) (b) of the statutes, as affected by 2021 Wisconsin Act 50, is amended to read:

165.845 (1r) (b) Furnish all reporting officials with instructions that specify the nature of the information required under par. (a), a simple format in which to submit the information, the time it is to be forwarded, the process for submitting the information, the method of classifying it, and any other matters that facilitate collection and compilation. The format provided under this paragraph shall, to the greatest extent feasible, minimize the time required by each law enforcement officer to submit the required information.

**SECTION 6.** 165.845 (1r) (e) of the statutes is created to read:

165.845 (1r) (e) Publish data at least annually on law enforcement agency compliance with the reporting requirement under par. (a) relating to sexual assault kits.

**SECTION 8.** 175.405 of the statutes is repealed.

**SECTION 9.** 895.537 of the statutes is created to read:

**895.537 Liability exemption; sexual assault evidence collection.** (1) In this section:

(a) "Health care professional" has the meaning given in s. 154.01 (3).

(b) "Sexual assault forensic examination" has the meaning given in s. 165.775 (1) (d).

(2) Any health care professional conducting a sexual assault forensic examination pursuant to informed consent or a court order is immune from any civil or criminal liability for the act, except for civil liability for negligence in the performance of the act.

(3) Any employer of the person under sub. (2) or any health care facility where the sexual assault forensic examination is conducted by that person has the same immunity from liability under sub (2).

**SECTION 10. Nonstatutory provisions.**

(1) Within 180 days of the effective date of this subsection, the department of justice shall promulgate emergency rules under s. 227.24 to implement s. 165.775 for the period before the effective date of the permanent rules but not to exceed the period authorized under s. 227.24 (1) (c), subject to extension under s. 227.24 (2). Notwithstanding s. 227.24 (1) (a), (2) (b), and (3), the department is not required to provide evidence that promulgating a rule under this subsection as an emergency rule is necessary for the preservation of the public peace, health, safety, or welfare and is not required to provide a finding of emergency for a rule promulgated under this subsection.

**SECTION 11. Effective dates.** This act takes effect on the day after publication, except as follows:

(1) The treatment of ss. 165.77 (7), 165.775 (1) to (5), 165.845 (title), (1r) (a) (intro.) and 1., (b), and (e), 175.405, and 895.537 takes effect on the first day of the 7th month beginning after publication.

# State of Wisconsin



2021 Senate Bill 94

Date of enactment: December 6, 2021  
Date of publication\*: December 7, 2021

## 2021 WISCONSIN ACT 117

**AN ACT** to create 165.775 of the statutes; relating to: tracking of sexual assault kits in sexual assault cases and granting rule-making authority.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

**SECTION 1.** 165.775 of the statutes is created to read:

**165.775 Sexual assault kit tracking system. (1)** In this section:

(a) "Health care professional" has the meaning given in s. 154.01 (3).

(b) "Law enforcement agency" means a governmental unit of one or more persons employed full-time by the federal government, a state, or a political subdivision of a state for the purpose of preventing and detecting crime and enforcing federal or state laws or local ordinances, employees of which unit are authorized to make arrests for crimes while acting within the scope of their authority.

(c) "Sexual assault forensic examination" means an examination performed by a health care professional to gather evidence regarding a sex offense.

(d) "Sexual assault kit" means the evidence collected from a sexual assault forensic examination.

(e) "Wisconsin law enforcement agency" means a governmental unit of one or more persons employed full-time by this state or a political subdivision of this state for the purpose of preventing and detecting crime and enforcing state laws or local ordinances, employees of which unit are authorized to make arrests for crimes while acting within the scope of their authority.

(2) The department shall establish a database, which shall be known as the Wisconsin Sexual Assault Kit Tracking System, for the purpose of providing victims of sexual assault access to information about the status of any sexual assault kit the victim has provided. The database shall use electronic technologies to allow continuous, ongoing access to do all of the following:

(a) Allow health care professionals collecting sexual assault kits, forensic laboratories, law enforcement agencies, prosecutors, and the department to update and track the location and status of sexual assault kits, including the initial collection of evidence, receipt and storage at law enforcement agencies, receipt and analysis at forensic laboratories, and destruction.

(b) Allow a victim of sexual assault to anonymously track the location and status of the victim's sexual assault kit. Notwithstanding s. 165.79 (1), a victim may receive information relating to the location and status of the victim's sexual assault kit.

(3) (a) Whenever a Wisconsin law enforcement agency or a health care professional collects evidence in a case of sexual assault, the agency or professional shall enter the information required in the department's rules under sub. (4) into the Wisconsin Sexual Assault Kit Tracking System.

(b) Whenever the crime laboratories perform deoxyribonucleic acid analysis of a sexual assault kit, the

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crime laboratories shall enter the information required in the department's rules under sub. (4) into the Wisconsin Sexual Assault Kit Tracking System.

(4) The department shall promulgate rules to administer this section.