

**WISCONSIN DEPARTMENT OF JUSTICE**  
**PUBLIC RECORDS NOTICE**

The Wisconsin Department of Justice provides legal services, criminal investigative assistance, crime victim services, and other law enforcement services to state and local government, and in certain matters, directly to state citizens. Within the Department, the Office of Crime Victim Services and the Divisions of Legal Services, Law Enforcement Services, Criminal Investigation, and Management Services are responsible for administering agency programs and services. Several positions within the Department constitute state public offices for purposes of the Wisconsin public records laws, including the positions of Attorney General, Deputy Attorney General, the Division Administrators, and the Director of the Office of Crime Victim Services.

The Department has designated a Custodian of Public Records for the Department and Deputy Custodians for each Division in order to meet its obligations under State public records laws. Members of the public may obtain access to the Department's Public Records, or obtain copies of these records, by making a request of the Department's Custodian of Public Records during the Department's office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. Such requests should be made to:

**Mr. Kevin C. Potter**

Office of the Attorney General  
Wisconsin Department of Justice  
17 West Main Street  
P.O. Box 7857  
Madison, WI 53707-7857

The Department may bill requestors \$.15 for each photocopied page provided. The Department may bill \$0.14/page for content scanned and provided on a CD or DVD. If pre-existing files need only be copied onto DCs or DVDs, \$1.00 per CD or DVD may be charged. If content must be converted from one electronic format to another, \$1.00 per CD or DVD may be charged plus staff time and other actual costs to the Department. The actual cost of postage, courier, or delivery services may be charged. There will be an additional charge for criminal history searches, for specialized documents and photographs, and for retrieving records and files from the State Records Center. The cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated as hourly pay rate (including fringe benefits) of person locating records multiplied by actual time expended to locate records. Requests which exceed a total cost of \$5.00 may require prepayment. Requesters appearing in person may be asked to make their own copies, or the Department may make copies for requesters at its discretion. All requests will be processed as soon as practicable and without delay.

Below you will find a brief description of the services provided by each Division of the Department.

**Division of Legal Services**

This division is responsible for providing legal advice and counsel to state and local agencies as well as to citizens in certain matters. The division is comprised of seven units specializing in different practice areas including Criminal Appeals, Civil Litigation, Special Litigation and Appeals, Environmental Protection, Medicaid Fraud Control, Criminal Litigation and, Consumer Protection and Antitrust Unit.

**Division of Criminal Investigation**

This division is responsible for investigating, either independently or in conjunction with local law enforcement agencies, certain criminal cases which are of statewide influence and importance. The Division's responsibilities are delegated to several specialized bureaus: Arson Bureau/State Fire Marshall's Office, Financial Crimes Unit, Gaming Bureau, Investigative Services Bureau, Narcotics Bureau, Public Integrity Unit, and the Special Assignments Bureau.

**Division of Law Enforcement Services**

This division provides technical and scientific assistance to local law enforcement agencies and establishes training standards for law enforcement officers. The division is comprised of the Crime Information Bureau, the Training and Standards Bureau, and the State Crime Laboratories.

**Division of Management Services**

This division provides basic staff support services to the other divisions within the Department in the areas of budget preparation, fiscal control, personnel management, payroll, training, facilities, and information technology.

**Office of Crime Victims Services**

The Office of Crime Victims Services provides compensation to persons who are the innocent victims of certain violent crimes or, in the event of death, to their dependents.