

A. Purpose:

1. To ensure a firearm is functioning/operating properly. The proper functioning of a firearm is established by loading compatible ammunition and test firing the firearm. Test firing to establish the operability of a firearm is instrumental in obtaining fired ammunition components for comparative examinations.
2. These tests can be conducted in a number of safe designated areas in the laboratory, such as the water recovery trap, snail bullet trap, and indoor range.

B. Responsibility:

1. It is the responsibility of the firearms section personnel to perform this procedure in order to determine that a firearm is functioning properly, and to obtain test fired ammunition components for any future comparative examinations.

C. Safety:

1. Personal protective devices, such as hearing and eye protection, must be worn while conducting test firing examinations. A lab coat and rubber gloves may be used at the examiner's discretion.
2. Test firing must be conducted in a designated safe laboratory environment area.
3. The firearm must only be loaded with live ammunition in a designated safe laboratory area, such as the water recovery trap room or the indoor range.

D. Procedure:

1. First, complete a physical examination of the firearm to ensure that the barrel is not obstructed and that the overall condition of the firearm is safe for test firing.
2. The ammunition used to test fire the firearm will be from laboratory supply, and must be chosen by caliber and by type, to ensure the best functioning of the firearm. Consideration will be taken in the choice of ammunition if evidence exists for comparative examinations.
3. If ammunition is submitted as evidence with a case, it may only be used for test firing if there is no compatible ammunition available in the laboratory supply. The use of evidence ammunition must be documented in the examiner's notes, and reported in the findings of the examination.
4. Test fire the firearm twice. Once the safe functioning of the firearm is established additional tests may be taken at the discretion of the examiner.

5. Render the firearm safe after testing.
6. Recover the test-fired (reference samples) and place them in a plastic bag. Insert a label into the bag documenting the make, model, caliber, and general rifling characteristics of the firearm tested, the laboratory and agency case information, and the examiner who conducted the testing.
7. Itemize the test fires generated: Log onto LIMS, search for the case by case number, click on the evidence tab, right click on the firearm submission that was test fired, and click "itemize" on the drop down menu. An itemize box will then pop up. Within the itemize box, change the alpha designation to "F" instead of "A," in the description box write "test fires from Sub #," and then click "apply." A barcode will then print out. Adhere the barcode to the plastic bag the test fires are kept in.
8. File the test fires (reference samples) in the Firearm and Toolmark section, they will remain on file at the laboratory.
9. Upon completion of the examination, return the firearm to its original container. Seal, initial, and date across the seal of the container. Return the firearm to the Evidence Receiving section of the laboratory.

E. Related Procedures:

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| 1. Water recovery trap   | FA-III-1 |
| 2. Snail bullet trap     | FA-III-2 |
| 3. Indoor range facility | FA-III-3 |

F. References:

1. Laboratory safety manual
2. AFTE procedures manual

G. Appropriate Appendices:

1. Appendices 1 -- Worksheets