

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To determine the functioning condition of a firearm and to obtain fired ammunition components for comparison examinations.

B. Responsibility:

Forensic Science Examiners or other laboratory personnel assigned to the Firearms Unit.

C. Safety:

1. Eye and ear protection shall be worn. Additional PPE may be worn at the analyst's discretion.
2. Test firing must be conducted in a designated safe laboratory area.
3. Firearms may only be loaded in the designated safe laboratory areas.

D. Procedure:

1. For evidence firearms, complete a physical examination of the firearm using QR FA-2, Firearm Worksheet, to determine its condition.
2. Select the appropriate caliber and type of ammunition. The ammunition may be from the laboratory supply. Consideration should be taken in the choice of ammunition if evidence exists for comparison examinations.
 - a. Evidence ammunition may be used at the discretion of the analyst.
 - b. The use of evidence ammunition must be documented in the analyst's notes and indicated in the final report.
3. A minimum of two (2) tests should be fired, unless extenuating circumstances apply. Additional tests may be fired at the discretion of the analyst.
4. Render the firearm safe after test firing.
5. Recover the test fired ammunition components
 - a. Test fires from evidence firearms are placed in a plastic bag with a QR FA-6 insert.
 - b. Test fires from destruction firearms are placed in a stamped coin envelope.
6. For evidence firearms, sub-itemize the test fires in JusticeTrax.
 - a. Log onto JusticeTrax

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- b. Open the appropriate case.
- c. Click on the Evidence tab, then select the appropriate firearm submission.
- d. Right click → Itemize Evidence
 - i. Change the alpha designation from the default “A” to “F.”
 - ii. Indicate in the description box that the items are test fires, then click “Apply.”
 - iii. A barcode label will print out. Adhere the barcode to the plastic bag containing the test fires.
- 7. Test fired specimens are maintained in the appropriate storage location in the Firearms Unit.
- 8. Upon completion of the examination, return the firearm to its original container. Containers for evidence firearms shall be sealed and initialed appropriately.

E. References:

- 1. GL 2 - Safety Manual
- 2. SOP-I-1, Safe Handling of Firearms