

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.
 - a. An overall photograph of the firearm with a scale should be taken and included in the documentation.
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 that includes caliber, make, model, serial number, SLFU identifying number, and analyst's name.

6. For evidence firearms, sub-itemize the test fires in JusticeTrax.
 - a. Log onto JusticeTrax
 - 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.

Note: In cases in which two (2) or more of the same make/model firearms are submitted (*e.g. Officer Involved Shootings*) or in cases in which items cannot be differentiated by class characteristics alone, the following procedure should be followed:

1. Only one firearm will be opened and processed at a time,
2. The serial number and the lab submission number will be scribed onto the ammunition to be test fired (if space permits),
3. The examiner will enter the testing area with the following:
 - a. firearm to be test fired
 - b. firearm packaging (box)
 - c. the Weapons Worksheet (QR FA-2) pertaining to the weapon being test fired
 - d. The test fire envelope with insert
4. At the time of the test firing, a second examiner will verify the above information. This will be documented as verified by initialing the “Test Fire” section of QR FA-2.

E. References:

1. GL 2 - Safety Manual
2. FA SOP-02 General Firearms Safety

3. FA SOP-32 Weapons Destruction

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