

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. An overall photograph of the firearm with a scale should be taken and included in the documentation.
2. Complete a physical examination of the firearm to determine its operability.
 - a. A QR FA-17 Weapons Worksheet Label will be used for an abbreviated examination of the firearm (Illegal Possession, Found Property, NIBIN Entry, etc.)
 - i. The QR FA-17 Label will be adhered to a #4 coin envelope (or similar).
 - ii. A photograph of this label will be taken and placed in the case jacket as documentation.
 - b. If the firearm requires a more in-depth examination, the QR FA-17 label will be used in conjunction with the QR FA-2 Weapons Worksheet.
 - i. This applies to Homicides, Officer-Involved Shootings, etc. or if the firearm is found to have an operability issue.
 - ii. The image of the QR FA-17 label will be digitally inserted into the FA-2 document.
 - iii. Ensure that no parts of the Label are unintentionally cropped out of the document.
3. 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.
4. A minimum of two (2) tests should be fired, unless extenuating circumstances apply. Additional tests may be fired at the discretion of the analyst.
5. Render the firearm safe after test firing.
6. Recover the test fired ammunition components.
 - a. Test fires from evidence firearms are placed in the #4 coin envelope with the QR FA-17 Label.
 - 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.
7. 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 test fire container.
8. Test fired specimens are maintained in the appropriate storage location in the Firearms Unit.
9. 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)

Approved by Director: Dr. Guy Vallaro

cThe Weapons Worksheet (QR FA-17) pertaining to the weapon being test fired

d. The test fire envelope with insert (QR FA-6)

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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