

A. Purpose:

Casework in the Firearms section may be outsourced under the authority of the DSS Director. Outsource laboratories will be approved through the Deputy Director (or Director) and the documentation of the approval will be maintained by the Quality Section.

B. Procedure:**Outsourcing Firearm cases**

1. Review firearm case and determine outsourcing eligibility.
2. If cartridge case(s) are submitted with this selected case, any NIBIN entries will be completed before being outsourced.
3. If there is no hit in NIBIN of the selected cartridge case, then firearm personnel will generate a report to the submitting agency with the information; the cartridge case was entered into NIBIN with no associated cases being identified and that the evidence in this case is going to be examined by an approved commercial forensic laboratory.
4. The report of the case will be draft completed, tech reviewed by another firearm personnel and then admin reviewed, thus closing the request in Justice Trax.
5. If only bullet evidence is being outsourced, then the request will be cancelled and no report will be generated.
6. Firearm personnel will then create another request for FA with the service; IFL **Outsource** If a contract laboratory other than IFL is used, similarly named requests will be designated specific to that contract laboratory.
7. Evidence in the case will be transferred via Justice Trax to the case management unit and in turn transferred to the appropriate storage location with the appropriate case documentation (some information in this document may be redacted)
8. Outsourcing paperwork will be completed by the case management unit. The outsourcing paperwork may be specific to the requirements of the contract laboratory being used.

9. Evidence will be transferred to Mail Transport in LIMS and delivery of the evidence will be tracked by the case management unit.
10. Evidence is returned from contract vendor with a copy of the report.
11. Case management unit will accept evidence back from mail transport, transfer the evidence back into case management and input the vendor's case report into the specific Justice Trax case number.
12. Firearms personnel will be assigned as the IFL analyst and review the report generated by the outsourcing vendor and when completed close out the request in Justice Trax. This step will be the Report Releasable Milestone.
13. With the request closed the case management unit will transfer the evidence to evidence receiving to be sent back to the submitting agency.