

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

Under the authority of the Laboratory Director, firearms casework may be outsourced to an approved outside laboratory. Approval of such laboratories shall be granted by the Deputy Director of Identification or the Laboratory Director. Documentation of the approval shall be maintained by the Quality Unit.

**B. Responsibility:**

Assigned Unit staff

**C. Procedure:**

- a. Review the firearms case(s) for eligibility.
- b. If the case contains fired cartridge cases of appropriate caliber, representative samples shall be entered and searched through the National Integrated Ballistic Information Network (NIBIN) computer database prior to being outsourced.
- c. The Unit supervisor/lead or designee will cancel the Firearms Analysis request in JusticeTrax (JT). A note in Case Notes shall be made that cancellation and outsourcing were approved by the laboratory administration.
- d. A new request in JT shall be created: IFL-Outsource (or however named).
- e. Pages generated by the Evidence Receiving Unit (Lab Request Form, etc.) may then be disposed of appropriately.
- f. All pieces of evidence that are to be outsourced will be transferred to the appropriate Case Management Unit (CM) staff.
- g. When the case has been completed by the outsourcing laboratory, a copy of the report will be given to the Firearms Unit supervisor/lead from CM for review (See GL-18 Section D 5, Outsourcing Review).
- h. The Unit supervisor/lead or designee will log into JT.
  - i. Right click the IFL-Outsource request, select Edit Findings→Add Result→Results of Examination.
  - ii. Type in "Please refer to IFL report" in the white text box and click Apply. This will close out the IFL-Outsource request in JT.
- i. Reviewed reports shall be given back to the CM staff for further processing.

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**References:**

1. FA SOP-21 Screening Casings for NIBIN
2. FA SOP-22 NIBIN
3. GL-18 Section D 5, Outsourcing Review