

A. Purpose:

To describe the safety rules for handling firearms in the Unit.

B. Responsibility:

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

C. Safety:

1. Eye and ear protection shall be worn when test firing a firearm.
2. Other personal protective equipment (PPE) may be used at the analyst's discretion.

D. Procedure:

1. General Safety Rules
 - a. All firearms handled in the laboratory will be treated as if they are loaded.
 - b. The muzzle of the firearm will always be pointed in a safe direction.
 - c. The analyst will keep their finger off of the trigger of a firearm until they are ready to fire.
 - d. Firearms will only be loaded in the designated safe areas: the water recovery tank room and the indoor range.
2. Loaded firearms submitted to the laboratory will first be transferred to the Firearms Unit to be rendered safe. The indoor range is the closest and most safe area to work. Once the firearm is unloaded, it may then be released to the appropriate unit for examination.
3. Evidence and/or destruction firearms
 - a. The safe condition of a firearm must be established upon completion of the examination.
 - b. The source of ammunition must be removed and the chamber(s) must be checked to ensure it is clear of ammunition.
 - c. The firearm will be then placed in its original submitted container. If desired, a zip tie may be placed through the action of the firearm.

E. References:

1. GL 2, Safety Manual