

A. Purpose:

To describe the procedure to render a firearm safe for transfer to the another unit of the laboratory. Aseptic techniques shall be utilized by the analyst during this safety check. Minimize the amount of handling of the firearm so as to not disturb potential latent fingerprints and/or DNA. If a firearm should reach another unit prior to the safety check, a representative from that unit may contact the Firearms Unit to have this check conducted.

B. Responsibility:

Forensic Science Examiners or other employees assigned to the Unit

C. Procedure:

1. The Evidence Receiving Unit shall transfer the evidence to the ER/ID Storage Incoming area.
2. The Firearms Unit representative will transfer the evidence into their name in Justice Trax.
3. The Firearms Unit representative shall wear a lab coat, gloves, and a face mask. Additional personal protective equipment (PPE) is located in the supply box under the work table in the back area of the Evidence Receiving Unit.
4. Spray the table with stabilized bleach and wipe with a paper towel.
5. Spray the table with ethanol and wipe the area with a new paper towel.
6. Place a piece of butcher paper over the table top.
7. Break the seals on the evidence package and open the container.
 - i. Ensure the firearm is in a safe condition by checking the chamber or cylinder of the gun to ensure there is no live ammunition present.
 - ii. Ensure there is no magazine in the magazine well.
 - iii. Place a zip tie through the action of the firearm if desired.
8. Reclose the container and apply evidence tape; initial the seals.
9. Stamp the outside of the container with the "Safe" stamp or add the "Safe Label" and then initial/date the stamp/label.
10. The firearm will be transferred back into the ER/ID Storage Incoming area if the weapon will be going to another Unit (i.e. Latent Prints/Forensic Biology) or to the appropriate firearms location.

Approved by Director: Dr. Guy Vallaro

11. If the firearm cannot be rendered safe in the Evidence Receiving Unit, the analyst shall transport it to the Firearms range for further action.

i. Once rendered safe in the Firearms Unit, refer to lines 9 and 10.

D. Equipment:

1. PPE (lab coat, mask, gloves)
2. Paper towels
3. Stabilized bleach solution
4. Ethanol
5. Butcher paper
6. Zip ties (safety straps)
7. Additional PPE as needed (hairnets, sleeves, etc.)
8. “Safe” stamp, markers, evidence tape

E. References:

1. GL2 Safety Manual
2. FA SOP-02 General Firearms Safety