

Purpose:

To generate contemporaneous notes on the evidence examined, and to generate a report stating the findings and opinions of the analyst.

Responsibility:

Assigned Unit personnel

Procedure:**A. General**

An examination report will be completed for each case analyzed by the Firearms Unit. The report will be saved in JusticeTrax (LIMS) and will be prepared as soon as possible after completion of the examination process. The report should be scientific, easy to read, and grammatically correct. The conclusions of the examination must be conveyed in clear, concise, and accurate manner.

B. Report Contents

The report may include the following information (Note: Starred items are required per GL 18):

- a. Name and address of the Division*
 - b. Title*
 - c. Division case number*
 - d. Name and address of the submitting agency*
 - e. Agency case number*
 - f. Town of incident
 - g. Date of request*
 - h. Date of report
 - i. Individual requesting report
 - j. Description of the item(s) tested*
 - k. Identification of the test method used*
 - l. Results obtained*
 - m. Opinion/conclusion statement:*
- This report reflects the test results, conclusions, interpretations and/or the findings of the analysts and technical reviewers below as indicated by their signatures.*
- n. Name, title, and signature of analyst and technical reviewer*

C. The case file will contain all pertinent information to support the findings. This may include:

- a. A copy of the completed report
- b. Technical and Administrative Review Checklist (QR FA-9)
- c. Firearms Unit worksheet(s) (QR FA-2, 3, 8, 8A, 10, 11, 12, 13, 14)

Approved by Director: Dr. Guy Vallaro

- d. Notes
 - e. Photographs
 - f. NIBIN images and Top 10 results printouts, if applicable
 - g. Verification worksheet (QR FA-5), if applicable
 - h. Documentation of the barcode label on the evidence packaging
 - i. Evidence receipt(s)
 - j. Request for Analysis sheets (SOP-ER-02)
 - k. Other supporting documentation as needed
- D. All digital files and pictures will be stored on the analyst's H-drive and backed up on another drive/device as needed.
- E. Upon completion of the case and report, the case jacket will be forwarded to the Technical Reviewer and Administrative Reviewer for their evaluation. Refer to GL-18 for guidance on technical and administrative reviews. The reviewers will use the QR FA-9 worksheet to document their technical review and administrative review, and will release the milestone in JusticeTrax upon completion of each review.

References:

1. GL 13 General Evidence Handling
2. GL 18 Case Reviews