

**Purpose:**

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

**Responsibility:**

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

**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)
  - d. Notes
  - e. Photographs
  - f. NIBIN data, 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 by the IT Unit.
- E. Communications with the customer, such as a detective, attorney, etc., should be documented either in the Case Info section of JusticeTrax or in a note in the case jacket.
- F. Upon completion of the case and report, the case jacket will be forwarded to the Technical Reviewer and Administrative Reviewer for their evaluation. This may sometimes be the same individual. 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