

**A. Purpose:**

To describe the process of verifying an analyst's findings. If a comparison of firearm and/or toolmark evidence results in an identification or in an elimination based on individual characteristics, the findings must be verified by a second firearms examiner. He or she will conduct a separate, independent microscopic comparison of the evidence and document their findings. All serial number restorations and distance determination/gunshot residue analyses will also be verified by a second examiner.

**B. Responsibility:**

Forensic Science Examiners assigned to the Firearms Unit.

**C. Procedure:**

1. Firearm and toolmark evidence
  - a. The analyst will transfer the items to be verified to the second analyst via JusticeTrax. Alternatively, the evidence may stay in the custody of the first analyst if the verification is being conducted in their presence. This will be so noted on the QR FA-5 Verification Worksheet.
  - b. The verifier will conduct an independent microscopic comparison of the evidence.
    - i. Their findings will be documented on the QR FA-5 Verification Worksheet.
    - ii. Documentation may be in the form of written notes, photographs, or both.
  - c. If the evidence was transferred via JusticeTrax, the second analyst will transfer the evidence back to the first analyst.
2. Serial number restoration and distance determination/gunshot residue
  - a. The verifier will initial the appropriate area on the Serial Number Restoration Worksheet (QR FA-8) as results are observed.
  - b. The verifier will initial and date the Notes Pages (DD SOP 1.1, QR FA-13, or QR FA-14) when verifying distance determination.
  - c. Serial number and distance determination verifications may be conducted in the presence of the initial examiner. The evidence does not need to be transferred between examiners.
3. The verifier's documentation will be kept in the case jacket.

*Approved by Director: Dr. Guy Vallaro*

**D. References:**

1. QR FA-5 Verification Worksheet
2. QR FA-13, QR FA-14 Notes Pages
3. DD SOP 1.1 Distance Determination Notes Page

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