

*Approved by Director: Dr. Guy Vallaro*

A. Purpose:

1. To be used by the examiners of the Firearm and Toolmark Section of the Laboratory for reference. The firearms in the reference collection have been accumulated for a number of years from the Department of Public Safety Weapons Destruction Unit. By Department policy, before the firearm is destroyed the laboratory has been granted the right to request that any firearm, handgun or long gun, be maintained in the reference collection.
2. The reference collection assists the firearm examiners with daily casework in a variety of ways. The firearms in the reference collection are used in operability cases to obtain test standards, in serial number restoration cases as serial number structure references, and in operability cases to borrow working parts to make an evidence firearm function.

B. Responsibility:

1. It is the responsibility of the section supervisor to ensure that the firearms added to the reference collection are properly entered into the reference collection database which is maintained by the Firearm and Toolmark Section. Each firearm is marked for identification using a red band with the firearms record number and location of storage.
2. If a firearm is permanently removed from the reference collection, it is the examiners responsibility to record and date the removal of the firearm in the database, and return the firearm to the DPS Weapons Destruction unit for destruction.

C. Safety:

1. Properly store the firearms in the reference collection room in an unloaded condition.

D. References:

1. AFTE procedures manual

E. Appropriate Appendices:

1. Reference Collection Computer Database