

**A. Purpose:**

The Reference Collection serves the Firearms Unit in several ways. For training new examiners, it is a tool to demonstrate how various types of firearms operate. Those in training have the opportunity to disassemble and reassemble many types of firearms to gain a detailed understanding of how the internal parts work together to make the firearm operate.

For casework, the Reference Collection serves as a parts library to assist in rendering an inoperable evidence firearm operational for test firing. It also functions as a serial number structure reference for the restoration of obliterated characters on evidence firearms.

**B. Responsibility:**

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

**C. Safety:**

1. Firearms in the Reference Collection will be stored in an unloaded condition.
2. No live ammunition is to be brought into the Reference Collection.
3. Only authorized laboratory personnel may enter the Reference Collection.

**D. Procedure:**

1. Adding firearms to the Reference Collection
  - a. In conjunction with the Weapons Destruction Unit (WDU) of the Special Licensing and Firearms Unit (SLFU) of the Connecticut State Police, the laboratory has been granted the right to request that any firearm slated for destruction be maintained in the reference collection.
  - b. It is the responsibility of the Unit supervisor or designee to ensure that firearms added to the collection are properly logged into the Reference Collection database, the spreadsheet is located in the QMS.
  - c. Firearms will be tagged with a plastic band, marked with the Reference Collection database record number and storage location.
2. Removing firearms from the Reference Collection
  - a. A firearm may be temporarily checked out of the Reference Collection for use in casework by tagging its location with a white tube. The notes in the case in which a reference collection gun is used should have a notation of the gun number. The firearm should be checked back in as soon as possible.

*Approved by Director: Dr. Guy Vallaro*

- b. If a firearms is permanently removed from the Reference Collection, it is the responsibility of the Unit supervisor or designee to update the Reference Collection database with the date of removal, and to arrange its transportation to the WDU for destruction.
3. The Reference Collection will be audited yearly by a Firearms Unit designee and a member of another laboratory unit.

**E. References:**

1. FA SOP-02 General Firearms Safety
2. GL 2 Safety Manual
3. Firearms Reference Collection database