

*Approved by Director: Dr. Guy Vallaro*

A. Purpose:

To describe the documentation of procedures for obtaining, storing, testing and returning evidence for the Firearm and Toolmark section.

B. Responsibility: All personnel assigned to the Firearm and Toolmark section.

C. Procedure:

1. All evidence for the Firearm and Toolmark section as soon as possible after submission to the Lab and notification by the evidence control section personnel. The evidence will be stored in the appropriate storage location within the Firearm and Toolmark section of the laboratory.
2. Firearms evidence not coming directly to the Firearm and Toolmark section will be checked for safety and determine that it is in an unloaded condition and marked as such by the examiner in the evidence control section. This firearm evidence than can be disseminated to the appropriate section for examination. Evidence coming directly to the Firearm and Toolmark does not have to be handled in this fashion.
3. The chain of custody milestone in the LIMS system must be updated to show the location of the evidence within the section. (ie. in Firearms storage or with the examiner)
4. Case work in-progress is secured in an evidence locker assigned to the examiner or the secured work area of the Firearm and Toolmark section.
5. After completion of all examinations, all submissions are stored will be stored in a secure location until they are returned to the evidence control section.
6. After the case report is completed, reviewed and co-signed, the evidence can be returned to the evidence control section. Chain of custody is updated and the evidence is stored there until it is picked up by the submitting agency.
7. Once the evidence submissions have been returned to the evidence control section the milestones in the LIMS system will indicate the location of the submissions as being back in their custody.

D. Documentation: LIMS system