

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:** To ensure that law enforcement agency test fires are taken in correctly.

**B. Responsibility:** Evidence Control Officers or designees.

**C. Procedure:**

1. Duty weapon test fires submitted to the Division of Scientific Services by law enforcement agencies shall be received by the Evidence Receiving Unit. Appropriate paperwork (including a memo on department letterhead, indicating the make, model, serial number, and number of tests) filled out by the submitting agency must accompany the submission. Proper care must be taken to assure that all submitted items are cross checked with the paperwork submitted.
2. All test fires shall be entered into the Laboratory Information Management System under the "TF" designation. A specific password must be provided to the Evidence Control Officer in order to enter the TF JusticeTrax database. A sequential Laboratory case number will be generated (with the TF designation) and the appropriate case jacket is created in order to put original paperwork into. The first time an agency brings test fires in, the date will be assigned as the local case number (i.e. date-October 2, 1989, thus the local case number will be 100289). A barcode and receipt will be created for this submission. A copy will be provided to the submitting agency representative and the original will go into the main case jacket. Subsequent items submitted to Evidence Receiving Unit will have an additional submission and one barcode generated for each date submitted.
3. Packages containing test fires will be transferred to the Firearms Unit of the Division of Scientific Services.

**D. References**

CT General Statute 29-7h (d)