

*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 (DSS) by law enforcement agencies shall be received by the Evidence Receiving Unit (ERU). Submitting paperwork includes a memo on department letterhead with the make, model, serial number, and the number of tests fires being submitted. The submitted items are checked versus the paperwork to ensure each test fire 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 a case jacket is created to store the original paperwork. The first time an agency submits test fires, the date will be assigned as the local case number (i.e. October 2, 1989 - 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 be stored in the main case jacket. Subsequent test fires submitted to the ERU will be created as an additional submission using the same lab number and one barcode is generated for each date submitted.
3. Packages containing envelopes with the test fires will be transferred to the Firearms Unit of the DSS. Each envelope should be labeled with the "Make", "Model", "serial number" and "name".

**D. References**

CT General Statute 29-7h (d)