

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. Each envelope should be labeled with the “Make”, “Model”, “serial number” and “name” (of the person that produced the test fire). Each envelope should be sealed and initialed before being placed in a single package to submit.
2. All test fires shall be entered into the LIMS-plus under the “TF” designation. A specific password must be provided to the Evidence Control Officer in order to enter the TF LIMS-plus 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.

Test Fires – LIMS-plus Data Entry:

1. Agency - Agency/agency case number – date of first submission (i.e. October 2, 1989 - will be 100289)
2. Offense – Other - Date of first submission (ex: 100289) - City- where agency is located
3. Individuals - None
4. Evidence - Agency name / submitting Agency representative - Description -packaging with total test fires submitted (ex: Box with “250 test fires”)
5. Create chain of custody
6. Request - None

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3. Packages containing envelopes with the test fires will be transferred to the Firearms Unit of the DSS.
4. A list of the existing TF case numbers and the agencies associated with them can be printed and placed with the TF files.

D. References

CT General Statute 29-7h (d)