

FEU13– SOP for Report of Results

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1. Scope

- 1.1. This standard operating procedure is designed to provide a structure for documenting examination results in an accurate and consistent manner.

2. Background

- 2.1. To establish the practices for documenting the examination of firearm evidence to conform to the requirements of the Department of Forensic Sciences (DFS) Forensic Science Laboratory (FSL) *Quality Assurance Manual*, the accreditation standards under ISO/IEC 17025:2005, and any supplemental standards.

3. Safety

- 3.1. For proper handling of firearm see the FEU01 - SOP for the Safe Handling of Firearms.

4. Materials Required

- 4.1. Not applicable

5. Standards and Controls

5.1. Not applicable

6. Calibration

6.1. Not applicable

7. Procedures

7.1. Formatting

7.1.1. The format shall include current date of report, which is the date that the report was created. All amendments to the report or rewritings shall reflect new dates to ensure integrity of the report.

7.1.2. All Report of Results shall be submitted Using Font #12 size and Times New Roman style. The use of **bold** (highlighting) and Italics is prohibited unless prior approval is given.

7.1.3. The Report shall contain the following DFS header:

MCL#:	CCN:	PCN:	Laboratory Number:
Offense:	Victim(s):	Suspect(s):	Incident Date:
Submitting Agency Name and Address: Metropolitan Police Department 401 E Street, SW Washington, DC 20024	Submitting Officer:	Submission Date:	Report Date:

7.1.4. If you have multiple complainants, list the complainants alphabetically based by the last names.

7.1.5. If there are different offenses per complainant, list offense below each complainants name using the above format.

7.1.6. If you have multiple complainants and the same offense, please list the complainants alphabetically based on the last name and then use "Complainants – Offense"

7.1.7. The names used for complainants, defendants and or decedents shall be taken from the submitted documentation when available.

7.1.8. If the name is given verbally and is not listed on the paperwork, the member writing the Report of Results is responsible for documenting in the case jacket who gave them the information and when it was given.

- 7.1.9. If the name listed is an establishment or business, the name shall be listed on the Report of Results accordingly.
- 7.1.10. The Firearms Examination Unit (FEU) number shall be a unique identifier generated upon the initial submission of the case into the Firearms Examination Unit. The FEU# shall also have the initials of the examiner of the case. (ex: FEU# 05-00000/JD)
- 7.1.11. The CSES /CSID number shall be an identifier assigned by the Crime Scene Investigation Division of the Metropolitan Police Department and is listed on the submitted documentation. This number is not created by the Firearms Examination Unit and therefore shall not be altered in any way. Any changes to the number shall be documented listing who and when the changes were changed by. (ex. CSES # 05-00012 shall not be changed to reflect 05-0012 or vice versa) The letters CSID will be used to identify the Crime Scene Investigation Division and its numbers, unless changed by its Organizational Development.
- 7.1.12. The central complaint number (CCN) shall be a numerical identifier assigned by another section or agency and listed on the proper paperwork. This number is not created by the Firearms Examination Unit and therefore shall not be altered in any way. Any changes to the number shall be documented listing who and when the changes were changed by.
 - 7.1.12.1. Supplements are cases with *same* CSES/CSID and CCN numbers.
 - 7.1.12.2. Addendums are normally cases with *different* CSES/CSID and CCN numbers which are added to a Report of Results which has been completed or a completed case which has additional work performed after the initial Report of Results has been completed.

Example below:

Different cases:	Current Case #1	FEU#
		CSES#
		CCN#
		<i>Addendum to:</i>
	Original Case #2	FEU#
		CSES#
		CCN#

Same Case (additional exam):

Addendum to:

FEU#

CSES#

CCN#

7.2. Evidence

7.2.1. Evidence listing shall be recorded based on the following format:

Format: Item # quantity (#) brief description

Ex. Item #2 fourteen (14) cartridge cases

7.2.1.1. Placing the written quantity in parentheses is required

7.2.1.2. All descriptions are to be typed in small case

7.2.1.3. Tab once between item, # and written quantity (ex. Item (tab) #4 (tab) one (space)(1) brief description.

7.2.1.4. If you add letters to an item which has more than one item in a bag use the following format:

(EXAMPLE) NOTE: Items #42 A-F were designated by the writer.

The writer assigned all letter designations.

7.2.1.5. When assigning letters make sure the Submitting Technician did not use letters also.

7.2.2. The “TYPE OF EXAM” shall be selected from the following selections and all deviations shall be approved by the member reviewing the case jacket before letterhead is printed and signed.

7.2.2.1. Firearms Identification

7.2.2.2. Gunshot Residue

7.2.2.3. Serial Number Restoration

7.2.2.4. NIBIN Generated Examination

7.2.2.5. Discontinuation of Examination

7.2.2.6. Firearms Identification / Non-Comparison

7.3. SUBMISSION(S)

7.3.1. Initial submission: (lead case)

7.3.1.1. The following (items or item) of evidence (were or was) personally delivered on (DATE) by (Title: Technician / Officer / Detective) (First Name Last Name).

7.3.2. *Re-submission*: (same CSES and CCN, if not include CSES and CCN)

7.3.2.1. The following (item or items), previously submitted under FEU #00-00000, (was or were) personally delivered on (Date) by (Title: Technician / Officer / Detective) (First Name Last Name).

7.3.3. Supplement / Addendum to: (same CSES and CCN, if not include CSES, CCN)

7.3.3.1. The following (items or item) of evidence (were or was) personally delivered on (DATE) by (Title: Technician / Officer / Detective) (First Name Last Name) and processed under FEU #00-00000/initials.

7.3.4. Comparison of evidence at an outside agency:

7.3.4.1. The following (items or item) of evidence (were or was) submitted on (date) to (who) of (agency) under (firearms case number).

7.3.5. If you have evidence from another case compared to your case:

7.3.5.1. The following items of evidence were personally delivered on March 6, 1998 by Technician John Doe under FEU #98-0089/TJC, CSES #97-10282 and CCN #645-098.

7.3.6. Each new page should begin with the following:

7.3.6.1. FEU#00-00000/initials (only the lead FEU # is needed)

7.3.6.2. CCN#000-000

7.3.6.3. Page#0

7.4. FIREARMS DESCRIPTION AND FUNCTION TESTING

7.4.1. The following formats and examples shall be utilized when completing a Report of Results.

7.4.1.1. Normal operation:

7.4.1.1.1. Item #1 is a Smith & Wesson, caliber .38 Special revolver, model 10, serial number C554006. This firearm was found to be in normal operating condition.

7.4.1.2. Fireable condition:

7.4.1.2.1. Item #2 is a Sig Sauer, caliber 9mm Luger semi-automatic pistol, model P226, serial number U164574. This firearm was found to be in fireable condition. It was noted that the safety of this firearm was non-functional as received.

7.4.1.2.2. Always list reason why fireable: non-functional safety, missing parts etc...

7.4.1.3. Obliterated serial number:

7.4.1.3.1. Item #3 is a Savage, caliber 30-06 Springfield bolt action rifle, model 110, serial number obliterated.

7.4.1.4. Inoperable

7.4.1.4.1. This firearm was found to be inoperable due to a missing firing pin. Always list reason why inoperable: non-functional safety, missing parts etc...

7.4.1.5. MPDC issued weapon

7.4.1.5.1. Item #4 is a Glock, caliber 9mm Luger pistol, model 17, serial number 2222DC. This firearm is the property of the Metropolitan Police Department and is issued to Officer #Name#. Item #1 was found to be in normal operating condition. All safety design mechanisms are intact and functional.

7.5. IDENTIFICATION

7.5.1. When listing bullets and / or bullet components, list composition.

7.5.2. Bullets and bullet components (firearm submitted) (*firearm - the same firearm*)

- 7.5.2.1. Item #1 is a caliber .38 Special copper jacketed bullet that was identified as having been fired from Item #8. (or) from the Item #8 (*revolver, pistol, rifle, etc.*)

7.5.3. Bullets and bullet components (no firearm submitted) (*no firearm - the same barrel*)

- 7.5.3.1. Items #2 and #3 are caliber .44 Magnum (composition and description) which were identified as having been fired from the same barrel rifled with six (6) grooves, right twist. Among the firearms, which may produce similar rifling impressions are caliber .44 Magnum revolvers marketed by Ruger, Hawes, and Hy Hunter.

OR

- 7.5.3.2. Item #1 and Item #5 are caliber .38 Special or .357 Magnum (composition and description) which were identified as having been fired from the same barrel rifled with five (5) grooves, right twist. Among the firearms, which may produce similar rifling impressions are caliber .38 Special revolvers marketed by Smith & Wesson and caliber .357 magnum revolvers marketed by Smith & Wesson and Iver Johnson.

- 7.5.3.3. Items #5, #6, #7, and #8 are caliber 9mm Luger copper jacketed (description) which were identified as having been fired from the same second firearm

- 7.5.3.3.1. Note: Whenever there is caliber that is interchangeable, you must denote caliber when providing list of firearms.

- 7.5.3.4. Firearms, which produce impressions like those on Items #2 and #3, include, but are not limited to, caliber .44 Magnum revolvers marketed by Ruger, Hawes, and Hy Hunter.

- 7.5.3.4.1. Note: When you list the possible firearms from which a bullet may have been fired you may use the initials such as "IMI, FEG, etc" what the FBI has in the GRC list as long as in your notes you have the true name of the manufacturer. The same is true with the brand names on cartridge cases.

7.5.3.5. Composition: steel, copper, nylon, aluminum, brass, nickel etc.

7.5.3.6. Description: bullet, bullet jacket, bullet jacket fragment or bullet fragment, jacketed bullet fragment etc....

7.5.3.6.1. Note: Steel jacketed ammunition shall be referred to as steel jacket regardless of coating or plating color.

7.5.4. Cartridge cases/cartridges (firearm submitted):

7.5.4.1. Item #4 is a caliber *9mm Luger* cartridge case, *Federal* brand, which was identified as having been fired in the Item # 15 *pistol*.

7.5.4.2. Item #5 is a caliber *9mm Luger* (cartridge case, cartridge), *Winchester* brand, which was identified as having been loaded into and extracted from the Item # 16 *rifle*.

OR

7.5.4.3. Item #5 is a caliber *9mm Luger* (cartridge case, cartridge), *Winchester* brand, which was identified as having been cycled through the Item # 16 *rifle*.

7.5.4.4. MPDC AMMUNITION

7.5.4.4.1. Items #1 through #3 contain two hundred (200) caliber 9mm Luger cartridges, Federal brand, which are consistent with MPDC issue.

7.5.5. Cartridge cases / cartridges (no firearm submitted)

7.5.5.1. SAME FIREARM FIRED:

7.5.5.1.1. Items #6 and #7 are two (2) caliber *.380 Auto* cartridge cases, *PMC* brand, which were identified as having been fired in the same firearm.

7.5.5.2. SAME FIREARM CYCLED, INSUFFICIENT FIRED:

7.5.5.2.1. Items #8 and #9 are two (2) caliber *.308 Winchester* cartridge cases which were identified as having been loaded into and extracted from the same firearm, however these items could not be identified or eliminated as having been fired in the same firearm.

7.5.5.3. SAME FIREARM (CARTRIDGES CYCLED):

7.5.5.3.1. Items #8 and #9 are two (2) caliber .308 Winchester cartridge cases which were identified as having been cycled through the same firearm.

7.5.5.4. SAME FIREARM, DIFFERENT CALIBER, SECOND FIREARM:

7.5.5.4.1. Items #5, #6, #7, and #8 are four (4) caliber 9mm Luger cartridge cases, Federal brand, which were identified as having been fired in the same second firearm.

7.5.5.5. SAME FIREARM, SAME CALIBER, SECOND FIREARM:

7.5.5.5.1. Items #5, #6, #7, and #8 are four (4) caliber 9mm Luger cartridge cases, Federal brand, which were identified as having been fired in the same firearm, however, not the same firearm as items #10, #12 and #14.)

7.5.5.6. NOTE:When you refer to same second firearm, this does not mean that only two firearms were used. If you have bullets and cartridge cases, you cannot say that the bullets were fired from the cartridge cases without the firearm to compare them to therefore In the absence of a firearm (with bullet and cartridge case evidence) the possibility exist for more than one firearm to have been present.

7.5.6. Bullets and cartridge cases:

7.5.6.1. The Item #10 (*composition and description*) and the Item #11 cartridge case(s) were identified as having been fired by the Item #17 rifle.

7.5.7. Shotshell cartridges and shotshell cases:

7.5.7.1. Item #13 is a 12 gauge shotshell case, Federal brand, which was identified as having been fired in the Item #18 shotgun.

7.5.8. Cycled through the action of the same firearm:

- 7.5.8.1. Item #13 is a .410 caliber (*shotshell cartridge, shotshell case*), *Remington* brand, which was identified as having been **loaded into and extracted from** the Item #18 *shotgun*.
- 7.5.8.2. Item #13 is a 20 gauge (*shotshell cartridge, shotshell case*), *Winchester* brand, which was identified as having been **cycled through** the Item #18 *shotgun*.

7.6. NO CONCLUSION

7.6.1. Bullets, bullet jackets - no firearm submitted:

- 7.6.1.1. Item #1 is a caliber .38 *Special* or .357 *Magnum copper-jacketed* bullet/bullet jacket which was fired from a barrel rifled with six (6) grooves, *right* twist. Firearms which produce impressions like those on Item #1, include but are not limited to, caliber .38 *Special* revolvers marketed by *EIG, Astra, F.I.E., Excam and Taurus*; and (those) caliber .357 *Magnum* revolvers marketed by *I.M.I., Hy Hunter and Herters*.
- 7.6.1.2. Items #2 and #3 are two (2) caliber .380 *Auto copper jacketed* (description) which were fired from a barrel(s) rifled with six (6) grooves, *right* twist. Although compatible with having been fired from the same firearm, these bullets lack sufficient individual markings to identify or eliminate them as having been fired from the same barrel. Firearms which produce impressions like those on Items #2 and #3 include, but are not limited to, caliber .380 *Auto pistols* marketed by *Walther, Llama, Sigarms, Sauer, Mauser, Charter Arms, Beretta, Iver Johnson and Echasa*.
- 7.6.1.3. Item #4 is a fired caliber .22 Long Rifle bullet. Due to damage and mutilation, a possible list of firearms could not be determined.
- 7.6.1.4. Item #5 consists of two (2) copper bullet jacket fragments. The degree of mutilation prevents further identification.
- 7.6.1.5. Items #2 and #3 are two (2) caliber .380 *Auto copper jacketed* (description) which were fired from a barrel(s) with (quantity) **polygonal rifling**, *right* twist. Although compatible with having been fired from the same firearm, these bullets lack sufficient individual markings to identify or eliminate them as having been fired from the same barrel. Firearms which produce impressions like those on Item #2 and #3, include but are not limited to caliber.....etc.
- 7.6.1.6. (if the **quantity** of the polygonal rifling can't be determined, proceed without it).

7.6.2. Bullets, bullet jackets - firearm submitted:

7.6.2.1. Item #4 is a caliber *.38 Special* or *.357 Magnum* lead bullet which was fired from a barrel rifled with *five (5)* grooves, *right* twist. **Although the rifling impressions on Item #4 are like those produced by the Item # 5 revolver, it has insufficient individual microscopic markings present to identify or eliminate it as having been fired from Item #5.**

Or

7.6.2.2. Due to insufficient individual matching marking it could not be determined whether or not the Item #4 bullet was fired from the Item #5 revolver.

7.6.2.3. Items #3 and #4 are two (2) caliber 9mm Luger copper jacketed bullets which were fired from a barrel(s) rifled with six (6) grooves, right twist. Although compatible with being fired from the same firearm, these items lack sufficient matching markings to identify or eliminate them as having been fired from the same barrel. **They also could not be identified or eliminated as having been fired from the Item #9 pistol.**

7.6.2.4. Items #3 and #4 are two (2) caliber 9mm Luger copper jacketed bullets which were fired from a barrel(s) rifled with six (6) grooves, right twist. Although compatible with being fired from the same firearm, these items lack sufficient matching markings to identify or eliminate them as having been fired from the same barrel **or the Item #5 pistol.**

7.6.2.5. Note: In the above bullet cases a GRC list should be enclosed in the case jacket to reflect the possible firearms

7.6.3. Lead or metallic fragments:

7.6.3.1. Items #9 and #10 consist of two (2) (composition) fragments, which have no identifiable characteristics.

7.6.4. Bullet core:

7.6.4.1. Item #12 is a lead bullet core, which is consistent with having separated from its jacket.

7.6.5. Cartridge cases – firearm submitted:

- 7.6.5.1. Items #3 and #7 are two (2) caliber 9mm Luger cartridge cases, CBC brand, which could not be identified or eliminated as having been fired in the same firearm or the Item #21 pistol.
- 7.6.5.2. Items #9, #10 and #13 are three (3) caliber .45 Auto cartridge cases, Remington brand. Items #9 and #13 were identified as having been fired in the same firearm. Due to insufficient individual matching marking, it could not be determined whether or not Item #22 was firearm in that same firearm.

7.6.6. Cartridge cases - no firearm submitted:

- 7.6.6.1. Item #6 is a fired caliber .380 Auto cartridge case, *Federal brand*.
- 7.6.6.2. Items #7 through #9 are three (3) caliber 9mm Luger cartridge cases, two (2) Winchester and one (1) Federal brand. (*or consisting of Winchester and Federal brands. Leave out the number of each*). These cartridge cases could not be identified or eliminated as having been fired in the same firearm.
- 7.6.6.3. Items #8 and #9 are two (2) caliber 9mm Luger cartridge cases, Winchester brand, which were identified as having been loaded into and extracted from the same firearm, however, these items could not be identified or eliminated as having been fired in the same firearm.
- 7.6.6.4. Items #8 and #9 are two (2) caliber 9mm Luger cartridge cases, Winchester brand that could not be identified or eliminated as having been fired in or cycled through the action of the same firearm.

7.7. NON-IDENTIFICATIONS (EXCLUSIONS):

7.7.1. Bullet: (If bullets are a different caliber these statements are not needed)

- 7.7.1.1. Item #1 is a caliber .25 Auto jacketed round-nose bullet which was fired from a barrel rifled with six (6) grooves, *right twist*. Due to a difference in rifling characteristics, Item #1 could not have been fired from the Item #2 pistol.
- 7.7.1.2. Items #2 and #3 were not fired from the Item #1 revolver.

7.7.2. Cartridge case:

- 7.7.2.1. Items #4 and #5 are two (2) caliber 9mm Luger cartridge cases, Federal brand, which were identified as having been fired in the same firearm. However, Items #4 and #5 were not fired in the Item #1 pistol.

7.7.2.2. Item #4 is a caliber .380 Auto cartridge case, Federal brand, which was not fired in the Item #5 pistol.

7.7.3. In the above bullet cases a GRC list should be enclosed in the case jacket to reflect the possible firearms

7.8. SHOTSHELL COMPONENTS

7.8.1. Pellets - no shotshell cartridges or shotshell cases submitted:

7.8.1.1. Item #1 consists of *twenty-eight (28)* lead pellets which are consistent with size No. 6 shot.

7.8.2. Pellets- shotshell cartridge or shotshell cases submitted:

7.8.2.1. Item #2 consists of *fourteen (14)* lead pellets which are consistent with size No. 4 shot.

7.8.2.2. Markings on the exterior of the Items #16 through #18 (*shotshells, shotshell casings*) indicate they were originally loaded with No. 4 shot.

7.8.3. Wad - no shotshell cartridges submitted:

7.8.3.1. Item #3 is a (*fiber, plastic*) shotshell wad that appears to be 12 gauge. Its remaining observable physical characteristics are consistent with wads contained in ammunition marketed by *Remington*.

7.8.4. Wad – shotshell cartridges submitted:

7.8.4.1. Item #3 is a (*fiber, plastic*) shotshell wad that appears to be 12 gauge. Its remaining observable physical characteristics are consistent with those contained in the Items #6 and #7 shotshell cartridges and with wads contained in ammunition marketed by *Remington*. It is noted that Items #6 and #7 were disassembled during examination.

7.9. MAGAZINES: (When submitted with separate item # than the firearm.)

7.9.1. Item #4 is a Glock brand (if name is on magazine), caliber 9mm box type magazine with a seventeen (17) cartridge capacity. This magazine fits and functions in the Item #7 firearm.

- 7.9.2. Item #4 is a caliber .380 Auto magazine with a six (6) cartridge capacity, nickel finish, which does not fit or function in any of the firearms which were submitted in this case.
- 7.9.3. NOTE: in the absence of a brand name use the color to begin the sentence. (ex...)
- 7.9.4. Item #4 is a nickel, caliber .380 Auto magazine with a six (6) cartridge capacity, which does not fit or function in any of the firearms submitted in this case.
- 7.10. MISCELLANEOUS ITEMS:
 - 7.10.1. Describe all items by using brand name if available, size, color, etc...
 - 7.10.2. Composition:
 - 7.10.2.1. steel, copper, nylon, aluminum, brass, nickel etc....
 - 7.10.3. Description:
 - 7.10.3.1. bullet, bullet jacket, bullet jacket fragment or bullet fragment, jacketed bullet fragment etc....
 - 7.10.3.2. Note: steel jacketed ammunition shall be referred to as steel jacket regardless of coating or plating color.
 - 7.10.4. Polygonal rifling:
 - 7.10.4.1. Light Strikes / Misfires: The sentence for a light strike or misfire should be written according to the following format:
 - 7.10.4.2. Item #2 is a caliber 9mm Luger cartridge which had a light strike on its primer, which was identified as having been struck by the firing pin of the Item #1 revolver.
- 7.11. Closing Statement for Report of Results:
 - 7.11.1. Please arrange to have a member of your unit pick up the evidence, which is being held in the **Firearms Examination Unit**.
 - 7.11.1.1. If you have a bullet(s) and / or casing(s) and a firearm(s) which are insufficient, or no firearm(s) with insufficient bullet(s) and or casing(s)

7.11.2. Please arrange to have a member of your unit pick up the evidence, which is being held in the **Firearms Examination Unit**. In the event a suspect firearm is recovered, please re-submit the evidence.

7.11.3. This report contains the conclusions of (Examiner name goes here).

7.12. GUNSHOT RESIDUE:

7.12.1. When referencing a hole on a garment, body parts should not be used to describe the location of holes.

7.12.2. The following is a list of descriptors: Front, back, upper, middle, lower, right, left and specific garment parts i.e. collar, cuff, elbow pad, sleeve, seam etc...

7.12.3. EXAMPLE:

7.12.3.1. Item #23 is a black coat, Eddie Bauer brand, size XL, which has nine (9) holes located in its middle back area. The area around these holes were microscopically examined and chemically processed for the presence of gunshot residues... .. **<insert sentence based upon results below>**

7.12.4. Contact Shot:

7.12.4.1. Residues and physical effects consistent with a contact shot were found.

7.12.5. Hole with pattern of nitrite residues:

7.12.5.1.and a pattern of residues was found. Using the Item #15 pistol with ammunition like the Item 14 through #17 cartridges (or, for example, "with ammunition like that represented by the Item #2 bullet and Item #9 cartridge case") this pattern of residues was reproduced at a distance of between two and three feet.

7.12.6. Hole with pattern (no firearm):

7.12.6.1. The absence of a firearm precludes making a distance determination.

7.12.7. Hole with vaporous lead deposit or with scattered nitrite residues:

7.12.7.1.and residues were found. Using the Item 15 pistol with ammunition like the Item #14 through #17 cartridges, this residue was detected to a maximum distance of between four and six feet.

7.12.8. Hole with bullet wipe:

7.12.8.1. Residues were found which are consistent with the passage of a bullet.

7.12.9. Negative result:

7.12.9.1.and none were found.

7.12.10. Locations of holes are based upon wearer, not viewer. The term suspect bullet hole is **not** to be used.

7.13. SERIAL NUMBER RESTORATION:

7.13.1. The Report of Results used for recording serial number restoration results shall use the same heading format as that used for any Report of Results generated by the Firearms Examination Section.

7.13.2. The body of the report shall follow the following format based upon the situation:

7.13.2.1. Single item obliteration:

7.13.2.1.1. The following item was personally delivered on (Date) by Title First Name Last Name.

7.13.2.2. Multiple items obliteration:

7.13.2.2.1. The following items were personally delivered on (Date) by Title First Name Last Name.

7.13.2.3. Previous Submission:

7.13.2.3.1. The following **item** or **items**, previously submitted under FEU #00-00000, **was** or **were** personally delivered on (Date) by Title First Last Name.

7.13.2.4. Descriptions:

7.13.2.4.1. Listing of items shall be as follows: (proper spacing and tabs shall be used, number symbol should appear beside number to maintain uniformity)

7.13.2.5. Example:

7.13.2.5.1. Item #2 one (1) pistol.

7.13.2.5.2. Items #4, #5 two (2) pistols.

7.13.2.5.3. Items #4 - #6 three (3) pistols.

7.13.2.5.4. Items #4, #5 - #7 four (4) cartridges.

7.14. RESULTS OF SERIAL NUMBER RESTORATION: (use appropriate information in highlighted areas)

7.14.1. If make, model or caliber information is obliterated, please list using the below format.

7.14.1.1. Item #1 is a (Ruger), caliber (.25 Auto) (type of firearm), model (Raven), serial number (obliterated).

7.14.1.2. Substitute the word "obliterated" for any applicable information that is in parenthesis.

7.14.2. Function:

7.14.2.1. Use the reporting format listed in section 7.4.

7.14.3. Location of Obliteration:

7.14.3.1. The obliteration is located (on the back strap of the frame).

Check for more than one location for possible serial number(s), the parenthesis are for format purposes only.

7.14.4. Serial number examination conclusion(s):

7.14.4.1. Serial number restoration procedures were performed and it was determined that the serial number was: B K 1 1 9 7.

7.14.4.2. Serial number restoration procedures were performed and it was determined that the serial number was not restorable.

7.14.4.3. Serial number restoration procedures were performed and it was partially restored to read B K _ _ 9 7. The underscore represents unrestored characters.

7.14.4.4. Although the obliterated serial number could not be restored, the serial number / identification data was found on Item ____ (state location). The serial number / identification data reads _____.

7.14.5. For no restoration but partial numbers existed:

7.14.5.1. Serial number restoration procedures were performed and it was determined that the obliterated characters could not be restored, however the visible characters and the obliterations read K6_0_5_, where the underscores represent unrestored characters.

7.14.6. Report Closing:

7.14.6.1. The evidence is available for pickup at the CFL evidence center by your agency. This report contains the conclusions of (Examiner name goes here).

First Name Last Name

Title

7.15. TRAJECTORY ANALYSIS:

7.15.1. The Report of Results used for recording trajectory analysis results shall use the same heading format as that used for any Report of Results generated by the Firearms Examination Section.

7.15.2. Evidence Submission Description:

7.15.2.1. The following automobile was examined at the Blue Plains Facility on August 00, 2000 by Mr./Ms (Full name).

7.15.2.2. One (1) vehicle or door, car seat, desk...etc.

7.15.2.3. Note: If examining a vehicle please use color, make and model

7.15.2.3.1. Ex: One (1) black Oldsmobile Ninety-Eight

7.15.3. Results of Trajectory Analysis:

7.15.3.1. First describe in detail the item or area where trajectory was performed:

7.15.3.1.1. Ex. Trajectory analysis was conducted on a black two door 1983 Oldsmobile Ninety-Eight, VIN #XYZ3XYZ4XYZ5, District of Columbia temporary license tag #11111DF.

7.15.3.2. List impacts, assign number to them and list areas affected.

7.15.3.2.1. Ex: Impact #1 **Hole** in the passenger's door.

7.15.3.2.2. Impact #2 Hole in the driver's side roof weather stripping.

7.15.3.2.3. Impact #3 Hole in the interior roof.

7.15.3.2.4. Impact #4 Hole in the rear view mirror.

7.15.3.2.5. Impact #5 **Indentation** on the interior roof.

7.15.3.3. Give detail report of your findings using the following formats as examples.

7.15.3.3.1. Trajectory analysis of the hole in the interior of the passenger's door (Impact #1) revealed that the projectile's flight was at a downward angle. This hole is consistent with having originated from the driver's side of the vehicle terminating in the interior of the passengers door, eight and a half (8 ½") inches from the door jamb.

7.15.3.3.2. Trajectory analysis of the holes in the weather stripping and the roof panel (Impacts #2 and #3) revealed that the projectile's flight was at an upward angle. This projectile penetrates the driver side weather stripping and enters the roof panel, deflects off the inner roof and exits in a downward angle with its final resting place unknown. These holes are consistent with having originated from the exterior of the driver's side of the vehicle.

7.15.3.3.3. Trajectory analysis of the hole in the rear view mirror (Impact #4) revealed that the projectile flight was at an upward angle. This projectile entered the mirror and terminated in the mirror housing. This hole is consistent with having originated from the driver's side of the vehicle.

7.15.3.3.4. Report Closing- The evidence is available for pickup at the CFL evidence center by your agency. This report contains the conclusions of (Examiner name goes here).

First Name Last Name

Title

7.16. FILE DISPOSITION

7.16.1. The Report of Results for a case file disposition shall be written according to the following format:

7.16.1.1. **The Main heading in the report shall follow the format of 7.1.3**

7.16.1.2. The rest of the report shall follow protocol for headings and format, however there will not be a section named "RESULTS OF EXAMINATION".

7.16.1.3. When listing items use the following format (s):

7.16.1.3.1. Example

Item #6 one (1) caliber 9mm Luger cartridge case.

Item #12 one (1) 12 gauge shot shell casing.

Item #14 four (4) cartridges

Item #16 one (1) caliber 9mm Luger pistol

7.16.1.4. If a firearm is listed use the reporting format listed in section 7.4:

7.16.1.5. If there is evidence that is entered into the imaging systems use:

7.16.1.5.1. The applicable evidence in this case was entered into the NIBIN computer imaging systems.

7.16.1.5.2. LIST OF ITEMS ENTERED INTO NIBIN

7.16.1.6. If there is no evidence to be entered into the imaging systems use:

7.16.1.6.1. No evidence was applicable for entry into the NIBIN computer Imaging systems.

7.16.1.7. Report Closing:

- 7.16.1.7.1. Should any additional evidence and / or information pertaining to this investigation be developed in the future, please re-submit the evidence.
- 7.16.1.7.2. Please arrange to have a member of your unit pick up the evidence which is being held in the Firearms Examination Section.
- 7.16.1.7.3. This report contains the conclusions of (Examiner name goes here).

Expert Witness

Firearms Examiner

7.16.1.8. File Disposition report notes:

- 7.16.1.8.1. All fragments can be listed as metal when appropriate. (ex. copper / lead / steel /aluminum)
- 7.16.1.8.2. Caliber designation is required for all bullets, cartridge cases, firearms, shotshell casings.
- 7.16.1.8.3. Cartridges shall be listed as cartridges, for file disposition purposes only.

7.17. ABBREVIATED REPORT

7.17.1. The Abbreviated Report for a case shall be written according to the following format:

7.17.1.1. **The Main heading in the report shall follow the format of 7.1.3**

7.17.1.1.1. The rest of the report shall follow protocol for headings and format. however there will not be a section named "RESULTS OF EXAMINATION".

7.17.1.2. The TYPE OF EXAM: Will be designated by the one or more of the processes performed by the Firearms Examination Unit.

NIBIN

Firearms Identification

Gunshot Residue

Trajectory Analysis

Shooting Reconstruction

Serial Number Restoration

Toolmark Analysis

7.17.1.3. When listing items use the following format (s):

7.17.1.3.1. Example

Item #6 one (1) caliber 9mm Luger cartridge case.

Item #12 one (1) 12 gauge shot shell casing.

Item #14 four (4) cartridges

Item #16 one (1) caliber 9mm Luger pistol

7.17.1.4. If a firearm is listed use the reporting format listed in section 7.4:

7.17.1.5. If there is evidence that is entered into the imaging systems use:

7.17.1.5.1. The applicable evidence in this case was entered into the NIBIN computer imaging systems.

7.17.1.5.2. LIST OF ITEMS ENTERED INTO NIBIN

7.17.1.6. If there is no evidence to be entered into the imaging systems use:

7.17.1.6.1. No evidence was applicable for entry into the NIBIN computer Imaging systems.

7.17.1.7. Report Closing:

7.17.1.7.1. Should any additional evidence and / or information pertaining to this investigation be developed in the future, please re-submit the evidence.

7.17.1.7.2. Please arrange to have a member of your unit pick up the evidence which is being held in the Firearms Examination Section. The evidence is available for pick-up at the CFL evidence center by your agency.

7.17.1.7.3. This report contains the conclusions of (Examiner Title and name goes here).

Expert Witness First and Last Name

Firearms ExaminerTitle (ex. Firearms Examiner

7.18. DISCONTINUATION REPORT

7.18.1. The Discontinuation Report for a case shall be written according to the following format:

7.18.1.1. **The Main heading in the report shall follow the format of 7.1.3**

7.18.1.1.1. The rest of the report shall follow protocol for headings and format.

7.18.1.2. The TYPE OF EXAM: Will be designated as Discontinuation of Examination

7.18.1.3. The action statement” The above mentioned case has been designated that no further examination be performed at this time”.shall follow type of examination.

7.18.1.4. If there is evidence that is entered into the imaging systems use:

7.18.1.4.1. Applicable evidence in this case was entered into the NIBIN computer imaging systems.

7.18.1.4.2. LIST OF ITEMS ENTERED INTO NIBIN

7.18.1.5. If there is no evidence to be entered into the imaging systems use:

7.18.1.5.1. No evidence was applicable for entry into the NIBIN computer Imaging systems.

7.18.1.6. Report Closing: (the following should be listed)

7.18.1.6.1. Should any additional evidence and / or information pertaining to this investigation be developed in the future, please re-submit the evidence.

7.18.1.7. The availability of the evidence in this case should be verified with the submitting agency.

7.18.1.8. This report contains the conclusions of (Title and Name)

First and Last Name

7.19. ABBREVIATED REPORT /NIBIN

7.19.1. The Abbreviated Report / NIBIN for a case shall be written according to the following format:

7.19.1.1. The Main heading in the report shall follow the format of 7.1.3

7.19.1.1.1. The rest of the report shall follow protocol for headings and format.

7.19.1.2. The TYPE OF EXAM: Will be designated as NIBIN Generated Examination

7.19.1.3. The action statement “Items of evidence from the following case(s) were compared to provide an abbreviated report”.

7.19.1.4. The evidence should be listed as follows:

(FEU# ##-#####/INIT), (CCN# XXX-XXX), Item #, caliber_cartridge case

7.19.1.5. RESULTS OF EXAMINATION:

7.19.1.5.1. The procedure for writing results shall be followed when recording any and all results of this comparison.

7.19.1.5.2. When addressing NIBIN HCC that have been examined and conclusions have been made that are identifications, eliminations or inconclusive, the writer shall ensure that all item designations, case numbers and descriptions appear in the NIBIN report along with the conclusions.

8. Sampling

8.1. Not applicable

9. Calculations

9.1. Not applicable

10. Uncertainty of Measurement

- 10.1. When quantitative results are obtained, and the significance of the value may impact the report, the uncertainty of measurement must be determined. The method used to determine the estimation of uncertainty can be found in the *FSL Quality Assurance Manual – Estimation of Uncertainty of Measurement (Section 5.4.6)*.

11. Limitations

- 11.1. **BOLD TEXT** is used to call attention to items in this SOP only.
- 11.2. This Report of Results standard operating procedure is a guide, unique situations will arise where you should check with several examiners to find the proper wording. Any wording not listed by the protocol must be approved by the Executive Director or designee.

12. Documentation

- 12.1. FEU Examination Worksheets
- 12.2. FEU Report of Results

13. References

- 13.1. ASCLD/LAB International, Estimating Uncertainty of Measurement Policy, (July 2012)
- 13.2. DC Criminal Code: citation definitions 7-2501.01; 7-2551.01; 38-234 (2011)
- 13.3. *Forensic Science Laboratory Quality Assurance Manual* (Current Version)
- 13.4. *FSL Departmental Operations Manuals* (Current Versions)
- 13.5. *FSL Laboratory Operations Manuals* (Current Versions)
- 13.6. *FEU01 - SOP for Safe Handling of Firearms* (Current Version)