

FEU 11 – Firearms Reference Collection

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1. Scope

- 1.1 This Standard Operating Procedure (SOP) provides the steps required to use and maintain the Firearms Reference Collection.

2. Background

- 2.1 The FEU maintains reference materials for use in training and case work applications; these reference materials include, but are not limited to, the Firearms Reference Collection (FRC).
- 2.2 By developing this SOP the FEU will have a standard approach to control the firearms or component parts, and comply with the Department of Forensic Sciences Quality Assurance Program, ISO/IEC 17025:2017 and Supplemental Requirements.

3. Safety

- 3.1 Access to the reference materials is restricted for safety and security purposes.

4. Materials Required

- 4.1 Not applicable

5. Standards and Controls

- 5.1 All exhibits in the FRC are uniquely identified, tagged, and catalogued in an inventory database on the network folder.

6. Calibration

6.1 Not applicable

7. Procedures

7.1. General

- 7.1.1. Any non-FEU member must be escorted by an FEU member with access to the FRC, and must sign in with the DFS visitor log sheet.
- 7.1.2. The FRC Spreadsheet can be accessed on the common network drive.
- 7.1.3. The physical location of the FRC is located in the laboratory area and is a restricted card access and IRIS scan vault.
- 7.1.4. The FRC will be maintained under strict security and inventoried annually or as needed per FEU Management. A report of the inventory will be made available to the FEU Unit manager or designee.

7.2. The FRC will be used within the scope of FEU operations which may include but are not limited to:

- 7.2.1. The firearms in the FRC being used to aid the examination in safety testing, function testing, distance determination, rifling and other manufacturing toolmarks, firearms type and other legal classifications.
- 7.2.2. Parts of firearms may also be used to substitute for broken or missing components in evidence firearms, for the purpose of test firing. The firearm must be signed out and the FRC # will be recorded in the case work notes.
- 7.2.3. To aid in the determination of a firearm type used in a shooting related incident or determine a firearm type from a video or photograph.
- 7.2.4. Conducting research and experiments, including assessing alterations of firearms or component parts.
- 7.2.5. The location of manufacturing stamps, proof marks or serial numbers or numbering styles and formats.
- 7.2.6. Demonstrations or visual aids for training and outreach programs.
- 7.2.7. If parts of firearms checked out for one of the above reasons should be damaged, broken or lost during use, FEU Management must be notified in writing, and a note added to the item in the FRC inventory spreadsheet.
- 7.2.8. All FEU members that want to take a firearm out of the FRC will complete the FEU FRC Check Out log.
- 7.2.9. The FRC Check Out log will be reviewed quarterly by FEU Management to ensure accuracy and completeness. The date of the review and initials of the

reviewer will be recorded on a spreadsheet located in the Performance Checks folder of the Firearms network drive.

7.3 Adding a firearm to the FRC

7.3.1 The FRC administrator or designee is responsible for maintaining the FRC data, including the following:

7.3.1.1 Determine which firearms should be added or removed from the FRC.

7.3.1.2 Document transfer of newly acquired firearm into R-2230 FEU Reference Collection using LIMS chain of custody or equivalent.

7.3.1.3 Assign and physically attach new FRC number tag to firearm.

7.3.2 The following mandatory fields will be completed when adding a firearm:

7.3.2.1 Location

7.3.2.2 Make

7.3.2.3 Model

7.3.2.4 Caliber

7.3.2.5 Type

7.3.2.6 Serial Number

7.3.2.7 Tag number

7.3.2.8 Date inventoried

7.3.3 The firearm will now be physically added and placed in the FRC.

7.4 Permanently removing a firearm from the FRC

7.4.1 Document transfer of firearm out of the R-2230 FEU Reference Collection using LIMS chain of custody or equivalent.

7.4.2 Physically remove FRC number tag from firearm.

7.4.3 Archive firearm information by moving it to another tab in spreadsheet.

8. Sampling

8.1. Not Applicable.

9. Calculation

9.1. Not Applicable.

10. Uncertainty of Measurement

10.1. Not Applicable.

11. Limitations

11.1. Not Applicable.

12. Documentation

12.1. FEU Firearms Reference Collection Check out Log (FEU-LOG-03)

12.2. FEU Firearms Reference Collection Spreadsheet

12.3. DFS Laboratory Visitor Log

13. Reference

13.1. ISO/IEC 17025:2017 – General Requirements for the Competence of Testing and Calibration Laboratories, International Organization for Standardization, Geneva, Switzerland.

13.2. ANAB Supplemental Requirements for Forensic Testing, ANSI-ASQ National Accreditation Board, Milwaukee, WI, (Current Version).

13.3. FSL Quality Assurance Manual (Current Version).