

<b>Firearms and Tool Mark Section</b>	<b>Section 1</b>
<b>Quality Assurance Program</b>	<b>August 23, 1996</b>

<b>SUBJECT:</b>	<b>Planning and Organization</b>
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## 1.1 Goals

It is the goal of this section to:

- a) Provide the highest quality forensic services to the Criminal Justice System.
- b) Provide these forensic services in an timely and efficient manner.
- c) To be innovative leaders in the Forensic Disciplines of Firearm and Tool Mark Identification.

## 1.2 Scope

The Quality Assurance (QA)/ Quality Control (QC) program described in this manual is intended to support and ensure that the firearm and tool mark casework procedures being used are within established performance criteria, and the quality and integrity of these procedures are being maintained and are scientifically sound.

## 1.3 Program Objectives

The objectives of this quality assurance program are to:

- a) Ensure uniformity and accountability in records and analysis techniques.
- b) Measure quality performance with known standards and to be able to act on any differences encountered.
- c) Ensure the accuracy of the data generated.
- d) Document corrective actions taken.
- e) Terminate non-conforming work or materials.
- f) Monitor personnel and equipment performance.
- g) Ensure the use of documented and valid materials and procedures.
- h) Provide feedback to management on performance standards.
- I) Ensure that the results of all casework and research are technically sound.
- j) Provide guidelines to employees so they will know what is expected of them.
- k) Ensure that personnel performing case analysis have the appropriate level of training and education.
- l) Ensure that analyst are competent in performing analysis by participating in a proficiency testing program.
- m) Provide for a safe workplace.
- n) Provide for annual external audits to ensure that operating policies and procedures are being followed and that they are adequate.

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#### 1.4 Authority and Accountability

The Special Agent in Charge of the Firearm and Tool Mark Section is ultimately responsible for all QA functions. However, individual analyst in the Firearm and Tool Mark Section may be delegated the QA responsibilities and are empowered by the section SAC to carry out these responsibilities and to act in his place.

Specific delegated responsibilities include:

- 1) Firearms Analyst II's are responsible for ensuring that the QC functions are being carried out on a day-to-day basis.
- 2) The Chemical Officer is responsible for preparation of buffers and other solutions.