

Firearms and Tool Mark Section	Section 2
Quality Assurance Program	August 23, 1996

SUBJECT:	Qualification and Training of Personnel
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All persons involved in the actual recovery, evaluation, analysis, and interpretation of firearm and tool mark evidence shall have a background appropriate to their duties.

2.1 Job Description

A current copy of all job descriptions for each employee within the Firearm and Tool Mark Section will be maintained by the Section SAC.

2.2 Education, Training, and Qualifications of Personnel Engaged in Firearm and Tool Mark Analysis:

2.2.1 General Requirements

All agents in the Firearm and Tool Mark Section must possess a minimum of a baccalaureate degree, preferably in one of the physical sciences.

2.2.2 Requirements for Individuals Performing Firearm and Tool Mark Analysis

- 1) Successful completion of an in-house training program which covers the following:
 - a) Safety: Justice Department/Crime Laboratory/Section and Firearm Safety Procedures
 - b) History of Firearms
 - c) Mechanics of Firearms: Firearm Function
 - d) Shotguns
 - e) History of Forensic Firearm Identification
 - f) Firearm Manufacturing Processes
 - g) Microscopy
 - h) Stereo microscope: Class Characteristics
 - I) Comparison Microscope: Criteria for Identification.
 - j) Ammunition
 - k) Interior Ballistics
 - l) Exterior Ballistics
 - m) Terminal Ballistics
 - n) Tool Marks
 - o) Gunshot Residue
 - p) Serial Numbers
 - q) Technical Procedures/Protocol

- 2) Successful completion of a series of tests and proficiency samples.

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2.2.3 Continuing Education

Firearm and Tool Mark Analyst must stay abreast of developments within these disciplines by reading current scientific literature and by attendance at seminars, college courses, or professional meetings. Management must provide analysts with an opportunity to comply with the above.

2.2.4 Training Records

Documentation of all training will be maintained by the Section SAC or Training Officer.