
Technical Procedure for Evidence Numbering

1.0 Purpose – To describe evidence item designations used in the Firearms Unit.

2.0 Scope – This procedure applies to all evidence examined by the Firearms Unit.

3.0 Definitions – N/A

4.0 Equipment, Materials, and Reagents – N/A

5.0 Procedure

5.1 Evidence Numbering Protocol

5.1.1 The Firearms Unit of the State Crime Laboratory employs a modified version of the Questioned/Known numbering system used by many Forensic Firearm and Tool Mark examiners.

5.1.1.1 A “Q” or questioned item designation shall consist of a “Q” followed by a hyphen (-), then a whole number or a whole number and a capital letter (e.g., Q-1, Q-23, Q-113B etc.). “Q” numbers shall begin with Q-1 or Q-1A and be in ascending order.

5.1.1.1.1 The following items shall be assigned a “Q” number:

- All fired ammunition components (e.g., bullets, cores, cartridge cases, shotgun shells, shot, wadding, etc.)
- Any non-firearms evidence of unknown origin received for firearms examination (e.g., deformed piece of sheet metal, melted metal, bone fragment, etc.)
- Casts of tool marks

5.1.1.1.2 Forensic Scientists may assign “Q” numbers to the following items:

- Small items of evidence that contain tool marks (e.g., a piece of phone wire, lock shackles, etc.)
- Large items of evidence that contain tool marks

5.1.1.1.3 Forensic Scientists shall be given discretion as to which piece or item of evidence shall initially be assigned “Q” numbers. Also, Forensic Scientists shall be given discretion in assigning the type and/or sequence of “Q” numbers to multiple pieces of evidence in one (1) evidence container.

5.1.1.2 A “K” or known item designation shall consist of a “K” followed by a hyphen (-), then a whole number or a whole number and a capital letter suffix (e.g., K-1, K-23, K-113B, etc.). “K” numbers shall begin with K-1 or K-1A and be in ascending order.

5.1.1.2.1 The following items shall be assigned a “K” number:

- All unfired ammunition and ammunition components
- All firearms
- All tools

5.1.1.2.2 Forensic Scientists may assign “K” numbers to the following items:

- Large items of evidence that contain tool marks

5.1.1.2.3 Forensic Scientists shall be given discretion as to which piece or item of evidence shall initially be assigned “K” numbers. Also, Forensic Scientists shall be given discretion in assigning the type and/or sequence of “K” numbers to multiple pieces of evidence in one (1) evidence container.

5.1.1.3 An “R” or residue analysis item designation shall consist of an “R” followed by a hyphen (-), then a whole number or a whole number and a capital letter suffix (e.g., R-1, R-23, R-113B, etc.). “R” numbers shall begin with R-1 or R-1A and be in ascending order.

5.1.1.3.1 The following items shall be assigned an “R” number:

- All items of evidence received for examination and analysis for muzzle-to-target distance determination

5.1.1.3.2 Forensic Scientists shall be given discretion as to which piece or item of evidence shall initially be assigned “R” numbers. Also, Forensic Scientists shall be given discretion in assigning the type and/or sequence of “R” numbers to multiple pieces of evidence in one (1) evidence container.

5.1.1.4 A “T” or test item designation shall consist of a “T” followed by a hyphen (-), then a whole number or a whole number and a capital letter suffix (e.g., T-1, T-23, T-113B, etc.). “T” numbers shall begin with T-1 or T-1A and be in ascending order.

5.1.1.4.1 The following items shall be assigned a “T” number:

- All test fired ammunition components created in the Laboratory
- All test tool marks created in the Laboratory

5.1.1.4.2 Forensic Scientists shall be given discretion as to which piece or item of evidence shall initially be assigned “T” numbers.

5.2 Standards and Controls – N/A

5.3 Calibration – N/A

5.4 Maintenance – N/A

5.5 Sampling – N/A

5.6 Calculations – N/A

5.7 Uncertainty of Measurement – N/A

6.0 Limitations – N/A

7.0 Safety – N/A

8.0 References – N/A

9.0 Records

- FA Worksheet: Main

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
02/15/2013	2	Removed Raleigh from the header
11/15/2013	3	Added issuing authority to header
09/05/2014	4	Header and various subsections – corrected to reflect organizational change