

SUBJECT	EVIDENCE NUMBERING SYSTEM
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3.0 Firearm and Tool Mark Section Evidence Numbering System

3.1 The Firearm and Tool Mark Section employs a modified version of the Questioned/Known numbering system used by most Forensic Firearm and Tool Mark Sections.

3.1.1 A “Q” or questioned number will 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 should begin with Q-1 or Q-1A and be in ascending order.

- All fired ammunition components (bullets, cores, cartridge cases, shotgun shells, shot, wadding, etc.) will be assigned a “Q” number.
- Any non-firearms evidence received for firearms examination should be assigned a “Q” number. E.g., Q-1 (a deformed piece of sheet metal), Q-15 (melted metal/bone frag, etc.).
- All casts of tool marks will be assigned “Q” numbers.
- • Examiners may assign “Q” numbers to small items of evidence that contain tool marks. E.g., Q-1 (piece of phone wire), Q-23 (lock shackles), etc.
- Large items of evidence with tool marks may be assigned a “Q” number(s).

3.1.2. Examiners will be given wide discretion as to which piece or item of evidence to begin assigning “Q” numbers. Also, examiners will be given discretion in assigning the type and/or sequence of “Q” numbers to multiple pieces of evidence in one (1) evidence container.

3.1.3 A “K” or known identification number which will consist of a “K”

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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 should begin with K-1 or K-1A and be in ascending order.

- All unfired ammunition and ammunition components will be assigned "K" numbers.

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- All firearms will be assigned “K” numbers.
- All tools will be assigned “K” numbers.
- Large items of evidence containing tool marks may be assigned “K” numbers.

3.1.4 Examiners will be given wide discretion as to which piece or item of evidence to begin assigning “K” numbers. Also, examiners will be given discretion in assigning the type and/or sequence of “K” numbers to multiple pieces of evidence in one (1) evidence container.

3.1.5 An “R” or residue analysis number which will 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

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- All items of evidence received for examination and analysis for muzzle to target distance determination will be assigned an “R” number.

3.1.6 Examiners will be given wide discretion as to which piece or item of evidence to begin assigning “R” numbers. Also, examiners will be given discretion in assigning the type and/or sequence of “R” numbers to multiple pieces of evidence in one (1) evidence container.