

<b>SUBJECT</b>	<b>FIREARM SECTION QUALITY CONTROL PROTOCOL</b>
----------------	---

## **17.0 Firearm Section Technical/Administrative Review Protocol:**

17.1 All Forensic Firearms Analyst II positions in the Firearm and Tool Mark Section will serve as the Sections Technical Reviewers.

### 17.1.2 Duties of Technical Reviewers.

- Verify all firearm and tool mark casework microscopic comparison examination conclusions.
- Verify the accuracy of restored serial number examinations.
- Review the report and all notes to ensure that all reported results are explained and supported by the notes. Also review the report and notes for grammatical errors and spelling errors.
  - If errors are found are the Technical Reviewer will reject the case via the LIMS explaining the reason for the rejection in the space provided. The examiner will correct the errors and re-send the case via LIMS to the Technical reviewer for another Technical Review.
  - If no errors are found or the corrections of errors have been made the Technical Reviewer will approve the case via the LIMS.

17.2 The Special Agent in Charge of the Firearm and Tool Mark Section and his designees will serve as the Sections Administrative Reviewers.

### 17.2.1 Duties of Administrative Reviewers.

- Review report and case notes for grammatical and spelling errors, proper page numbering and that all appropriate spaces in computer generated report worksheets are completed.
- If errors are found are the Administrative Reviewer will reject

<b>SUBJECT</b>	<b>FIREARM SECTION QUALITY CONTROL PROTOCOL</b>
----------------	---

the case via the LIMS explaining the reason for the rejection in the space provided. The examiner will correct the errors and re-send the case via LIMS to the Administrative Reviewer for another Administrative Review.

- If no errors are found or corrections have been made the Administrative Reviewer approves the case via the LIMS.

**17.3 Internal Chain of Custody.**

- 17.3.1 All evidence transfers between the examiners and the Technical Reviewers should be documented in the LIMS. The evidence will be transferred to the [Tech Reviewer] designation and not to the Reviewer by name. However, transfer back to the examiner will be by name.