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Department of Forensic Science

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FIREARM/TOOLMARK TRAINING MANUAL

FORENSIC LABORATORY SPECIALISTS

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1 OVERVIEW OF TRAINING PROGRAM

1.1 Purpose and Scope

1.1.1 The purpose of this document is to provide a uniform training program for Forensic Laboratory Specialists (FLSs) employed in the Firearm and Toolmark Section of the Commonwealth of Virginia Department of Forensic Science. It is designed to teach an individual to properly handle forensic evidence, with particular emphasis on evidence associated with Firearms, Ammunition, and Toolmarks, to independently prepare Firearm and Toolmark case work for examiner review, to independently perform NIBIN system entries, to independently conduct serial number restorations, to serve as a contact person for the Firearm and Toolmark section with other laboratory sections and outside agencies, and to perform various other support duties for the other members of the section's staff.

1.1.2 This training program is designed to be completed in a modular format, thereby allowing the individual to be qualified in a specific area, while still being trained to complete additional tasks.

1.2 Location and Coordination of Training

1.2.1 All of the training will be coordinated in the laboratory to which the individual is assigned.

1.2.2 The training is intended to take place in the laboratory to which the FLS is assigned, however, some portion(s) of the training may occur off-site (i.e. NIBIN Training).

1.2.3 The training modules in Sections 2, 3, 4, 5, 6, 7, 8, and 9 will be conducted by a training coordinator. If the training coordinator delegates a portion of the training module to another qualified individual, the training coordinator remains responsible for that aspect of the training.

1.3 Training Period

1.3.1 The Firearm Handling and Safety module of the training program (Section 2) is anticipated to take approximately four weeks to complete.

1.3.2 It is estimated that the evidence handling training module (Section 3) will take approximately four weeks to complete.

1.3.3 Learning to enter data sets and create reports in FACE (Section 4) is anticipated to take approximately eight weeks to complete.

1.3.4 Learning to use, maintain, repair, and check calibrations of the case work measuring devices and equipment (Section 5) is anticipated to take approximately two weeks to complete.

1.3.5 The Case Evaluation, Physical Evidence Evaluation, and Case Preparation for Forensic Examination module (Section 6) is anticipated to take three months to complete.

1.3.6 Becoming familiar with the NIBIN system, attending and completing the ATF/FTI NIBIN course (Section 7) is anticipated to take approximately four weeks to complete.

1.3.7 Learning the techniques and procedures for restoring obliterated serial numbers (Section 8) is anticipated to take four weeks to complete.

1.3.8 The remaining module of the training program covering additional administrative and support duties (Section 9) may be taught over a period of time while the FLS is conducting other duties or may be concentrated into a period of approximately two weeks.

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1.4 Instructions for the Training Coordinator

1.4.1 The intent of the training program is to ensure that the FLS is provided with the fundamentals necessary for clearly understanding how to independently handle forensic evidence, for developing sound evidence handling and firearm safety methods and techniques, and for providing support in other areas.

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1.4.2 It is recommended that all of the tasks listed in each training module be incorporated into the training. Most of these tasks will be performed more than one time and many will be performed a number of times during the training. Some of the tasks will suggest an order of events and that ranking should be followed.

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1.4.3 Question and answer sessions should be held with the FLS throughout each of the training modules to ensure that he/she is grasping the significance and importance of each aspect of the training module. Other examiners should be encouraged to participate in one-on-one and/or group question and answer sessions with the FLS.

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1.4.4 The checklist on DFS Document 240-F121 will be completed and, as appropriate, the training notebook, will be reviewed with the FLS on a regular periodic basis throughout each training module in order to enhance the training coordinator's ability to monitor training progress.

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1.4.5 It is recommended that the FLS accompany an examiner to court, if possible, to observe testimony regarding chain of custody and evidence preservation. Additionally, observation of testimony regarding forensic procedures and QA/QC may enhance the FLS' understanding of the implications of his/her support work. Subsequent discussion between the examiner and the FLS regarding the case and testimony may also be instructive.

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1.4.6 The completion of each training module will be documented by the training coordinator or designee on DFS Document 240-F121 as the task is completed.

1.4.7 The training on each module should culminate with the FLS attaining each of the goals set forth in that training module.

1.4.7.1 Upon satisfactory completion of the specified tasks, the training coordinator will conduct a review of the checklist on DFS Document 240-F121 and the portion of the training notebook for the specified module and, as appropriate, will recommend the FLS for qualification in that particular area.

1.4.7.1.1 The training coordinator will discuss the FLS' overall performance with him/her prior to forwarding the training materials and recommendation for qualification to the Section Supervisor and Physical Evidence Program Manager.

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1.5 Instructions for the Forensic Laboratory Specialist (FLS)

1.5.1 All training will be performed under the supervision of the training coordinator or designee.

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1.5.2 A notebook must be kept to document the training received for each module.

1.5.2.1 The notebook should include, at a minimum, the checklist for the appropriate training module accurately documenting the completion of each task and documenting general information on the types of cases and evidence handled with an accompanying description of what was done with the case/evidence.

1.5.2.1.1 Copies of Request for Laboratory Examination (RFLE) forms and duplicates of case file documentation cannot be retained in the notebook.

1.5.2.1.2 Names of victims, suspects, or other individuals associated with a case on any documentation maintained in the notebook must be redacted.

1.5.2.2 The notebook will be periodically checked by the training coordinator.

1.5.3 Upon qualification in a particular module, the tasks associated with that module may be performed independently.

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1.6 Completion of Training

The original checklist on DFS Document 240-F121 signed and dated by the training coordinator and/or the supervisor indicating that the FLS has completed his/her training for the specified module, will be forwarded by the supervisor to the Laboratory Director or their designee in accordance with the Quality Manual.

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1.6.1 Upon receiving the training coordinator's recommendation for qualification, the supervisor will review the completed DFS Document 240-F121and the portion of the training notebook for the specified module to ensure that all tasks associated with the training have been satisfactorily completed in accordance with the requirements set forth in this manual. The supervisor will document the FLS' qualification for the specified module.

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1.6.1.1 Upon satisfactory completion of the training modules, the supervisor will forward a copy of the signed DFS Document 240-F121 to the Physical Evidence Program Manager. The Physical Evidence Program Manager will forward a copy of the signed DFS Document 240-F121 to the Department QA Coordinator to serve as notification that the FLS needs to be added to the proficiency testing schedule for NIBIN entry.

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1.6.1.2 The Section supervisor will provide the Physical Evidence Program Manager with a memorandum of qualification upon the FLS' successful completion of the training elements for each of the following milestones: evidence handling, firearm function testing, data entry into the FACE system, merging/composing reports, NIBIN entry, review of NIBIN correlations, and serial number restoration. One or more of these milestones may be included in each memorandum of qualification.

1.6.2 If the FLS cannot meet the criteria expected of him/her during the period allowed for training, steps will be taken to effect appropriate action.

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2 FIREARM HANDLING AND SAFETY

The FLS will be routinely handling a variety of firearms in the normal course of their duties; therefore, it is imperative that the FLS understand how to safely handle a firearm. All firearms must be treated as though they are loaded. This rule cannot be over-emphasized and must be followed at all times.

2.1 Safe Firearm Handling

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- Always treat firearms as if they are loaded.
- The muzzle of the firearm must always be pointed in a safe direction.
- Always wear appropriate eye and ear protection when shooting.
- Firearms submitted to the laboratory for examination should be unloaded and in a safe condition.
- Test firing or any examination of the firearm that utilizes ammunition or an ammunition component, will only be performed in designated test firing areas.
- A firearm will not be placed in the evidence room or returned to any agency in a loaded condition.

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2.2 Goals

2.2.1 To attend a Basic Firearm Safety Course at a local police department or equivalent.

2.2.2 To learn the laboratory safety procedures pertaining to firearm handling.

2.2.3 To learn proper test firing procedures.

2.2.4 To become familiar with the laboratory bullet recovery tank.

2.2.5 To become familiar with the laboratory firing range.

2.2.6 To become familiar with basic firearm functioning.

2.2.7 To become familiar with basic firearm nomenclature.

2.3 Tasks

2.3.1 Attend a Basic Firearm Safety course at a local police department or equivalent. Discuss the course with the training coordinator and document information learned. (i.e. - types of firearms fired, safety features on firearms that you saw and/or fired, any assembly/disassembly information that may be covered, etc.)

2.3.2 Study and become familiar with the Laboratory Safety Manual and the Firearm and Toolmark Technical Procedures Manual as it relates to safely handling firearms and test firing firearms. Discuss with your training coordinator.

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2.3.3 Attend DFS Safety and Chemical Hygiene/Blood borne Pathogen courses.

2.3.4 Review literature on the bullet recovery tank and firing range in your laboratory and become familiar with the use of each. Discuss with your training coordinator.

2.3.5 Review literature and videos (as applicable) relating to firearm functioning. Discuss with your training coordinator.

2.3.6 Review literature relating to firearm nomenclature and become familiar with the laboratory's reference library. Discuss with your training coordinator.

2.3.7 Shadow the examiners in the laboratory as they prepare case work. Make note of any information learned pertaining to firearm safety, functioning and nomenclature. Discuss with your training coordinator.

2.3.8 The FLS should document all pertinent information relating to the above-listed tasks in his/her training notebook and review with the training coordinator, as appropriate.

2.4 Training Evaluation

2.4.1 Evaluation of documentation skills by the training coordinator through a review of the FLS' notebook.

2.4.2 The FLS should be evaluated and monitored throughout the training period by the training coordinator through discussion and/or question-and-answer sessions. Completion of DFS Document 240-F121 by the training coordinator.

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3 RECEIVING AND HANDLING PHYSICAL EVIDENCE

3.1 Introduction

3.1.1 One of the primary responsibilities of the Forensic Laboratory Specialist is to manage the day-to-day evidence handling duties of their section. The FLS will be trained to receive, document, transfer, and maintain a secure chain of custody on evidence from crime scenes in order to ensure that the evidentiary value is preserved and intact.

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3.2 Goals

3.2.1 To develop a thorough understanding of evidence handling procedures, including preservation of chain of custody, use of the laboratory information management system (FACE), and intra- and inter- laboratory transfer of evidence.

3.2.2 To develop knowledge of court procedures involving the identification and introduction of evidence and general testimony regarding evidence preservation and handling.

3.2.3 To develop a thorough understanding of the necessity for:

3.2.3.1 Detailed, comprehensive notes, including:

3.2.3.1.1 Abbreviations and common symbols.

3.2.3.1.2 Condition and description of evidence.

3.2.3.1.3 Number of items/packages/containers.

3.2.3.1.4 Procedures conducted.

3.2.3.1.5 Use of drawings and/or photographs for documentation purposes.

3.2.3.1.6 Use of the Memorandum for Record form for documentation purposes.

3.2.3.2 Adequate labeling of evidentiary materials.

3.2.3.3 Sealing of evidence with both permanent and temporary seals.

3.2.3.4 Taking precautions against loss and contamination of evidence.

3.2.3.5 Performing all work-related duties in compliance with the Department of Forensic Science Quality Manual.

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3.2.4 To develop good oral and written communication skills, including understanding the importance of effective communication with forensic examiners, law enforcement and medical personnel, and proper documentation thereof.

3.2.5 To learn to handle evidence in a safe manner as prescribed in the Department of Forensic Science Safety Manual and the Section's Technical Procedure Manual.

3.3 Evidence Handling Tasks

3.3.1 Read and become familiar with:

3.3.1.1 Department policy on evidence handling in the Department of Forensic Science Quality Manual.

3.3.1.2 Department of Forensic Science Evidence Handling and Laboratory Capabilities Guide.

3.3.1.3 The appropriate Regional Laboratory Operating Procedures.

3.3.1.4 Department of Forensic Science Safety Manual.

3.3.1.5 Department of Forensic Science Firearm and Toolmark Technical Procedures Manual.

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3.3.2 Observe laboratory personnel receiving, transferring, and returning evidence to/from security and other sections within the Department.

3.3.3 Observe laboratory personnel opening containers of evidence and documenting the packaging condition.

3.3.4 Observe court testimony presented by a qualified Firearm/Toolmark Examiner.

3.3.5 Properly receive, transfer, and return evidence to/from security and other sections within the Department. Initially this will be done under the direct supervision of the training coordinator or designee. When a determination is made by the training coordinator that the FLS can properly receive, transfer, and return evidence, a memorandum of qualification will be provided to the Section Supervisor and forwarded to the Physical Evidence Program Manager advising that the FLS has been found to be competent to perform these tasks without direct supervision.

3.3.4.1 Learn to verify the listing of evidence on the RFLE against the actual items received. Learn to rectify discrepancies with proper documentation and to keep the supervisor and other personnel informed, as appropriate.

3.3.4.2 Learn to discern between evidence which needs to be transferred to other sections versus evidence which needs to be retained in the section for analysis. Transfer evidence to other sections, as appropriate, paying attention to the sequence of section transfer.

3.3.4.3 Learn to perform primary examiner duties.

3.3.4.4 Learn to prepare evidence for return to the submitting agency in accordance with the DFS Quality Manual.

NOTE: The following tasks will be conducted repeatedly with the training coordinator or designee.

3.3.6 Preserve and store a variety of different evidential materials under the direct supervision of the training coordinator or designee. Direct supervision is required throughout this aspect of the training.

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3.3.5.1 Properly note the form and condition of the packaging.

3.3.5.2 Learn to handle routine and non-routine items in accordance with Firearm and Toolmark section protocols and by conferring with the examiner assigned to the particular case and/or supervisor, as appropriate.

3.3.7 In summary, learn and completely understand laboratory capabilities and sequence of examinations, evidence submission and packaging, RFLE reconciling, proper evidence handling techniques, and proper documentation, including note-taking.

3.3.8 Upon completion of the above listed tasks, a memorandum of qualification documenting the FLS' competency in the area of evidence handling will be provided by the Training

Coordinator to the Section Supervisor who will forward it to the Physical Evidence Program Manager.

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3.4 FACE Tasks (Forensic LIMS)

NOTE: The following tasks will be performed by the FLS working under the supervision of the training coordinator.

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3.4.1 Learn to accept evidence into the Firearm and Toolmark Section administrative storage area by observing the supervising examiner or designee perform this task.

3.4.2 Learn how to transfer evidence in FACE to other sections or other laboratories, including the creation of item descriptions and cases.

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3.4.3 Learn how to use FACE to conduct a search of a particular case to determine the forensic laboratory number and examiner assigned to the case.

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3.4.4 Become familiar with FACE terminology and capabilities as well as how to create item descriptions.

3.4.5 Upon completion of the above listed tasks, the training coordinator will provide a final oral test in order to assess the FLS' competency in this area. This test will consist of questions and/or scenarios regarding FACE as it pertains to transferring evidence and performing searches.

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3.5 Communication and Documentation Tasks

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3.5.1 Learn to communicate effectively with forensic examiners, law enforcement and medical personnel.

3.5.2 Learn to properly document communications.

3.6 Training Evaluation

3.6.1 Evaluation of documentation and FACE skills will be conducted by the training coordinator or designee.

3.6.2 Completion of DFS Document 240-F121by the training coordinator.

3.6.3 Evaluation of knowledge through question and answer sessions.

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4 FACE DATA SETS AND REPORT WRITING

4.1 Introduction

Each examiner utilizes FACE to track evidence as well as to enter case work data and create Certificates of Analysis. The FLS will become familiar with FACE as it pertains to entering data sets and creating reports.

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4.2 Goals

4.2.1 To become familiar with FACE datasets for the Firearm and Toolmark section.

4.2.2 To learn how to independently create item descriptions, assign items for examination and enter data into the FACE system.

4.2.3 To become familiar with the suggested reporting formats for various types of firearm/toolmark evidence (refer to the Firearm and Toolmark Technical Procedures Manual).

4.2.4 To learn how to create and type a Certificate of Analysis.

4.2.5 To learn how to transfer and assign Firearm case work in FACE.

4.3 Tasks

4.3.1 Study and become familiar with the suggested reporting formats for various types of firearm/toolmark evidence in the Firearm and Toolmark Technical Procedures Manual. Discuss with your training coordinator.

4.3.2 Under the supervision of the training coordinator or designee, learn how to create item descriptions, assign items for examination and enter datasets into the FACE system. Discuss with your training coordinator.

4.3.3 Under the supervision of the training coordinator or designee, learn how to create reports in FACE and type results into the merged Certificate of Analysis. Discuss with your training coordinator.

4.3.4 When the training coordinator has determined that the FLS is proficient in entering datasets and composing Certificates of Analysis, a memorandum of qualification will be provided to the Section Supervisor and forwarded to the Physical Evidence Program Manager , advising that the FLS has been found to be competent to perform these tasks without direct supervision.

4.4 Training Evaluation

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4.4.1 The training coordinator will evaluate the skills of the FLS in the areas of FACE datasets and report writing.

4.4.2 Completion of DFS Document 240-F121 by the training coordinator.

5 INSTRUMENTATION

5.1 Introduction

Various types of instrumentation are utilized during the analysis of Firearm and Toolmark evidence. The FLS will become familiar with the different types of instrumentation used and may be responsible for some or all of the calibration checks and general maintenance of this instrumentation.

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5.2 Goals

5.2.1 To become familiar with the balances in the laboratory.

5.2.2 To become familiar with the stereomicroscopes in the laboratory.

5.2.3 To become familiar with the comparison microscopes in the laboratory.

5.2.4 To become familiar with measuring devices such as rulers, tape measures, squares, micrometers, and calipers in the laboratory.

5.2.5 To become familiar with the NIBIN equipment.

5.2.6 To become familiar with the use, maintenance and cleaning of the laboratory's firing range and bullet recovery system.

5.2.7 To learn the techniques and procedures for checking the calibration of the balances, stereomicroscopes, comparison microscopes, rulers, tape measures, squares micrometers, calipers and NIBIN equipment.

5.3 Tasks

5.3.1 Study and become familiar with the Department of Forensic Science Quality Manual and Firearm and Toolmark Technical Procedures Manual as it pertains to QA/QC and maintenance of laboratory equipment. Discuss with your training coordinator.

5.3.2 Use the different measuring devices available in the laboratory. Discuss with your training coordinator.

5.3.3 Under the direct supervision of the training coordinator or designee, check the calibration of the balances, stereomicroscopes, comparison microscopes, rulers, micrometers, calipers and NIBIN equipment. Discuss with your training coordinator.

5.3.4 Learn how to competently perform and accurately document the appropriate QA/QC procedures (including routine calibration checks, reagent inventory/preparation, and maintaining the section's reference standards) in accordance with Department and section policies and procedures.

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5.4 Training Evaluation

5.4.1 Evaluation of documentation skills by the training coordinator.

5.4.2 Completion of DFS Document 240-F121 by the training coordinator.

6 CASE EVALUATION AND PREPARATION FOR FORENSIC EXAMINATION

6.1 Introduction

Evaluating the Request for Laboratory Examination (RFLE) to determine the types of examinations that need to be conducted and the order in which these examinations should be conducted are important components of both the evidence handling and case preparation duties of an FLS. The FLS will also be responsible for accurately preparing casework for examiners using the appropriate worksheets and in accordance with all Department policies and procedures.

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6.2 Goals

6.2.1 To learn how to evaluate the RFLE and determine the sequence and type of examinations that need to be conducted.

6.2.2 To learn how to make an initial evaluation of the physical evidence for possible fingerprints, DNA and/or Trace evidence and to learn the appropriate steps to follow in the event that any of these types of evidence is believed to be present.

6.2.3 To become proficient in the use of the Firearm and Toolmark section worksheets and aware of the approved abbreviations that can be used in case documentation.

6.2.4 To become proficient with techniques and procedures used in examining and properly marking different types of Firearm and Toolmark evidence.

6.3 Tasks

6.3.1 Study and become familiar with the Firearm and Toolmark Technical Procedures Manual as it pertains to the different types of examinations conducted by the Firearm and Toolmark section, the approved abbreviations that can be used when note taking, and the approved worksheets. Discuss with your training coordinator.

6.3.2 Learn how to evaluate a RFLE to determine the sequence and specific types of examinations that have been requested. Discuss with your training coordinator.

6.3.3 Under the direct supervision of the training coordinator or designee, learn how to examine firearm evidence and generate the appropriate case documentation. To complete this aspect of training, actual cases may be prepared by the FLS under the direct supervision of a qualified examiner. Discuss with your training coordinator.

6.3.4 Independently complete a competency test in the area a firearm function testing. Upon the successful completion of this test, a memorandum of qualification will be provided to the Section Supervisor and forwarded to the Physical Evidence Program Manager advising that the FLS has been found to be competent to independently perform this task. It is recommended that this competency test be completed in conjunction with the NIBIN entry competency test.

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6.4 Training Evaluation

6.4.1 Evaluation of documentation skills by the training coordinator.

6.4.2 Completion of DFS Document 240-F121 by the training coordinator.

6.4.3 Evaluation of the competency test described in 6.3.4.

.7 NIBIN SYSTEM FAMILIARIZATION AND TRAINING

7.1 Introduction

The National Integrated Ballistics Information Network (NIBIN) is a computerized system for acquiring and storing the images of unidentified bullets and cartridge cases as well as known bullets and cartridge cases. The FLS will become familiar with how the NIBIN system works and will become proficient in its use. A training course administered by the BATF/FTI in the use of the NIBIN system will also be completed.

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7.2 Goals

7.2.1 To become proficient with the NIBIN System pre-course materials.

7.2.2 To attend and successfully complete the BATF/FTI NIBIN System Training Course.

7.2.3 To become proficient in NIBIN entries and NIBIN correlation reviews.

7.2.4 To successfully complete a DFS NIBIN entry competency test.

7.2.5 To successfully complete a competency test pertaining to the review of NIBIN system correlation results.

7.2.5 To learn how to independently complete a NIBIN case including writing the Certificate of Analysis.

7.3 Tasks

7.3.1 Study and become familiar with the NIBIN System pre-course material. Complete any materials in a timely manner for submission to AFT/FTI prior to your scheduled course.

7.3.2 Study and become familiar with the NIBIN training guide.

7.3.3 Attend and successfully complete the BATF/FTI NIBIN System Training Course.

7.3.4 Successfully pass a NIBIN entry competency test. It is recommended that this competency test be completed in conjunction with the firearm function testing competency test.

7.3.5 Under the direct supervision of a qualified examiner, become proficient in the review of NIBIN system correlation results. This task should be done repeatedly and with as many different examiners as possible in order to ensure that the FLS has an appropriate grounding in this area before being qualified to perform this task independently. Discuss with your training coordinator.

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7.3.6 Successfully pass a competency test in the area of reviewing/evaluating NIBIN correlation results.

7.3.7 Learn how to complete NIBIN cases through writing the Certificate of Analysis.

7.3.8 Upon the successful completion of the above competency tests, a memorandum of qualification will be provided to the Section Supervisor and forwarded to the Physical Evidence Program Manager advising that the FLS has demonstrated competency in the areas of NIBIN entry and/or review of NIBIN correlation results.

7.4 Training Evaluation

7.4.1 Evaluation of documentation skills by the training coordinator.

7.4.2 Completion of DFS Document 240-F121 by the training coordinator.

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8 SERIAL NUMBER RESTORATION

8.1 Introduction

An FLS at an advanced level may be trained in the techniques and procedures for the restoration of obliterated numbers and characters.

8.2 Goals

8.2.1 To learn the techniques and procedures used in the restoration of obliterated numbers and characters.

8.3 Tasks

8.3.1 Complete Module 5 of the DFS Firearm/Toolmark Examiner Training Manual.

8.3.2 Upon the successful completion of 8.3.1, a memorandum of qualification will be provided by the Training Coordinator to the Section Supervisor and forwarded to the Physical Evidence Program Manager advising that the FLS has been found to be competent to independently perform this task.

8.4 Training Evaluation

8.4.1 Evaluation of skills to be completed by the training coordinator on DFS Document 240-F121.

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9 OTHER DUTIES

The FLS may be trained to conduct one or more of the tasks outlined in this section. When the FLS has become proficient in performing each of these duties, the checklist on DFS Document 240-F121will be updated by the training coordinator. These tasks, performed on an ongoing and as needed basis may include the following:

9.1 Tasks

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9.1.1 Become familiar with the Laboratory Ammunition Standards and the purchase of additional required standards.

9.1.2 Become familiar with the maintenance of the section's firearm collection.

9.1.3 Learn how to maintain and update the ammunition reference collection.

9.1.4 Learn how to perform NIBIN system back-up, calibration, and maintenance.

9.1.5 Learn how to conduct an evidence inventory of the Firearm Administrative Storage area.

9.1.6 Learn how to conduct an equipment inventory.

9.1.7 Become familiar with the procedure used to Administratively review reports.

9.1.8 Learn how to order supplies used by the Firearm and Toolmark section.

9.2 Evaluation and Qualification

9.2.1 Completion of the checklist on DFS Document 240-F121 by the training coordinator.

9.3 Miscellaneous Duties

9.3.1 The following additional duties may also be assigned (as applicable). These duties include, but are not limited to:

- Pick up RFLE from Evidence Receiving and file in appropriate files
- Be responsible for changing NIBIN tape weekly
- Shock shooting tank and vacuum range
- Check/maintain water level in back of range
- Check range lights to ensure that they are functioning properly
- Sweep range
- Compose the section's weekly report
- Update/maintain the section's NIBIN hit log
- Check pH level in back of range where applicable (monthly)
- Assist in the production of muzzle-to-target distance patterns
- Assist in the production of muzzle-to-target pellet patterns
- Assist with the training of FLS's at or below his/her level
- Assist with instruction at the DFS Forensic Academy
- Sit on hiring panel for FLS-level positions
- Responsible for ensuring that serial number restoration and distance determination chemicals are prepared

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