

Firearm Examiner Training  
Sample Worksheets and Reports  
Users Guide



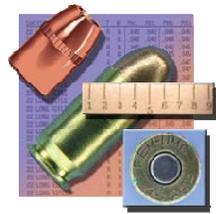
[Reporting Writing](#) (Module 14: Communicating Results)

<b>Module</b>	<b>Subject</b>	<b>Sample Forensic Examination Worksheet</b>	<b>Sample Report of Forensic Examination</b>
8	Examination of Firearms	<a href="#">08ws_firearm.pdf</a>	<a href="#">08rep_firearm.pdf</a>
9	Cartridge and Shotshell Examination (Fired and Unfired)	<a href="#">09ws_cart_case_shotshell.pdf</a>	<a href="#">09rep_cart_case_shotshell.pdf</a>
10	Characterization and Evaluation of Fired Projectiles (Class Characteristics)	<a href="#">10.1ws_fired_bullets.pdf</a>	<a href="#">10.1rep_fired_bullets.doc</a>
10	Characterization and Evaluation of Fired Projectiles (Shotshell Projectiles)	<a href="#">10.2ws_fired_shotshell_projectiles.pdf</a>	<a href="#">10.2rep_fired_shotshell_projectiles.pdf</a>
11	Bullet Comparison and Identification (Individual Characteristics)	<a href="#">11ws_bullet_compare_identify.pdf</a>	<a href="#">11rep_bullet_compare_identify.pdf</a>
12	Gunshot Residue and Distance Determination	<a href="#">12.1ws_gunshot_residues.pdf</a>	<a href="#">12.1rep_gunshot_residues.pdf</a>
12	Gunshot Residue and Distance Determination (Shot Patterns)	<a href="#">12.2ws_shot_pattern.pdf</a>	<a href="#">12.2rep_shot_pattern.pdf</a>
13	Toolmark Identification (Tools)	<a href="#">13.1ws_tool.pdf</a>	<a href="#">13rep_toolmark_identification.pdf</a>
13	Toolmark Identification (Toolmarks)	<a href="#">13.2ws_toolmark.pdf</a>	
13	Toolmark Identification (Fractures)	<a href="#">13.3ws_fracture.pdf</a>	

# Firearm Examiner Training

## Sample Worksheets and Reports

### Users Guide



## Report Writing

This section discusses how to report results for firearms and toolmark analysis. The report is an official document and may be read by many professionals including the following:

- Investigators
- Prosecutors
- Defense attorneys
- Other forensic experts

There are some general guidelines pertaining to all forensic reports that should be followed.

Forensic reports must

- adhere to the administrative and technical policies of the issuing laboratory,
- adhere to the requirements of the laboratory's accrediting body,
- address all examinations requested by the submitting agency,
- include results of any additional unrequested examinations,
- be clearly written in Standard English using appropriate grammar and punctuation,
- be written, to the extent possible, in non-technical terms,
- express results in a balanced and unbiased way,
- be a reflection of the case file.

## ***Report Contents***

Typically the contents of a firearms/toolmark report will include the following:

- Date of the report
- Laboratory/agency address
- Attention line
- Submitting agency case number
- Laboratory tracking number
- Written title for the case (may contain suspect's name, the victim's name, and the violation)
- Examinations requested
- List and general description of evidence items received
- When, how, and by whom the evidence items were received
- Results of examination(s) performed
- Information regarding return of evidence
- Signature of examiner and quality assurance reviewer(s) (per laboratory protocol)

# Firearm Examiner Training

## Sample Worksheets and Reports

### Users Guide



Worksheets are used by many examiners during their analysis of evidence. This is a particularly effective way to organize case file information so that it can be incorporated into the report. Sample worksheets for various types of examinations can be found in the resource section of this training program.

The resource section of this training program contains sample reports with language and statements pertaining to the specific area of firearms/toolmark examination covered in each module. It should be emphasized that laboratory policies and procedures for report writing must be followed and that the sample reports contained in the resource section are provided only for guidance.