



Quality Division Use Only

Quality Tracking # Date Quality Division Notified:

Division: Section:

Identified Through: Daily Operations

If other, state source: _____

Description of Original Process:
 Historically, prior to testifying in court, Firearms examiners met with Assistant District Attorneys (ADAs) to discuss the details of work performed. ADAs came prepared with questions and had a basic knowledge of firearm examinations. There has been an increasing number of new ADAs in recent years who do not always understand what examinations can and cannot be provided by HFSC's Firearms section. Additionally, some attorneys are not familiar with recent court challenges to the field of firearm examinations.

Description of Improved Process:
 The Firearms section, together HFSC's legal team, created two documents: one providing general information about firearms examinations and terminology, and the other providing information about recent challenges to the field of firearms examinations. These documents will be made available to both prosecutors and defense attorneys to help improve understanding and communication between analysts and attorneys prior to trial. These documents should prevent the need for multiple and/or extensive pretrial meetings and improve the quality of information provided to jurors during testimony.

Staff Member: Melissa Nally

Date: 9/27/2022

Immediate Supervisor: Kim Zeller

Date: 9/27/2022

Division Director: Amy Castillo

Date: 9/28/2022

Quality Director: Erika Ziemak

Date Closed: 9/28/2022