MINISTRY OF INTERNAL AFFAIRS


RULES OF PROCEDURE ON THE COMPOSITION OF COMMISSIONS OF THE MINISTRY OF INTERNAL AFFAIRS FOR TEST-FIRING, THE CONDUCT OF TEST-FIRING AND STORAGE OF CARTRIDGES FROM WEAPON TEST-FIRING

I. GENERAL PROVISIONS

Article 1
These Rules of Procedure regulate the composition of commissions of the Ministry of Internal Affairs for test-firing, the conduct of test-firing and storage of cartridges from weapon test-firing.

II. THE COMPOSITION OF COMMISSIONS OF THE MINISTRY OF INTERNAL AFFAIRS FOR TEST-FIRING

Article 2
To conduct test-firing in compliance with the Law on Weapons, the Minister of Internal Affairs shall form eight commissions (hereinafter: Commissions) of the Ministry of Internal Affairs (hereinafter: the Ministry) to perform test-firing for the areas of the eight Internal Affairs Sectors of the Ministry, upon the proposal of the Head of the respective Sector.

Article 3
The Commissions shall consist of a Chairperson, two members and their deputies. The Chairperson and his/her deputy, as well as one member and his/her deputy shall be uniformed police officers, while one member and his/her deputy shall come from an organisational unit for civil affairs and from the forensic organisational unit (a Chairperson and three members). The Chairperson, members and deputies of the Chairperson and members shall be employees of the Sector for Internal Affairs competent for the area for which the Commission has been formed.

III. THE MANNER OF CONDUCTING TEST-FIRING

Article 4
Firing shall be conducted at facilities that meet the requirements stipulated in the Rules of Procedure on the minimum technical and safety requirements to be fulfilled by the facilities at civilian shooting ranges.
During the process of test-firing, members of the commissions should wear protective work clothing. Prior to the commencement of test-firing, cartridges from the previous firing should be removed. Firing shall be conducted by a member of the Commissions - a uniformed police officer using the bullets provided by the weapon owner or by the Ministry of Internal Affairs (Commissions), but paid by the weapon owner, in the presence of a medical professional. The weapon owner shall be present during the firing procedure.

**Article 6**
Finding, collecting and packing of cartridges shall be performed by a Commission member from the forensic unit. The cartridges shall be packed in aluminium boxes, polyethylene bags or other packaging adequate for that purpose. The packed (secured) cartridges shall be marked by a member of the Commission from the organisational unit for civil affairs.

**Article 7**
The Chairperson of the Commission shall draft a Firing Report that is signed by the Chairperson and the Commission members.

**Article 8**
Transportation of the fired cartridges shall be performed by the Commissions immediately after firing, in a safe and secure manner with clearly marked vehicles of the Ministry to the premises of the respective organisational unit for civil affairs.

**Article 9**
After receiving the fired cartridges, the organisational unit for civil affairs shall allocate a unique identification number to the fired cartridges of the weapon from which they were fired.

**IV. STORAGE OF CARTRIDGES FROM THE WEAPON SUBJECT TO TEST-FIRING**

**Article 10**
The Commissions shall take over the fired cartridges containing unique identification numbers and shall send them to the Forensic Department at the Central Police Service of the Public Security Agency at the Ministry, where the cartridges shall be kept in a special room (depot, warehouse) in a centralised manner. The room referred to in paragraph 1 of this Article shall be used strictly for keeping the fired cartridges and it shall be specially protected - technically secured. In the room referred to in paragraph 1 of this Article, the stored cartridges should be clearly marked, selected and classified in a manner so as to enable efficient and fast tracking of the unique identification number. Records on the fired cartridges stored in the room referred to in paragraph 1 of this Article shall be kept.

**V. FINAL PROVISION**
Article 11
These Rules of Procedure shall enter into force on the date following the date of publication in the “Official Gazette of the Republic of Macedonia”.

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Skopje

Minister
of Internal Affairs
Gordana Jankuloska, MA (signature)