

## **3-06/010.00 - Weapons**

Firearms introduced as evidence shall be inspected and rendered SAFE before the start of any proceedings. Plastic restraints shall be used to render the firearm safe. Ammunition shall be removed and secured in an envelope and kept separate from the firearms. All firearms, ammunition, and magazines shall be secured from custodies and defendants.

Revolvers shall have the cylinder open. The plastic restraint shall be inserted through a cylinder hole and the trigger guard. The restraint shall then be secured thereby immobilizing the cylinder.

Semi-automatic pistols shall have the magazines removed; slide opened and locked, with the safety on. Ammunition shall be removed from the magazine. Any ammunition in the chamber shall be removed. The plastic restraint shall be inserted through the barrel. The restraint shall then be secured thereby preventing the insertion of ammunition into the chamber and restricting the forward movement of the slide.

Rifles and shotguns shall have all bolts, blocks, slides, and breeches open with the safety on. The plastic restraint shall be wrapped around the frame and through both the ejector and loading ports. The restraint shall then be secured thereby preventing the forward movement of the slide.

Any questions or problems regarding the rendering of any firearms safe shall be referred to a Branch Supervisor. Branch Supervisors shall ensure that ample supplies of plastic restraints are on hand at all times.

At the beginning of each continued session where firearms have been introduced as evidence, the firearms shall once again be inspected, rendered safe and secured from custodies and defendants. Any other weapons, i.e., knives, clubs, etc., shall be kept out of the reach of custodies and defendants.

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