5-09/180.00 - Firearms Processing

Deputies who initially receive a firearm shall:

- Make the firearm safe for handling;
- Firearms that cannot be rendered safe shall be labeled as “NOT RENDERED SAFE,” and stored in the watch commander’s safe, or otherwise secured from contact, until which a time they can be directly transported to the Firearms Identification section of the crime lab;
- Process the firearm for fingerprints, If the circumstances warrant;
- Identify the firearm by serial number or markings, if possible. If there is no serial number, or the number is obliterated, note that condition. A service request for serial number restoration can be made in PRELIMS. Deputies shall not scratch initials or badge numbers on the firearm or otherwise mark it for identification purposes;
- Issue a Surrendered Firearms Receipt (SH-CR-627) to any person surrendering firearm. Obtain person’s signature on the receipt if possible;
- Affix a PRELIMS item label to the evidence packaging, or tag to the long guns without packaging, and place the firearm in evidence; and
- Prepare the appropriate report.

Firearms held for evidence may be submitted to the crime lab for various processing as follows:

- Fingerprints or handler’s DNA swab preservation â€‘ A Print Deputy Request (PDR) can be completed in PRELIMS for routine fingerprinting or handler’s DNA swab preservation to be completed at the station, prior to submission to the crime lab;
- Specialized laboratory examination requests shall be made thorough submission of a service request in PRELIMS directed to the appropriate laboratory section(s) and/or NIBIN (National Integrated Ballistics Information Network) entry. Submit candidate firearms to the crime lab for entry into the NIBN Database. A service request is not required if NIBN entry only, is needed. Evidence custodians shall confirm the firearm has been rendered safe and any PDR or necessary service requests have been submitted and approved prior to transferring the firearm to the crime lab.
    - **Submission of Firearm:**
        - All centerfire semiautomatic handguns, .25 Auto caliber or larger, shall be submitted to the SSB/Firearms Identification section for test fire and NIBIN database entry;
        - Unless case circumstances warrant, firearms seized for safekeeping will not be accepted by the crime lab for NIBIN entry. Contact a Firearms Identification Section supervisor for case specific exceptions or with any questions at 323-260-8560;

- Empty pistol magazines, when available, shall be submitted and packaged with the firearm.
- If ammunition is packaged with the firearm, it shall be packaged separately within the packaging to prevent contact with sharp objects or inadvertent chambering in the firearm during transport;
    - Ammunition shall not be taped together, marked, or otherwise altered in any manner;
- Rifles chambered in handgun calibers may be submitted. Contact a Firearm Identification section supervisor prior to submission;

- **Submission of Expended (fired) Cartridge Cases:**
    - All crimeâ€‘related centerfire handgun expended cartridge cases, .25 caliber or larger, shall be submitted to the SSB/Firearms Identification section for NIBIN database entry;
- **Special Considerations:**
    - All homicideâ€‘related evidence submissions shall be made by handling detectives; and
    - For submissions of large numbers of firearms (greater than five firearms at a time), please contact the SSB/NIBIN personnel prior to submission to make arrangements for receiving the firearms.

Evidence custodians shall not deliver a firearm to Central Property that should have been first submitted to the crime lab for testing. Surrendered firearms or firearms seized for safekeeping will not be routinely accepted for testing. Firearms sent to Central Property shall be accompanied by a JDIC record status.

Station/unit detectives or Detective Division personnel to whom the case is assigned shall:

- Be responsible for the disposition of all firearms, regardless of the assignment of the original case;
- Determine if test firing or other specialized laboratory examinations are necessary and if so, complete a service request in PRELIM and deliver to the crime lab once approved;
- Check for any "records" or "wants" concerning the firearm with DOJ/AFS;
    - Clear any "wants" before forwarding them to Central Property and Evidence;
- Release firearms not sent to the crime lab or firearms returned from the lab as follows:
    - Introduce the firearm into court as evidence if expert testimony is not required;
    - Release the firearm directly to the Central Property custodian. A copy of the JDIC record status must accompany each firearm that is transported to Central Property;

All firearms/weapons released to Central Property for disposal shall be recorded on a Personal Property form

(76P791-CR37). Investigating officers shall ensure that the proper documentation is attached to the form.