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## **Firearm Reference (FR) Collection**

### **1.0 Numbering of FR Collection Firearms**

- 1.1** FR firearms shall be labeled using indelible marker with “FR” and a sequential number. No FR firearm will receive a number assigned to another FR firearm.
- 1.2** Historically, firearms placed in the FR Collection were marked with “FA” as an abbreviation for firearm. Since “FA” is now used as the abbreviation for Forensic Advantage (the Laboratory’s information system), this document changes the labeling requirement to “FR” for all new reference collection firearms. Due to the size of the FR Collection, firearms placed into the Collection prior to the effective date of this document will not be re-labeled with the new identifier.

### **2.0 Numbering of Firearms for Destruction**

- 2.1** Every firearm received for destruction only shall be labeled using indelible marker with a “D” (signifying destroy) and a sequential number. No D firearm will receive a number assigned to another D firearm.

### **3.0 Procedure for Receiving Firearms for the Firearm Reference Collection**

- 3.1** No FR firearm(s) shall be received by the Firearms Unit without a court order (or appropriate paperwork from the proper authority) allowing for the use and/or destruction of the FR firearm(s) being received. The FR firearm(s) shall be received by either the Physical Evidence Section Forensic Scientist Manager (FSM), the Firearm Reference Collection Officer (RCO), or designee.
- 3.2** No FR firearms shall be received by the Firearms Unit that have live ammunition in the same container.
- 3.3** When receiving an FR firearm, the Firearms Unit employee shall verify the firearm is unloaded and that no live ammunition is present in the container with the firearm. This safety check shall be documented on the Firearms Reference Collection Receipt.
- 3.4** When receiving an FR firearm, the Firearms Unit employee shall cause a receipt to be prepared which shall reflect the assigned FR number, a detailed description of the submitted firearm (make, serial number, model, caliber/gauge, etc.) and any ammunition, fired bullets and/or fired cartridge cases. The receipt shall be signed and dated by the contributor and receiving employee. The original receipt, along with any additional paperwork (court order, local department receipt, etc.), shall be filed in the Firearms Unit and a copy of the receipt given to the contributor.
- 3.5** After receiving an FR firearm, the receiving employee shall mark the assigned FR number on the firearm.
- 3.6** The receiving employee shall cause a search of the FR records to be conducted to determine if the submitted firearm is to be placed in the FR room, the FR bulk storage area or destroyed. The receiving employee shall be responsible for ensuring that the disposition of the FR firearm is reflected in the records. If the firearm is to be added to the FR collection, the employee shall affix a tag with the assigned number to the firearm.

- 3.7 Before the physical addition of the firearm to the FR Collection, a second inspection of the firearm shall be performed to ensure it is unloaded. This safety check shall be documented on the Firearms Reference Collection Receipt.
- 3.8 The condition of all ammunition shall be examined by the receiving employee. Any ammunition determined by the employee to be unsafe for use shall be disassembled and the components placed in the storage or disposal area. Ammunition determined to be safe shall be placed in the test ammo room. Ammunition submitted with an FR firearm shall not be marked because these markings may interfere with the microscopic markings left on the bullet and/or cartridge case if the ammunition were used in casework.

#### **4.0 Authorized Use of FR Firearms**

##### **4.1 Member of the Firearms Unit**

- 4.1.1 A Firearms Unit employee may use an FR firearm at his/her discretion for the following reasons: training, familiarization, case related work or research. If the employee removes an FR firearm from the FR room, the employee shall complete the “FR Collection Sign-Out Sheet.”

##### **4.2 State Bureau of Investigation (SBI) Agents**

- 4.2.1 SBI Agents (Agent) may be allowed to check out FR firearms for official Bureau business upon approval by the Physical Evidence Section FSM or designee of a written request from the SBI Assistant Director, Deputy Assistant Director or Director stating purpose and use of the FR firearm, name(s) of authorized agent(s) who may have custody of the FR firearm, and how long the FR firearm will be needed. When checking an FR firearm out to an Agent, the RCO or designee making the transfer shall be responsible for having a detailed receipt prepared stating the FR number, firearm description, and condition. This receipt shall be signed and dated by the Unit employee and the receiving agent. The Unit employee shall complete an entry on the FR Collection sign-out sheet. The original receipt, along with the letter of request, shall be given to the Firearms Unit administrative assistant for filing. A copy of the receipt shall be given to the receiving Agent.
- 4.2.2 When an Agent returns an FR firearm, the receiving Unit employee shall inspect the firearm and cause a receipt to be prepared stating the FR number, firearm description and condition. This receipt shall be given to the Physical Evidence Section administrative assistant for filing and a copy shall be given to the returning Agent. If any issue is noted when the FR firearm is returned, the Physical Evidence Section FSM shall be advised immediately and shall conduct an inquiry to resolve the issue.

##### **4.3 Other State, County, and Local Law Enforcement**

- 4.3.1 State, county and local law enforcement agencies (outside agency) may be permitted to check out an FR firearm for official use upon approval by the Physical Evidence Section FSM of a written request (on agency letterhead) stating the purpose and use of the FR firearm, name(s) of authorized personnel who may have custody of the FR firearm, and the time period the FR firearm will be needed.

- 4.3.2** The Physical Evidence Section FSM shall be the only individual who may check out an FR firearm to an outside agency.
- 4.3.3** When turning over an FR firearm to an outside agency, the Physical Evidence Section FSM shall have a detailed receipt in triplicate completed containing the FR number, firearm description, and condition. The receipts shall be signed and dated by the Physical Evidence Section FSM, receiving officer and a witness. The original receipt shall be placed in the Firearms Unit files, along with the letter of request from the agency. A copy shall be given to the receiving officer, and the third copy shall be sent by mail to the head of the requesting agency. The FR collection Temporary Release of Custody Form and sign-out sheet shall also be completed.
- 4.3.4** When the outside agency returns the FR firearm, the Physical Evidence Section FSM shall inspect the FR firearm and cause a detailed receipt to be made in triplicate noting the FR number, firearm description, and condition. The receipt shall be signed and dated by the Physical Evidence Section FSM, returning officer, and a witness. The original receipt shall be retained and filed in the Firearms Unit, the second copy given to the returning officer and the third copy mailed to the requesting agency head. If any issue is noted when the FR firearm is returned, the Physical Evidence Section FSM shall conduct an inquiry to resolve the issue.
- 4.4** The RCO shall conduct an annual review in October of FR firearms checked out to SBI Agents or outside agencies. This review shall be documented using the Firearm Reference Collection Check-Out Review Form.

## **5.0 Destruction of FR Collection Firearms**

- 5.1** When the Physical Evidence Section FSM deems any FR firearm is not needed, the FR firearm's history shall be searched for the use and/or destruction court order. If authority exists in the form of a court order to destroy said FR firearm, the Physical Evidence Section FSM shall cause the FR firearm to be disassembled for parts. The frame or receiver of the FR firearm (which by Federal law is the firearm) shall be destroyed in such a manner as to render it impossible to be used as a firearm. The destruction of the FR firearm shall be witnessed by the Physical Evidence Section FSM or designee and one (1) Firearm Forensic Scientist, Level I or higher. A detailed receipt shall be prepared reflecting the FR firearm number and description. The receipt shall be signed and dated by the Physical Evidence Section FSM or designee, and the witnessing Firearm Forensic Scientist, as having witnessed the destruction. The original receipt shall be retained in the Firearms Unit records.

## **6.0 Destruction of Firearms Received from Outside Agencies**

- 6.1** The firearm(s) for destruction shall be received by either the Physical Evidence Section FSM or the RCO. The receiving employee shall ensure that the contributor has a court order for destruction.
- 6.2** The receiving employee shall have a "D" number assigned to the firearm.
- 6.3** The receiving employee shall cause a detailed receipt to be prepared in duplicate reflecting the assigned "D" number as well as the description of the firearm.

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- 6.4** The receipt shall be signed and dated by the Unit employee and the contributor. The original receipt shall be maintained in the Firearms Unit files and a copy shall be given to the contributor.
- 6.5** The receiving employee shall mark the “D” number on the firearm.
- 6.6** The receiving employee shall then place the firearm in an area designated for “firearms to be destroyed.”
- 6.7** Firearms shall be held for destruction until the Physical Evidence Section FSM deems it appropriate.
- 6.8** If, before the destruction of any firearm, the Physical Evidence Section FSM determines that the parts of the firearm are needed for research, training, or casework purposes, the firearm shall be disassembled and the parts, not including the frame/receiver, shall be placed in the Unit’s firearm parts file.
- 6.9** The destruction of a firearm’s frame/receiver and/or parts shall be witnessed by the Physical Evidence Section FSM or designee and one (1) Firearm Forensic Scientist I or higher. The frame/receiver and/or parts shall be destroyed in a manner as to make it impossible for them to be used as a firearm. The destruction shall be noted on the original receipt which shall be signed and dated by the Physical Evidence Section FSM or designee and witnessing Firearm Forensic Scientist, as having witnessed the destruction of the firearm. The original receipt shall be retained in the Firearms Unit records.

## **7.0 Associated Records**

- Firearm Reference Collection Receipt
- Firearm Reference Collection Receipt Cover Sheet
- Firearm Reference Collection Temporary Release of Custody Form
- Weapon Destruction Court Order
- Weapon Destruction Cover Sheet
- Firearm Reference Collection Sign-Out Sheet
- Firearm Reference Collection Check-Out Review Form

Revision History		
Effective Date	Version Number	Reason
01/24/2014	1	Original Document
08/29/2014	2	Corrected various sections to reflect organizational change; corrected formatting.
01/07/2019	3	Added new <b>3.2</b> , <b>3.3</b> , and <b>3.7</b> <b>6.7</b> – removed 3 year requirement Changed “gun” to “firearm” throughout