



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Firearm and Casing Evidence Collection*

Number: *507*

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Rescinds:

Dated:

Approved By: _____

PURPOSE

The purpose of this procedure is to establish a standardized and comprehensive process for the collection of firearms and casings along with consistently completed required documentation.

OBJECTIVES:

1. Ensure the safety of officers.
2. Preserve potential evidence.
3. Minimize the handling of collected firearm evidence.
4. Establish uniform procedures for vouchering firearm evidence.
5. Enable timely processing (24-48 hours) from collection to NIBIN entry.

DEFINITIONS:

1. Casing: The housing/shell that holds the gunpowder, primer, and projectile.
2. Cartridge: A single, complete round of ammunition.
3. Projectile: The object projected from a firearm as a result of internal explosion.
4. Firearm: Any weapon to include but not limited to a rifle, pistol, shotgun or revolver which is capable of expelling a projectile by the action of an explosive.
5. Firearm Evidence: The firearm, casing(s), cartridge(s), magazine(s), & projectile(s).
6. NIBIN: National Integrated Ballistics Information Network.

PROCEDURE

I. COLLECTION / EVIDENCE SUBMISSION

Officers shall generate a UCR whenever firearm evidence is collected from a scene/person/place. If a firearm is collected as found property, a found property report shall be

generated to detail how the weapon came into the possession of the reporting officer. If collected from a Hotel, obtain guest(s) information for the associated room(s) when applicable.

Officers shall wear new disposable gloves when handling firearm evidence to minimize potential loss and contamination of DNA and/or fingerprint evidence. There is a clear exception to the use of disposable gloves when circumstances dictate immediate action to preserve life, property, or officer safety.

II. P&E SUBMISSIONS FOR FIREARMS

There are different types of weapons which all present a different method of handling.

- A. Auto loading weapon
 - a. Eject the magazine into a clear plastic evidence bag.
 - b. Clear the chamber and place cartridges/casings into the evidence bag without handling if possible.
 - c. Place the firearm into the bag.
 - d. Seal the bag.
 - e. Indicate the incident number on the sealed plastic evidence bag.
 - f. Place in a gun box and fill out the required information on the gun box.
 - g. Do NOT heat seal the firearm or attach with zip ties!
- B. Revolver
 - a. Handling as least as possible, open the cylinder.
 - b. Document/Photograph the rounds in the cylinder.
 - c. Drop cartridges/casings into a clear plastic evidence bag without handling if possible.
 - d. Close the cylinder.
 - e. Place the firearm into the bag.
 - f. Seal the bag.
 - g. Indicate the incident number on the sealed plastic evidence bag.
 - h. Place in a gun box and fill out the required information on the gun box.
 - i. Do NOT heat seal the firearm or attach with zip ties!
- C. Single Shot/Breach Load
 - a. Handling as least as possible, open the breach.
 - b. Remove cartridge/casing and place into a clear plastic evidence bag without handling if possible.
 - c. Close the breach.
 - d. Place the firearm into the bag.
 - e. Seal the bag.
 - f. Indicate the incident number on the sealed plastic evidence bag.
 - g. Place in a gun box and fill out the required information on the gun box.
 - h. Do NOT heat seal the firearm or attach with zip ties!

**** IF an evidence bag is not available or the firearm is too large for a bag, follow the above steps with a gun box.**

The firearm, ejected magazine, and any cartridge/casing cleared from the chamber, cylinder or breach shall be vouchered in MFR or RMS as one group/item on the voucher. All other case evidence (drugs, money, knife, additional magazines...) must be entered on a separate voucher.

III. P&E SUBMISSIONS FOR CARTRIDGES, CASINGS and PROJECTILES.

Officers responding to scenes where no firearm is present or the incident requires the officer to collect cartridges/casings not directly attributed to or associated with a specific firearm shall separate casings, unfired cartridges, and/or projectiles collected from a scene into separate packages, to the extent possible. For casings/cartridges, if there are multiple calibers, separate each caliber into different packages.

- A. Casings (fired rounds)
 - a. Separate from cartridges and projectiles handling the least amount possible.
 - b. Place into an envelope or brown bag.
 - c. Seal the package.
 - d. Indicate the incident number on the sealed package.
- B. Cartridges (unfired rounds)
 - a. Separate from casings and projectiles handling the least amount possible.
 - b. Place into an envelope or brown bag.
 - c. Seal the package.
 - d. Indicate the incident number on the sealed package.
- C. Projectiles
 - a. Separate from cartridges and casings handling the least amount possible.
 - b. Place into an envelope or brown bag.
 - c. Seal the package.
 - d. Indicate the incident number on the sealed package.

The cartridges, casings and projectiles shall be vouchered in MFR or RMS as one voucher. However, cartridges, casings and projectiles should have separate item numbers on the voucher. All other case evidence (drugs, money, knife...) must be entered on a separate voucher.

IV. NIBIN Acquisition Request (Mandatory)

The NIBIN Acquisition Request form must be filled out (digitally or manually) with as much information available at the time of submission. Attach the manually completed form to the package(s) or email the completed digital form to NIBIN@cityofmyrtlebeach.com.