

# Criminal Investigative Division Initiative

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## 1 INTRODUCTION

To establish the procedures for processing National Integrated Ballistics Information Network (NIBIN) requests based upon the Criminal Investigative Division (CID) initiative, which has been approved by the FBI Laboratory Director. This initiative is intended to assist with the backlog of firearms that were identified to exist within FBI Field Offices that require NIBIN entry only. These procedures are designed for test-fired cartridge case entry into NIBIN for FBI forfeited evidence that has not been previously entered into NIBIN.

## 2 SCOPE

These procedures apply to Firearms/Toolmarks Unit (FTU) personnel who receive firearm(s), complete NIBIN acquisitions, review correlation results and return items submitted for this initiative.

## 3 EQUIPMENT

- Equipment
  - Microscope (stereozoom)
  - NIBIN systems
  - FBINet access to Sentinel
- Material
  - General laboratory supplies
  - Known exemplars
  - Cleaning solvent
  - Personal protective equipment

## 4 STANDARDS AND CONTROLS

- Known exemplars produced from firearms during test firing serve as controls.

## 5 PROCEDURE

### 5.1 Responsibilities

- A. FTU personnel will:
  1. Ensure the NIBIN acquisitions and correlation requests are conducted.
  2. Generate an FTU NIBIN spreadsheet.
  3. Review the correlation results.
  4. Delete correlation results from the NIBIN database as appropriate.
- B. FTU examiner will:
  1. Contact CID and case agent with any positive NIBIN association results.
  2. Upload supporting records into the proper subfile of the CID control file in Sentinel.
- C. FTU personnel returning the container will:
  1. Ensure the contents are properly sealed and packaged.
  2. Ensure the container is returned to the contributor.

Procedures can be broken out into text, subsections of text, a list, listed as a table, and/or via a process map. Examples of each are listed below.

## 5.2 Recording and Acknowledging Items

- A. FTU personnel will contact CID and the contributor to acknowledge receipt of the item(s). This communication will be recorded in the Case Communication Log in FA.
- B. Once inventory of the container is completed, FTU will facilitate the evidence transfer in Sentinel.

## 5.3 CID NIBIN Process

- A. Firearm(s) will be inspected for safety prior to test firing as described in [FTD-211](#).
  - 1. Test fires collected for the CID initiative are not considered evidence.
- B. NIBIN administrative fields will contain the Field Office Investigative Case ID number, without the investigative classification and the Laboratory point of contact. NIBIN evidence entry fields will contain the 1B number for the firearm.
- C. Test fire(s) will be searched against the appropriate NIBIN region(s) based upon the geographic location that the firearm was submitted from.

## 5.4 NIBIN Correlation Results

- A. FTU personnel will review the NIBIN correlation results and determine if there is an association.
- B. The FTU NIBIN spreadsheet will be derived from the CID request spreadsheet. It will contain information about the NIBIN search, to include:
  - 1. NIBIN acquisition date.
  - 2. Initials of FTU personnel who reviewed the correlation results.
  - 3. Handwritten initials of FTU personnel who reviewed the correlation results.
  - 4. Date correlation results were reviewed.
  - 5. NIBIN result.
    - i. If NIBIN acquisition is not possible or appropriate, the reason will be recorded on the FTU NIBIN spreadsheet.
- C. Record(s) of any positive NIBIN associations will be added to the Case Object Repository.
- D. Once all NIBIN correlations have been reviewed, the FTU NIBIN spreadsheet will be scanned and added to the Case Object Repository.

## 5.5 Reporting Results and Closure

- A. FTU examiner will provide positive NIBIN associations via BUNET email to CID and the assigned case agent. The email will be serialized into the appropriate investigative file and CID subfile.
  - 1. Per agreement with CID, negative NIBIN results will not be reported.
  - 2. The FTU NIBIN spreadsheet, detailing the results for each affected Field Office, will be provided to CID.

- B. All submitted items will be returned to the contributor by FTU personnel using shipping labels from FA.
  - 1. The CID request spreadsheet that was used for container inventory will be used as a shipping invoice for each container.
- C. All test-fired samples will be destroyed.
- D. FTU Examiner will close the Case Record in FA by changing the case status to "Complete."
- E. FTU personnel will create an electronic 1A (combined Case and Case Record) containing the case records generated (e.g., spreadsheets, chain of custody, positive NIBIN associations) and upload the 1A to the CID Control File Number in Sentinel.

## 6 LIMITATIONS

Due to a number of variables regarding image capture and data entry, NIBIN searches may not always locate entries that were fired in the same firearm. Additionally, the algorithm used in NIBIN merely provides a sorting capability for potentially associated toolmarks represented on cartridge cases and provides no statistical confidence in possible matching results.

## 7 SAFETY

Refer to the [FTD Quick Reference Guide for Safe Handling of Firearms and Ammunition](#).

## 8 REVISION HISTORY

Revision	Issued	Changes
01	03/02/2020	Updated title to reflect FTD. Added Sections 3, 4 and 5 and renumbered. Incorporated the review and deletion of correlation results to the responsibility of FTU personnel in Section 6.3. Changed examiner to personnel in Section 7.6.1, second and third bullet points in Section 7.6.2. Changed responsibility to examiner in Section 7.7.1. Added Sections 10, 11 and 12 and renumbered. Updated References.
02	02/24/2023	Section <a href="#">5.3</a> -- updated reference to FTD-211. Section <a href="#">7</a> -- updated reference to FTD QRG Safe Handling of Firearms and Ammunition. Updated to meet template requirements.