

Firearms/Toolmarks Discipline Standard Operating Procedures for Disposition of Firearms

1 Introduction

The Firearms/Toolmarks Unit (FTU) is responsible for the destruction of weapons that have been declared abandoned, court-ordered for destruction, or purchased with FBI case funds. The FTU may request firearms for official use and add them to the Reference Firearms Collection (RFC). The FTU maintains the RFC, which contains over 7,000 handguns, rifles, and shotguns that are used to support casework, training, intelligence, research, and investigative objectives. All firearms—including but not limited to real, inoperable, replica, BB-guns, toy guns, water guns—as well as silencers /suppressors, are required to be sent to the Laboratory for disposition as stated by the *Field Evidence Management Policy Guide*. Though not required, non-firearm weapons and items such as ammunition, knives, holsters, gun cases, tasers, and brass knuckles may also be sent to the Laboratory for disposition. Firearm disposition is currently tracked through the VISI-TRAC[®] software (referred to as Visi-Trac throughout remaining document), and the Firearms Disposition Database for assets entered prior to July 2013. The Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) is responsible for the destruction of forfeiture weapons if not requested for official use through the FBI's Forfeiture and Seized Property Unit (FSPU).

2 Scope

These procedures apply to the Reference Firearms Collection Program Manager (RFCPM) and other FTU personnel for the disposition of firearms, either their destruction or inclusion into the RFC.

3 Responsibilities

The Reference Firearms Collection Program Manager and other FTU personnel will:

- Ensure the RFC and Visi-Trac software are updated and maintained.
- Ensure the disposition process is properly applied to all firearms.
- Add firearms to the RFC when deemed appropriate and necessary.
- Test fire all firearms received and enter and review cartridge cases correlation(s), where appropriate, in the National Integrated Ballistics Information Network (NIBIN).
- Witness (or designate a witness) the destruction of firearms.
- Ensure that the Visi-Trac record for every firearm received for official use is made available to the FTU Management and Program Analyst (MAPA) immediately upon entry.

- Assist in the performance of the annual 100% audit of the RFC.
- Update the status of items in Sentinel when those items are received or disposed.
- Regularly review assets available through the Consolidated Asset Tracking System (CATS) and request assets for official use.

The FTU Management and Program Analyst (MAPA) will ensure:

- The Visi-Trac record is used to update the Laboratory Property Management System, currently the Asset Management System (AMS), within 48 hours of receipt.
- Finance Division (FD) is notified of all firearm additions to AMS.

4 Equipment/Materials/Reagents

Computer with access to Visi-Trac, radio frequency identification (RFID) barcode scanners, RFID tags with barcode (attached to firearms/non-firearm weapons), NIBIN access, and FBINET Access is required to utilize Sentinel and the Asset Management System, and UNET access for CATS.

5 Standards and Controls

Not Applicable

6 Sampling

Not Applicable

7 Legal Statuses of Firearms

7.1 Court Order Destruction

7.1.1 Firearms may be received with a court order, signed by a judge, that states the submitted firearms **MUST** or **SHALL** (or other language of equal weight) be destroyed. These firearms cannot be added to the RFC. If the court order language states a firearm **MAY** be destroyed (or other similar non-imperative language), then it is at the discretion of the RFCPM to retain or destroy the submitted firearm.

7.1.2 A Court Order Number should be included in the documentation received and recorded in the “Seizure Number” section of Visi-Trac.

7.1.3 Leads in Sentinel may only be covered when a court order destruction firearm has been physically destroyed or retained for official use. The lead may be partially covered to indicate to the Field Office (FO) that the firearm was received in the FTU for destruction.

7.2 Abandonment

7.2.1 Firearms seized in the field are considered abandoned when an owner is unknown, or known but unwilling to take possession of the firearm.

7.2.2 Abandoned firearms are obtained through the FSPU. The RFCPM will regularly review firearms seized by the FBI and available for official use. The paralegal specialist assigned to the asset will be emailed and provided with the pertinent information regarding firearms requested for official use. At the completion of the abandonment process, the paralegal specialists will notify the RFCPM to submit an official EC for the requested firearm(s) in Sentinel which will be approved by the Firearms/Toolmarks Unit Chief. EC distribution will include the FO and FSPU contact on the abandonment documentation and the Laboratory Division Planning and Budget Unit Chief.

7.2.3 Abandoned firearms will be received with a Declaration of Abandonment including the abandonment number. The Abandonment Number should be included in the documentation received and be noted in the "Source Document" section of Visi-Trac. Asset value in the Declaration of Abandonment will match asset value in Visi-Trac. Any missing information may be found in Sentinel, or by contacting the contributor directly.

7.2.4 Leads are covered by the RFCPM when an abandoned firearm is allocated to a designated container for destruction or included in the RFC.

7.3 Forfeiture

7.3.1 Firearms seized in the field are considered forfeit when the owner is known and has relinquished their legal right to own the firearm(s).

7.3.2 The RFCPM will regularly review firearms seized by the FBI and available for official use. The paralegal specialist assigned to the asset will be emailed and provided with the pertinent information regarding firearms requested for official use. At the completion of the Forfeiture Process, FSPU will notify the RFCPM to submit an official EC request. EC distribution will include the FSPU contact on the abandonment documentation and the Laboratory Division Planning and Budget Unit Chief. EC approval is by the Firearms/Toolmarks Unit Chief.

7.3.3 The Field Office will send forfeited firearms to the BATFE for destruction when not requested for official use by FTU or DSU.

7.3.4 Forfeiture firearms must be received with a Declaration of Forfeiture and a Forfeiture Number. The Forfeiture Number should be included in the documentation received and be noted in the “Source Document” section of Visi-Trac. Asset value in the Declaration of Forfeiture will match asset value in Visi-Trac. Any missing information may be found in Sentinel or contacting the contributor directly.

7.3.4.1 Leads are covered by the RFCPM when a forfeit firearm is allocated to a designated container for destruction or included in the RFC. Forfeited firearms can only be destroyed by the FTU in special cases with approval of FSPU.

7.4 FBI Purchase

7.4.1 FBI Purchase firearms are those purchased with case funds and must be forwarded to FTU for disposition following the adjudication of all legal proceedings. This section does not include intentional requisitions of firearms for official use by the RFCPM or FTU.

7.4.2 FBI Purchase firearms must be received with an EC from the submitting field office, unit, or individual detailing the circumstances of the related case.

7.4.3 Leads are covered by the RFCPM when the FBI Purchase firearm is allocated to a designated container for destruction or included in the RFC.

7.5 Gift/Donation

7.5.1 Firearms donated by an individual or group will be received with an FD-1082a, Federal Bureau of Investigation Gift Acceptance Form.

7.5.2 An FD-1082a initiated by the FTU will go through the proper approval chain before the assets may be transferred to the FTU.

7.5.3 The Asset Management Unit (AMU) will notify the RFCPM via EC of any firearms donated to the FBI by other means.

7.6 Transfer

7.6.1 Firearms transferred from another federal agency will be received with a SF-122 Property Transfer form. The SF-122 is automatically generated when firearm(s) are requested through the General Services Administration (GSA). The SF-122 is manually generated when the firearm(s) transfer is initiated by the FTU based upon liaison with other government agencies.

7.6.2 An SF-122 initiated by the FTU will be approved by Finance Division prior to the transfer of any listed assets to the FTU.

7.6.3 The SF-122 should clearly indicate item description, quantity, monetary value, and Transfer Order Number(s). The Transfer Order Number will be recorded in the “Source Document” section of Visi-Trac.

8 Procedures

8.1 Firearm Safety Inspection

Wearing the appropriate personal protective equipment, an initial safety inspection must be conducted prior to the handling of any firearm. Refer to FTU SOP – Examination of Firearms for details.

8.2 Firearm Receiving

An EC to the RFCPM should precede or be included with the delivery of every abandoned, forfeited, court ordered, or FBI Purchased firearm. Firearms are directly delivered or shipped by the submitting field office, court, or agency. The submitted firearms should match the items listed on the accompanying documentation, which will include the EC date, legal status, make, model, caliber, serial number, Universal Case File Number (UCFN), submitting agency, and Court Order, Abandonment, Forfeiture, or Transfer Order Number where appropriate. Items shipped to the Laboratory for destruction will have their status changed in Sentinel to disposed by the Field Office. Careful attention must be paid to the incoming documentation. The RFCPM or designee must review all documentation to ensure the items received are for final disposition, and not Laboratory examinations or eNIBIN processing. Any questions regarding documentation will be brought to the RFCPM.

8.2.1 If documentation is not submitted with the firearm(s), it is the responsibility of the RFCPM or designee to obtain it through Sentinel or direct contact with the contributor. If documentation can not be obtained or discrepancies cannot be resolved, the package will be resealed and returned to the sender. All transaction records, including the return shipping receipt, will be retained by the RFCPM. Any discrepancies should be recorded in an e-mail to the contributor and the RFCPM.

8.2.2 Firearms received will be test fired, and the cartridge cases will be entered into NIBIN and searched against the appropriate region (refer to the FTU SOP- NIBIN). If no association is found, the test-fired cartridge case may be destroyed, and the correlation request deleted from the system. If an association is found, the RFCPM will contact the appropriate Field Office or Case Agent through email to provide the relevant information, and serialize that communication to the case record in Sentinel. Rimfire, shotgun, typical revolver cartridges, and uncommon calibers of ammunition do not need to be test fired and entered into NIBIN. Test-fire status and NIBIN results will be recorded for each firearm in Visi-Trac.

8.3 Determination of Disposition

The final disposition for any received items are inclusion into the RFC or destruction. That determination is based on the RFCPM's evaluation of firearm and the needs of the RFC.

8.4 RFC Inclusion Procedures

8.4.1 Allowed legal statuses retained in the RFC are Abandonment, Forfeiture, FBI Purchase, Gift/Donation, and Transfer.

8.4.2 Clearly mark accompanying documentation with the associated RFC and RFID identifiers. RFC identifiers are a concatenation of an Alpha character representing caliber/type (see table below), followed by a sequential numerical character. The RFID identifier is a unique barcode/RFID tag provided through Visi-Trac.

Reference Firearms Collection Label Nomenclature			
A	.22/5.56mm Handguns	O	.33 & Larger Shoulder Firearms
B	.25/6.35 Handguns	P	U.S. Military Shoulder Firearms
C	.30/7.65mm-.32/8mm Handguns	Q	Foreign Military Shoulder Weapons
D	.357/9mm - .40 Handguns	R	Specialty Weapons, Silencers
E	10mm-.45-11.43mm Handguns	S	12 Gauge Shotguns
F	Flare Guns, Rocket Launcher, RPG	T	Rifle/Shotgun Combination Firearms
G	Gas Guns	U	Machine and Sub-Machine Guns
H	Air Guns	V	Miscellaneous Bore Shotguns
I	Blank and Replica Firearms	W	16 Gauge Shotguns
J	.22 & Smaller Rimfire Shoulder Firearms	X	20 Gauge Shotguns
K	.22/5.56mm-.28/7mm Shoulder Firearms	Y	28 Gauge Shotguns
L	.30-7.65mm-.32/8mm Shoulder Firearms	Z	.410 Bore Shotguns
M	.22/5.56mm Handguns	>Z900	FTU School Firearms
N	.25/6.35 Handguns	FTU	Cutaway Firearms

8.4.3 Enter the firearm into the Visi-Trac, including courier tracking number, UCFN, EC date, Source Document number (Court Order/Abandonment/Forfeiture/Transfer Order Number), Source Document date, caliber, make, model, type, action, serial number, and disposition type.

8.4.4 Enter the firearm into the Asset Management System.

8.4.4.1 The following acquisition codes and vendors are applicable:

- Acq. Code A- Federal Transfer using SF-122; vendor: submitting agency
- Acq. Code C- Forfeited item; vendor: DOJ
- Acq. Code E- FBI Purchase item using case funds; vendor: UCFN
- Acq. Code I- Foreign Gift/Donation; vendor: source

- Acq. Code W- Domestic Gift/Donation; vendor: source
- Acq. Code Z- Abandonment item; vendor: Abandonment

8.4.4.2 Firearms retained under court order must have a digital copy of the court order uploaded and attached to the AMS entry.

8.4.5 All related leads should be covered regarding the transfer of the firearms to complete the disposition process.

8.4.6 FD will be notified via email of any firearms added to AMS, to include property number and abandonment/forfeiture/court order numbers.

8.5 Firearm Destruction Procedures

8.5.1 The legal statuses that may be processed for destruction by FTU are Court Order Destruction, Abandonment, FBI Purchase, and Transfer. Occasionally, forfeited firearms may be destroyed by FTU if already requested for the RFC and transferred to FTU, but approval must be obtained and recorded by the FSPU and FD.

8.5.2 Enter the firearm into Visi-Trac, including courier tracking number, UCFN, EC date, Source Document number (Court Order/Abandonment/Forfeiture/Transfer Order Number), Source Document date, caliber, make, model, type, action, serial number, and other relevant information.

8.5.3 Clearly mark accompanying documentation with the RFID identifier(s). Documentation will be retained by the RFCPM.

8.5.4 Store firearm in a designated temporary destruction container, both physically and virtually through Visi-Trac.

8.5.5 In an effort to support the mission of other FBI groups such as the Defensive Systems Unit, or other government agencies, the FTU may choose to offer firearms available for official use. Firearms transferred within the FBI will be documented in Visi-Trac, on a FD-597 form, and through emails which will be serialized to the relevant case file in Sentinel. Those internally transferred firearms must be added to AMS by the receiving entity. Firearms to be transferred to other federal agencies must undergo the following process:

- FTU will ensure that the requested firearms are available for transfer. The receiving agency will review the available assets to verify the request.
- FTU will add the firearms to AMS, status listed as EXCESS, and Condition Code =4.
- FTU will complete a SF-122, listing the assets, property numbers, and receiving agency information including department. The SF-122 will be submitted for approval, in order, to the following entities:

- The receiving agency (Section 9)
- GSA (Section 14)
- Finance Division, Asset Management Unit
- Upon approval of the SF-122, the assets may be transferred and documented by hand on the SF-122. The signed SF-122 will then be forwarded to AMU. A Service Request must be entered for each asset in AMS to update the record.

8.6 Container Destruction Procedures

8.6.1 When the temporary destruction container is full, a permanent container must be created in Visi-Trac. Physical inventory and transfer of the firearms must be completed by two FTU personnel. Firearm barcodes will be inventoried with the handheld RFID barcode scanner and verified. All non-firearm accessories in the temporary container will be transferred to the permanent container when possible. The permanent container will be sealed and the inventory recorded.

8.6.2 The RFCPM will generate an EC to the Finance Division, requesting approval for the destruction of the permanent container. The container inventory will be included in that EC. Upon EC approval, the RFCPM will coordinate the destruction of the container(s) with the appropriate facilities.

8.6.3 Container(s) to be destroyed will be escorted and under the control of FBI personnel at all times. Destruction will be witnessed and recorded.

8.6.4 Visi-Trac will be updated to reflect the container destruction and all assets within.

8.6.5 All leads associated with destroyed firearms must be covered.

8.6.6 Any firearms listed in AMS that were destroyed must have those records amended, and an FD-519 created for each asset.

- The asset is listed as “Surplus”
- The destruction date and details are entered into AMS in the Disposal Details tab.
- A FD-519 form is created in AMS through a service request. This form must be signed by the Firearms/Toolmarks UC. The signed form is then uploaded and attached to the relevant record(s).

8.6.7 Generate a final EC to the Finance Division memorializing the destruction. The inventory and associated FD-519 forms will be included. The UCFN associated with every firearm destroyed will be included as an additional case and will serve as notification to each Field Office once serialized.

8.6.8 Notify the Field Evidence Unit (FEU) that a destruction has been completed. Include the UCFN and serial for reference in Sentinel. FEU will, at their discretion, notify the field such that they may update any records.

8.7 Ammunition Destruction Procedures

8.7.1 Ammunition received for disposition must include the proper documentation listed under Section 7.

8.7.2 Inventory of these items will be maintained in Visi-trac. Due to the weight, ammunition is maintained in small military ammunition cans or metal paint cans to facilitate transportation, while in Visi-trac ammunition will be listed as within a virtual container (e.g., Ammunition #2). Ammunition is stored in the Disposition room or other storage areas as needed.

8.7.3 Ammunition destruction will occur when the volume at the Laboratory reached maximum available storage or a destruction method becomes available. Due to regulations and availability, there is not a regular method for destruction that can be listed herein. All ammunition listed in a particular virtual container must be destroyed concurrently.

8.7.4 Ammunition destruction will be documented by letterhead signed by the RFCPM and witnesses as appropriate. The virtual ammunition container in Visi-Trac will be marked as disposed on the appropriate date, and a new virtual container created. All records will be retained by the FTU.

9 Calculations

Not Applicable.

10 Measurement Uncertainty

Not Applicable.

11 Limitations

Not Applicable.

12 Safety

When handling firearms the *FTU Safety Protocols for the Handling of Firearms and Ammunition* (Appendix A from Firearms/Toolmarks Discipline Standard Operating Procedure *Firearm Examinations*) will be followed. If a submitted item indicates a HAZMAT risk, personal

protective equipment must be worn during processing. Protective gloves must be worn when handling firearms, non-firearm weapons, or bullets that have been possibly exposed to blood, tissue, or other body fluids.

13 References

FBI Field Evidence Management Policy Guide, 0780PG, 4/10/2015

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

FBI Laboratory Safety Manual, Federal Bureau of Investigation, Laboratory Division, latest revision.

Visi-Trac Firearms Destruction Process, Mobile Operation Instructions, and Report Builder Quick Start Guide (Controlled Document, FTU 018)

Rev. #	Issue Date	History
0	03/02/2018	Original issue.
1	12/11/2020	Removed Defensive Systems Unit reference in Section 1. Removed ChemNet from Section 4. Added personal protective equipment to Section 8.1. Expanded the review of incoming documentation in Section 8.2. Added UCFN reference to Section 8.6.7. Added Section 8.7, which includes ammunition destruction procedures. Updated SOP reference in Section 12.

Approval

Redacted - Signatures on File

Firearms/Toolmarks
Technical Leader

Date: 12/10/2020

Firearms/Toolmarks
Acting Unit Chief

Date: 12/10/2020

QA Approval

Quality Manager

Date: 12/10/2020