

# **Firearms/Toolmarks Discipline Standard Operating Procedure for Criminal Investigative Division (CID) Initiative**

## **1 Purpose**

To establish the procedures for processing National Integrated Ballistics Information Network (NIBIN) requests based upon the 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/Materials/Reagents**

- Cleaning solvent
- FBINet access to Sentinel
- Known exemplars
- Microscope (stereozoom)
- NIBIN access to IBIS
- Personal Protective equipment (PPE)

## **4 Standards and Controls**

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

## **5 Sampling**

Not Applicable.

## **6 Responsibilities**

- 6.1** The person initially receiving the container(s) will:
- Ensure a case is created in Forensic Advantage (FA).

- Initiate the submission and Chain-of-Custody in FA.
- Create an FTU Case Record in FA.

**6.2** The person inventorying and identifying the container(s) will:

- Ensure that each container is assigned a unique identifier.
- Ensure that an inventory of the submitted container contents is conducted using the CID request spreadsheet.
- Ensure that each container and contents are properly labeled and properly sealed.
- Ensure that the integrity of the container(s) and contents are maintained during the breakdown.
- Ensure the contributor is notified of the receipt of the container and contents.

**6.3** FTU personnel will:

- Ensure that the NIBIN acquisitions and correlation requests are conducted.
- Generate an FTU NIBIN spreadsheet.
- Review the correlation results.
- Delete correlation results from the NIBIN database as appropriate.

**6.4** FTU Examiner will:

- Contact CID and case agent with any positive NIBIN association results.
- Upload appropriate supporting records into the proper subfile of the CID control file in Sentinel.

**6.5** FTU personnel returning the container(s) and contents will:

- Ensure the contents are properly sealed and packaged.
- Ensure the container(s) and contents are returned to the contributor.

## **7 Procedures**

### **7.1 Case ID and Laboratory Number Assignment**

**7.1.1** The CID initiative (referred to as CID in the remaining document) will be associated with a Control File Number established by CID containing subfiles for each contributing Field Office. These subfiles will be used as the source for the creation of Laboratory numbers in FA.

**7.1.2** FTU will collaborate with the Field Evidence Unit (FEU) to schedule submissions under this initiative and FTU will notify CID of the schedule.

**7.1.3** CID will be responsible for notifying each Field Office of their scheduled submission date via Electronic Communication (EC).

**7.1.3.1** The CID generated EC will include instructions for shipping and the expected timeline for shipment to the Laboratory.

**7.1.3.2** The EC will also include a CID review spreadsheet listing the items to be shipped along with their respective Universal Control File Number (UCFN); evidence barcode; 1B number; date of seizure/collection; and the caliber, make, model or type, and serial number of the firearm.

**7.1.4** FTU personnel will add columns to the CID request spreadsheet to indicate the appropriate shipping container.

## **7.2 Initial Receipt of Item(s)**

**7.2.1** FTU personnel will receive each shipment and create a case in FA. The subfile will determine the Field Office of origin.

**7.2.2** FTU personnel will open the container, assign each container a barcode, initiate the Chain-of-Custody in FA, and create a Case Record.

## **7.3 Item(s) Inventory**

**7.3.1** Each container will receive a separate identifier in FA. Each firearm will not receive a separate item identifier in FA. The description in FA of the container will include the number of firearms.

*For example: Container A (65 firearms)*

**7.3.2** The CID request spreadsheet will be broken down by container, and the spreadsheet will function as an inventory for each container. FTU personnel will add columns to the spreadsheet to reflect the shipping container as well as columns to update this spreadsheet to reflect any discrepancies.

**7.3.3** Once the FA Chain-of-Custody is established, the container may be transferred to an FTU storage area. All subsequent transfers within FTU will be tracked in FA.

**7.3.4** FTU personnel will create and print test-fire envelopes.

## **7.4 Recording and Acknowledging Item(s)**

**7.4.1** 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.

**7.4.2** Once inventory of the container is completed, FTU will facilitate the evidence transfer in Sentinel.

## **7.5 CID NIBIN Process**

**7.5.1** Firearm(s) will be inspected for safety prior to test firing as described in the *Firearms/Toolmarks Discipline SOP Firearm Examinations*. Test fires collected for the CID initiative are not considered evidence.

**7.5.2** 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.

**7.5.3** Test fire(s) will be searched against the appropriate NIBIN region(s) based upon the geographic location that the firearm was submitted from.

## **7.6 NIBIN Correlation Results**

**7.6.1** FTU personnel will review the NIBIN correlation results and determine if there is an association.

**7.6.2** The FTU NIBIN spreadsheet will be derived from the CID request spreadsheet. It will contain information about the NIBIN search, to include:

- NIBIN acquisition date.
- Name of FTU personnel who reviewed the correlation results.
- Handwritten initials of FTU personnel who reviewed the correlation results.
- Date correlation results were reviewed.
- NIBIN result.

**7.6.2.1** If NIBIN acquisition is not possible or appropriate, the reason will be recorded on the FTU NIBIN spreadsheet.

**7.6.3** Record(s) of any positive NIBIN associations will be added to the Case Object Repository.

**7.6.4** Once all NIBIN correlations have been reviewed, the FTU NIBIN spreadsheet will be scanned and added to the Case Object Repository.

## **7.7 Reporting Results and Closure**

**7.7.1** 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.

**7.7.1.1** Per agreement with CID, negative NIBIN results will not be reported.

**7.7.1.2** The FTU NIBIN spreadsheet, detailing the results for each affected Field Office, will be provided to CID.

**7.7.2** All submitted items will be returned to the contributor by FTU personnel using shipping labels from FA.

**7.7.2.1** The CID request spreadsheet that was used for container inventory will be used as a shipping invoice for each container.

**7.7.3** All test-fired samples will be destroyed.

**7.7.4** FTU Examiner will close the Case Record in FA by changing the case status to "Complete."

**7.7.5** 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.

## **8 Methods and Limitations**

**8.1** The methods and limitations are located on the BUNET/FTU website.

**8.2** The email notification and the FTU NIBIN spreadsheet returned to CID represent the search results and are the opinions and interpretations of the examiner listed on the spreadsheet.

## **9 Records**

The following records may be generated and/or retained in the electronic 1A as a result of these procedures:

- Chain-of-Custody.
- Communication Log.
- CID request spreadsheet.
- FTU NIBIN spreadsheet.
- Positive NIBIN association.
- Shipping invoice.

## **10 Calculations**

Not Applicable.

## **11 Measurement Uncertainty**

Not Applicable.

## **12 Safety**

Refer to the “FTU Safety Protocols for Handling of Firearms Ammunition”, which is in Appendix A, *FTD SOP Firearm Examinations*.

## **13 References**

FBI Laboratory Quality Assurance Manual

FBI Laboratory Operations Manual

FBI Laboratory Safety Manual

Rev. #	Issue Date	History
0	07/13/18	Original issue for Firearms/Toolmarks Unit.
1	03/02/20	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.

**Approval**

Redacted - Signatures on File

Firearms/Toolmarks  
Unit Chief

Date: 02/28/2020

Firearms/Toolmarks  
Technical Leader

Date: 02/28/2020