

# Firearms/Toolmarks Discipline

## Technical Procedure for National Database Searches

### 1 Scope

This procedure applies to the query and submission of firearm serial numbers (referred to as SN throughout the remaining document) into national databases that are a result of complete (non-transitory in nature) SN restorations. The term requestor refers to FTD personnel who maintain account access through the relevant databases.

### 2 Equipment/Materials/Reagents

- Computer with internet access
- Database account access
- Stereozoom microscope

### 3 Standards and Controls

Not applicable

### 4 Sampling

Not applicable

### 5 Procedures

#### 5.1 Electronic Tracing System (eTrace)

**5.1.1** The requestor will create a new trace submission by using the minimum case information required to generate an eTrace request:

- Firearm manufacturer
- Firearm caliber
- Firearm type
- Restored serial number
- Importer, if applicable
- Recovery date
- Recovery state
- Recovery city
- Name of contributor / case agent
- NCIC crime code

**5.1.1.1** In situations where there are contrasting SN located on a single firearm (i.e. frame, barrel, slide), a trace request will be submitted for each SN.

**5.1.1.2** The location of the SN may be indicated in the database field 'Identifying Marks'.

*Example: slide and barrel only.*

**5.1.2** Upon trace submission by the FTD, the trace number will be recorded on the *FTD Serial Number Worksheet* located in Appendix B of the *FTD QAM Case Assignment, Records, Results and Verifications*. The trace number is a twelve-digit alpha-numeric number that starts with the letter T.

**5.1.2.1** A copy of the completed trace report may be retained.

**5.1.2.2** The examiner will include the trace number when providing results.

**5.1.3** Incomplete SN will not be submitted into eTrace.

## **5.2 National Crime Information Center (NCIC)**

**5.2.1** A query of the NCIC gun records will be performed on complete (non-transitory in nature) SN restorations. Hyphens or spaces are not included as part of the query.

**5.2.1.1** The NCIC query will be recorded in the appropriate *FTD Worksheet* located in Appendix B of the *FTD QAM Case Assignment, Records, Results and Verifications*.

**5.2.2** If the query results in no records being found, no further action is required.

**5.2.3** If the query results in gun record(s) being found, the requestor and/or examiner will proceed in reviewing the details of the record.

**5.2.3.1** For a stolen gun record, an examiner will review and communicate the stolen gun record with the contributor. The examiner will include the stolen gun record, not previously acknowledged, as part of the Communication Log entry.

## **6 Calculations**

Not Applicable.

## **7 Measurement Uncertainty**

Not Applicable.

## **8 Limitations**

Due to damage, time of manufacturer or other factors, some information may not be available.

## **9 Safety**

Consult the applicable sections regarding safe firearm handling located in Appendix A, titled *Safety Protocols for Handling of Firearms and Ammunition* of the *FTD Technical Procedure Firearm Examinations*.

## **10 References**

FBI Laboratory Quality Assurance Manual

FBI Laboratory Operations Manual

eTrace User Guide Manual

NCIC Gun File Training Manual

Rev. #	Issue Date	History
0	03/02/20	Original issuance. Created from FTD SOP Examination of Firearms.
1	04/15/21	Updated scope to reflect requirement for complete serial number restorations. Removed requirement to search Sentinel or run eTrace query to find existing trace submissions. Updated serial number in section 5.1.1. Renumbered 5.1.1 and 5.1.2. Updated location of eTrace number being recorded in FTD serial number worksheet in section 5.1.2. Clarified criteria for NCIC query and communication of search results.

**Approval**

Redacted - Signatures on File

Firearms/Toolmarks  
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Date: 04/15/2021

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Technical Leader

Date: 04/15/2021