

## Ballistics Unit – Evidence Submission Checklist

*The Ballistics Unit strives to provide timely, accurate, and quality services to our agencies. The following information is needed for the unit to process your case and determine the appropriate analysis. Please contact the Ballistics Unit to schedule an appointment to drop off evidence or with any questions.*

### **Case Information**

- ☐ Offense Type.
- ☐ Current investigator's name and contact information, agency phone number with extension, and email addresses.
- ☐ Incident time and location are listed and correct.
- ☐ Detailed case information in Comments/Brief History to include whether it is a shooting hit (person(s) struck) or no hit. Also indicate whether prints/DNA are needed to be processed or NOT processed.
- ☐ When submitting additional evidence, the evidence must be submitted under the same Laboratory Number/Agency/Agency Case Number. If the evidence is from a different date, scene, suspect, it needs to be noted as such.

### **Name Information**

- ☐ Names and birthdates of Victim(V)/Suspect(S)/Other (O)

### **Item Information**

- ☐ Each item being submitted gets their own item number, unless the magazine was found with the firearm.
- ☐ Enter agency item number(s) as they appear on actual evidence, and item descriptions need to sufficiently identify items (see page 2) and attributes are completed and correct for each item.
- ☐ Use the following Item Types: **BA01** Firearms, **BA02** Bullet Specimen(s) projectile, **BA03** Shell(s) fired, **BA04** Magazine(s), **BA05** Pellets, **BA06** Other-Ballistics Evidence, **BA07** Cartridge(s) unfired, **BA08** NIBIN Test Standards
- ☐ Attributes are correct and documented for each item.

### **Evidence Packaging**

- ☐ Is the evidence properly packaged (i.e. firearms in boxes, shells/bullets in envelopes) sealed and initialed
- ☐ Is each Item packaged individually
- ☐ Biohazard and/or loaded firearm indicated on packaging
- ☐ Agencies submitting firearms that were found in water should collect and submit that firearm in the same water it was found.

## Types of Requests for Examination:

**\*Test for Operability** – Examination and test firing of firearms to determine their mechanical condition which may include some or all the following: Caliber, Manufacturer, Model, Action Type, Malfunctions, Magazine Capacity, General Rifling Characteristics, Sawed-off status and/or, Attributes. Semiautomatic/NIBIN suitable firearms are accepted routinely for operability. Revolvers, black powder firearms, replica firearms, pellet/airsoft guns, bolt action firearms, lever action firearms, pump action firearms and derringer pistols are not routinely accepted unless accompanied by a letter stating the need for the operability (court with the court date, comparison to another case etc.). Suicides are also not routinely accepted unless they are considered suspicious.

*(1) One 9mm Luger caliber Glock semiautomatic pistol, serial number ABC123, model 19 with (or without magazine)*

**\*Serial Number Restoration (SNR)** – The application of scientific techniques to retrieve a previously altered or obliterated serial number to a visible condition. This could include partial recoveries with information for the submitting agencies to investigate further.

*(1) One 38 caliber Smith & Wesson revolver, serial number defaced, model 10-5*

**\*Examine & Identify Cartridges, Discharged Cartridge Cases and Bullet Specimens** – Routinely accept homicides, violent crimes involving a firearm, bail reform, semiautomatic firearms for NIBIN, attempted homicides with victim(s) and/or suspect(s), robbery/home invasion. Discharge cartridge case(s) meeting these criteria will be submitted, entered into NIBIN, and retained at Ballistics for further examination. Discharged cartridge case(s) that do not meet the criteria will be submitted, entered into NIBIN, and returned to the submitting agency. Evidence screened for all other offenses will be returned to the agency after screening completion. Each item must be individually packaged and itemized.

*(1) One 40 S&W caliber hollow-point bullet cartridge headstamped FEDERAL (Note: Only need one)*

*(1) One 380 Auto caliber discharged cartridge case headstamped WIN*

*(1) One Discharged bullet specimen (Note: This includes projectiles and fragments)*

**\*National Integrated Ballistic Information Network (NIBIN)** – Through the use of IBIS (International Ballistic Information System), the BrassTrax system, discharged cartridge cases are imaged and compared against other images previously imaged located in the NIBIN database. These images have the potential to link previously submitted evidence or evidence that will be imaged at a later date. These links are sent out as “potential” NIBIN hits and are to be used as investigative leads only. If a potential hit needs to be utilized for probable cause or court purposes, a NIBIN confirmation request needs to be generated and a microscopic comparison needs to be completed to create a “confirmed” NIBIN hit.

**\*MISC.** – The request associated with the following would be to examine and identify

*(1) One Unknown manufacturer magazine*

*(1) One Other firearm and/or ballistic type evidence*