

Phoenix Police Department	VIOLENT CRIMES BUREAU MANUAL	Policy No.
Subject	CRIME GUN INTELLIGENCE UNIT	Publication date Rev. 3/19

1. PURPOSE:

This regulation establishes investigative services provided by personnel of the Crime Gun Intelligence Unit (CGIU) and new procedures for the processing and test- firing of firearms, and the entering of casings into NIBIN (National Integrated Ballistic Information Network).

2. SCOPE:

This regulation applies to all personnel assigned to the Crime Gun Intelligence Unit.

3. GENERAL DIRECTION:

The policy will define and establish evidence processing procedures utilized by the CGIU. The procedures addressed serve as a guideline and allow for flexibility in the examination of evidence as dictated by the circumstances of the incident and/or investigation. These procedures are designed to help maintain a working environment that expedites the processing of firearms related evidence in order to produce timely, intelligence driven investigative leads, while preserving the integrity of additional evidence when applicable.

4. MISSION:

The Phoenix Police Department's CGIU is one part of an interagency collaboration focused on the timely collection, management, and analysis of crime gun evidence (i.e., expended cartridge cases and firearms) to identify shooters, disrupt criminal activity, and prevent future violence. The primary purpose of the CGIU is to use programs such as NIBIN and eTrace, in conjunction with human intelligence and additional resources, to identify armed violent offenders for investigation and prosecution.

The collaboration includes: Phoenix Police Department, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), United States Attorney's Office (USAO), Maricopa County Attorney's Office (MCAO), State of Arizona Attorney General's Office, Maricopa County Adult Probation (MCAP), Phoenix Police Crime Laboratory and Arizona State University Center for Violence Prevention and Community Safety (CVPCS).

5. FIREARM(S) ELIGIBILITY:

In accordance with Phoenix Police Department's MOU with ATF, NIBIN systems may be used only for imaging of firearm(s) related evidence and test-fires of firearms illegally possessed, used in a crime, or suspected by law enforcement officials of having been used in a crime. Firearm(s) related information and/or evidence from firearms taken into law enforcement custody through a Gun Buy Back Program, property damage crimes involving firearms, found or abandoned firearms, and domestic disturbances are permitted for entry into the NIBIN database.

A. Firearms that will be processed and test-fired by CGIU personnel include:

1. semiautomatic pistols (any caliber)
2. revolvers (case by case basis)
3. 12 gauge shotguns (other calibers on case by case basis)
4. .22 Long Rifle or Rimfire chambered rifles
5. all AR-15, Mini-14, SKS and AK-47 type semiautomatic Rifles
6. any other firearm requested by case agent

B. Firearms that normally **will not** be processed or test-fired by CGIU personnel include:

1. large caliber hunting rifles (i.e. .308, 30-06, 7mm Mag., etc.)
2. black powder rifles and handguns
3. pellet guns
4. antique or rare caliber firearms unless requested by case agent
5. revolvers
6. shotguns (except 12 gauge)
7. safekeeping guns
8. any guns not suspected of having been used in a crime
9. department issued firearms

6. THREE-TIERED SCREENING

A. TIER 1

"Tier 1" crime scenes, will encompass firearms related homicides, aggravated assaults where death is imminent, officer involved shootings, mass fatalities, threats to public safety, or any other designated high-priority cases involving the use of a firearm in the commission of a crime, regardless of person(s) in custody.

1. Crime Gun Intelligence Unit personnel **will** respond to these scenes when requested by an on-scene investigative supervisor.
2. A collaboration will begin with the case agent and other pertinent personnel to identify the most probative firearm(s) related evidence and a determination will be made as to the most appropriate and efficient way to analyze the evidence.

3. If a decision is made that would necessitate the immediate screening of the evidence for trace material (blood, hair, fibers, etc.) and/or latent print development, the case agent would submit the appropriate Forensic Form Request to the Laboratory Services Bureau.
 - a. All print requests for ESS processing require approval from sergeant level or higher.
 - b. CGIU personnel will complete lab requests for NIBIN analysis.
 - c. Firearm(s) related evidence that is sent to the Laboratory Services Bureau for processing will be forwarded to CGIU for further NIBIN processing at the completion of the laboratory analysis.
4. If no laboratory processing/analysis is immediately needed, a chain of custody transfer between the case agent, crime scene personnel and member(s) of the CGIU will be documented. The firearms related evidence will be transported to 620 West Washington Street where NIBIN processing will be immediately performed by CGIU personnel. When necessary, Property Management Bureau staff may take part in the transfer.
5. When deemed necessary by investigators, CGIU personnel will swab cartridge cases and firearms for DNA to preserve potential biological material. (See section 7A for CGIU swabbing procedures).
6. Expedited cartridge cases from scenes will be immediately processed for NIBIN and correlation results will be provided to the case agent.
7. The firearm(s) will be test fired on site at 620 West Washington and approximately three test-fire exemplars will be obtained. The test fires will be evaluated, and the best representative sample will be entered into NIBIN. Correlation results will be provided to the case agent.
8. At the conclusion of processing, evidence will either be returned to the case agent, or impounded in accordance with current policy.
9. CGIU personnel will document the details of their work in a supplement, including the information detailed in section 9.A.2 & 9.B.7 of this order.

B. TIER 2

“Tier 2” crime scenes will encompass firearms related aggravated assaults, armed robberies, drive by shootings, misconduct involving weapons, or similar crimes where a firearm was used in the commission of a crime and injury is non-life threatening or nonexistent, regardless of person(s) in custody. This section also applies to found firearms, regardless of the circumstances.

1. Crime Gun Intelligence Unit personnel **may** respond to these scenes to expedite the processing of firearms related evidence as outlined below

when requested by an on-scene supervisor and the processing of the evidence is needed to further an active investigation.

2. In Tier 2 cases, ALL eligible firearm(s) evidence will be processed by the CGIU.
3. Officers and/or investigators who conduct the scene investigation will author the report and firearms/expended cartridge cases will be impounded in accordance with current policy.
 - a. Evidence may be hand delivered to CGIU.
 - b. Chain of custody will be documented by CGIU staff in their supplement.
4. CGIU personnel will retrieve firearms and expended cartridge cases from Property Management Bureau at the beginning of each workday.
5. CGIU personnel will complete lab requests for NIBIN analysis.
6. CGIU staff will review each incident and determine what level of forensic processing is necessary based on the circumstances of the case. If extenuating circumstances exist, CGIU personnel will contact the case agent to determine if additional processing by the Laboratory Services Bureau is necessary.
 - a. All print requests for ESS processing require approval from an investigative sergeant level or higher.
 - b. If necessary, the items will be elevated to a Tier 1 status and the case agent, after receiving approval, will submit the necessary lab request(s) to the LSB for processing/analysis.
7. The processing of eligible "Tier 2" items will be determined according to the following factors:
 - a. Firearms
 - i. If it is documented in the incident report that the eligible firearm was recovered on a person (pocket, waistband, etc...) the firearms will be test-fired using clean techniques detailed in section D.6).
 - ii. If the firearm was recovered any place other than on a person, or if the location of recovery was not documented, the firearm will be swabbed by CGIU personnel according to the techniques detailed in section 7.A of this order. Once swabbing is completed, the firearm will be test-fired using clean techniques detailed in section 7.D.6 of this order.
 - b. Evidence Cartridge Cases
 - i. If only one expended cartridge case is recovered, that cartridge case will be swabbed prior to entry into NIBIN.

- ii. If more than one expended cartridge case is recovered, one cartridge case will be selected for entry into NIBIN, preserving the remaining cartridge cases for future DNA collection or latent print development, if needed.
8. At the conclusion of processing, the evidence will be sent to the Property Management Bureau for storage.
 9. CGIU personnel will document the details of their work in a supplement, including the information detailed in sections 9.A.2 & 9.B.7 of this order.

C. TIER 3

“Tier 3” crime scenes will encompass, firearms recovered from pawn shops, or forfeited firearms.

1. Officers and/or investigators who initially recover the weapon will author the report and firearms will be impounded according to policy.
2. CGIU personnel will retrieve the firearms from Property Management Bureau at the beginning of each work-day.
3. In Tier 3 cases, ALL eligible firearm related evidence will be processed by the CGIU
4. Tier 3 items are not eligible for laboratory analysis (DNA, prints, etc).
5. CGIU personnel will complete lab requests relating to NIBIN analysis only.
6. Firearms will be processed by CGIU using clean techniques as detailed in section 7.D.6 of this order.

7. PROCESSING AND TEST-FIRING OF FIREARMS

A. SWABBING OF FIREARMS PRIOR TO TEST-FIRE

If deemed necessary during the initial 3-Tiered evaluation process, CGIU personnel will process firearms according to the following procedures:

Tier 1 (determined on scene by investigators)	Prints Needed	Firearm transported to the LSB by CSS or case agent. If prints are necessary to establish possession, case agents will obtain approval from a supervisor and will submit a Forensic Form requesting processing by ESS. Firearm(s) will be forwarded to CGIU via the Property Annex by LSB once processing is complete.
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	Prints Not Needed	Firearm transported by CGIU or CSS to the CGIU office. CGIU personnel will swab the textured areas of the firearm to preserve DNA prior to NIBIN testing. Smooth areas will be preserved for possible future latent print development or additional DNA collection. The firearm(s) will be test-fired using clean techniques and an exemplar entered into NIBIN.
Tier 2 (determined by CGIU personnel)	Possession not established	Firearms will be retrieved from PMB by CGIU personnel. CGIU personnel will swab the textured areas of the firearm to preserve DNA prior to NIBIN testing. Smooth areas will be preserved for possible future latent print development or additional DNA collection. The firearm(s) will be test-fired using clean techniques and an exemplar entered into NIBIN.
	Possession established	The firearm(s) will be test-fired using clean techniques. DNA collection and/or latent print development will be available for future processing by the LSB if necessary. No swabbing will be done by CGIU.
Tier 3 (determined by CGIU personnel)	No prints/DNA	The firearm(s) will be test-fired wearing gloves and a mask. An exemplar will be entered into NIBIN.

1. CGIU personnel will swab firearms for DNA in the CGIU DNA Processing Room. Swabbing will be conducted only by individuals who have received training and certification in biological evidence swabbing/collection from the LSB.
2. While wearing disposable lab coat, gloves and a face mask/shield, surrounding surfaces and tools including but not limited to immediate table top surface, scissors, pens, markers, and dropper bottles will be cleaned with 10% bleach solution prior to each use.
3. Clean butcher paper will be placed over the work surface prior to processing each item of evidence.
4. Gloves will be changed in between each item of evidence or any time personnel come into contact with a contaminated surface.
5. Firearm(s) will be removed from the evidence bag(s) using diligence to only touch the textured areas of the firearms that will be handled during the test-firing process. CGIU personnel will change gloves between the handling of the evidence bag and the handling of the firearm.

6. A visual inspection for friction ridge detail will be done to identify possible prints. Any areas containing visible friction ridge detail will not be disturbed by CGIU personnel and documented in a supplement.
7. The following swabs **WILL BE** collected utilizing distilled water:
 - a. One wet, sterile cotton tipped swab used to swab the textured areas of the firearm including but not limited to the following:
 - i. Trigger and trigger guard area
 - ii. Grip and backstrap
 - iii. Any and all safeties, releases, slide locks, buttons, hammer, levers
 - iv. Front sight, including area immediately surrounding the muzzle
 - v. Rear, textured area of slide
 - vi. Rear stock area of shotguns and rifles
 - b. One dry, sterile cotton tipped swab used to swab the same textured areas of the firearm that were swabbed with the wet swab.
 - c. Swabs used to collect possible DNA will be sealed in a small manila envelope together and labeled as "Wet/Dry swabs" along with the incident number, barcode of the item that was swabbed, and initials of the person conducting the swabbing.
 - d. A label with an appropriate firearm diagram will be marked to indicate the exact areas of the firearm that were swabbed. The label will be affixed to the small manila envelope containing the swabs.
8. The following areas will **NOT BE** swabbed by CGIU personnel during processing and will be available for possible latent print development and/or DNA collection if needed:
 - a. Any smooth areas of the firearm(s), including but not limited to the following
 - i. Smooth areas of the slide
 - ii. Barrel
 - iii. Any surface that appears to have possibility of prints
 - iv. Internal surfaces
 - b. Magazines
 - c. Unfired ammunition
 - d. Holsters
 - e. Gun cases
 - f. Accessories
9. The sealed and labeled small manila envelope will be sealed inside the evidence bag containing the firearm that was swabbed. A pink "Swabbed by NIBIN" sticker will be affixed to the front of the evidence bag containing the serial number of the person conducting the swabbing and the date it was completed.

C. CGIU SPECIFIC TEST-FIRE SAFETY

1. The established rules of firearm safety will apply to the handling of firearms at all times.
 - a. All guns are loaded.
 - b. Always point your gun in a safe direction.
 - c. Finger straight along the frame until you are on target and have decided to fire.
 - d. Know your target and its surroundings.
2. CGIU personnel will perform a safety inspection of all firearms prior to test-firing. The safety inspection will include a visual and manual inspection of the barrel to insure it is free of obstructions, bulges, or defects that could prevent the safe firing of the firearm. If there is any question regarding the safety of the firearm, CGIU personnel **WILL NOT** test-fire the firearm and will contact Firearms Examiners at the LSB regarding further evaluation/analysis.
3. Test fired bullets will not be collected by CGIU personnel.
4. The test-firing of firearms will be conducted inside of the Crime Gun Processing Room (CGPR), located in the basement of 620 West Washington Street.
 - a. On occasion, CGIU staff may conduct test-firing procedures at off-site locations including but not limited to the Arizona Law Enforcement Academy, Ben Avery Shooting Facility, or the range at the LSB.
5. All test-firing will be conducted with **TWO** people present. Under no circumstances should CGIU personnel test-fire a firearm alone.
6. Only trained CGIU personnel or current Firearms Examiners from LSB will be authorized to conduct test-fires in the CGPR.
7. Anyone present within the CGPR during the test-fire process will wear eye and hearing protection and will stand behind the designated line-of-fire at all times.
8. Live ammunition will not be loaded into any weapon except inside of the CGPR and only after all safety inspections and precautions have been taken to insure the safety of the shooter and other CGIU personnel.
9. No firearms will be loaded and/or have the slide closed without the barrel of the firearm being placed securely within the receiver port of the shoot trap.
10. CGIU personnel will ensure that they are loading firearms with the appropriate ammunition, ensuring correct caliber/cartridge.

11. CGIU personnel will not use reloaded ammunition during test-firing.
12. CGIU personnel will not use any magazines impounded as evidence for test fire purposes. Evidence magazines will be preserved for future latent print processing and/or DNA collection needs. If a magazine is necessary due to a built-in magazine safety on the firearm, the shooter will obtain a magazine from the CGIU inventory within the CGPR or from the Firearms Section of the LSB inventory for the purpose of test-firing. If the appropriate magazine is necessary but not available, CGIU personnel will follow up with the Firearms Examiners in the LSB to determine further evaluation/analysis.
13. A maximum of three (3) live rounds of ammunition will be loaded into any magazine or weapon that is used to obtain test-fire cartridge casing exemplars.
14. When test-firing a weapon that has been contaminated with body fluids or other biohazard material, non-porous latex gloves and other appropriate biohazard safety equipment (i.e. biohazard suit, mask, safety glasses or visor, etc.) will be worn.
15. Firearms labeled as biohazard will be evaluated on a case by case basis. If necessary, the firearm will be wrapped in a new property bag or plastic bag prior to test fire in order to reduce any blowback.
16. If, during test-firing, a malfunction occurs with either the firearm or the ammunition, all further test-fires will cease until the cause or extent of the malfunction is identified. If necessary, the firearm will be evaluated by a member of the LSB Firearms Section.
17. If an unintentional discharge occurs during a test-fire process, personnel involved will notify a supervisor immediately.
18. If at any time someone sustains an injury during the test-fire process including but not limited to an injury received from a projectile, ejected cartridge case, firearm malfunction, or any other injury, those present will seek appropriate emergency medical attention and notify a supervisor immediately.
19. Impounded firearms are unpredictable and "hang fires" do occur. A hang fire refers to the unexpected delay between pulling the trigger of a firearm and the discharge of the cartridge. If at any point during a test-fire, you pull the trigger and the firearm does not fire as expected, the person shooting will wait a minimum of 15 seconds before ejecting the cartridge from the firearm and removing the barrel of the gun from the receiver port on the bullet trap. This will help prevent any unintentional discharges as a result of a hang fire.

D. TEST-FIRE PROCEDURES

1. Prior to test-fire, a Forensic Form Request will be completed for documentation. CGIU personnel will attach a "test-fire envelope" to the evidence bag for documentation purposes. The test-fire envelope will contain at least the following information:
 - a. Incident number
 - b. Crime Type
 - c. Date of Occurrence
 - d. Barcode number of item of evidence
2. CGIU personnel will take firearms scheduled for test-firing into the CGPR to begin the test-firing process.
3. CGIU personnel will ensure that any necessary prints/DNA have been collected prior to beginning the test-firing process.
4. Prior to opening an evidence bag, CGIU personnel will verify that the incident number and barcode number on the attached envelope matches the label on the evidence bag.
5. All personnel present in the CGPR will wear eye and hearing protection.
6. All firearms will be test-fired using "clean techniques" as defined below:
 - a. A disposable lab coat, gloves and a mask/face shield will be worn by all persons present in the CGPR during the time of test-fire.
 - b. CGIU personnel processing firearms will clean surrounding surfaces and tools including but not limited to immediate table top surface, scissors, pens, markers, and barrel rods with a 10% bleach solution prior to each use.
 - c. Clean butcher paper will be placed over the work surface prior to processing each item of evidence. The firearm will not be placed on any other surface. This butcher paper will be removed and replaced for each item processed.
 - i. Firearms will be removed from the evidence bag prior to being placed on the clean butcher paper. Evidence bags will not be placed on the butcher paper to avoid contamination.
 - d. A clean cover will be placed over the receiving port of the shoot tank. This cover will be removed and replaced for each item processed.
 - e. Gloves will be changed between each item of evidence or any time contact is made with a contaminated surface.
 - f. Only the person designated as the shooter will handle the firearm, ensuring due diligence is taken to only handle the areas of the firearms necessary to fire the weapon.

7. CGIU personnel will perform a safety inspection of all firearms prior to test firing. The safety inspection will include a visual and manual inspection of the barrel to insure it is free of obstructions, bulges, or defects that could prevent the safe firing of the weapon. If there is any question regarding the safety of the firearm, CGIU personnel **WILL NOT** test-fire the firearm and will contact Firearms Examiners at LSB regarding further processing.
8. Once it is determined the firearm is safe to shoot, the shooter will select three cartridges of the appropriate caliber ammunition to be used for test-firing.
9. After completing the test-firing process, the firearm and all test-fired cartridge casings will be removed from the area.
10. The firearm will be secured per departmental policy and returned to its evidence bag.
11. A "NIBIN" sticker, including the name of the employee and date the firearm was tested, will be attached to the firearm and/or evidence bag prior to impounding or return to PMB. This sticker indicates that the weapon has been processed by CGIU
12. Expended cartridge cases from the test-fire process will be placed in the corresponding manila envelope for NIBIN entry. Personnel involved in the processing of the firearm will document the following information on the test-fire envelope:
 - a. Make, model, caliber, importer, serial number, and type of firearm
 - b. Serial number of person who test-fired the firearm
 - c. Date and location of the test-fire
13. The firearm will be returned to Property Management Bureau at completion of this process.

8. PROCESSING OF EVIDENCE CARTRIDGE CASES

A. CARTRIDGE CASE ELIGIBILITY

All impounded, expended cartridge cases, except those known to have been fired from an officer's authorized service weapon.

B. SWABBING OF CARTRIDGE CASES PRIOR TO NIBIN ENTRY

If deemed necessary during the initial Three-Tiered evaluation process, CGIU personnel will process expended cartridge cases according to the following procedures. In each instance, only casings selected for entry into NIBIN will be swabbed. All other casings will be preserved for future latent print processing and/or DNA collection if needed.

<p>Tier 1 (determined on scene by investigators)</p>	<p>Prints Needed</p>	<p>Expended cartridge cases transported to the LSB by CSS or case agent. If prints are necessary to establish possession, a laboratory request will be submitted by the case agent for processing by ESS after receiving supervisor approval. Casings will be forwarded to NIBIN by LSB once processing is complete.</p>
	<p>Prints Not Needed</p>	<p>Expended cartridge cases transported by CGIU personnel or impounded by CSS at the annex. CGIU personnel will select once casing from each firearm for entry and will swab the casing to preserve DNA prior to NIBIN testing. Casings will be entered into NIBIN.</p>
<p>Tier 2 (determined by CGIU personnel)</p>	<p>Prints Not Needed</p>	<p>If a single casing is collected, CGIU personnel will swab the casing to preserve DNA prior to NIBIN processing. If multiple casings are collected, one casing will be selected for entry, preserving remaining casings for future possible DNA. Casings will be entered into NIBIN.</p>
<p>Tier 3 (determined by CGIU personnel)</p>	<p>No prints/DNA</p>	<p>Expended casings will be entered into NIBIN while wearing gloves and a mask.</p>

Note: Case agents requesting entry of active evidence from older cases will submit a Forensic Form Request requesting specific NIBIN analysis.

1. CGIU personnel will swab expended cartridge cases for DNA in the CGIU DNA Processing Room. Swabbing will be conducted only by individuals who have received training and certification in biological evidence collection from the LSB.
2. While wearing gloves and a face mask/shield, surrounding surfaces and tools including but not limited to immediate table top surface, scissors, pens, markers, and dropper bottles will be cleaned with 10% bleach solution prior to each use.
3. Clean butcher paper will be placed over the work surface prior to processing each item of evidence.
4. Gloves will be changed between each item of evidence or any time contact is made with a contaminated surface.
5. The following swabs **WILL BE** collected utilizing distilled water:
 - a. One wet, sterile cotton tipped swab used to swab the outer surface of the cartridge case(s) including the headstamp and sides of the case(s)

- b. One dry, sterile cotton tipped swab used to swab the same areas of the cartridge case(s) that were swabbed with the wet swab
6. Both swabs used to collect possible DNA will be sealed in a small manila envelope together and labeled as "Wet/Dry swabs" along with the barcode of the item that was swabbed.
7. The sealed and labeled small manila envelope will be sealed inside the evidence bag containing the cartridge case(s) that was swabbed. A pink "Swabbed by NIBIN" sticker will be affixed to the front of the evidence bag containing the serial number of the person conducting the swabbing and the date it was completed.
8. CGIU personnel will not swab any other items that might be located inside the evidence bag including but not limited to live ammunition, magazines, holster, or firearms. These items will be preserved for future latent print processing and/or DNA collection.
9. If there are multiple cartridge cases in the evidence bag of the same caliber, all cartridge cases will be swabbed with the same swabs. If there are more than one caliber present, each group of associated calibers will be swabbed independently of the other calibers.

9. NIBIN ENTRY PROCEDURES

A. REQUIREMENTS

1. Once fully trained and certified by ATF, NIBIN operators will be permitted access to the NIBIN equipment (BrassTrax and Matchpoint +). The use of the NIBIN equipment and subsequent entries will be in accordance with all established policies and protocols set forth by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and/or Forensic Technology Inc. (FTI).
2. Only eligible test-fires and evidence cartridge cases as established in section 5.A and B, and 8.A will be entered into NIBIN.
3. Correlations may be completed/reviewed by certified CGIU personnel as well as personnel at the National NIBIN Correlation and Training Center (NNCTC).

B. TEST-FIRE ENTRY, DOCUMENTATION, AND ETRACE

1. One representative sample from each firearm will be selected and prepared for entry into NIBIN.
2. After entry of test-fired cartridge casings into NIBIN, CGIU personnel will complete a supplement to the appropriate RMS incident documenting the following:
 - a. Chain of custody if a firearm was obtained directly from a crime scene.

- b. If applicable, detail swabbing procedures completed prior to test-fire including who performed the swabbing, date of processing, and location of where swabbing was performed, and details of areas of the firearm that were swabbed.
 - c. Details of the test-fire including who test-fired the weapon, where it was test-fired, and the date of the test-fire.
 - d. CGIU personnel will run all firearms to confirm they are not stolen. If a firearm is found to be stolen, this information will be included in the supplement.
 - e. Details of the entry into NIBIN including made the entry and the date of entry.
3. After entry, the test-fire envelope will be retained by CGIU until the gun is destroyed, released, or until it is no longer needed. Cartridge cases collected during test-fire are exemplars and **not** considered evidence. They are **not** to be impounded as evidence by CGIU.
4. All firearms that are processed by CGIU will be entered into ATF's eTrace database. ETrace results will be emailed to assigned case agents upon completion.
5. The test-firing of firearms by CGIU personnel is done for the purpose of collecting test-fired cartridge case exemplars for entry into NIBIN. Test-firing is not done for the purpose of establishing functionality, however, basic functionality is established during the test-firing process. A forensic function test must be requested through the Firearms Section of LSB if a scientific analysis is needed for court purposes

C. EVIDENCE CARTRIDGE CASE ENTRY AND DOCUMENTATION

1. Evidence cartridge cases will be processed while wearing latex gloves and a face mask/shield.
2. Cartridge cases will be screened under a microscope by CGIU staff prior to entry to determine that all cartridge cases possess similar cycle-of-fire marks.
3. One representative sample from each represented firearm will be selected for entry into NIBIN.
4. Individual cartridge cases identified for entry will be labeled with a pink NIBIN sticker to identify them as having been selected for entry.
5. The evidence bag will be resealed and returned to PMB.

6. When handling a cartridge casing, evidence that has been contaminated with body fluids or other biohazard material, non-porous latex gloves and other appropriate biohazard safety equipment (i.e. mask, safety glasses, etc.) will be worn. It is the responsibility of CGIU personnel to ensure that crime scene cartridge casings are properly decontaminated prior to entry on the IBIS machine if possible. If decontamination of the crime scene evidence is not possible, CGIU personnel will ensure the IBIS machine is properly cleaned and decontaminated after the entry of each separate biohazard cartridge casing.
7. After entry of evidence cartridge casings into NIBIN, CGIU personnel will complete a supplement to the appropriate RMS incident documenting the following:
 - a. Chain of custody if the cartridge case was obtained directly from a crime scene.
 - b. If applicable, detail swabbing procedures completed prior to processing including who performed swabbing, date of processing, and location of swabs
 - c. Details of the entry into NIBIN including number of casings entered, calibers of casings entered, who made the entry and the date of entry.

D. NIBIN LEADS AND DISPURSMENT OF RESULTS

1. Entries into NIBIN are correlated by certified CGIU personnel as well as certified personnel at the NNCTC.
2. When it is determined that the images from two cartridge cases possess sufficient similarities to indicate a possible common source, they will be referred to as a "NIBIN Lead".
3. NIBIN Leads identified by the NNCTC will be sent to the assigned ATF Industry Operations Intelligence Specialists (IOI) who will forward the information to CGIU personnel.
4. If members of CGIU identify a NIBIN Lead, they will notify the assigned ATF IOI for documentation.
5. Members of CGIU will notify assigned case agents when a NIBIN Lead is identified involving one of their cases. When necessary, a CGIU investigator will assist in the investigation.
6. CGIU personnel will open Case Management related to the NIBIN lead, linking all associated incidents and documenting the NIBIN Lead in RMS.
7. NIBIN Leads are intended to notify investigators of POSSIBLE links between incidents. NIBIN Leads **DO NOT** establish probable cause and do not necessarily identify a particular suspect. Additional information would need to be collected to establish probable cause for an arrest.

8. It is not necessary to confirm NIBIN Leads unless a direct comparison is necessary for trial or to further an investigation. In the event a direct comparison is needed to confirm a NIBIN Lead, a Forensic Firearms Request would need to be completed by the lead investigator. The Firearms Section of the Laboratory Services Bureau has discretion as to when direct comparisons for confirmation of NIBIN Leads will be completed.

E. REQUESTS FROM OUTSIDE AGENCIES

1. Outside police agencies requesting the assistance of the CIGU with their test-fires and/or entry of crime scene cartridge casings into IBIS will be allowed with the approval of a CGIU supervisor.
2. Upon request, CGIU personnel will provide documentation of the NIBIN entry process when assistance is provided to an outside police agency. This documentation may be in the form of an RMS generated departmental report or completion of a Microsoft Word document that will be provided to the outside agency for inclusion into their departmental report.
3. CGIU personnel **will not** volunteer the services of the LSB, Firearms Section for any type of scientific analysis not related to a Phoenix Police Department investigation. Outside police agencies will be referred to the Arizona Department of Public Safety (DPS) Crime Laboratory if scientific analysis/testing is necessary.