



**CRIME GUN INTELLIGENCE CENTERS**

*CONNECTING THE DOTS*

# Crime Gun Intelligence Center **Regionalization** **Toolkit**

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**Establishing a Regional Crime Gun Intelligence Center**



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## What is a **Regional** Crime Gun Intelligence Center (CGIC)?

The primary objective of a CGIC is to provide timely crime gun intelligence, such as National Integrated Ballistic Information Network (NIBIN) leads and gun tracing information to identify perpetrators and trace the origins of firearms, with the ultimate goal of mitigating future acts of violence.

The most common type of CGIC operates within a single department, focusing on gun crime occurring within that agency’s jurisdiction. Its operations, tools, and investigative workflows are largely internal, which can limit the visibility of cross-jurisdictional shooting patterns or access to information and intelligence gathered by neighboring jurisdictions.

**Figure 1: CGIC Workflow**



A Regional CGIC, expands the CGIC model across multiple jurisdictions by creating a shared framework for evidence collection, ballistic processing, intelligence sharing, and coordinated investigations. It represents a partnership between local, state, and federal law enforcement and intelligence agencies aimed at gathering, analyzing, and disseminating information about gun crime affecting jurisdictions

within a specific geographical area. A Regional CGIC model attempts to eliminate the “my case” ideology of investigating gun crimes by creating collaborative efforts across jurisdictional boundaries and getting participating jurisdictions involved in investigating gun crimes across the region. This model is especially valuable for smaller agencies that lack the staffing, funding, or call volume needed to justify their own NIBIN equipment or dedicated CGIC personnel. Through a regional partnership, agencies gain access to NIBIN services, shared intelligence, and unified investigative practices, ensuring that crime gun intelligence is produced consistently across the entire region. Smaller agencies benefit from the technical and analytical capacity of larger partners, while larger agencies gain visibility into gun crime trends and evidence recoveries occurring in neighboring communities. For a Regional CGIC to be effective, all involved agencies should receive the same level of support and collaboration from stakeholders, regardless of size. The result is a unified, region-wide understanding of the prolific guns, offenders, and shooting patterns within the entire region, rather than within just one agency’s jurisdiction.

### History of Regional CGICs

The origin of Regional CGICs can be traced to the first local CGIC in Denver, Colorado. After establishing the first CGIC in 2013, Denver, Colorado personnel believed they could expand their impact on crime in the Denver metropolitan area by taking a regional approach. Working with leaders from neighboring law enforcement jurisdictions, the Regional Anti-Violence Enforcement Network (RAVEN) was established in 2019. This effort incorporated multiple existing task forces and specialty units under the unified mission of addressing violent crime.<sup>1</sup> Twelve law enforcement agencies assigned an investigator to RAVEN and increased NIBIN inputs as a result. Interviews with RAVEN personnel revealed positive perceptions of these efforts, with most reporting an increase in available resources and more effective investigations.

Since then, various jurisdictions have successfully expanded their CGIC programs to achieve a larger footprint and enable smaller agencies to participate in the CGIC process. Palm Beach County, Florida intentionally built a county-wide approach to CGIC, housed within the Sheriff’s Office. This regional approach enabled eight jurisdictions within the county to submit ballistic evidence through the City of West Palm Beach Police Department.<sup>2</sup>

Recognizing that many gun offenses in Phoenix were related to crimes occurring in neighboring jurisdictions, the Phoenix, Arizona, Police Department was another one of the first agencies to take a

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<sup>1</sup> Uchida, C. D., Swatt, M. L., Anderson, K., & Hock, S. (2020). *Focus on gun violence: An evaluation of Denver’s CGIC and RAVEN programs*. Justice & Security Strategies, Inc. <https://crimegunintelcenters.org/wp-content/uploads/2021/01/JSS-Eval-Denver-CGIC-Final.pdf>

<sup>2</sup> Fallik, S., Atkin-Plunk, C., & Crichlow, V. (2024). *Palm Beach County, Florida Crime Gun Intelligence Center (CGIC) Final Report* (p. 158) [Final Report]. Florida Atlantic University. <https://crimegunintelcenters.org/wp-content/uploads/2024/09/CGIC-Final-Report-240724.pdf>

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regional approach to gun crime intelligence by establishing the Phoenix Metro NIBIN Program in 2010. As part of this effort, Phoenix trained personnel from other agencies to enter NIBIN data thereby increasing the size of the NIBIN database. Phoenix also hosted monthly “shoots” where representatives from other agencies could test fire guns and directly enter their evidence into NIBIN. By 2013, more than 13 other agencies were participating in the Phoenix Metro NIBIN Program, and Phoenix had become a leading site for the number of acquisitions entered into NIBIN and the timeliness of NIBIN entries.<sup>3</sup>

In Baltimore, Maryland, an existing CGIC team of analysts focused on NIBIN leads for the Baltimore Police Department and surrounding agencies in Maryland, Delaware, and Washington, DC. Many of the NIBIN leads identified in the Baltimore CGIC evaluation were related to incidents outside of Baltimore, most commonly in Baltimore County, Washington DC, and Prince George’s County.<sup>4</sup> As such, these regional approaches can increase intelligence for investigators.

Other agencies are in the beginning stages of establishing regional partnerships to increase the solvability of gun crimes. For example, in Winston-Salem, North Carolina, the department has set a goal to establish a NIBIN hub that can be used to link crime guns used in Winston-Salem to other neighboring communities, such as Greensboro, High Point, and Kernersville.<sup>5</sup> These expansions can be applied in other places to reduce burdens on state crime lab personnel.

**Research conducted in Little Rock, Arkansas recommended a regional expansion to maximize resources.<sup>6</sup> At that time, there was only one NIBIN machine located in the state. As a result of being a recipient of Bureau of Justice Assistance (BJA) funding, Little Rock was able to obtain a BrassTrax machine and NIBIN training to enter their own evidence instead of relying on the state crime lab. Trained Little Rock personnel were able to clear a longstanding forensic processing backlog through this process.**

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<sup>3</sup> Katz, C. M., Flippin, M., Huff, J., & William King. (2021). *Evaluation of the Phoenix Crime Gun Intelligence Center* (p. 62). Center for Violence Prevention & Community Safety, Arizona State University. [https://crimegunintelcenters.org/wp-content/uploads/2021/05/Evaluation-of-the-Phoenix-Crime-Gun-Intelligence-Center\\_Published-Version.pdf](https://crimegunintelcenters.org/wp-content/uploads/2021/05/Evaluation-of-the-Phoenix-Crime-Gun-Intelligence-Center_Published-Version.pdf)

<sup>4</sup> Swatt, M. L., Uchida, C. D., Goedert, A. M., & Wooditch, A. (2024). *An Evaluation of the Baltimore Police Department’s Crime Gun Intelligence Center*. <http://crimegunintelcenters.org/wp-content/uploads/2024/05/BPD-CGIC-Eval-Final-Report-3-28-24.pdf>

<sup>5</sup> Gauldin, A. L., & Ricardo, R. L. (2023). *2019 Crime Gun Intelligence Center Final Analysis Report* (p. 64). Winston-Salem Police Department. <https://crimegunintelcenters.org/wp-content/uploads/2024/05/2019-CGIC-Grant-Final-Analysis-Report-Final.pdf>

<sup>6</sup> Rhodes, T. (2021). *Evaluation of the Little Rock Police Department Crime Guns Intelligence Unit and ShotSpotter: Final Report*. <https://arktimes.com/wp-content/uploads/2021/03/2021-LRPD-TIPS-Evaluation-Final-Report.pdf>

### Why Establish a Regional CGIC?

Since gun crime offenders may not follow jurisdictional boundaries and commit crimes across various areas, cross-jurisdictional collaboration among agencies is crucial to effectively combating gun crime. A Regional CGIC model enables law enforcement to respond to gun-involved crimes more efficiently and systematically by fostering partnerships with different agencies operating in a locality and working together to target the most prolific gun crime offenders in the region. The presence of a robust gun crime investigative body within a region that successfully uses state-of-the-art technology and investigative techniques, and through which information flows to units within each involved agency, serves as a powerful tool to combat gun crime.

Regional CGICs can also broaden access to core crime gun intelligence exploitation tools that would be otherwise unavailable. For example, through a Regional CGIC partnership, an agency or crime lab that has its own NIBIN infrastructure can service agencies that may not have the resources to establish their own. This ensures that cartridge casings and firearms are entered into NIBIN across the region, allowing investigators from all participating jurisdictions to have a clear picture of where the most prolific guns and offenders are operating. This can, in turn, assist in getting them off the streets.

**The Palm Beach County, Florida, Sheriff's Office (PBSO) adopted a Regional CGIC model because they recognized a lack of coordination among local agencies conducting gun investigations in the county. Some agencies also lacked the resources and capacity to thoroughly pursue these types of crimes. The regional model provided additional resources and tools for these agencies, which otherwise would not have had the capacity.**

### Who Should Establish a Regional CGIC?

Regional CGICs can be established by a number of different agencies. Depending on the area, the Regional CGIC might be led and established by a city police department, a county sheriff's office, or even the local Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) field office. Usually, the agency in charge of implementation has a BrassTrax machine in an unrestricted location accessible to other agencies and has strong connections with local agencies and stakeholders in the region. This makes it more natural for that agency to take the lead in the Regional CGIC.

### Components of a Regional CGIC

A successful Regional CGIC requires certain personnel and components to facilitate stakeholder collaboration and the standardization of investigative practices across participating agencies. When establishing a Regional CGIC, it is important to identify the right people for the job and empower them

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with the appropriate tools and training. Additionally, attention should be given to developing sound communication structures that foster collaboration. The following subsections outline the critical components for a successful Regional CGIC.

## Regional CGIC Coordinator

A Regional CGIC coordinator is key to a successful Regional CGIC. This person will be responsible for CGIC operations and oversee personnel, while also serving as a champion for the initiative. The coordinator should have a strong understanding of law enforcement, be a quick learner, and possess previous management experience. Most importantly, they should also be capable of coordinating efforts across multiple agencies and be highly proactive in bringing stakeholders together. Ideally, the Regional CGIC coordinator would be a representative from a local CGIC that is implementing the regional model to support other agencies. Sworn and civilian law enforcement personnel, ATF employees, contractors, and Task Force Officers (TFOs) have served as Regional CGIC coordinators across the country.

### Regional CGIC Coordinator Checklist

Below is a list of qualifications that can help identify an individual who could serve as a Regional CGIC coordinator.

- Maintains contact and has strong relationships with most agencies in the region
- Proficient in analyzing large batches of information and distributing it to multiple jurisdictions
- Excellent time management skills to be able to monitor multiple investigations across various municipalities each month
- Excellent report writing skills and ability to produce charts, hot sheets, and “be on the lookout” (BOLO) materials
- Capable of working with and training multiple police agencies and be flexible and willing to assist them at any time, day or night
- Willingness to travel extensively throughout the region
- Excellent communication skills to effectively engage law enforcement leadership and the community
- Extensive training in firearms identification
- Well-versed in state and federal firearms violations, including straw purchasing

The Regional CGIC coordinator should work on creating resources to aid with the onboarding of new stakeholders. A “welcome packet” should include basic information on the Regional CGIC initiative, NIBIN, and tracing. The packet could also include resources such as investigative checklists and model policies that can be adopted by participating agencies.

## Stakeholders

To effectively create a Regional CGIC, it is imperative to identify all relevant stakeholders who are essential to conducting crime gun investigations and prosecutions in the region and have a vested interest in reducing gun violence in the community. In larger regions, this could involve reaching out to a significant number of organizations. Once the initial stakeholders have been identified, the focus should shift to orchestrating a collaborative effort to convene them. This approach should be transparent, welcoming, and encouraging of everyone’s input. Law enforcement agencies, forensic professionals, federal and state prosecutors, and the community should all be included in this effort.

**Figure 2: Guide for Regional Stakeholder Invites**

Stakeholder Type	Recommended Stakeholders
<b>Law Enforcement</b>	<ul style="list-style-type: none"> <li>● All City/County Police Departments and Sheriff’s Offices                             <ul style="list-style-type: none"> <li>○ Patrol Units</li> <li>○ Crime Scene Units</li> <li>○ Gun Crime Investigative Units</li> <li>○ Intelligence Analysts</li> </ul> </li> <li>● State Agencies</li> <li>● Federal Agencies</li> <li>● Tribal Agencies</li> <li>● College Campus Police</li> </ul>
<b>Forensics</b>	<ul style="list-style-type: none"> <li>● State and Regional Forensic Labs</li> </ul>
<b>Prosecutors</b>	<ul style="list-style-type: none"> <li>● Local Prosecutor’s Office</li> <li>● United States Attorney’s Office</li> </ul>

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In some jurisdictions, a Memorandum of Understanding (MOU) between stakeholders may not be needed; however, in other jurisdictions, an MOU may be required. MOUs vary from state to state and within the federal government. They also differ based on the type of relationship being established between stakeholders. It is essential to determine whether obtaining MOUs among stakeholders is necessary because Regional CGICs cannot succeed without the free flow of information between partners.

To determine whether an MOU is necessary and what type it should be, stakeholders should convene to discuss their respective contributions to the partnership and the formality of any agreements required. Given that requirements may differ, it is advisable to involve the legal departments of each participating entity in these discussions.

- [Sample of an ATF MOU](#)
- [Sample of a Local MOU](#)

## Law Enforcement Agencies

The goal of a Regional CGIC should be to achieve participation from 100 percent of the region's law enforcement agencies. Shifts in policy, training, and intelligence sharing within each involved agency may be necessary for success. These shifts should be guided and supported by the leading agency that is establishing the Regional CGIC.

### *Patrol Units*

Firearm seizures typically begin with a patrol officer or deputy, as they encounter more armed suspects than any other division in a law enforcement agency. Often, patrol personnel work alone, meaning that a single officer or deputy is responsible for everything from the initial encounter to an arrest. Because of this, they must receive proper training in evidence collection. Standard operating procedures (SOPs) should be updated to reflect current practices in evidence collection, such as, upon recovering a firearm, it should immediately be placed in a sterile environment (evidence bag, gun box, etc.) or instructing the crime scene unit to deploy and collect the seized firearms at the time of the recovery when feasible.

### *Crime Scene Personnel*

Proper evidence collection procedures are essential for maintaining the integrity of criminal cases to ensure successful prosecutions. While evidence collection procedures are jurisdiction-dependent, it is crucial that the procedures are standardized across participating jurisdictions in a Regional CGIC. Firearms and scene cartridge casings should be handled consistently, regardless of which participating agency responded to the scene. Additionally, evidence collection procedures should be standardized within the same agency. Whether conducted by patrol or dedicated crime scene personnel, firearms and cartridge casings must be properly collected to ensure the evidence is preserved appropriately.

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Figure 3: New Jersey State Police Crime Guns on Patrol

**Encountering Crime Guns While on Patrol**  
**Treat Every Gun Like a Murder Weapon**  
*It's important to remember that OFFICER & PUBLIC SAFETY trumps any evidence handling techniques.*

- 1 Recovered/Found Weapon**
  - All persons & evidence involved
  - Photograph, if possible
  - DO NOT USE** personal cell phones
  - Photograph (in place), note location & orientation
- 2 ID & Document**
  - Glove up
  - Mask up
  - Minimally handle firearm evidence
- 3 Preservation**
  - If unfamiliar, seek assistance
  - Render firearm safe
  - Store evidence in proper packaging
- 4 Collect Evidence**
  - If possible, obtain a recorded statement from suspect(s), victim(s) & witness(es)
  - Ask & note where weapon was obtained
- 5 Interview**
  - Photolog evidence
  - Be specific: include pertinent case information (names, etc.)
- 6 Prepare to Submit**
  - Law Enforcement Criminal Intelligence Systems
  - NCIC
  - Trace
  - Records Management Systems
- 7 Computer Queries**
  - DNA/Fingerprints/Forensic Photography
  - NIBIN
  - GUNHOPS
- 8 Initiate Crime Gun Processing Protocol**
  - Be thorough and include all supplemental reports
  - Complete reports in a timely manner
- 9 Complete Reports**

Figure 4: ATF Police Officer's Guide to Recovered Firearms

U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives  
 National Tracing Center Division

**ATF**  
**POLICE OFFICER'S GUIDE**  
**to Recovered Firearms**

Capital City Police Department  
**PROPERTY REPORT**  
 ORIGINAL AND UP COPIES FORWARDED TO CHIEF OF DETECTIVES OFFICE FOR DISTRIBUTION AS WELL AS ORIGINAL COPY TO CHIEF OF POLICE  
 UP COPY - BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES PROPERTY COMMAND CASE FILE

CHECK THE APPROPRIATE PROPERTY FOR THIS FIREARM TRACE:  URGENT-CALL COPY  ROUTINE

PROPERTY OFFICER: \_\_\_\_\_

REQUESTER INFORMATION: \_\_\_\_\_

REQUEST COMPLETE TRACE OF FIREARM:  YES  NO

URGENT OVER INVESTIGATION (DO NOT CONTACT RECAL DELEAZA):  YES  NO

DELEGATED INVESTIGATOR CHECK LIST:

- FIREARM SERIAL # IS CORRECT/RECORDED
- FIREARM RECORDED DIRECTLY TO PROPERTY SECTION
- FIREARM HAS APPROPRIATE STRIPE
- FIREARM FORWARDED TO THE CORRAL LAB
- FIREARM RECEIVED BY GARD RELATED
- MORE THAN ONE FIREARM WAS SEIZED
- FIREARM BELIEVED TO HAVE BEEN USED IN A CRIME
- REQUEST PRESENT RECORD SEARCH

FIREARM DESCRIPTION

MAKE	TYPE	MODEL	CALIBER	SERIAL #

DEPENDENCY CHECK

SEARCHED:  YES  NO

INDEXED:  YES  NO

ATF

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## *Gun Crime Investigative Units*

CGICs enable law enforcement to identify the most prolific trigger pullers in their jurisdictions. In a Regional CGIC, when cross-jurisdictional gun crimes are linked through NIBIN and/or eTrace, a gun crime investigation is no longer the responsibility of a single law enforcement agency. Effectively dealing with cross-jurisdictional gun crime investigations is one of the core functions of a Regional CGIC, making it imperative for investigators from various agencies to coordinate and operate under standardized procedures. It is crucial to involve the different units that encounter gun crime in the course of their investigations. Relevant investigative units that should be involved include homicides, non-fatal shootings, armed robberies, and gangs.

To promote investigative collaboration and coordination among agencies, relevant cases should be discussed in Regional CGIC meetings. If an individual is identified as a prolific offender in the region, all stakeholders should be aware, and focused efforts should be made to remove the individual from the community. Federal criminal investigators and Task Force Officers (TFOs) can operate cross-jurisdictionally, and their involvement can aid these efforts.

## *Intelligence Analysts*

A CGIC is an intelligence-led initiative; therefore, a Regional CGIC should serve as a conduit through which cross-jurisdictional gun crime intelligence flows freely. Intelligence analysis components from each of the involved law enforcement agencies should be prioritized. Mechanisms to facilitate intelligence sharing should be established. Analysts from the different agencies involved should maintain direct lines of communication with one another to facilitate information sharing. The Regional CGIC law enforcement partners should consider leveraging the ATF's NIBIN Enforcement Support System (NESS) and participate in collective data sharing for both eTrace and NESS to enhance access to available crime gun intelligence in the region.

## *State & Federal Law Enforcement Agencies*

State and federal law enforcement agencies naturally operate in a regional manner, and their existing relationships are incredibly valuable to setting up and maintaining a Regional CGIC. This can include state agencies, such as the highway patrol or federal agencies such as ATF, the Federal Bureau of Investigation (FBI), or the Drug Enforcement Administration (DEA). In some locations, it may be beneficial for the ATF to lead a Regional CGIC since they can facilitate collaboration across different jurisdictions. TFOs working with federal agencies can also support these efforts.

## **Forensics**

The organization responsible for processing ballistic evidence, DNA, and fingerprints for the agencies involved in the Regional CGIC is a key stakeholder. Throughout the nation, various models exist. Some jurisdictions depend on crime scene personnel or even patrol officers to collect DNA and fingerprints from recovered firearms. Similarly, test-fires and NIBIN acquisitions may be handled internally within the agency and outside of a formalized crime lab. Other jurisdictions rely on regional or state crime labs.

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What matters most is that the entity assigned to process firearms and cartridge casing evidence understands the CGIC concept and the importance of the timely turnaround of NIBIN leads and eTrace results.

- [Phoenix, Arizona, Police Department SOP Example](#)
- [Chattanooga, Tennessee, Police Department SOP Example](#)

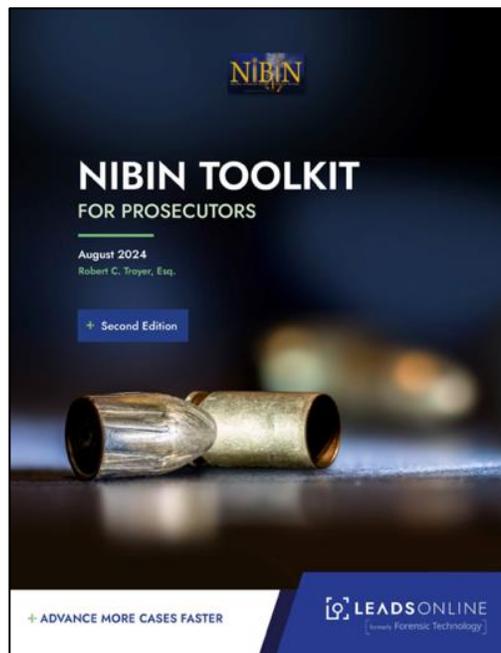
### Prosecutors

Federal and state gun case prosecutions should be robust. Local and federal prosecutors should have a good relationship and coordinate their efforts. Ideally, each office should have an attorney designated to serve as a liaison with the Regional CGIC. Prosecutors should participate in regular meetings and provide at least monthly status updates on gun violence cases. They can also provide training to law enforcement personnel that can help improve the quality of investigations and prosecutorial outcomes. As state and federal prosecutors' offices are already working across jurisdictions, they can be a great resource bringing more agencies to the table.

**Palm Beach County, Florida was facing challenges from the defense counsel on latex gloves. The Florida heat can cause sweat, which can allow for the transfer of DNA across surfaces. Because of this, the defense had been successful in challenging DNA analysis based on cross-contamination. As a result, Palm Beach County officers and deputies were trained to wear two sets of gloves when handling evidence to prevent this contamination.**

It is crucial for both federal and state prosecutors to be knowledgeable of the mission of the Regional CGIC and who the most prolific trigger pullers are in the region. This allows them to focus their efforts on prosecuting the drivers of violence. If prosecutors are aware of who the most prolific offenders are, they may be more open to making charging decisions focused on removing them from the community. State and federal prosecutors should coordinate with each other to determine which avenue of prosecution would be the most effective.

**Figure 5: NIBIN Toolkit for Prosecutors**



### *Victim Advocacy Groups*

Shooting victims bear the brunt of gun violence, and a duty is owed to them to ensure investigations are conducted properly. If death or injury occurs, family members and loved ones also become the victims. Shooting victims and their loved ones can sometimes be uncooperative due to fear of retaliation or because they may be involved in the cycle of violence. In some cases, a shooting victim might even seek retaliation. If victims decide not to cooperate with law enforcement, it is crucial to understand their background, associates, prior charges, including gun possession charges (if any), and other relevant information to better prepare for potential retaliation. Many CGICs across the country rely on victim advocates to provide services to victims and improve their collaboration. In a Regional CGIC approach, victim advocates from the participating agencies (including prosecutors' offices) should coordinate their efforts to ensure shooting victims are well served and to strengthen collaboration.

### *School District Law Enforcement Agencies*

In some jurisdictions, juveniles are becoming increasingly involved as offenders in gun violence.<sup>7</sup> Having relationships with school district law enforcement can provide valuable information on some of these offenders. For instance, in some states, every child of school age is required by law to be registered with the school district annually. This results in biographical information that is usually up to date compared to a criminal database, which may have limited or outdated information on juvenile offenders.

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<sup>7</sup> [Office of Juvenile Justice and Delinquency Prevention](#)

In Palm Beach County, Florida, the school police have their own crime scene technicians who are well-versed in NIBIN and have access to an unparalleled Gang Intelligence database. Most of the school police officers have had extensive careers at other agencies, giving them strong contacts and investigative skills. School police investigators attend Regional CGIC meetings and share current information on many of their young offenders.

### *Tools*

When establishing a Regional CGIC, it is essential to educate stakeholders about the tools they need and can access for effective CGIC operations. It is also crucial to identify which tools are readily available and how to access them. If stakeholders determine there is no viable access to the required tools, they should bring in additional partners to fill that gap or explore other avenues to obtain them. Consider using a questionnaire when onboarding new partners to the Regional CGIC to identify the tools they might contribute. Consider asking every participating agency if they have any of the following resources.

- **Firearm Test-Fire Facility/Equipment**
- **NIBIN BrassTrax Terminal**
- **Real-Time Crime Center**
- **License Plate Readers**
- **Gunshot Detection System**
- **Cellphone Data Extraction Equipment**
- **Surveillance Pole Camera**

### **National Integrated Ballistic Information Network (NIBIN)**

NIBIN is one of the cornerstones of a CGIC because it allows for the comparison of cartridge casings from shooting scenes and from test-fires of recovered crime guns. A successful CGIC requires that all casings recovered by law enforcement at crime scenes are entered into NIBIN, and that every NIBIN-eligible handgun or rifle seized by law enforcement is test-fired for comparison in the NIBIN database. Entering cartridge casings into NIBIN requires a BrassTrax terminal, which can be cost-prohibitive for some jurisdictions. This makes it difficult for smaller agencies with less violent crime volume or fewer resources to have access to NIBIN. A Regional CGIC can remedy this issue by providing NIBIN access to participating agencies.

A quick turnaround time for NIBIN leads makes them actionable and relevant to investigators. Whether entered in a lab or by CGIC personnel, NIBIN entries should aim for a **24-48-hour** turnaround time from test-fired firearms and scene casings. Meeting this window for all submissions from agencies in the Regional CGIC will ensure compliance with the highest standards in ATF's Minimum Required Operating Standards (MROS).

Figure 6: ATF MROS Standards

**MINIMUM REQUIRED OPERATING STANDARDS (MROS) FOR NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK (NIBIN) SITES**

This document consists of definitions and standards, which serve as the minimum required operating standards that establish specific requirements for all NIBIN Sites. Equivalent measures not outlined in this document may also meet the standard if determined sufficient through an assessment process. This MROS outline supersedes all previous publications for NIBIN sites.

**EFFECTIVE DATE:**  
These standards shall take effect January 1, 2026.

**SECTION 1. SCOPE**  
The standards describe the minimum operating requirements that Sites accessing and utilizing NIBIN shall follow to ensure the quality and integrity of the ballistic data shared on the NIBIN network. These standards apply to all Sites accessing NIBIN.

**SECTION 2. DEFINITIONS**  
As used in these standards, the following terms shall have their meanings specified as follows:

- **Accreditation** – Status achieved by an agency that indicates they meet a minimum level of performance mandated by the accrediting agency.
- **Accuracy** – The degree of conformity of a measured quantity to its actual (true) value.
- **Acquisition** – The digital imaging of various firearms-related markings present on cartridge casings into NIBIN.
- **Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)** – ATF administers the NIBIN network.
- **Association of Firearm and Tool Mark Examiners (AFTE)** – AFTE is the international professional organization for practitioners of Firearm and/or Toolmark Identification and has been dedicated to the exchange of information, methods and best practices, and the furtherance of research since its creation in 1969.
- **Assessment** – A process used to evaluate, confirm, or verify activity related to quality.
- **BRASSTRAX™** – The acquisition station developed by LeadsOnline that captures highly detailed images of fired cartridge casings, to include firing pin impressions on the primer, breech face, extractor and ejector markings. Also referred to as "Acquisition Station."
- **Business Day** – The days of operation of the NIBIN Site based on a 5-day, Monday-Friday, 40-hour week to exclude Federal holidays.

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Figure 7: ATF NIBIN Fact Sheet

 **National Integrated Ballistic Information Network (NIBIN)**  
FACT SHEET

**Fast Facts**

**The National Integrated Ballistic Information Network (NIBIN)** is the only national network that allows for the capture and comparison of ballistic evidence to aid in solving and preventing violent crimes involving firearms.

**NIBIN and eTrace** are two key tools that ATF's Crime Gun Intelligence Centers (CGIC) use to identify violent shooters and their sources of crime guns.



NIBIN technology compares images of submitted ballistic evidence

In 1997, ATF established NIBIN to provide local, state, tribal and federal law enforcement partners with an automated ballistic imaging network. This technology is vital to violent crime reduction because it enables investigators to match ballistics evidence from cases across the nation. This process helps reveal previously hidden connections between violent crimes in different states and jurisdictions.

Along with eTrace, NIBIN is a critical part of ATF's CGIC operations. CGICs are multi-agency law enforcement collaborations focused on stopping gun crimes by collecting, analyzing and distributing intelligence reports about crime guns, mass shootings and major incidents across jurisdictions.

*Note: NIBIN is only used for criminal investigations, and does not capture or store ballistic information acquired at the point of manufacture, importation or sale.*

**HOW NIBIN WORKS**

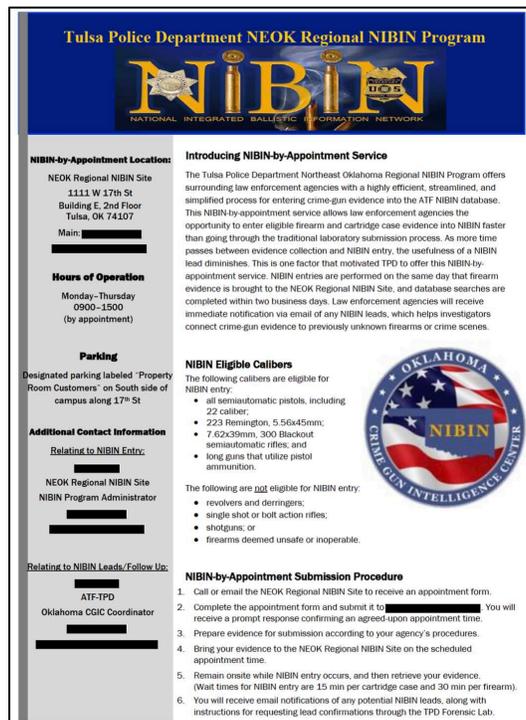
NIBIN technology compares images of submitted ballistic evidence from shooting scenes and recovered firearms and produces a list of possible similar results. Trained NIBIN technicians then conduct a correlation review of these results, identifying NIBIN leads or potential links or associations from the same firearm. A NIBIN lead is an unconfirmed, potential association between two or more pieces of firearm ballistic evidence and is based on a correlation review of the digital images in the NIBIN database.

When needed for court or other purposes, a firearms examiner will conduct a microscopic examination of the actual physical evidence to confirm a NIBIN lead as a hit. A NIBIN hit occurs when two or more firearms ballistic evidence acquisitions are identified as a confirmed match by a firearms examiner. The data is then compiled into intelligence reports that are used for investigations and court cases.

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If an agency plans to offer access to a NIBIN machine or NIBIN services to other law enforcement partners, it could be beneficial to develop an informational flyer about NIBIN, explaining why they should use it and how to contact the agency to get access. Additionally, if an agency will be offering NIBIN services to other law enforcement partners, it should be decided whether test-fires will also be handled by the providing agency or if it will be required for each agency to test-fire their guns in-house and only bring cartridge casings for NIBIN entry.

**Figure 8: Tulsa, Oklahoma, Police Department External Agency Flyer**



## NIBIN Appointment Form

If serving other agencies, consider establishing an appointment system so agencies can schedule the use of the available BrassTrax terminals. This system will allow the providing agency to control when evidence will be submitted and how long their terminal will be used by outside jurisdictions. A NIBIN appointment form should gather the following information:

- Name and Agency of the Requestor
- Requestor's Contact Information (Email and Phone Number)
- Case Number
- Type of Crime
- Incident Number
- Number of Items
- Type of Evidence (Casings and/or Firearms)

## eTrace

Firearm tracing is another critical component of a CGIC. All firearms recovered by law enforcement should be entered into ATF's eTrace system. This allows agencies to discover the original firearm purchaser and its origin. Such information can assist investigators in identifying straw purchasers and gun traffickers. Participating law enforcement agencies of a Regional CGIC should understand the importance of tracing every seized firearm and how this information can support investigations.

Figure 9: ATF eTrace Fact Sheet

The graphic is a fact sheet for the ATF eTrace system. It features a blue header with the ATF seal and the text 'eTrace FACT SHEET'. Below the header, there are three columns of text under the heading 'Fast Facts'. The first column describes how eTrace helps identify gun traffickers and solve criminal cases. The second column explains how it helps criminal investigators track down the origin and purchaser of crime guns. The third column states that eTrace is used by local, state, and federal law enforcement agencies to enter and access firearms trace data. To the right of these facts, there are three paragraphs of descriptive text: the first explains that eTrace is a web-based application used to trace the purchase and history of weapons; the second notes that these leads help agencies quickly identify potential gun traffickers and suspects; the third details that firearms are traced by local, state, federal, and international law enforcement agencies, and that authorized users can search using various fields like gun serial number and date of recovery. Below the text is a section titled 'FIREARMS eTRACE SYSTEM' with four icons representing the process: LEADS (a star in a circle), LINK (a key in a circle), DETECT (a magnifying glass over a globe), and RECOVER (a hand holding a gun). Under each icon is a brief description of what happens at that stage. A small note at the bottom left says 'What happens when a trace is conducted...'. A footnote at the bottom center reads '\*LEA - Law Enforcement Agency'.

**Fast Facts**

- eTrace helps identify gun traffickers, potential suspects and patterns of violent gun crime to help law enforcement agencies solve criminal cases.
- eTrace helps criminal investigators quickly track down the origin and purchaser of crime guns.
- eTrace is used by local, state and federal law enforcement agencies to both enter and access firearms trace data.

eTrace is a web-based application that is used to trace the purchase and/or history of weapons used in violent crimes. The system, available in both English and Spanish, is key in generating leads to help solve violent crimes across the country.

These leads help law enforcement agencies quickly identify potential gun traffickers and suspects in criminal investigations. eTrace is used to trace crime guns can be tracked from their original manufacturer or importer, through the wholesale/retail distribution chain, to the first person who bought them.

Firearms are traced by local, state, federal, and international law enforcement agencies. Authorized users can search eTrace using a variety of fields including gun serial number, type of crime, date of recovery and names of individuals involved. In addition, participating law enforcement agencies can opt to share firearms trace data with all other eTrace users in their state who have also opted to share their data. eTrace thus allows its users to detect patterns of violent crime across jurisdictions.

**FIREARMS eTRACE SYSTEM**

LEADS	LINK	DETECT	RECOVER
<b>LEA* recovers a firearm at a crime scene</b>	<b>LEA enters a trace request via eTrace to identify the firearm's origin to develop investigative leads</b>	<b>eTrace provides information used to link a suspect(s) to a firearm in a criminal investigation(s)</b>	<b>eTrace provides information that can be used to detect interstate, intrastate and international trafficking</b>

\*LEA - Law Enforcement Agency

## DNA and Fingerprints

Obtaining DNA or fingerprints from a firearm can help prove possession and greatly reduce the suspect's opportunity to argue possession of the firearm or that the DNA on it was transferred. When collection is required, it is important the evidence is handled in accordance with established procedures to preserve its integrity. In such cases, an expedited process where evidence is quickly and automatically processed is considered best practice. The goal should be to ensure that collecting DNA and fingerprints does not delay test-fires and NIBIN entries. Sometimes, collecting DNA or fingerprints is not needed, such as when physical possession is shown through body-worn camera (BWC) footage. If DNA and/or fingerprints are not needed, evidence should immediately be sent for test-fire and NIBIN entry.

Regional CGIC stakeholders should establish standardized procedures for collecting DNA and fingerprints from firearms and cartridge casings. Prosecution partners should be involved in these discussions to provide input on what types of evidence they may need in certain cases and prepare counterarguments in case the defense raises any related issues in court.

To ensure timely NIBIN entry, some jurisdictions have implemented programs to collect DNA and fingerprints in the field. Other jurisdictions rely on their crime scene technicians to gather DNA and fingerprints immediately upon returning to their work areas. Evidence can be quickly swabbed for DNA and lifted for prints. DNA swabs and prints can be preserved for further analysis while the evidence continues through the test-fire and NIBIN entry process.

### Other Local Tools & Resources

Agencies involved in a Regional CGIC may have access to additional tools and resources that support gun crime investigations. These could include digital forensics tools, License Plate Readers (LPRs), surveillance cameras, Gunshot Detection Systems (GDSs), and Real Time Crime Centers (RTCCs). It is recommended that stakeholders meet to discuss the [available tools](#) within the region and how they can be integrated into the Regional CGIC. Analysts and investigators working on gun crime cases should be aware of the tools that may be accessible, even if they are managed by other agencies.

### Community Strategies

Local communities can support gun crime reduction efforts and may provide valuable information about gun crime in their area. Conducting public education campaigns and giving presentations on the CGIC initiative to the community can help gain their support. Inviting community stakeholders to meetings and explaining how technology is used, what the current capabilities of the initiative are, and how the program is funded can help bridge the gap between criminal justice practitioners and community members. Partnering with social services groups focusing on gun crime could be beneficial.

Sharing some gun crime data and CGIC activity information with the community can help build relationships with local law enforcement and encourage them to reach out if they suspect gun violence in their neighborhoods. Some jurisdictions have created publicly accessible dashboards to show gun crime data, and others have established a presence on social media. Both can help engage the community and involve them in the CGIC.

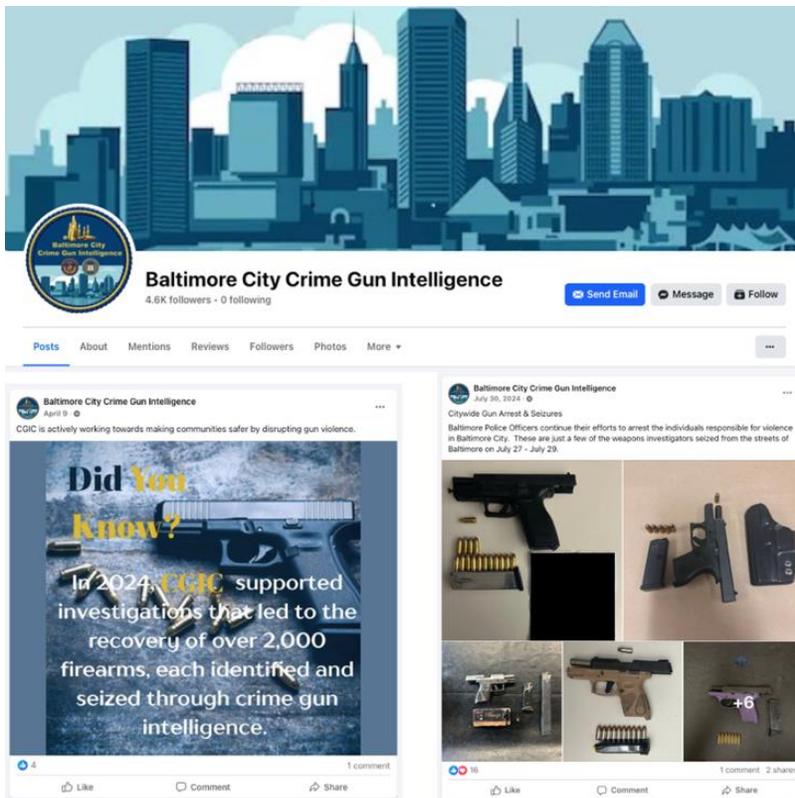
When developing a community outreach strategy, it is vitally important to ensure that all CGIC stakeholders agree on how much detail will be shared with the public. While some agencies choose to share the details of CGIC and NIBIN operations, others feel that they may be giving too much information about how gun crimes are investigated to the offenders. Every community is different; therefore, the outreach strategy should reflect the community it is serving.

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Figure 10: Portsmouth, Virginia, Police Department Crime & Gun Violence Dashboard



Figure 11: Baltimore, Maryland, Police Department CGIC Facebook Page



## Meetings

Establishing regular meetings can be challenging with busy schedules, but it will ensure efficiency in the Regional CGIC model. A monthly meeting with all relevant stakeholders to prioritize the region's most recent crime gun investigations will help disseminate information in a timely manner without becoming overwhelming. It is important not to exclude any stakeholders from these meetings. The Regional CGIC coordinator should prepare and distribute agendas in advance of the meetings to give everyone enough time to prepare. It is recommended that meetings last no longer than two hours to ensure productivity.

The meetings should focus on prolific gun offenders within the region. All aspects of the cases should be discussed, from successful prosecutions to investigative challenges. A portion of the meeting should be an open forum where everyone can talk about successes, problems, recent arrests, and technical issues they face. After the meeting, an email should be sent that reminds attendees of the next meeting date and includes meeting notes clearly outlining the assigned action items for each agency. Consider adding the following [agenda](#) items to your Regional CGIC meetings:

- **Introductions**
- **NIBIN Service/Training Updates**
- **Pending/Current Cases Review (US Attorney's Office)**
- **Pending/Current Cases Review (Local Prosecutor)**
- **Previous Month Highlights**
- **Upcoming Month Highlights**
- **Stakeholder Roundtable to Present Challenges, Successes, and Concerns**
- **"After Meeting"**

It is also important to have a sign-in sheet that collects information for all attendees. This information can be placed in a contact database for future meetings and upcoming training events. [Sign-in sheets](#) should include the following:

- **Meeting Date, Time, and Location**
- **Total Number of Attendees**
- **Names**
- **Agencies**
- **Sections/Divisions**
- **Titles/Ranks**
- **Emails**
- **Phone Numbers**

## Training

To maintain the effectiveness of a Regional CGIC, all agencies should implement continuous, comprehensive training programs to ensure agency members remain up to date on the latest technologies, investigative techniques, and legal considerations. A series of training materials should be developed that can be adapted for a full-day session, a four-hour block, or a roll call briefing. This training can be provided to law enforcement agencies, prosecutors, community groups, politicians, and administrators. It should be updated regularly with new developments in DNA analysis, technology, and NIBIN. Training divisions and police chiefs should emphasize the importance of the training so that all officers or deputies within their organization receive the information at the same time. To be successful, gun investigations must begin with proper evidence processing, gun possessor identification, and interviews.

All participating law enforcement agencies in a Regional CGIC should adopt similar training modules to standardize CGIC training across the region. A key training point is the idea that every firearm in police custody should be considered a potential crime gun until proven otherwise. This approach requires that the handling and analysis of each firearm processed is conducted with consistency and thoroughness across agencies. By adopting this approach, law enforcement agencies can achieve more effective results in gun crime investigations.

**Figure 12: Sample Roll Call Training**

**AVOID CROSS CONTAMINATION AND EVIDENCE DESTRUCTION**

- ✔ Securing a firearm/ making is safe
  - ✔ Clean latex gloves & careful with magazine
- ✔ Transporting and packaging
  - ✔ Place in clean evidence bag or handgun/rifle box

Rifle box fits along the side of your drawer if folded flat

Evidence bag ok to transport handgun, but need rifle box to transport long guns

The slide features two side-by-side photographs of hands in latex gloves handling a handgun. The left photo shows the handgun being held in an open palm, marked with a red 'X' to indicate it is incorrect. The right photo shows the handgun being placed into a small, padded container, marked with a green checkmark to indicate it is correct. To the right, a photograph of a car's trunk shows a rifle box being placed vertically against the side of a drawer, with white arrows pointing to the box and the drawer side.

# Developing Regional CGIC Performance Metrics

Measuring performance in a Regional CGIC is essential to understanding whether the model is improving investigative outcomes, strengthening cross-jurisdictional collaboration, and reducing gun violence across the area it serves. Unlike a single-agency CGIC, a Regional CGIC must track both individual agency contributions and collective regional impact. The following framework outlines how agencies can design, implement, and maintain an effective performance-measurement system.

### 1. Define the Purpose of Measurement

Before selecting metrics, stakeholders should agree on what they want the Regional CGIC to accomplish.

Common goals include:

- **Increasing participation across the region**
- **Improving cross-jurisdictional coordination**
- **Expediting NIBIN turnaround**
- **Speeding up the investigative follow-up**
- **Identifying prolific shooters and crime guns sooner**
- **Increasing high-quality prosecutions**

**These goals will drive metric selection.**

### 2. Establish Shared Definitions and Data Standards

Because multiple agencies contribute data, consistency is essential. All agencies should use the same terminology for leads, hits, shootings (fatal, non-fatal, drive-by), submissions, and case clearance. Without standardized definitions, regional metrics become unreliable.

### 3. Determine Required Data Submissions

Each participating agency should submit monthly data to the Regional CGIC Coordinator based on the identified goals. A sample spreadsheet for tracking these metrics is available for download [here](#).

Examples of Regional CGIC performance metrics could include:

- **Participation Metrics**
  - # of firearms recovered
  - # of NIBIN-eligible firearms submitted
  - # of cartridge cases collected
  - % of evidence submitted to NIBIN within 24-48 hours

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- # of firearms traced in eTrace
- # of trainings provided to participating agencies
- # of new stakeholders added to the Regional CGIC
- **Intelligence Production Metrics**
  - # of NIBIN entries
  - # of NIBIN leads
  - # of NIBIN confirmations/hits
  - Time from evidence submission to lead dissemination
  - # of fatal and non-fatal shootings in each participating agency
- **Investigative Impact Metrics**
  - # of NIBIN Leads assigned for follow-up
  - # of leads resulting in firearm recovery
  - # of leads resulting in arrests or case clearance
  - # of regional cases involving two or more jurisdictions
- **Prosecutorial Outcomes**
  - # of cases submitted for prosecution (state vs federal)
  - # of indictments
  - # of successful prosecutions (state vs federal)
  - Sentencing outcomes linked to Regional CGIC cases

## 4. Track Regional Impact Over Time

Because the benefit of a Regional CGIC model grows with participation, agencies should examine:

- **Trends in repeat shooters identified across the region**
- **Trends in emerging hot spots or clusters**
- **Movement of crime guns across jurisdictional boundaries**
- **Use of federal prosecution for the most violent repeat offenders**
- **Changes in fatal/non-fatal shootings**

## 5. Create a Centralized Reporting System

The Regional CGIC Coordinator should maintain:

- **A monthly metrics dashboard or bulletin**
- **A master dataset of participating agencies**
- **A “success story” log documenting impactful cases**

Dashboards can be simple (using Excel, Power BI, or SharePoint) or integrated into existing agency systems. For more information on developing a dashboard, visit the [CGIC Metrics Guide](#).

### 6. Use Metrics for Continuous Improvement

Performance metrics should shape operational decisions, such as:

- Adjusting SOPs
- Improving turnaround times
- Identifying agencies needing refresher training
- Addressing delays in NIBIN submissions
- Evaluating whether federal or local prosecution is being used effectively

Metrics should not solely record activity – they should drive action.

## Building a Successful Regional CGIC Model

Creating a Regional CGIC that involves multiple local, state, and federal agencies requires a structured, deliberate process that guides agencies from early planning to full operational capability. While the “Components of a Regional CGIC” section explains *what* must exist, the steps below explain *how to build it*. While a standard CGIC requires many similar steps within a single agency, a Regional CGIC requires substantially more collaboration and communication on a wider scale.

### Checklist for Building a Regional CGIC

#### Step 1: Select the Lead Agency and Coordinator

- Choose the agency best positioned to host the Regional CGIC functions (e.g., one with a BrassTrax system, strong working relationships, or an existing CGIC).
- Identify and appoint the Regional CGIC Coordinator early so they can guide planning and stakeholder onboarding.

#### Step 2: Assess Regional Readiness

- Identify the agencies in the region that recover firearms or respond to gun-related crimes and assess the level of executive buy-in within those agencies.
- Document what each agency currently has access to: equipment, personnel, crime scene processes, NIBIN access, analytical support, and training.
- Identify gaps in capacity (e.g., smaller agencies lacking IBIS access or dedicated personnel).

## Step 3: Formalize the Regional Partnership

- Convene the initial stakeholder meeting.
- Determine whether MOUs are necessary.
- Define which services the lead agency will provide (e.g., test-fires, NIBIN entry, training, data sharing).
- Agree on information-sharing expectations and communication channels.

## Step 4: Standardize Evidence Collection & Submission

- When possible, develop region-wide SOPs for firearm recovery, comprehensive cartridge case collection, NIBIN eligibility, test-fire procedures, DNA/fingerprint collection, and storage.
- Train agency patrol officers, crime scene personnel, and investigators on the standardized procedures.
- Ensure every partner agency understands timelines for NIBIN submission (ideally 24-48 hours).

## Step 5: Establish a Shared Workflow

- Agree on how NIBIN leads will be disseminated to the agencies (email, dashboards, BOLOs, compiled bulletins).
- Define who reviews leads, who assigns follow-up, and how cases are tracked.
- Integrate ATF eTrace, NESS, and local crime analysis platforms where possible.

## Step 6: Launch Regular Regional CGIC Meetings

- Set a schedule (usually monthly).
- Use the meetings to review regional offenders, linked cases, and investigative barriers.
- Require each agency to have a representative present to report new trends and investigative progress.

## Step 7: Implement Training Across the Region

- Develop modular training on CGIC topics (roll call, half day, full day).
- Provide updated instruction on evidence recovery, investigative follow-up, legal issues, and technological tools.
- Create onboarding packets for new agencies.

## Step 8: Measure Performance and Adjust Operations

- Track NIBIN entries, lead timeliness, number of linked cases, number of successful prosecutions, and stakeholders added.
- Use performance data to identify bottlenecks, adjust SOPs and refine workflows.

## Step 9: Establish a Process for Stakeholder Feedback

- Share successes to strengthen partner engagement and promote program sustainability.

When agencies work together through a Regional CGIC, the collective capacity to identify shooters, link cases, and interrupt cycles of violence becomes far greater than any single agency could achieve alone. With strong partnerships, standardized practices, and ongoing performance monitoring, regions can create a sustained and meaningful impact on gun crime.

### About the Authors

**Kevin Coppin** has over 35 years of law enforcement experience, with a particular emphasis on complex and comprehensive investigations within the Palm Beach County, Florida region. Throughout his career, he has undertaken various roles, including Crime Gun Intelligence Center Coordinator for the Palm Beach County, Florida, Sheriff's Office, Detective at the Juno Beach, Florida, Police Department, and Officer with both the Palm Beach Shores, Florida, Police Department and the North Palm Beach, Florida, Police Department. Currently, Mr. Coppin serves as Assistant City Manager for the City of Riviera Beach, Florida. Prior to this, Mr. Coppin served as Deputy Chief of the Riviera Beach, Florida, Police Department.

In his capacity as a Captain with the West Palm Beach, Florida, Police Department, Mr. Coppin was a proponent of the intelligence-led policing philosophy, which prioritizes accountability among supervisors and the development of crime reduction initiatives. His strategies included the use of CompStat and Crime View Web for real-time crime analysis, management of projects such as the City Traffic Safety Red Light Camera Program, and the adoption of License Plate Reader technology. These initiatives notably contributed to a substantial rise in the recovery of stolen tags and vehicles, as well as the apprehension of suspects and the seizure of weapons.

Mr. Coppin's professional qualifications are noteworthy, including certifications from the Southern District of Florida United States Attorney's Office, designating him as an expert witness in matters on organized street gangs and crack cocaine investigations. He has been recognized as Officer of the Year by both the West Palm Beach, Florida, Police Department and the Juno Beach, Florida, Police Department. In addition to his law enforcement accomplishments, Mr. Coppin holds a Juris Doctorate from the Saint Thomas School of Law.

**Dr. Jessica Huff** is an Assistant Professor at the School of Criminal Justice at the University of Cincinnati. Her research focuses on policing and program evaluation, with an emphasis on using experimental methods to examine the effectiveness and fairness of police policies and practices. Dr. Huff is a National Institute of Justice LEADS Academic who has partnered with police agencies across the U.S. to evaluate violence reduction strategies, police training, and police technology. She is currently collaborating with the Tacoma, Washington, Police Department to examine the impact of gun crime investigation technologies. She formerly served as a research partner on an evaluation of the Phoenix, Arizona, Police Department's Crime Gun Intelligence Center. Dr. Huff's work has been funded by the Department of Homeland Security, the Centers for Disease Control and Prevention, and the Bureau of Justice Assistance. She serves as a member of the International Association of Chiefs of Police Research Advisory Committee and was the recipient of the inaugural Academy of Criminal Justice Sciences Police Section Emerging Policing Scholar Achievement Award in recognition of her contributions to the policing field.

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**Jessica Davis** has worked for the Phoenix Police Department for 23 years and is the Crime Gun Intelligence Unit/NIBIN Supervisor for the Phoenix CGIC. She has been working with the Crime Gun Intelligence Unit since 2010. She is a subject matter expert in Crime Gun Intelligence with extensive experience in program implementation, organization, and policy writing; identifying challenges police departments face in the investigation of gun crimes and establishing sustainable, long-term solutions. Her experience includes, but is not limited to, writing and applying for competitive grants along with the creation of data and program-related performance metrics. She has extensive experience in training and public speaking and has assisted numerous law enforcement agencies in developing proactive, sustainable programs within their cities. In addition to her role at Phoenix PD, she is a Subject Matter Expert with the National Policing Institute and spent two years with the Institute for Intergovernmental Research working with the Non-Fatal Shooting Review Team. She holds a B.S. in Justice Studies from Arizona State University.

**Alan Hughes** joined NPI in September 2021 and currently serves as a Program Manager overseeing the NRTAC and CGIC TTA programs. Since joining NPI, Alan has had the opportunity to assist over 50 agencies in implementing the CGIC model in their jurisdictions and has visited over 25 CGICs throughout the nation. Alan holds a Bachelor of Science degree in Criminology, Law, & Society with a minor in Intelligence Studies from George Mason University. Before joining NPI, Alan worked as a Paralegal for a McLean, Virginia, law firm.

**Sarah Verin** joined NPI in January 2021 as a Project Associate with the Training and Technical Assistance Division. Currently, Mrs. Verin works on the NRTAC and CGIC TTA program, assisting agencies in implementing the CGIC models within their jurisdictions. Additionally, she works on the COPS Office Law Enforcement Accreditation program, providing resources to agencies seeking accreditation. Since joining NPI, Mrs. Verin has also worked on the training and technical assistance project, CS360, with law enforcement departments across the United States with the goal of enhancing officer safety and wellness and police-community relations through data-driven strategies. Before joining NPI, she worked as an analyst at the National Center for Missing and Exploited Children (NCMEC), focusing on internet crimes against children, including online enticement and child sexual abuse material. At NCMEC, Mrs. Verin worked with law enforcement, survivors, and electronic service providers to remove images from various webpages being hosted all over the globe and assisted law enforcement in relevant investigations. She holds a Master of Arts degree in Forensic and Legal Psychology from Marymount University and a Bachelor of Science degree in Psychology with a minor in Administration of Justice from the University of Pittsburgh.

### Appendix A: **Regional** CGIC Coordinator Checklist

Below is a list of qualifications that can help identify an individual who could serve as a Regional CGIC coordinator.

- Maintains contact and has strong relationships with most agencies in the region
- Proficient in analyzing large batches of information and distributing it to multiple jurisdictions
- Excellent time management skills to be able to monitor multiple investigations across various municipalities each month
- Excellent report writing skills and ability to produce charts, hot sheets, and “be on the lookout” (BOLO) materials
- Capable of working with and training multiple police agencies and be flexible and willing to assist them at any time, day or night
- Willingness to travel extensively throughout the region
- Excellent communication skills to effectively engage law enforcement leadership and the community
- Extensive training in firearms identification
- Well-versed in state and federal firearms violations, including straw purchasing

## Appendix B: Guide for **Regional Stakeholder Invites**

Jurisdictions may use this agency guide to identify potential stakeholders to include in their CGIC regionalization efforts. Organized by stakeholder type, the table provides examples of the wide variety of groups they may want to consider onboarding. Please fill in the names of invited stakeholders and their associated participant(s) who will be attending in the third column.

Stakeholder Type	Recommended Stakeholders	Invited Organizations and/or Individuals
<b>Law Enforcement</b>	<ul style="list-style-type: none"> <li>• All City/County Police Departments and Sheriff's Offices                             <ul style="list-style-type: none"> <li>○ Patrol Units</li> <li>○ Crime Scene Units</li> <li>○ Gun Crime Investigative Units                                     <ul style="list-style-type: none"> <li>▪ Homicides</li> <li>▪ Non-Fatal Shootings</li> <li>▪ Armed Robberies</li> <li>▪ Gangs</li> </ul> </li> <li>○ Intelligence Analysts</li> </ul> </li> <li>• State Agencies</li> <li>• Federal Agencies</li> <li>• Tribal Agencies</li> <li>• College Campus Police</li> </ul>	
<b>Forensics</b>	<ul style="list-style-type: none"> <li>• State and Regional Forensic Labs</li> </ul>	
<b>Prosecutors</b>	<ul style="list-style-type: none"> <li>• Local Prosecutor's Office</li> <li>• United States Attorney's Office</li> </ul>	

## Appendix C: NIBIN Appointment Form **Template**

Send form to:

Name	Agency
Phone#	Email
Case#	Crime Type
Incident	Item(s)#

Evidence Type\*

\*NIBIN entry of test fires requires documentation of the firearm make/model, importer, & serial #.

Check this box if bringing two or more firearms:

Requested Appointment Date & Time:

Approximate Wait Times for NIBIN Entry:  
15 min per Cartridge Case; 30 min per firearm  
(TRIAGE OF MULTIPLE CARTRIDGE CASES WILL TAKE LONGER)

**\*ITEMS NOT ALLOWED: REVOLVERS, DERRINGERS, SINGLE SHOT OR BOLT ACTION RIFLES, SHOTGUNS, & BULLETS\***

## Appendix D: Available CGIC Tools **Questionnaire**

Agency:

Date:

Does your agency have?	Yes	No
Firearm Test-Fire Facility/Equipment	<input type="checkbox"/>	<input type="checkbox"/>
NIBIN BrassTrax Terminal	<input type="checkbox"/>	<input type="checkbox"/>
Real-Time Crime Center	<input type="checkbox"/>	<input type="checkbox"/>
License Plate Readers	<input type="checkbox"/>	<input type="checkbox"/>
Gunshot Detection System	<input type="checkbox"/>	<input type="checkbox"/>
Cellphone Data Extraction Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Surveillance Pole Cameras	<input type="checkbox"/>	<input type="checkbox"/>

**Other Resources Available:**

## Appendix E: **Regional** CGIC Meeting Agenda Sample

- I. **Introductions**
- II. **NIBIN Service/Training Updates**
- III. **Pending/Current Cases Review (US Attorney’s Office)**
- IV. **Pending/Current Cases Review (Local Prosecutor)**
- V. **Previous Month Highlights**
  - a. Operations
  - b. Arrests
  - c. NIBIN Leads
- VI. **Upcoming Month Highlights**
  - a. Operations
  - b. Warrants
- VII. **Stakeholder Roundtable to Present Challenges, Successes, and Concerns**
  - a. Police Department 1
  - b. Police Department 2
  - c. Sheriff’s Office
  - d. ATF
  - e. Local Prosecutor
  - f. US Attorney’s Office
- VIII. **“After Meeting”**
  - a. Participants circulate through the building to address issues and coordinate investigations/prosecutions.

## Appendix F: Regional CGIC Meeting Sign-In Sheet Template

Location: \_\_\_\_\_  
Date: \_\_\_\_\_

Time: \_\_\_\_\_  
Attendee #: \_\_\_\_\_

Name	Agency	Section/Division	Title/Rank	Email	Phone #

PAGE: \_\_\_\_\_ OF \_\_\_\_\_

# Appendix G: Checklist for Building a Successful **Regional** CGIC

Creating a Regional CGIC involving multiple local, state and federal agencies requires a structured, deliberate process that guides agencies from early planning to full operational capability. While a standard CGIC requires many similar steps within a single agency, a Regional CGIC requires substantially more collaboration and communication on a wider scale. The steps below explain how to build a Regional CGIC:

### Step 1: Select the Lead Agency and Coordinator

- Choose the agency best positioned to host the Regional CGIC functions (e.g., one with a BrassTrax system, strong working relationships, or an existing CGIC).
- Identify and appoint the Regional CGIC Coordinator early so they can guide planning and stakeholder onboarding.

### Step 2: Assess Regional Readiness

- Identify the agencies in the region that recover firearms or respond to gun-related crimes and assess the level of executive buy-in within those agencies.
- Document what each agency currently has access to: equipment, personnel, crime scene processes, NIBIN access, analytical support, and training.
- Identify gaps in capacity (e.g., smaller agencies lacking IBIS access or dedicated personnel).

### Step 3: Formalize the Regional Partnership

- Convene the initial stakeholder meeting.
- Determine whether MOUs are necessary.
- Define which services the lead agency will provide (e.g., test-fires, NIBIN entry, training, data sharing).
- Agree on information-sharing expectations and communication channels.

## Step 4: Standardize Evidence Collection & Submission

- When possible, develop region-wide SOPs for firearm recovery, comprehensive cartridge case collection, NIBIN eligibility, test-fire procedures, DNA/fingerprint collection, and storage.
- Train agency patrol officers, crime scene personnel, and investigators on the standardized procedures.
- Ensure every partner agency understands timelines for NIBIN submission (ideally 24-48 hours).

## Step 5: Establish a Shared Workflow

- Agree on how NIBIN leads will be disseminated to the agencies (email, dashboards, BOLOs, compiled bulletins).
- Define who reviews leads, who assigns follow-up, and how cases are tracked.
- Integrate ATF eTrace, NESS, and local crime analysis platforms where possible.

## Step 6: Launch Regular Regional CGIC Meetings

- Set a schedule (usually monthly).
- Use the meetings to review regional offenders, linked cases, and investigative barriers.
- Require each agency to have a representative present to report new trends and investigative progress.

## Step 7: Implement Training Across the Region

- Develop modular training on CGIC topics (roll call, half day, full day).
- Provide updated instruction on evidence recovery, investigative follow-up, legal issues, and technological tools.
- Create onboarding packets for new agencies.

### Step 8: Measure Performance and Adjust Operations

- Track NIBIN entries, lead timeliness, number of linked cases, number of successful prosecutions, and stakeholders added.
- Use performance data to identify bottlenecks, adjust SOPs and refine workflows.

### Step 9: Establish a Process for Stakeholder Feedback

- Share successes to strengthen partner engagement and promote program sustainability.



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