

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.

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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.

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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.