



FIREARM RECOVERY CHECKLIST
OFFICER SAFETY FIRST-ALWAYS

- Record stop (audio/video (if possible)).
- Separate suspects, unless in-car recorder available, then place together in patrol vehicle, with recorder activated. Ensure recording device is functional. Eliminate background noise such as in-car/portable radios, music and air conditioners.
- If gun is located, leave in place and slow down process.
- Photograph firearm(s) and illegal narcotics, in place, prior to recovery.
- CLEAN LATEX/NITRILE GLOVES ONLY (change frequently). Treat drugs same as firearms.
- Place evidence on sterile surface.
- If firearm is recovered in backpack/purse/bag etc..., recover these items, to include all contents within, and place all items into evidence.
- Determine if suspect(s) is convicted felon or delinquent.
- Interview suspect(s) post-Miranda (audio/video (if possible)).

- Complete DNA consent form. RECORD consent, preferably on video. Obtain DNA standard(s).
- Complete traffic citation, as to PC for the stop (not just a written or verbal warning).
- Do not charge for firearms offense, if you do not have substantial supporting evidence for conviction. Charge with a secondary offense, if PC exists. IE: Drugs, DL violation, Etc, plus seize firearm(s) for future prosecution.
- When applicable: Prior to arrival at the jail, have your supervisor contact the intake supervisor and request suspect(s) be placed in separate intake cells for investigative purposes. Obtain cell number and time suspect(s) were placed into the cell from the booking desk.
- Establish vehicle ownership and attempt to locate/contact the owner for an interview. Question if they had a firearm in the vehicle.
*If a rental vehicle, follow same above steps for an interview.
- Notify FIU of arrest or firearms recovery (*fill out FIU Clearing House).
***Notify NARCOTICS if significant drug seizure.**
- When filling out Property/Evidence sheet, complete in a legible manner.

NOTE: A FIU Detective or Analyst (see below) will communicate with Deputies/Officers to assist in strengthening their case(s) for successful prosecution(s).

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