



# Crime Gun Intelligence Center (CGIC) Implementation Checklist

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*The checklist below provides agencies seeking to establish a CGIC or enhance an existing CGIC with key training topics to improve their CGIC process, considerations for personnel involved in each step of the process, and guidance on assessing CGIC effectiveness.*

## Comprehensive Collection of Cartridge Cases and Crime Guns

All recovered ballistic evidence (crime guns and cartridge cases) should be submitted for NIBIN regardless of the circumstances under which they are recovered.

**Personnel:** Officers, investigators, and crime scene technicians. Gunshot detection analysis is performed by a crime analyst.

- Written Policy:** Formal written policy regarding the collection of ballistic evidence should be updated or drafted. Policy should specifically address the importance of searching for, recovering and documenting cartridge cases when responding to calls of shots fired or gunshot detection alerts.
- Ballistic Evidence Recovery Training<sup>1</sup>:** All patrol personnel receive in-service and periodic roll-call training on policies and procedures relating to the recovery of cartridge cases and crime guns. Incorporate similar training into basic recruit academy training.
  - Gunshot Detection Alert Response:** If a department utilizes a gunshot detection system, all patrol personnel receive training on department policy on responding to gunshot detection alerts.
  - Firearms Identification:** Training is provided to all personnel recovering firearms to ensure crime guns are described accurately and completely (manufacturer, caliber, model, serial number and country of origin and importer if it is a foreign manufactured firearm) in all paper work and reports and that all information associated with the recovery is fully documented (possessor name, DOB and address; crime associated with recovery; location of recovery, vehicle information, associates with possessor at time of recovery, etc.).
  - Cartridge Case Recovery:** Training is provided to address the importance of searching for, recovering, and documenting the recovery of every cartridge case at a scene, emphasizing that it is recovered shell casing evidence that drives the success of the NIBIN program by linking cases together.<sup>2</sup>
- Evidence Submission:** Submit all crime guns and recovered cartridge cases to a centralized location to enable laboratory/NIBIN personnel to obtain the evidence within 24 hours. Consider the use of a courier process to transport all crime guns and cartridge cases to a location easily accessible to laboratory/NIBIN personnel.
- Crime Gun Trace Form:** Upon entering any crime gun into evidence, department personnel should complete an agency firearms identification form or ATF Trace form (ATF E-Form 3312.1).

<sup>1</sup> Recommended training can be combined or broken down to accommodate training opportunities, for example roll call or in-service training.

<sup>2</sup> Provide the general percentage of leads that shell casings result in vs. crime guns



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- ❑ **Gunshot Detection Alert Response:** If a department utilizes gunshot detection technology, a gunshot detection alert is dispatched as a call for service requiring a patrol response and a written report when cartridge cases are recovered.
  - ❑ Responding officer(s) make a thorough search for cartridge cases and conduct an area canvass, unless circumstances such as nighttime hours make a canvass impractical. Utilize gunshot detection alert door hangers during an after-hours canvass.
  - ❑ Deploy explosive detecting canines to gunshot detection alerts where no cartridge cases are recovered, particularly alerts that consist of multiple shots fired.
  - ❑ Re-canvass the area within 24 hours of the incident. Recanvassing can result in the recovery of additional cartridge cases and community members may be more willing to speak with officers after the incident is no longer active.
  - ❑ Develop an abbreviated recovery and reporting process when cartridge cases are recovered, but no witnesses or victims are identified to reduce officer's time out of service and promote ballistic evidence recovery.
- ❑ **Gunshot Detection Information Analysis:** CGIC analysts analyze the gun shot detection data.
  - ❑ Conduct analysis of gunshot detection alert data in each of the covered areas to determine the number, location, and frequency of alerts that do not generate corresponding citizens' calls for shots fired. This is an indicator that the gunfire has become an accepted norm in those communities and may warrant additional community outreach.
  - ❑ Conduct analysis of the percentage of NIBIN leads generated from alerts in each of the covered areas and the number of those leads that result in a positive outcome, such as an arrest or case closure.<sup>3</sup>

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This can be used to demonstrate the value of the gunshot detection system in your city.



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## NIBIN Entry/Correlation & Crime Gun Tracing

All recovered crime guns and cartridge cases should be processed within 24-48 hours of recovery. In order to meet this goal crime guns and cartridge cases recovered as evidence should be delivered to the crime laboratory or secure alternate location where these tasks will be performed on a 24 hour cycle. Protocols and standards regarding examining crime guns and cartridge cases for DNA and latent fingerprints should be established.

**Personnel:** Sworn officers, laboratory technicians, NIBIN contractors or ATF personnel. Confirming NIBIN 'hits' must be performed by two firearm examiners.

- ❑ **Retrieval of Crime Guns and Cartridge Cases:** Either recovered ballistic evidence is submitted directly to the crime laboratory or alternate location or a search of the police department's records management system (RMS) or evidence/property database is conducted every 24 hours to identify all recovered crime guns and cartridge cases entered as evidence. The crime gun and cartridge case evidence is retrieved and immediately transported to the Crime Laboratory or the location where crime gun processing, test firing, cartridge case triage and BRASSTRAX entry will take place.
- ❑ **Crime Gun Processing:** All crime guns are inspected by trained and qualified personnel (e.g. trained NIBIN contractor, sworn officer/investigator, firearm examiner) to ensure the firearm has been unloaded and is safe for test fire.
  - ❑ Qualified personnel inspect the firearm for the presence of latent prints, blood/biological material, or trace evidence.
  - ❑ If blood or other biological material is detected on the firearm, and depending on case circumstances, the firearm is not test fired, but immediately sent to the appropriate section in the crime laboratory for further processing.
  - ❑ Based on established procedures DNA swabbing of textured surfaces is taken prior to test firing. Notes should reflect those areas of the firearm swabbed for DNA, observations regarding the presence of fingerprints or lack thereof, and any other unique observations regarding the condition of the firearm.
- ❑ **Crime Gun Test Firing:** All crime guns are test fired and two expended cartridge cases are recovered for NIBIN entry. All test fired cartridge cases and recovered cartridge cases are triaged to identify which cartridge case from each firearm is most suitable for NIBIN imaging.
- ❑ **NIBIN Entry and Correlation:** Trained personnel enter the identified cartridge cases into BRASSTRAX. Once the cartridge case has been entered into NIBIN a correlation is automatically compared using an algorithm that is designed to provide the NIBIN technician with a list of candidates ranked by correlation score from highest to lowest. A trained NIBIN technician conducts a correlation review on a MATCHPOINT to determine the potential for two cartridge cases to have been fired from the same weapon.
- ❑ **Leads for Analysis:** NIBIN leads should be immediately forwarded to Investigative/Analyst personnel for analysis, lead development and investigative follow-up. It should be noted that the NIBIN lead is not a confirmed hit and cannot be used as probable cause, but can still be of significant investigative value.
- ❑ **Confirmation of NIBIN Leads:** Confirmation of a NIBIN lead as a NIBIN hit requires microscopic confirmation by two firearms examiners, making it suitable not only as information/intelligence, but also for investigative and court purposes. Agencies should develop protocols, based upon available resources, as to whether they will confirm all distributed NIBIN leads as a matter of routine, or if they will only confirm NIBIN leads upon the request of an investigator or prosecutor.
- ❑ **Crime Gun Tracing:** ATF trace or police department firearm recovery forms are reviewed to ensure that the firearm is accurately/ completely identified and that all information is properly documented and entered into eTrace within 24 hours of firearm recovery.
  - ❑ **Review of Trace/Firearm Form:** Review of the trace/firearm form takes place during the processing or test fire process so that the description of the firearm provided can be compared to the actual markings on the firearm. Necessary corrections to the form should be made prior to entry into eTrace.
  - ❑ **eTrace Results:** eTrace results are forwarded to the CGIC Investigations/Analyst Unit.



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## Crime Gun Intelligence Analysis

Based on correlation results, a NIBIN lead report is sent to the CGIC Investigative/Analysis Unit from the laboratory or by personnel conducting NIBIN correlations. After analyzing the lead, a NIBIN lead referral sheet is developed to summarize pertinent case information from each investigation associated with the NIBIN lead and forwarded to the current case investigators for follow up investigation within 24 hours. All NIBIN leads should be recorded and tracked using an existing or specially developed case management system.

**Personnel:** sworn officers, police department crime analysts, NIBIN contractors, ATF intelligence research specialists (IRs) or industry operations investigators (IOIs)

- ❑ **NIBIN Lead Analysis:** CGIC crime analyst reviews all NIBIN leads and develops and disseminates a NIBIN lead referral sheet to investigators within 24 hours of receiving the lead. Lead referral sheets include case information summarizing each event linked shootings, including information on any suspects and victims; linkage chart and map depicting the location of each of the events. If available, eTrace data should be included on the referral.
- ❑ **NIBIN Case Tracking:** To achieve accountability for investigative follow-up and documentation of case disposition, a CGIC Investigative/Analysis Unit supervisor or crime analyst records and tracks all NIBIN leads using an established case management system or a NIBIN-specific database.
- ❑ **Perceived Firearm List:** CGIC crime analyst develop a list of “perceived firearms”<sup>4</sup> with the largest number of recent shootings associated. This identifies the firearms that are the most active crime guns currently being used in gun crimes and, therefore, the most prolific and currently active shooters for identification and targeting by CGIC or case investigators.
- ❑ **Analysis of eTrace Data:** eTrace data associated with NIBIN is evaluated to identify additional leads, witnesses, or co-conspirators for NIBIN lead referral sheets as well as additional potential criminal violations for firearms trafficking or straw purchasing. Results are forwarded to CGIC investigators and case investigators for further investigation.
- ❑ **Trace Studies:** CGIC crime analysts and/or ATF personnel conduct a trace study of all recovered firearms and those with a NIBIN link over the past 12-36 months. The study includes a comparison of NIBIN trace results to all firearms recovered over the same period and a calculation of true time to crime for NIBIN guns (time of purchase to time of first NIBIN lead). As these firearms are known to have been used in shootings, the unique associated trace patterns can prove very insightful (identifying common sources of firearms used in shootings; etc.). Requests for assistance from ATF’s Violent Crime Analysis Branch can be made through the local ATF field or division office.
  - ❑ **GIS Street Level Mapping:** The trace study includes GIS street-level mapping of all crime guns with NIBIN guns highlighted. This mapping is especially useful in determining proactive patrolling and targeted investigations (focused deterrence) strategies in the areas where firearms crimes are most prevalent.
  - ❑ **Investigative Support:** NIBIN leads will often result in complex investigations involving multiple crimes, multiple associated firearms and multiple suspects/defendants. The analytical component of the CGIC will need to provide additional support (suspect, witness and victim profiles; cellular phone exploitation; social media exploitation; as well as I2 charting, mapping, timelines and other graphic aids for investigators and prosecutors).

<sup>4</sup> NIBIN links between multiple shootings associated with the same crime gun where the firearm has not yet been recovered.



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## NIBIN Lead/Hit Assignment and Investigation

Based on a lead triage process and in consultation with CGIC Investigative/Analysis Unit members and current case investigators, a CGIC Investigative/Analysis Unit supervisor determines if the NIBIN lead is simply forwarded to the current case investigator or another field investigator for follow up or whether it will also be assigned to a CGIC investigator for deconfliction, coordination, and investigative follow up. Case coordination and deconfliction are vital and cannot be overstated. Emphasis should be placed on a timely follow up investigation to ensure active gun offenders or “trigger pullers,” are identified and removed from the community as quickly as possible. A NIBIN lead may not provide enough information to facilitate an arrest; however, it can provide enough information to identify a suspected shooter who should be classified as a high priority to disrupt before they commit additional shootings.

**Personnel:** police department investigators, ATF Task Force Investigators, CGIC Investigation/Analysis Unit supervisor

- ❑ **NIBIN Investigator Training:** All agency investigators receive NIBIN/CGIC training to familiarize themselves with the CGIC process and NIBIN, thus encouraging cooperation and coordination between CGIC investigators and current case investigators. This training should occur as early as possible, so all investigators understand the CGIC process, can interpret the NIBIN leads, are aware of the value of timely NIBIN lead follow up and recognize the importance of case de-confliction.
- ❑ **NIBIN Lead Prioritization:** A lead triage process is developed to assist in prioritizing and assigning NIBIN leads. The Investigative/Analysis Unit prioritizes NIBIN leads based, in part, on the following factors:
  - Number of cases associated to each lead
  - Severity of the crimes involved
  - Geographic and chronological proximity of the shootings
  - Age of the leads
  - Established solvability factors (e.g., identified suspects, cooperative victims or witnesses, other evidence such as video, LPR leads or potential DNA)
  - Identified additional investigative steps, such as conducting a photo array.

An Investigative/Analysis Unit supervisor reviews all prioritizations and makes a final determination for classification.

- ❑ **Case Assignment:** A CGIC Investigation/Analysis Unit supervisor ensures all leads are forwarded to the current case investigators. In addition, the CGIC Investigation/Analysis Unit supervisor determines whether or not a CGIC investigator should be assigned the lead to conduct a coordinated parallel investigation of the lead with the current case investigators. It is important for the triage and case assignment process to be timely and occur within 24 hours of a NIBIN correlation review.
  - ❑ **Case De-confliction:** Coordination between the CGIC Investigative/Analysis Unit and the current case investigators should occur before any lead is assigned to a CGIC investigator or any CGIC investigative action is taken, such as offender targeting.
  - ❑ **NIBIN Joint Investigations:** A CGIC Investigation/Analysis Unit supervisor determines if CGIC investigators should conduct joint investigations with investigators assigned to the NIBIN-related cases or coordinate parallel investigations with the goal of identifying, investigating, and arresting offenders, such as those identified by the “perceived firearms list,” to prevent future shootings.
- ❑ **CGIC Offender List:** A CGIC Offender List is developed and maintained to identify active gun offenders who should be deemed high priority suspects and legally removed from the community. This list should be in addition to other department offender lists, such as Project Safe Neighborhood (PSN), Public Safety Partnership (PSP, formerly VRN) lists. Offender lists should be compared or consolidated with highest emphasis placed on NIBIN offenders who are the most active shooters.
- ❑ **Parole and Probation Assistance:** Coordinate with parole and probation agents to facilitate revocation proceedings on CGIC offenders in order to remove them from the community.
- ❑ **Officer Safety Bulletins:** CGIC Officer Safety Bulletins are generated when investigations do not result in criminal charges, but uncover information that is valuable for law enforcement’s situational awareness and officer safety (multiple gunshot detection alerts with no victims or witnesses, associated with the same firearm in the same patrol area).



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## Law Enforcement and Prosecutor Collaboration and Offender Arrest

CGIC investigators act as a conduit between the local District/State's Attorney's Office and the U.S. Attorney's Office by evaluating cases and suspects based on NIBIN leads and assisting in determining the most appropriate venue for prosecution. The joint focus between investigators and prosecutors is to identify, disrupt and arrest active shooters as quickly as possible. Investigators should routinely communicate with prosecutors when applying for search and seizure warrants and when evaluating probable cause to make an arrest or apply for an arrest warrant. This communication can occur daily as case activity dictates; however, formal discussion should occur at least weekly during CGIC operational team meetings.

**Personnel:** Investigators, Assistant US Attorneys and local prosecutors

- ❑ **Operational Team Meetings:** CGIC operational meetings take place weekly to allow operational team members (e.g. CGIC Investigators, crime analysts, prosecutors, parole and probation agents) and external violent crime investigative unit supervisors to meet, share intelligence, coordinate cases, discuss active NIBIN leads, and develop the CGIC offender list of targeted trigger pullers.
- ❑ **Assignment of Prosecutors to CGIC:** Local and federal prosecutors are assigned to work with the CGIC Investigative/Analysis Unit and investigators on NIBIN-related cases to ensure consistency in prosecution. Where possible, all NIBIN-related cases are prosecuted in the same unit or division as the local or federal prosecutors' offices to ensure consistency in prosecution.
- ❑ **Offender Arrest:**
  - ❑ **Arrest by Originally Assigned Offer (not in the CGIC):** In cases where a CGIC Investigation/Analysis Unit investigator coordinates a parallel investigation, the originally assigned case investigators (prior to the CGIC's Investigation) is offered first opportunity to arrest the suspect or write the arrest warrant. This supports the working relationship between current case investigators and CGIC investigators and ensures case investigators are afforded the opportunity to see the case through to closure
  - ❑ **Arrest by CGIC Personnel:** The suspect is arrested by a member of the CGIC.
  - ❑ **Arrest by Other Personnel:** The suspect can be arrested by other police personnel that are neither the originally assigned officer or from the CGIC. For example, the Police Department's Fugitive Unit or U.S. Marshals Task Force) executes NIBIN-related case arrest warrants in a timely fashion to prevent future shootings.



# Crime Gun Intelligence Center Implementation Checklist

## State and Federal Prosecution

The NIBIN program focuses on armed violent offenders from identification through prosecution with the goal of removing trigger pullers from the street as quickly and effectively as possible. The decision on whether to prosecute a case in state or federal court is informed by the NIBIN leads and other information gathered by the CGIC. Traditional standards for deciding the jurisdiction of prosecution, such as prior criminal history and gang affiliations, are augmented by the number and frequency of shootings associated with the offender through NIBIN.

**Personnel:** Assistant US Attorneys and local prosecutors

- ❑ **Training:** Local and federal prosecutors should receive training in NIBIN and the CGIC processes to learn about the technology and its ability to assist with identifying the most dangerous trigger pullers. Trainings may also be conducted for judges and defense attorneys.
- ❑ **Prosecution Liaison:** Designate a local and federal prosecutor as a liaison to the CGIC. The liaisons will provide advice about investigations, develop protocols for case assignment and coordinate prosecution strategies and targets.
- ❑ **Coordination of Target Lists:** The CGIC and prosecutors should coordinate their high priority targets. Felony gun possession cases should be reviewed by the CGIC to coordinate intelligence and identify high priority trigger pullers.
- ❑ **Post Arrest Prosecution Considerations:**
  - ❑ **Arrest Alert:** Develop an arrest alert in the prosecutor's case management system so that anytime a CGIC target is arrested, the prosecutor liaison will be notified.
  - ❑ **Priority Stamp/Flag:** Create a stamp on the paperwork or a flag in the prosecutor's case management system to identify CGIC targets so that all members of the prosecutor's office are aware of the priority of the case. This will assist with tracking CGIC outcomes as the disposition data can be shared with the CGIC.
  - ❑ **Designated CGIC Prosecutors and Vertical Prosecution:** Where possible, designate experienced prosecutors to CGIC cases and have vertical prosecution for the high priority trigger pullers.
  - ❑ **Discovery Considerations:** Prosecutors have to coordinate with the CGIC to receive updates on NIBIN leads/hits on pending and closed cases. This information can both be helpful in pending cases and can be discoverable as potential exculpatory information. Prosecutors can face professional sanctions for failure to turn over exculpatory information.
  - ❑ **Prosecutor-Generated Intelligence:** Prosecutors should share intelligence that they have uncovered with the CGIC, that is obtained from other witnesses or prosecutor crime analysts.
  - ❑ **Witness Intimidation/Cooperation:** Witness cooperation is difficult in violent crime cases. Prosecutor and police victim advocates should coordinate on witness safety and cooperation issues.
- ❑ **Tracking Prosecution Outcomes:** The prosecutor should track NIBIN-related cases in their case management system from charging through disposition. The information should be shared with the CGIC. The CGIC and the prosecutors should create a definition for "NIBIN-related" case. For example, NIBIN may lead to the identification of a prolific trigger puller, but if there is insufficient evidence to prosecute for the shootings, the trigger puller may be prosecuted on another provable crime, such as tax evasion. The tax case may be classified as a "NIBIN-related" case.
- ❑ **Community Outreach:** Local and federal prosecutors should develop a community outreach program that includes an explanation of the role of the CGIC and the leveraging of local and federal partnerships. The program should highlight the objective nature of the CGIC process in identifying those who are the most prolific trigger pullers. These programs should also explain the importance of witness cooperation and resources available to keep witnesses safe.



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## Feedback to CGIC Process Participants

All personnel involved in the CGIC process - from the recovery of crime guns and evidence cartridge cases (e.g. patrol officer, investigators, evidence technician), to the evaluation of leads and confirmation of hits (e.g. ATF contractors, police department and ATF analysts) - should routinely be provided with feedback by the original case investigator(s) and CGIC Investigative/Analysis Unit investigators to reinforce the importance of the CGIC program and the critical role each plays in its success. Feedback can be both formal and informal. Feedback takes place throughout the process but is emphasized following arrest and prosecution.

**Personnel:** CGIC supervisors, prosecutors, investigators, and public information officers.

- ❑ **Feedback to Street Level Officers and Evidence Technicians:** A CGIC Investigative/Analysis Unit supervisor sends executive summaries to all CGIC partners, public information officers, affected district/precinct commanders, and current case investigators and their supervisors on cases resulting in a notable arrests and/or successful prosecution. The summary identifies all investigators associated with the case(s) and all patrol officers or evidence technicians who recovered cartridge cases or a firearm in the case, so all are made aware of the successful case closure and are recognized for their efforts on the case. This formal process reinforces the effectiveness of the CGIC process and enhances the sustainability of the CGIC.
- ❑ **Develop and Share CGIC Success Stories with Internal Partners:** The CGIC produces posters or other visual materials, such as flyers or videos, to highlight notable successful NIBIN-related case closures. This visual display of success will reinforce the effectiveness and the success of the CGIC process.
- ❑ **CGIC-Specific Community Outreach:** CGIC leadership, investigators, and local and federal prosecutors attend community meetings to discuss gun violence and the efforts being taken by the CGIC and its partners to identify, investigate, arrest and prosecute persons responsible for local gun crimes, so further violence can be prevented. Successful cases involving crimes that impact the community are highlighted.
- ❑ **Prosecutor Feedback:** Local and federal prosecutors provide follow up to all investigators, patrol officers, evidence technicians, and laboratory personnel following the successful prosecution of cases so all are made aware of the case disposition.
- ❑ **Conduct Analysis of Cases Not Accepted for Prosecution:** Develop a feedback assessment process regarding NIBIN cases that were not accepted for prosecution. The process should clarify why these cases were not accepted and what course of action could be taken in future cases to enhance the likelihood of acceptance.





## CGIC Impact and Outcome Evaluation

The CGIC process requires extensive resources. To secure the resources they need, leaders will have to demonstrate the positive impact the CGIC process is having on their communities. If a CGIC process is being implemented within a larger crime-fighting initiative (such as focused deterrence), there are specific data that all agencies should be collecting to evaluate their success, although some measures may vary slightly across agencies.

CGIC impact and outcome evaluation can be accomplished by CGIC staff; however, developing an academic partnership through a local college or university is recommended. Evaluation of the CGIC is conducted by the CGIC research partner in conjunction with all CGIC staff and partners.

**Personnel:** CGIC analytical personnel and research partners

### **CGIC Impact and Outcome Evaluation Components:**

- Process Evaluation:** Assess all CGIC procedures by documenting the progression of the CGIC process, conducting observations, collecting data, and reporting.
- Impact Evaluation:** Identify both the short- and long-term impact of CGIC efforts. Use an existing RMS or a designated NIBIN case management system to track and measure important outcomes. Critical core data to be collected include calls for service, crime incidents, gun-related arrest information, NIBIN and eTrace data (entries, hits, and leads), prosecutorial information, and desired outcomes.
- Gun Crime and Focused Deterrence:** Contribute to gun violence prevention efforts, and specifically to focused deterrence efforts. Use NIBIN and the CGIC process outcomes to confirm that a small number of individuals commit the majority of violent gun crimes. The CGIC process can be used to enhance focused deterrence programs by providing intelligence information on past and current gun offenders and gang activities within the jurisdiction.



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