

Approved by Director: Dr. Guy Vallaro

In the event that a case will be outsourced for entry into the NIBIN Kiosk Unit for correlation to be conducted by the National NIBIN Correlation and Training Center (NNCTC) or another approved Contractor, the following procedures will be followed:

1. The submitted laboratory case evidence will be transferred via Justice Trax to “Firearms Outsourcing – Kiosk” to the NIBIN Kiosk – NNCTC. This evidence will be transferred into the name of outside personnel trained in NIBIN Acquisition that is part of the NIBIN Kiosk – NNCTC group.
2. This personnel will use the NIBIN BrassTrax 2 Unit to upload the following information:
 - a. Creating case records (Standard 5.2.1.4)
 - i. The procedure outlined in the BrassTrax HD3D users guide will be utilized to create a new case record and to enter the case information.
 - ii. Case ID – The Laboratory or Submitting agency case number
 - iii. Event Type – The event type should be the offense associated with the case.
 - iv. Occurrence Date – The date of offense provided for the case
 - v. Case Supervisor – The analyst or officer responsible for the case.
 - vi. Originating Agency – The police agency submitting the evidence.
 - vii. Originating Agency Contact – The name of the lead investigator listed in the case. In the contact field include the email NIBINCT.gov.
 - viii. Originating Agency Reference – The submitting police agency’s case number.
 - ix. High Profile – Shall be used at the discretion of the requestor
 - x. Comment – Any additional comments about the case can be entered at the discretion of the analyst.
 - b. Creating cartridge case exhibit records
 - i. The procedure outlined in the BrassTrax HD3D users guide will be utilized to create a new cartridge case exhibit and to enter the exhibit information.
 - ii. Exhibit number of evidence being acquire
 - a) Cartridge cases from an unknown firearm will use the case submission number or the number designated by the requestor
 - b) Test fired cartridge cases will include the submission number of the firearm, the test fire number, and “TFCC”.
 - iii. The following fields will be added in the cartridge case exhibit screen:
 - a) Caliber
 - b) Make of ammunition
 - c) Firing Pin shape
 - d) Firearm exhibit number (if applicable)

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- e) Composition (composition of cartridge case: nickel-nickel, brass-nickel, etc.)
- f) Breech face class characteristics
- g) Reception date is date of acquisition
- h) Category:
 - 1. Crime Evidence (items collected from a crime scene)
 - 2. Test Fire – Returned (use for firearms which will be returned to their rightful owner, or otherwise released from law enforcement custody)
 - 3. Test Fire – Terminated (use for all other firearms). If test fires are obtained from a firearm submitted in the case, the event type for the cartridge case exhibit will be changed to “test fire”.
- c. Creating firearm exhibit records
 - i. The procedure outlined in the BrassTrax HD3D users guide will be utilized to create a new firearm exhibit and to enter the exhibit information.
 - ii. Firearm exhibit number - Use the submission number of the weapon or the number designated by the agency.
 - iii. The following fields will be added in the firearm exhibit screen:
 - a) Caliber
 - b) Make
 - c) Model (if known)
 - d) Type
 - e) Serial Number
 - 1. If obliterated and later restored, the serial number field shall be updated or a comment added by the forensic laboratory.
 - 2. If the serial number is obliterated, enter “Obliterated” or “Oblit.”
 - 3. If the firearm does not have a serial number, enter “N/A” or “none.”
- d. Acquisition Parameters
 - i. Centerfire Cartridge Cases/Shotshells
 - a) The analyst will acquire the following regions of interest
 - 1. Breech Face
 - 2. Full Headstamp
 - 3. Firing Pin
 - 4. Ejector marks (at the discretion of the analyst)
 - ii. Rimfire Cartridge Cases
 - a) The analyst will acquire the following regions of interest:
 - 1. Full Headstamp
 - 2. Firing Pin
 - iii. Other Acquisition Parameters
 - a) The person conducting the acquisition will follow the BrassTrax HD3D acquisition protocols outlined in the BrassTrax HD3D users guide to orient the cartridge case/shotgun shell and capture the digital images.

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b) If a cartridge case/shotgun shell is oriented outside of the above parameters, a remark shall be made in the comment field stating the reason for the deviation.

c) In the event that reference collection parts (e.g. firing pin, slide, etc.) are used to obtain test fired cartridge cases/shotgun shells, the images of the respective areas need not be captured. A remark shall be made in the comment section describing which parts were replaced.

3. Once the evidence has been acquired into the BrassTrax2 Unit, the evidence will returned back to the Evidence Receiving Unit to be transferred back into the Laboratory.
4. Upon completion of the NIBIN Acquisition, the possible candidates generated after correlation will be reviewed by the NNCTC or other approved Contractor. An email will be sent to the NIBINCT.gov email with the results of the correlation provided by the NNCTC or approved contractor. In the event of a potential NIBIN lead to another case, the email will be forwarded to the appropriate agencies.
5. The correlation results will be printed out and attached to a DSS Firearms report upon return of the evidence to the submitting agency. Refer to FA SOP-22 Appendix A.