

**A. Purpose:**

Before they can be destroyed, all handguns associated with a crime that are submitted to the Connecticut State Police (CSP) Special Licensing and Firearms Unit (SLFU) should be test fired and entered into NIBIN.

**B. Responsibility:**

It is the responsibility of the examiner assigned to this task to retrieve the handguns from the SLFU. These firearms must be test fired, and if the caliber is suitable, entered into the National Integrated Ballistic Information Network (NIBIN) database.

**C. Safety:**

1. Personal protective devices, such as hearing and eye protection, will be used during test firing.
2. Additional personal protective devices will be worn when examining and test firing firearms that have potentially come into contact with bio-hazardous materials.

**D. Procedure:**

1. The examiners retrieve boxes containing guns from the Weapons Destruction Unit (SLFU). At the time of the retrieval of these boxes, an inventory is taken of the weapons located in each box. A paper containing this inventory is provided to the examiner. Upon pickup, both the examiner assigned to this task and the SLFU representative will review and initial the inventory.
2. Upon return to the Division of Scientific Services, the examiner will have add an additional submission number listing the box numbers that were brought back added to LIMS Plus under case number DSS-22-005422. A copy of the gun inventory for these boxes associated with this submission will be uploaded to the "attachments" section of the case. The submission will be transferred to a Firearms storage location.
3. The firearms received from the SLFU will be checked by the examiner against the document presented by the SLFU to ensure all the information matches to the firearms information, if a discrepancy is noticed a correction should be made on the test fire coin envelope. (i.e serial number on the firearm is 12345 but 12346 on the inventory paper).
4. The firearms will then be checked to determine if any have been previously test fired in the laboratory during normal casework. Those firearms will not be further tested. A band placed or any other type of label containing the previous case information will be placed around the trigger guard of the handgun will indicate that it has previously been test fired in the laboratory or by the weapon's originating agency.

5. The remaining firearms that have not previously test fired during normal casework will be screened to determine if they are safe to handle and test fire. The examiner will document the number of lands and grooves as well as the twist and reflect that information on the test fire envelope sticker.
6. Firearms which are not determined to be safe will not be test fired.
7. Handguns determined to be in a safe and operable condition will be test fired twice using laboratory ammunition. If the firearm is inoperable, an attempt to fix it should be made, parts from the reference collection can be used for this purpose.
8. The two tested fired bullets and cartridge cases will be placed in a coin envelope with the following pertinent information on the face of the envelope: caliber, make, model, serial number, lands and grooves, direction of twist, DES # (SLFU identifying number) and examiner.

In the event that a part used to make operable a firearm potentially can leave marks on the casing or projectile, a note on the test fired envelope should be made (i.e Do not acquire firing pin, Spare firing pin used)
9. If the test fires are from a suitable caliber for NIBIN entry, a cartridge case will be entered into the database for correlation.
10. The test fires will be maintained in the sealed envelope and stored in a secure Firearms Storage location.
11. The firearms will be returned to the SLFU in the container in which they were received by the examiner assigned this duty.
12. A copy of the attached handguns inventory submitted to the lab will be kept on file with the Firearms Unit of the laboratory.
13. No further report writing is necessary for the handling of SLFU test fires, unless a preliminary lead is made in the NIBIN database. In that instance, a NIBIN preliminary lead memo will be sent to the associated agency(ies).
  - a. If a lead is generated, the destruction gun lead information will be uploaded the Destruction Gun lead tracking spreadsheet located in the Firearms-General folder.
  - b. The leads will be reviewed and if a lead is associated to an assault or a homicide that was not previously associated, the following steps will be taken:
    - i. Spreadsheet will updated to list lead associated to an assault or a homicide.
    - ii. Test fires from the destruction gun that are associated with an assault or a homicide will be sub-itemized the destruction box submission number and then transferred to a storage location.

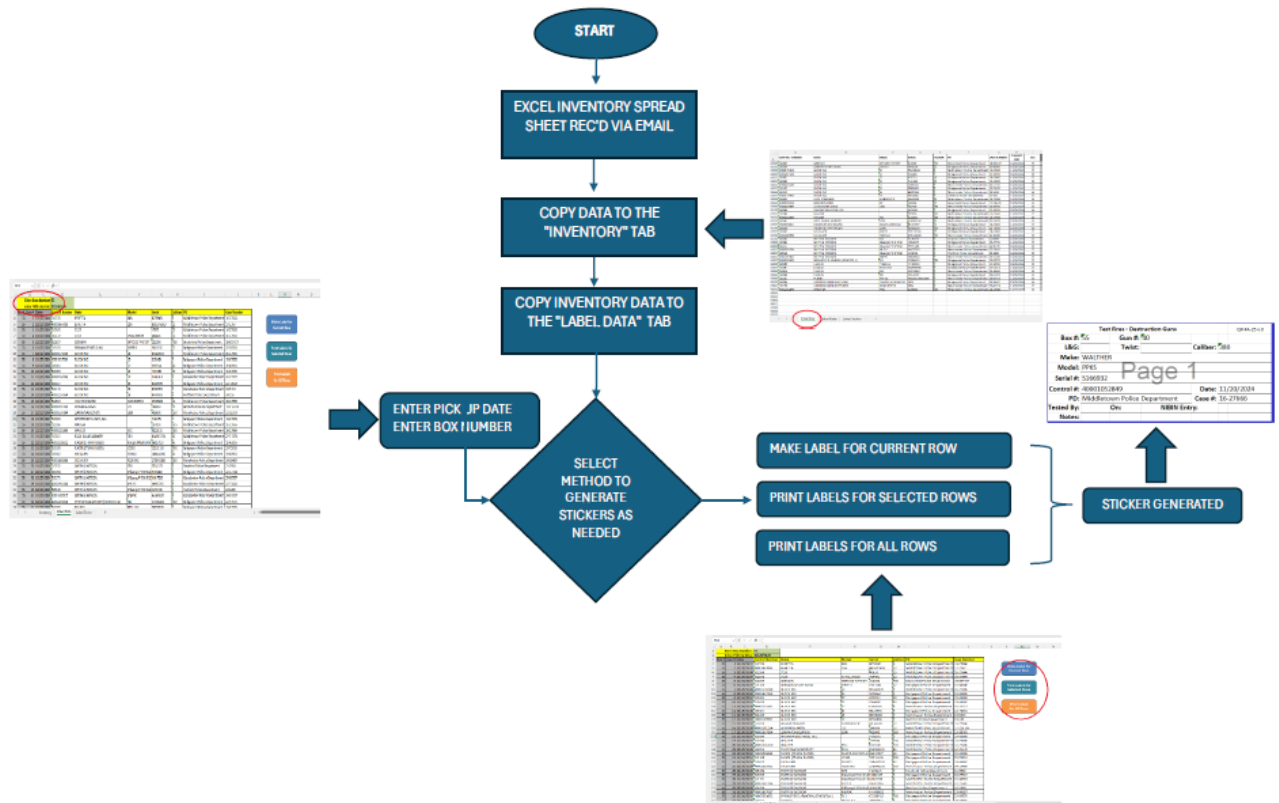
- iii. The leads associated with the assault and/or homicide will be communicated to the associated agencies along with the judicial district associated to the leads. In the communication to the State's Attorney's office, the communication should include that this lead is associated with a destruction weapon and that if the weapon is needed for further criminal investigation that the destruction order may need to be vacated. The State's Attorney office will work with SLFU.
  - iv. The gun associated with the assault/homicide lead will be placed in a Ziploc bag and the NIBIN lead notification will be included in the bag. This gun will be placed back into the destruction box for return to SLFU.
  - v. In the rare event in which the associated agency requests confirmation of the preliminary NIBIN lead, the test fires that were sub-itemized will need to be provided to the agency requesting the comparison and then resubmitted under their case number. These destruction weapon test fires will then be handled like a normal case.
14. Upon completion of test firing and entering into NIBIN all the weapons in the box. The box will transferred in LIMS out of the building and back to SLFU.

### **Destruction Spreadsheet Workflow**

1. A representative from the SLFU will send an Excel version via email of the inventory of each box.
2. Said information will be copied on the "Destruction Weapons database Post April 22 2022 with Label" spread sheet on the Inventory Tab.
3. When needed the examiner can generate a 4x2 sticker containing all the required information and add this sticker to the coin test fires envelopes for each firearm.
4. To do this, the information from every box will be copied from the Inventory tab to the Label Data tab. Stickers can be generated individually, for selected or for the entire amount of firearm contained in each box by using one of the three available buttons:
  - Make Label for current Row.
  - Print Labels for Selected Rows.
  - Print Labels for All Rows.

The Box number and the Pick-up date must be entered before the sticker is generated. The corresponding label printer should be previously setup.

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5. The spread sheet is located in the Firearms folder in the Shared drive
6. If the information printed on the stickers needs to be modified, this can be done updating the "Label sticker" tab.
7. In the event that IT resources (i.e. computer, printer, network...) are not available, an alternative method for generating test fire envelopes can be used by stamping and handwriting the required information on each envelope, a seal stamp is available in the Firearms laboratory.

#### **E. Equipment:**

1. PPE
2. Test firing equipment
3. NIBIN BrassTrax HD3D acquisition unit

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**F. References:**

1. GL-2 Safety Manual
2. FA SOP-02 General Firearms Safety
3. FA SOP-08 Test Firing for Operability
4. FA SOP-09 Test Firing Equipment
5. FA SOP-22 NIBIN