

DONA ANA COUNTY SHERIFF'S DEPT



SUBMISSION & PACKAGING RECOMMENDATIONS MANUAL

**These guidelines are intended to provide
GENERAL directions for the submission and
packaging of property and evidence for the
Dona Ana County Sheriff's Dept.**

TEMPORARY STORAGE LOCKERS AND SUPPLIES

All evidence that is submitted will be placed in the temporary storage lockers until the Evidence Section accepts it. After you log your evidence into the log book, place your evidence in the appropriate size locker and close the door. Once the door is closed, you will not have access to retrieve your evidence. Any evidence that needs to be refrigerated for any reason will be placed in the temporary refrigerator. ALL EVIDENCE SUBMITTED MUST BE WRITTEN IN THE LOG BOOK.

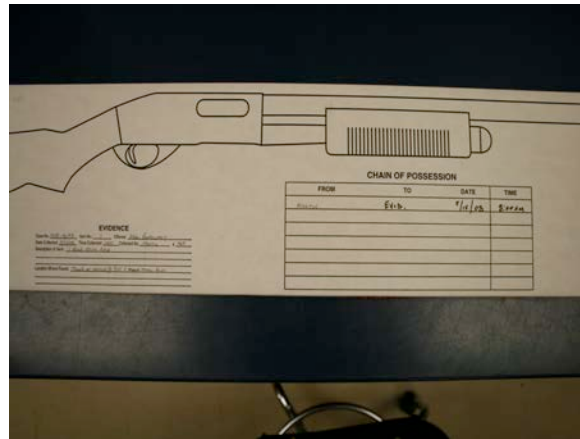
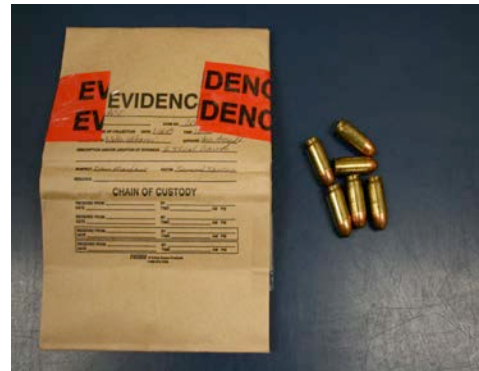


This area is NOT considered a “temporary storage locker” If you have evidence that is too large to place into a locker, it is recommended to call out evidence personnel, with prior approval from your supervisor, to secure your evidence in the evidence room. Please DO NOT leave your evidence outside our door.

All supplies needed to package your evidence are located in the booking area as indicated by the photo. All substations should have adequate supply of packaging. If supplies are needed to restock, please contact Evidence Personnel. The bright colored placards located in the Log Book should be placed inside the temporary locker along with the evidence to indicate to us the type of evidence we are handling.



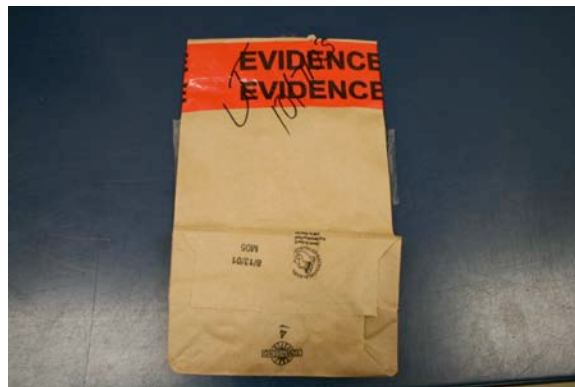
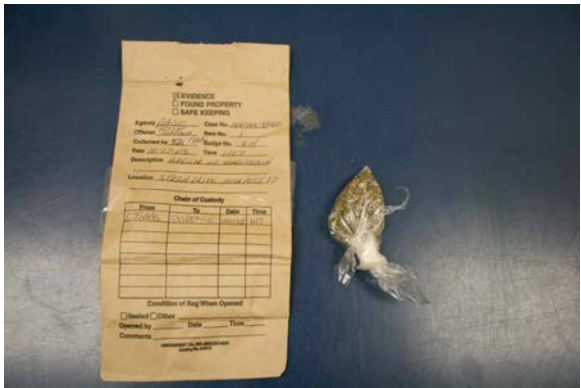
FIREARMS AND AMMUNITION



LOADED FIREARMS SHALL NOT BE SUBMITTED TO THE EVIDENCE SECTION!! Remove all ammunition, magazines, clips or other ammunition loading devices from the firearm. Ammunition will be counted and packaged separately in paper. All weapons need to be zip tied to ensure weapon is secure. The weapon will then be secured to the gun or rifle box with a zip tie along with the magazine (if appropriate). Fill out the information on the box as you would on an evidence bag. **DO NOT** seal the gun boxes with integrity tape. We will secure with tape once we verify the weapon is secure

If more than 2 weapons are taken in for **SAFEKEEPING** and the weapons **DO NOT** need to be processed for any reason, you may place more than one weapon in a box. The weapons still need to be secured but do not need to be zip tied to the box.

NARCOTICS AND PARAPHERNALIA



ALL HARD PLASTICS AND METALS NEED TO BE BAGGED SEPARATE FROM ACTUAL NARCOTICS (I.E. MARIJUANA, COCAINE, HEROIN, ETC).

All narcotics should be bagged in paper, NOT PLASTIC.

Paraphernalia can be bagged in paper or plastic.

There are scales in the booking area to weigh your narcotics and weight should be notated on the evidence sheet.

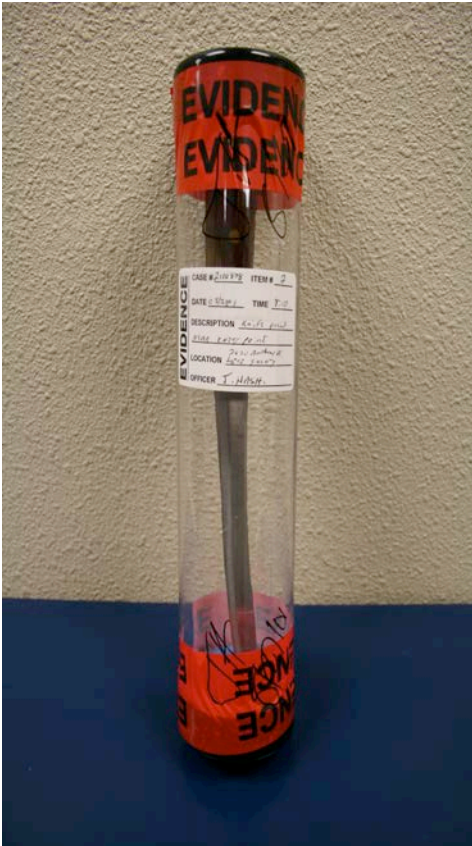
The evidence bags need to be filled out **COMPLETELY** to include Chain of Custody and properly sealed with integrity tape.

Put your initials and date across the integrity tape as indicated in the picture.

When you submit narcotics in a paper evidence bag, **DO NOT** empty the narcotics into the **EVIDENCE** bag. Any **LOOSE** narcotics should remain in the container in which it was found.

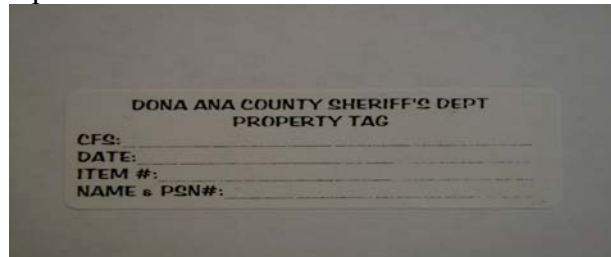
EXAMPLE: If you find **LOOSE** marijuana in an Altoids tin, leave the marijuana in the tin and submit in a **PAPER** evidence bag. If you find a plastic baggy with **LOOSE** marijuana and a lighter in the bag, remove the lighter and submit the marijuana in the plastic baggy in a **PAPER** evidence bag and the lighter in a **PLASTIC** or **PAPER** evidence bag

SHARP OBJECTS



Sharp objects such as knives, broken beer bottles, screwdrivers, etc that have NO bio-hazard or don't need any processing can be placed in a knife tube. Taser cartridges can also be placed in a knife tube. You can use the white label inside the tube or a "PROPERTY TAG" as your label. Seal the ends of the tube with integrity tape, initials and date.

Syringe tubes are available for ALL small items as syringes, razor blades, small knives. Please use a "PROPERTY TAG" for these tubes. Seal ends with integrity tape and put initials and date across tape.



PLEASE USE APPROPRIATE SIZE TUBES FOR YOUR EVIDENCE.



Sharp objects that have bio-hazard such as blood, body fluids or need to be processed for latent prints should be placed in the knife boxes. It is recommended to secure the weapon in the box, but NOT required. Seal the box with integrity tape, initials and date. You can place a "PROPERTY TAG" on top of the box.

DO NOT use a knife box for taser cartridges, razor blades, small knives, etc. You can use a syringe or knife tube for these items.

CURRENCY



ALL CURRENCY WILL BE BAGGED IN A CURRENCY

ENVELOPE. Currency that is collected will be counted and verified by 2 individuals indicating with initials on the money envelope and evidence sheet. The money envelope is very self explanatory and must be filled out **COMPLETELY**. Write the "ITEM #" as it corresponds to the evidence sheet below the Case Number on the envelope. Place all the currency inside the envelope and secure with integrity tape. Place initials and date on the integrity tape as indicated on the picture. On the evidence sheet, you can list the total amount instead of by denomination verified with 2 initial. Any currency that is **NOT** packaged in a Money Envelope will be rejected and you will need to re-submit into evidence.

JEWELRY



ALL JEWELRY WILL BE BAGGED IN A JEWELRY ENVELOPE.

The jewelry that is collected needs to be descriptive as to color, number of stones and type (i.e. necklace, earrings, ring, etc) **DO NOT USE DESCRIPTORS SUCH AS GOLD, SILVER, DIAMOND, RUBY, ETC.** Colors to be used would be such as YEL, WHT, CLEAR, RED. Place all the jewelry in the envelope and secure with integrity tape. Place initials and date across the integrity tape as indicated on the picture. The description on the envelope should match exactly to the evidence sheet. If there are several owners of the jewelry, please try to put one envelope per owner. Any jewelry that in **NOT** packaged in a Jewelry Envelope will be rejected and you will need to re-submit into evidence.

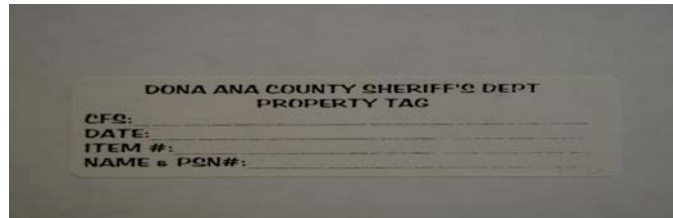
LICENSE PLATES



Any fictitious license plates that are submitted into evidence only need to put a “PROPERTY TAG” on the plate as indicated by the picture. Any license plates that need to be processed will need to be bagged in paper.

LARGE EVIDENCE

Any large evidence that CAN NOT be bagged will have a “PROPERTY TAG” placed on the evidence. Large evidence consists of items such as kegs, bikes, big screen television, safes, shovels, bats etc.



ALL EVIDENCE SUBMITTED, except large evidence, MUST BE PACKAGED. NO EXCEPTIONS!! This includes any “SAFEKEEPING” items.



This is “inappropriate”

If ANY evidence is NOT packaged properly, it will be rejected by the Evidence Section, and you will need to come in and correct it.

On the evidence sheet, list ONE ITEM PER LINE. If you bag several items in one bag, the “ITEM #” should indicate what items are in the bag such as “ITEMS 1-3”.

INV. ASSIGNED?
 YES NO UNK
 WHO: _____

**Dona Ana County Sheriff's Dept.
 Evidence & Property Control
 FORM**

FELONY <input type="checkbox"/>	NCIC CHECK
MISD <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
UNK <input type="checkbox"/>	
NONE <input type="checkbox"/>	

Case # _____ Offense – Incident Type: _____ (CHECK ONE)
 Date Submitted: _____ (NO CODES) Evidence
 Time Submitted: _____ Found Property
 Submitted by: _____ Safe Keeping

I.D.# _____ Page# _____ Of _____

ITEM #	QTY	ARTICLE DESCRIPTION (Include Brand, Model #, Color, Identifying Marks, Condition.)	SERIAL#	P-TAG #	Bin#
1					
2					
3					
4					
5					
6					
7					
8					
9					
_0					

LOCATION WHERE PROPERTY FOUND:	STREET ADDRESS:	CITY:	STATE:
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Assc Person: Item(s)# _____ DOB: _____	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> ARRESTEE	<input type="checkbox"/> VICTIM	<input type="checkbox"/> FINDER	<input type="checkbox"/> OTHER
Assc Person: Item(s)# _____ DOB: _____	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> ARRESTEE	<input type="checkbox"/> VICTIM	<input type="checkbox"/> FINDER	<input type="checkbox"/> OTHER
Assc Person: Item(s)# _____ DOB: _____	<input type="checkbox"/> SUSPECT	<input type="checkbox"/> ARRESTEE	<input type="checkbox"/> VICTIM	<input type="checkbox"/> FINDER	<input type="checkbox"/> OTHER

OWNER NAME:	ITEM #'S _____	DOB:	MAILING ADDRESS:	CITY/STATE/ZIP	PHONE #
OWNER NAME:	ITEM #'S _____	DOB:	MAILING ADDRESS:	CITY/STATE/ZIP	PHONE #

FINAL DISPOSITION AUTHORIZATION:

ITEM'S # _____	<input type="checkbox"/> RELEASE TO OWNER	<input type="checkbox"/> HOLD FOR: _____		
	<input type="checkbox"/> DESTROY			
	<input type="checkbox"/> RELEASE TO OTHER: _____	WHO: _____	AUTHORITY BY: _____	I.D.# _____ DATE: _____
ITEM'S # _____	<input type="checkbox"/> RELEASE TO OWNER	<input type="checkbox"/> RELEASE TO: _____		
	<input type="checkbox"/> DESTROY	<input type="checkbox"/> PLACE IN CASE FILE	AUTHORITY BY: _____	I.D.# _____ DATE: _____
ITEM'S # _____	<input type="checkbox"/> RELEASE TO OWNER	<input type="checkbox"/> RELEASE TO: _____		
	<input type="checkbox"/> DESTROY	<input type="checkbox"/> PLACE IN CASE FILE	AUTHORITY BY: _____	I.D.# _____ DATE: _____

ITEM #	DATE	RELINQUISHED BY:	RECEIVED BY:	Purpose for Custody Change
	/// /// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	/// ///	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	SIGNATURE, I.D. # DIVISION, DEPARTMENT, OR ADDRESS	
	///	SIGNATURE, I.D. #	SIGNATURE, I.D. #	

PROPER PROCEDURE FOR FILLING OUT EVIDENCE SHEET

1. **DATE AND TIME SUBMITTED**
Date and Time evidence is submitted in to evidence (not the date and time collected)
2. **INV ASSIGNED**
Is an Investigator assigned? Check off one block: YES/NO/UNK
If Inv is assigned please list name of Investigator and call sign
3. **OFFENSE-INCIDENT TYPE**
If you're going to list Codes such as 05A, be sure to also list the offense such as Res Burg. We will accept both but NOT just the Code.
4. **EVIDENCE/FOUND PROPERTY/SAFEKEEPING**
Evidence is kept for duration of case
Found Property is kept for 90 days
Safekeeping is kept for 30 days
5. **FELONY/MISD/UNK/NONE**
Please check off ONE block. UNK is only used if at the time you submit evidence you are not sure what type it is.
6. **NCIC CHECK**
ALL weapons submitted will need to have YES or NO checked off. We will contact you if neither of the blocks have a check mark. If possible, please attach the NCIC return with the evidence sheet but NOT required.
7. **ARTICLE DESCRIPTION**
BE DESCRIPTIVE: i.e. Blk Verizon cell phone, grn metal pipe, plastic bag w/grn leafy substance, Ruger 22 cal model 111 revolver, etc
ONE ITEM PER LINE
ITEM #'S ON EVIDENCE SHEET AND EVIDENCE BAG MUST MATCH
EVIDENCE BAG MUST BE FILLED OUT "COMPLETELY" TO INCLUDE CHAIN OF CUSTODY.
EVIDENCE BAGS MUST BE SECURED WITH INTEGRITY TAPE **(NO STAPLES)** INITIALS AND DATE WRITTEN ON TAPE WHEN SECURED. WRITE SERIAL NUMBERS IN APPROPRIATE BOX NOT IN DESCRIPTION BLOCK. **DO NOT WRITE IN THE P-TAG# BLOCK OR BIN # BLOCK**
Close out your evidence sheet with "NO MORE", initials and date.

8. **LOCATION WHERE PROPERTY FOUND**

In the “LOCATION WHERE PROPERTY FOUND” block things like “ON PERSON” “IN VEHICLE” “IN ROADWAY” would be listed there and not the address. You would list the address in the address block even if the location has cross streets like MAIN / PICACHO and then City and State go in there respective blocks.

9. **ASSOCIATED PERSON**

There will **ALWAYS** be an associated person. There is a reason why you’re at this location collecting evidence.
If a VICTIM and SUSPECT/ARRESTEE are known, please list both with DOB’S. Only list yourself as finder if property is FOUND by you. If you’re at a drive by shooting, there is no need for you to list yourself as the finder of the casing when you do have a victim.

10. **OWNER OF ARTICLES**

Fill in the blocks appropriately.
List the owner of the property with their, NAME, **MAILING ADDRESS** (not physical address), DOB and PHONE NUMBER. The associated person DOES NOT always mean they are the owner. List the item numbers of what they are the owners of. DASO is the owner of ONLY rape kits, audio/video tapes (that are ours), latent prints and certain forensics such as swabbings
If you don’t know who owner is then list UNKNOWN

11. **FINAL DISPOSTION**

Must be filled out and SIGNED by SUBMITTING officer.
What do you want us to do with the evidence at the time it is submitted and not at the conclusion of the case? Example: HOLD FOR COURT, HOLD FOR CID, RELEASE TO OWNER, RELEASE TO OTHER WHO: (someone other than the owner or you can authorize a release to another agency like METRO)
If destroy is checked off, we will contact you before we actually destroy the property.

12. **CHAIN OF CUSTODY ON BACK OF FORM**

List item numbers/date/sign and division.
If you are submitting officer and turn the property over to another deputy or supervisor to enter into evidence for you the Chain of Custody must be filled out completely and properly on BOTH the evidence sheet and evidence bag(s). The one that is transporting will sign twice (one for accepting property and one turning over to evidence)

SAFEKEEPING EVIDENCE

PERSONAL PROPERTY NOTIFICATION FORM

CASE NUMBER: _____

I have been informed that any personal property not accepted by the Doña Ana County Detention Center at the time of my booking will be held at the Doña Ana County Sheriff's Department, _____, Las Cruces, NM, 88005, for a period **not to exceed thirty (30) days**. I understand that this property may be claimed by myself or by my Designee, as identified below, only on _____ between the hours of _____ p.m. and _____ p.m. I further understand that at the end of the thirty (30) day period, and after notice is sent by regular U.S. Mail to my Designee's address provided herein, this property will be disposed of by the Department.

845 Motel
Blud
Monday-Thursday 1-4

Arrestee Name (please print) Signature of Arrestee Date

Authorized Designee, including mailing address (please print)

Arresting Officer Name/Number (please print)

Any evidence that is turned in for "SAFEKEEPING" will be held by this Department for 30 days. Please have the owner of the safekeeping property fill out the above triplicate form allowing them to authorize someone else to pick up their property in the event they are unable to. The white copy goes with the evidence sheet and property, yellow copy goes to records and the pink copy goes to the owner. The owner will NOT receive a letter, this form is their notification. The "designee" that they authorize to pick up WILL receive a letter. Please be sure to have the "MAILING" address for designee. Be sure the owner understands that the notification form advising them that this Department will only keep their property for 30 days. If the property is NOT picked up within those 30 days, the property will be disposed of according to State Statute.

As of September 2008, the Detention Center is now accepting cell phones. There is no need to submit cell phones for any detainees going to the Detention Center.

FILM PROCESSING AND DEVELOPING

DONA ANA COUNTY SHERIFFS DEPT.
FILM PROCESSING REQUEST FORM

CFS# _____
INCIDENT: _____
SUBMITTED BY: _____
OF ROLLS OF 12 EXP _____ AND/OR 36 EXP _____
DATE SUBMITTED: _____

IF *THIS* FILM IS NEEDED FOR COURT, DA'S OFFICE OR FOR INVESTIGATORS, PLEASE **FILL OUT COMPLETELY!!!!**

*****DO NOT REQUEST PRINTS TO PLACE IN CASE FILE.*** NEGATIVES ARE KEPT IN EVIDENCE FOR FUTURE REQUEST OF PRINTS**

OF PRINTS EACH: _____
DATE NEEDED BY: _____

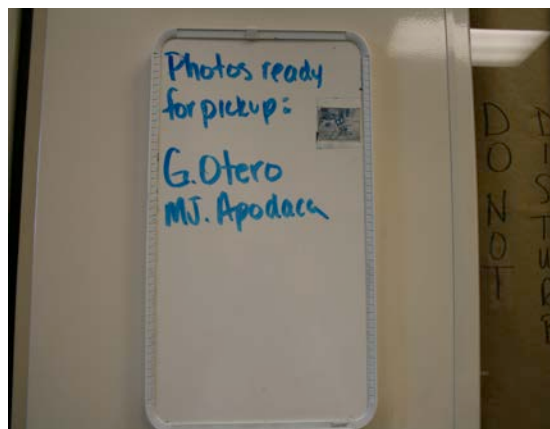
REASON FOR PRINTS:
(EXAMPLE: PER CID, PER DA, PER SGT 7, ETC.) _____
** IF NO REASON GIVEN, NO PRINTS MADE**

RELEASE TO OTHER: WHO? _____

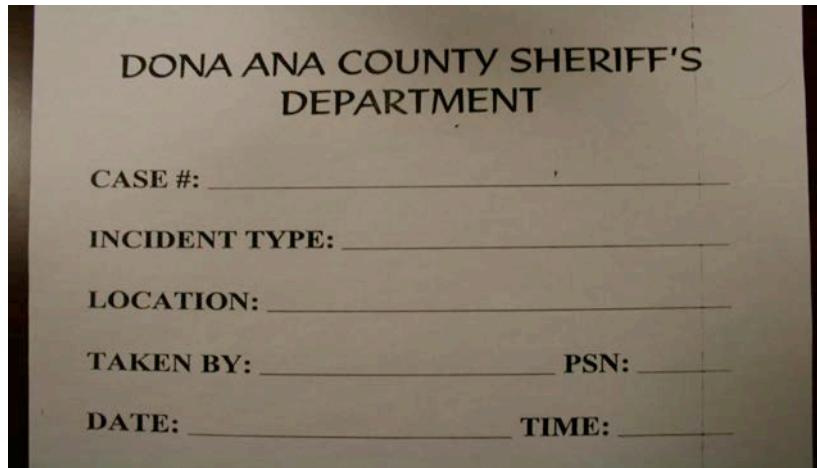
****TO BE FILLED OUT WHEN PHOTOS ARE READY****

PHOTOS RECEIVED BY:
NAME _____ PSN _____ DATE _____

Any film that needs to be developed needs to have the above form attached to the roll of film. There is a box outside the Evidence Room door where the forms are located and you can place the film and form in that box to get your film processed. Please fill out the top portion of the form. **DO NOT** request prints to place in the “case file” We keep the negatives on file for future use and prints can be requested at a later date. Unless you need those prints IMMEDIATELY, fill out the bottom portion of the form completely. If no reason is indicated, prints will not be requested. You can authorize someone else to pick up your film by indicating that on the form. If no one is listed, you and only you can pick up your film. When photos are ready for pick up, your name will be listed on the dry erase board located on the Evidence door. General turn around time for film takes 1-3 days. If you need the prints sooner, we can get them printed within 1-2 hours, but please indicated that on the form. The Evidence Section issues out 35mm film.



PHOTOS TAKEN AT SCENE



DONA ANA COUNTY SHERIFF'S
DEPARTMENT

CASE #: _____

INCIDENT TYPE: _____

LOCATION: _____

TAKEN BY: _____ PSN: _____

DATE: _____ TIME: _____

When taking photos of a crime scene, your first picture taken will be a “COVER SHEET” as illustrated above. All information needs to be filled out completely. If you are using 35mm film for your photos, remember it is ONE case per roll. If several rolls are used for one case, each roll needs to have a “COVER SHEET”. If you only take 20 pictures on a 36 exposure roll, just rewind the film and submitted. DO NOT take pictures of items or persons that are not associated to the crime scene to “use up the film”, The “COVER SHEETS” are available from Evidence Personnel. After photos are taken, you can place the “COVER SHEET” in the case file.

ALCOHOLIC BEVERAGES

The Evidence Section **does not** accept any MISDEMEANOR alcohol. Photographs of the alcohol at the scene will suffice.

The Evidence Section will only accept **FELONY** alcohol. The alcohol must be properly packaged before being accepted. The evidence sheet must indicate if the containers are full or empty and exact description of type of alcohol. If the open alcohol container has liquid still in it, you can indicate on the outside of the container with a marker the level where the alcohol is and dump out the liquid and enter as “empty”

SECONDARY BLOOD TEST KIT FOR DWI

When a DWI offender requests a secondary blood test, fill out the "SECONDARY BLOOD TEST RECEIPT" located on the cabinet door by the IR8000 machine. Instructions are on the receipt under "Officer Instructions". You will then submit the blood vials, evidence sheet and ORIGINAL Secondary Blood Test Receipt to evidence. Place the three items in the "TEMPORARY STORAGE REFRIDGERATOR LOCKER" and log the evidence in the log book. The Evidence Section will hold the secondary blood test kit for 7 days. On the evidence sheet under "FINAL DISPOSITIONS" the first entry will go as follows: list item #, check off **Release to Other Who: LAB**, sign dispo, your id # and date. On the NEXT line, list item #, check of DESTROY, write next to destroy "**AFTER 7 DAYS**", sign dispo, your id # and date. This process will give us the authority to release the evidence to the lab or destroy it after 7 days.

HOURS OF OPERATION

The Evidence Section is available Monday-Thursday from 6:00 am to 5:00 pm, and Friday 8:00 am to 5:00 pm with a 1 hour lunch

The Evidence Section releases property to the **PUBLIC MONDAY-THURSDAY 1:00 PM TO 4:00 PM.**

NO EXCEPTIONS!!

If the owners are unable to pick up their property during this time, they may contact the Evidence Section at 525-8819 to make special arrangements.

CHECKING OUT EVIDENCE

If you need to check out evidence for court, lab, or any other reason, we require a 48-72 hour notice. You can notify the evidence section via email or voicemail with the Case Number, Date and Time when the evidence is needed. If you request any evidence to be checked out and later learn the evidence is not needed, please advise us soon as possible so that we may place the evidence back in it's proper bin location.

In the event that you request evidence to be checked out on the same day of you needing it, your supervisor will be notified of the short notice.

EVIDENCE DISCREPANCIES

The Evidence Section has a **Right of Refusal** when evidence is submitted and the packaging or evidence sheet is incorrect. You and your supervisor will be notified via email if a discrepancy occurs and the discrepancy needs to be fixed immediately.

REMEMBER!!

If you are not the case agent but are submitting evidence for someone else, you are ultimately responsible for providing all the information on the evidence sheet. If there is a discrepancy, we will be contacting YOU, not the case agent.

PAPER OR PLASTIC

PAPER evidence bags should be used for any evidence that needs to be processed for latent prints, narcotics (not paraphernalia), CD/DVD'S, bloody evidence and/or any type of bio-hazard materials. If you are submitting any evidence that is blood soaked, it must be completely dry before being accepted into evidence. Contact Sgt of Crime Scene or Sgt of CID to assist you with drying your evidence before entering into evidence. If you are submitting any bio-hazard material, place a "BIO-HAZARD" sticker on the outside of the evidence bag. NOT ON THE EVIDENCE SHEET!! Don't forget to place a "CAUTION" placard in the locker with the evidence.

PLASTIC evidence bags should be used for any evidence such as "SAFEKEEPING" property (i.e. cell phones, lighters, cigarettes, wallets, etc), any type of paper documentation, paraphernalia and/or any latent prints that have already been lifted.

PLEASE USE APPROPRIATE SIZE EVIDENCE BAGS FOR YOUR EVIDENCE!!!!

EVIDENCE NEEDING PROCESSING

When you indicate on the “FINAL DISPO” of the evidence sheet “NEEDS PROCESSING”, “PLEASE PROCESS” or “SEND TO LAB”, it is NOT the responsibility of the Evidence Section to make those arrangements. You can process the evidence yourself. If you need “special” processing, contact Sgt of Crime Scene or Sgt of CID to assist you.

SEXUAL ASSAULT KITS

When Sexual Assault Kits are submitted, GENERALLY, it is a white or brown ENVELOPE for the victim or offender and/or a brown PAPER BAG. Sometimes another manila envelope will be included which contains reports and a CD with photos. You will list the ENVELOPE and/or brown PAPER BAG as two separate items on one evidence sheet. Place the kits in the TEMPORARY refrigerator and write your entry in the log book. On the manila envelope, write the case number on the envelope and place in the box next to the Evidence office. If an Investigator is submitting the Sexual Assault Kit, then he/she will submit the kit into evidence and will keep the manila envelope if he/she is the case agent or will give to the assigned case agent.

REVISIONS TO MANUAL

This manual is a GENERAL guide for the proper submission and packaging of Evidence. No revisions shall be made **without** consent from the Evidence Section. If you need ANY assistance DO NOT hesitate to contact us via email or at **525-8819**. Suggestions to any revisions are welcomed. The manual is available on the G: drive SHARED folder labeled “EVIDENCE MANUEL”

FIREARMS

IDENTIFICATION

GUIDE

This next section is a condensed version to aide and assists you with the proper and accurate identification of firearms. The illustrations are of handguns and NOT rifles. Please use this guide to properly identify your weapons on the evidence sheet.

The Evidence Section has the capability to “ETRACE” any weapons that you submit. If an ETRACE is requested, please make your request via email to Mary Jo Apodaca or Gloria Otero. We will advise you once we receive a return on the weapon.



INTRODUCTION to FIG

This is a condensed version of the **Firearms Identification Guide**, extracted from the fully illustrated and interactive electronic publication developed by the National Tracing Center to both aid and assist the law enforcement community in the proper and accurate identification of firearms. Designed as an investigative aid and verified reference resource, this interactive guide will serve to facilitate the firearms identification procedure and further promote and effectively expedite the firearms tracing process.

The electronic format and volume distribution of this publication presents an expanding platform for the circulation and dissemination of firearms information to the law enforcement community. For the purposes of this introductory demonstration, the basic presentation format will be limited to a single-page pictorial illustration with definitive explanations of markings on both the right and left profile view of each subject firearm.

The primary navigational tool for the **FIG Program** and this extracted example is an interactive **Table of Contents**, which enables the user to directly access any of the listed firearms by simply passing the cursor of the selection tool over the desired entry. When the cursor icon changes to a "**Pointing Hand**", click on the intended selection to access the desired page containing illustrations of the sample firearm that you wish to view.

Please note that each page in this **FIG** electronic document contains a "**TOC**" icon at the gutter end of both the header and footer, which functions as a complementary navigational tool to return you to the primary point of reference, the **Table of Contents**. Therefore, to continue your review of this **FIG Introductory Extract**, simply click on either of the **TOC** icons available on this page and then select the Make and Model of the firearm that you wish to view.