



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

743 – NATIONAL INTEGRATED BALLISTICS INFORMATION NETWORK PROGRAM

GENERAL ORDER: 2025-38
ISSUED: August 4, 2025

EFFECTIVE: August 4, 2025

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: July 3, 2025

ACTION: Amends General Order 2023-56 (October 30, 2023)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

743.15 STRUCTURE

The NIBIN program within the department consists of three major components: the BrassTRAX station, the correlation station, and the test fired cartridge acquisition station. The BrassTRAX station and the correlation station are housed at the Fusion Division. There ~~are two~~ **is one** test fired cartridge acquisition stations within the MPD, ~~one is located at the Property Control Division warehouse and the second~~ in the sub-basement of the Police Administration Building. All stations will be staffed by members of the Fusion Division who are trained as NIBIN technicians. Only department and ATF members that are trained by the ATF are authorized to operate any component of the NIBIN program.

Routinely the Milwaukee Police Department conducts comparisons to NIBIN stations at the WSCLB, the Chicago Police Department, and the Northeastern Illinois Crime Lab. Upon request, comparisons can be made to other NIBIN stations based upon information developed during the investigation.

743.25 PROCESSING OF RECOVERED FIRED CARTRIDGE CASINGS AND FIREARMS

D. All crime guns **and recovered firearms that meet the testing criteria for the NIBIN program** shall be ~~delivered~~ **conveyed** directly to the Forensics Division ~~for DNA and latent print processing per SOP 560 Property.~~

~~E. Recovered firearms that meet the testing criteria for the NIBIN program shall first be processed at the Forensics Division for latent prints and DNA.~~

EF. FIREARMS RECOVERED WITH A PERSON IN CUSTODY

2. The member recovering the firearm shall send an email to **[REDACTED]** as soon as the inventory report involving the firearm is completed to alert the Forensics Division and NIBIN personnel a firearm will need to be processed promptly.

a. The email shall include the:

- ~~Inventory number and item numbers for each firearm recovered;~~

3. The member will hand carry the firearm to the Forensics Division for processing. The members shall ensure the firearm has been cleared, is unloaded, and in the locked back position prior to conveying the firearm to the Forensics Division. The member shall write in red ink "Person in Custody" on the inventory report.
 - a. If the Forensics Division Evidence lab is closed, the member shall check in at the Forensics Division window. and a Forensic Investigator Forensics Division personnel will take possession of the priority firearm(s) and swab the firearm for DNA. A Forensic Investigator or Crime Scene Investigator will photograph and swab the firearm for DNA prior to notifying NIBIN personnel that the firearm is eligible to be test fired.
 - b. Forensics Division personnel taking possession of the firearm shall stamp the original completed electronic inventory report with the transfer stamp. The member shall remain at the Forensics Division until the counter case paperwork is completed, an email was sent to [REDACTED], and the Forensics Division has custody of the firearm(s).
 - c. The member shall remain at the Forensics Division until the counter case paperwork is completed and the Forensics Division has custody of the firearm.
4. The Forensics Division shall notify NIBIN personnel at extension [REDACTED] once the firearm has been swabbed for DNA processed and is ready for test fire.
6. Once the test fire is complete, NIBIN personnel shall place the firearm in proper packaging and return transfer the firearm to the Forensics Division for latent print processing. Forensics Division personnel taking possession of the firearm shall stamp the original completed electronic inventory report with the transfer stamp.

FG. RECOVERED FIREARMS NOT ASSOCIATED WITH A PERSON IN CUSTODY

1. After evidence items have been processed for DNA and latent prints, a member of the NIBIN program from the Fusion Division will regularly retrieve all firearms from the Forensics Division for processing NIBIN testing and all fired cartridge casings from PCD.
- GH. Fired cartridge casings shall be delivered to the Brass TRAX station for triage of multiple casing recoveries and the entry of fired cartridge casings.
- H. Upon successful entry into Brass TRAX, the casings shall be returned to the PCD.
- I. If a firearm appears to be in a state of disrepair or has obvious signs of inoperability, they shall not test fire the weapon unless it can be fixed with parts in the onsite library. If the firearm cannot be fixed with parts in the onsite library, the firearm(s) shall be transmitted to the WSCLB for evaluation of the operability of the firearm. The Letter of Transmittal must indicate that along with evaluation of the firearm, a test fire and comparison to scene casings are desired.
- JK. A NIBIN member shall collect two samples of a fired cartridge casing from the firearm.

The sample fired cartridge casings shall be delivered to the BrassTRAX station for entry into IBIS and the correlation station for analysis. The NIBIN member shall then return the firearm to the Forensics Division for later delivery to the PCD.

- KL.** If during the course of the investigation the case officer receives credible intelligence that the firearm used in the offense originated from or was used in an offense in an area outside the standard search area of Wisconsin and northern Illinois, the case officer shall contact a NIBIN technician and inform them of the suspected point of origin so that the suspected point of origin can be included in the search.
- LM.** The NIBIN technician shall file a supplemental report regarding the processing of the firearm and fired cartridge casing, the results of the NIBIN entry, and the correlation of fired cartridge casings.
- MN.** If the NIBIN correlation results in an investigatory lead, the NIBIN technician shall notify a Fusion Division supervisor and the commanding officer(s), or their representative(s) of the investigations division(s) that the investigatory lead exists.
- NO.** A Fusion Division supervisor shall assign the NIBIN case a NIBIN Designation and assign the NIBIN case to the primary investigator from the investigating work location.
- OP.** The case officer/detective will need to confer with the Milwaukee County District Attorney's Office to determine if the investigatory lead will be sent to the WSCLB for confirmation. The WSCLB will only accept investigatory lead confirmation cases that have been authorized by a prosecutor. If so authorized, the case officer/detective shall be responsible for submitting the *Letter of Transmittal*.
- PQ.** Cases that are linked to a homicide shall be referred to the Homicide Division for investigation and coordination. The commanding officer of the investigations division(s) with the associated offenses will also receive a notification regarding the results.
- QR.** Priority requests for NIBIN processing can be made by contacting the Fusion Division watch desk at extension [REDACTED].
- RS.** NIBIN processing hierarchy is:
1. Homicides;
 2. Sexual Assaults;
 3. Non-Fatal Shootings;
 4. Armed Robberies;
 5. General Felonies;
 6. Misdemeanor Offenses.

¶. The NIBIN program shall not process firearms evidence for an officer-involved shooting. All such evidence must be transmitted to the WSCLB by the investigator.

A handwritten signature in black ink, appearing to read 'JBA' with a stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk