



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

743 – NATIONAL INTEGRATED BALLISTICS INFORMATION NETWORK PROGRAM

GENERAL ORDER: 2022-XX
ISSUED: November 10, 2022

EFFECTIVE: November 10, 2022

REVIEWED/APPROVED BY:
Assistant Chief Paul Formolo
DATE: September 26, 2022

ACTION: Amends General Order 2021-33 (November 23, 2021)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

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

743.25 PROCESSING OF RECOVERED FIRED CARTRIDGE CASINGS AND FIREARMS

In order to ensure timely and efficient processing and entry of recovered and sample fired cartridge casings into the NIBIN system the following procedures shall be followed. Nothing in this SOP absolves any member from handling all evidence in a manner inconsistent with department SOP.

F. FIREARMS RECOVERED WITH A PERSON IN CUSTODY

1. The member recovering a firearm with a person in custody shall notify their shift commander. The shift commander shall then notify the CIB shift commander at extension [REDACTED].
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 responsible member, case number, and inventory number.
 - b. NIBIN personnel will determine if the firearm is eligible for entry into the NIBIN database.
3. The member will hand carry the firearm to the Forensics Division for processing. The member shall write in red ink "Person in Custody" on the inventory report.
 - a. If the Forensics Division lab is closed, the member shall check in at the Forensics Division window and a Forensic Investigator will take possession of the priority firearm(s) and swab the firearm for DNA.
 - b. Forensics Division personnel taking possession of the firearm shall stamp the original completed electronic inventory report with the transfer stamp.

- 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 and is ready for test fire.
5. NIBIN personnel will take custody of the firearm from the Forensics Division and conduct the test fire.
 - a. NIBIN personnel taking possession of the firearm shall stamp the original completed electronic inventory report with the transfer stamp.
 - b. NIBIN personnel shall wear gloves during the test firing process and take all precautions to avoid the destruction of latent prints.
6. Once the test fire is complete, NIBIN personnel shall place the firearm in proper packaging and return 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.

G. RECOVERED FIREARMS NOT ASSOCIATED WITH A PERSON IN CUSTODY

- 1F. 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 and all fired cartridge casings from PCD.
- 2G. NIBIN members who are taking possession of crime guns for test firing purposes shall stamp the original completed electronic ~~WinAce-Officer-Drop~~ inventory report with the transfer stamp.
- 3H. Upon completing the NIBIN test fire of a crime gun, the NIBIN member shall immediately return the firearm to the Forensics Division, stamp the original completed electronic ~~WinAce-Officer-Drop~~ inventory report with the transfer stamp.
- Hf. Fired cartridge casings shall be delivered to the Brass TRAX station for triage of multiple casing recoveries and the entry of fired cartridge casings.
- Ij. Upon successful entry into Brass TRAX, the casings shall be returned to the PCD.
- JK. 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.

- KL.** 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.
- LM.** 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.
- MN.** 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.
- NO.** 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.
- OP.** 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.
- PQ.** 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*.
- QR.** 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.
- RS.** Priority requests for NIBIN processing can be made by contacting the Fusion Division watch desk at extension [REDACTED]
- ST.** NIBIN processing hierarchy is:
1. Homicides;
 2. Sexual Assaults;
 3. Non-Fatal Shootings;
 4. Armed Robberies;
 5. General Felonies;
 6. Misdemeanor Offenses.

TU. 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.

743.30 OPERATION SAVE-A-CASING

A. The Operation Save-A-Casing program is a partnership between the Milwaukee Police Department and the community to combat firearm-related crime.

B. Save-A-Casing Envelopes Related to Lost or Stolen Firearms

1. Members receiving a *Save-A-Casing envelope* (form PE-5) from a person whose firearm was reported lost or stolen shall complete a *Consent to Search Authorization* (form PF-3) indicating consent to enter the casings into IBIS in accordance with SOP 085.55 Citizen Contacts, Field Interviews, Search and Seizure.
2. The member shall place the casing and the *Consent to Search Authorization* on department inventory in accordance with SOP 560 Property. The member shall utilize the case number from the lost or stolen firearm report for the inventory report. The member shall indicate in the circumstances field on the inventory report that it is Operation Save-A-Casing related.

C. Voluntary Save-A-Casing Envelopes

1. Members receiving a *Save-A-Casing envelope* (form PE-5) from a person who voluntarily provides the department with a casing even if their firearm was not reported lost or stolen shall provide the person with an Operation Save-A-Casing receipt.
2. The responsible work location shall convey the casing and a copy of the Operation Save-A-Casing receipt to the Fusion Division within 24 hours of receipt.
3. The Fusion Division shall maintain control of the casing until such time that an incident report is filed indicating the related firearm was reported lost or stolen. If the related firearm is reported lost or stolen, the Fusion Division will be responsible for completing a *Consent to Search Authorization* (form PF-3) and completing the inventory report in accordance with subsection B.
4. The Fusion Division shall maintain a database to track the voluntary receipt of casings under the Operation Save-A-Casing program.



JEFFREY B. NORMAN
CHIEF OF POLICE