



# DEPARTMENT NOTICE

20-049

3/24/20

## Firearms Only Envelope, Firearms Evidence Envelope and Proper Terminology (Supersedes DB 18-018)

The purpose of this bulletin is to instruct members on the procedures and use of the Firearms Only Envelope, Firearms Evidence Envelope and the Firearms Terminology Sheet. For information on the collection and booking of firearms and casings, see DB-XXX Procedures for Handling Firearms, Fired Cartridge Casings with Evidentiary Value, and NIBIN Protocols).

The terminology listed below shall be used on the envelopes as well as on evidence pages and narratives of police incident reports. The use of the correct terminology will provide uniformly consistent language that will assist investigators, the Property Control Division and the Crime Lab in efficiently processing evidence.

<b><u>CORRECT TERMINOLOGY</u></b> Unfired Cartridge(s) Unfired Shotshell(s)	<b><u>INCORRECT TERMINOLOGY</u></b> Bullet(s) Cartridge Case(s) Casing(s) Round(s) Ammo
<b><u>CORRECT TERMINOLOGY</u></b> Fired Cartridge Case(s) Fired Shotshell(s)	<b><u>INCORRECT TERMINOLOGY</u></b> Ammo Ammunition Bullet(s) Cartridge(s) Round(s) Spent Cartridge/Round Spent Shell
<b><u>CORRECT TERMINOLOGY</u></b> Fired Bullet(s) Fired Bullet Fragment(s)	<b><u>INCORRECT TERMINOLOGY</u></b> Slug Ammo Ammunition Cartridge Case(s) Casing(s) Spent Round(s)
<b><u>CORRECT TERMINOLOGY</u></b> Pistol Revolver	<b><u>INCORRECT TERMINOLOGY</u></b> Gun Handgun Firearm



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Whenever possible, list the caliber of each cartridge or cartridge casing on both the envelope and narrative.

## **Evidence Booking Envelopes:**

The three evidence envelopes that will be mentioned in this bulletin are:

- Regular Evidence Envelope
- Firearms Only Envelope
- Firearms Evidence Envelope

Facility Managers can obtain these envelopes from Supply for your station or unit.

## **Firearms Only Envelope:**

The only evidence that goes in this envelope are:

- Firearm (listed as either Pistol or Revolver)
- Magazine and unfired cartridge(s) that were removed from pistol
- Unfired cartridges or fired casing(s) removed from a revolver

## **Firearms Evidence Envelope:**

Members booking evidentiary items from the crime scene shall only use the Firearms Evidence Envelope for the following:

- Fired bullets
- Fired bullet fragments
- Suspected fired bullets and their fragments
- Fired cartridge casings/Fired shotshells
- Unfired cartridges and/or magazines recovered from the crime scene (found separately from the firearm)

## **The Firearms Evidence Envelope is not for:**

- Firearms
- Unfired cartridges or fired cartridge casings still contained within the revolver
- Magazines attached to a pistol
- Boxed or packaged ammunition (This item shall be booked into a Regular Evidence Envelope)
- Bulk Ammunition (see below)



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## Bulk Ammunition Protocol:

Bulk Ammunition must be packaged in a container sturdy enough to support the weight of the ammunition. In some cases, a property envelope or property bag may be adequate.

There may be occasion where you may book the ammunition in a box. In those cases a property for identification tag shall be securely attached. When ammunition is seized in an ammunition can or container, use this container for booking - unless there is an evidentiary conflict - and attach a property for identification tag to the container.

## Note:

Rifles and shotguns shall be packaged in the SFPD long gun box.

Do not package DNA swabs or fingerprint photos/cards with firearms evidence.

*The Airport Bureau will use the standardized terminology identified in this bulletin; however, will continue to follow San Mateo County procedures for packaging and booking of firearms and firearms related evidence.*

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

*Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional guidance about the directive.*