January 29, 2008

DEPARTMENT MEMORANDUM NO. 08-1

SUBJECT: Firearm Recovery Boxes

AMENDS: *Procedural Instructions:* 04-4 Recovered Property Procedure, Annex B and 03-13 Prisoner's Personal Property Procedure.

Effective February 1, 2008, all handguns and applicable long guns will be recovered in specially designed firearm recovery boxes. The handgun envelope will no longer be used. Department-wide use of the firearm recovery boxes will help to retain and preserve DNA evidence, fingerprints, and other evidence of value.

Members shall adhere to the following procedure when recovering a firearm:

A. All recovered handguns shall be packaged in a firearm recovery box. Recovered long guns having evidentiary value, or that will be sent to the lab for analysis, will be packaged in a firearm recovery box. Long guns having no evidentiary value, will be tagged and forwarded unpackaged to the Property and Evidence Section for safekeeping, as currently outlined in Procedural Instruction 04-4 entitled, "Recovered Property Procedure."

B. The firearm recovery boxes will be available in two (2) sizes, small and large. If a handgun or long gun having evidentiary value does not fit into either firearm recovery box, the member will contact the Kansas City, Missouri Police Department Regional Crime Laboratory to verify access to the Crime Laboratory prior to transport. If directed to do so by Crime Laboratory personnel, the member will transport the firearm along with a completed Property Inventory Report, Form 236 P.D., to the Crime Laboratory for recovery of the firearm. If the member is unable to make contact with Crime Laboratory personnel, the member will contact the Property and Evidence Section for assistance.

C. The firearm recovery boxes must be assembled prior to use. The small firearm recovery box has been pre-printed with information pertinent to the recovery of a firearm. <u>The small firearm recovery box will be used solely to recover handguns.</u> The large firearm recovery box will be used to recover long and oversized handguns and long guns, but may also be used for large or long items, such as bats, swords, etc., if the item will be processed for evidence. The large firearm recovery box has been pre-labeled with two (2) check boxes designated as either LOADED or UNLOADED. If the large firearm recovery box contains a firearm, the member will mark the applicable box. If the large firearm recovery box contains an item other than a firearm, the member will write "N/A" near the check boxes to indicate that neither option is applicable.

D. **Under normal circumstances, firearms will be unloaded prior to packaging.** Members will obtain assistance from a knowledgeable person if they are unfamiliar with unloading procedures for the particular firearm, or if handling the firearm will cause trace evidence to be lost or destroyed. If problems with unloading the firearm are encountered, or there is a possibility that trace evidence may be lost or destroyed in unloading; transport the loaded firearm as safely as possible to the Kansas City, Missouri Police Department Regional Crime Laboratory for assistance. If necessary to preserve evidence, the loaded firearm may be transported to the Regional Crime Laboratory in a firearm recovery box. Loaded/unloaded firearms will not be taped or disassembled to render the firearm inoperable prior to transportation.

E. Ammunition and/or the magazine that is removed from the firearm will be included inside the firearm recovery box with the weapon. Any additional ammunition must be packaged separately and recovered on a separate Property Inventory Report, Form 236 P.D. **Members will ensure that live ammunition, if packaged with any firearm, is placed in a sealed, standard sized envelope before being placed inside the firearm recovery box with the weapon.** This will prevent live ammunition from unintentionally entering the unloaded firearm during transport. If fingerprinting is required on ammunition enclosed in a magazine, the ammunition should not be removed from the magazine. The magazine containing the ammunition should be packaged in a sealed, standard sized envelope. The envelope will then be included in the firearm recovery box with the weapon. Recovered ammunition will not be taped together in any manner.

F. **Recovered firearms will not be routinely marked for identification. Members will only mark firearms for identification that have no identifiable serial number.** When appropriate, the member's initials and serial number shall be inscribed on the firearm in a manner that will not diminish its value, e.g., beneath grip, inside loading port, etc.

G. The firearm recovery boxes are perforated underneath to facilitate the use of zip-ties (lengths of pliable plastic). Members will use the zip-ties to secure the firearm to the firearm recovery box. Use of the zip-ties will prevent the firearm from sliding during handling and transport. It is recommended that a zip-tie be fastened across the firearm's grip and that a second zip-tie be used across the barrel area of the firearm (see handgun example). Larger firearms may require the use of additional zip-ties (see long gun example). Zip-ties will not be placed through the interior of the firearm as this may compromise the collection of evidence.

EXCEPTION: Members will use zip-ties to incapacitate legal firearms being returned to prisoners by applying a zip-tie through the frame or cylinder of the handgun, just prior to returning the weapon to its owner.

H. Members should wear gloves and make every effort not to contaminate the firearm recovery box or its contents when recovering a firearm. The use of packing materials inside of the firearm recovery box is prohibited. Members will seal the firearm recovery box with evidence tape in a manner that will not obscure the pre-printed or labeled information. For further instructions regarding sealing/securing the firearm recovery box, refer to Procedural Instruction 04-4 entitled, "Recovered Property Procedure," Annex A, Section D.

I. All handguns that are turned in voluntarily will be recovered in a firearm recovery box with the words, "Voluntary Turn-In," placed in parentheses on the box. The reporting officer will inform the citizen that when a firearm is voluntarily turned in, it will be held for a period of at least ten (10) days to allow for laboratory examination. If left unclaimed, the firearm will be disposed of after forty (40) days. Should the owner desire its return, he/she will be instructed to telephone the Firearms Release Section of the Property and Evidence Section at (816) 234-5041 to schedule an appointment for release of the firearm before the end of forty (40) days.

J. All recovered firearms and ammunition, if applicable, will be listed on a separate Property Inventory Report, Form 236 P.D. (one firearm with ammunition per form). Members will ensure that the Property Inventory Report is securely affixed to the exterior of the firearm recovery box, preferably by securing the form to the box with a rubber band(s). Use of the Property Identification Sticker, Form 77 P.D., is mandatory on the large firearm recovery box but is not required on the small firearm recovery box.

Handguns that are being recovered as prisoner's personal property will also be packaged in a firearm recovery box. A zip-tie will not be placed through the interior of the firearm prior to packaging. Members will package legal firearms in the possession of prisoners according to the manner previously outlined in this Department Memorandum.

Upon the prisoner's release from the detention facility, an available law enforcement member will open the firearm recovery box and apply a zip-tie through the weapon to render it inoperable. If the firearm is a semi-automatic, the zip-tie will be placed through the magazine well and the ejection port. The zip-tie will be cinched tight and the slide allowed to move forward. If the firearm is a revolver, the zip-tie will be placed through the empty cylinder and cinched tight. The firearm will then be refastened to the firearm recovery box prior to returning the weapon to its owner.

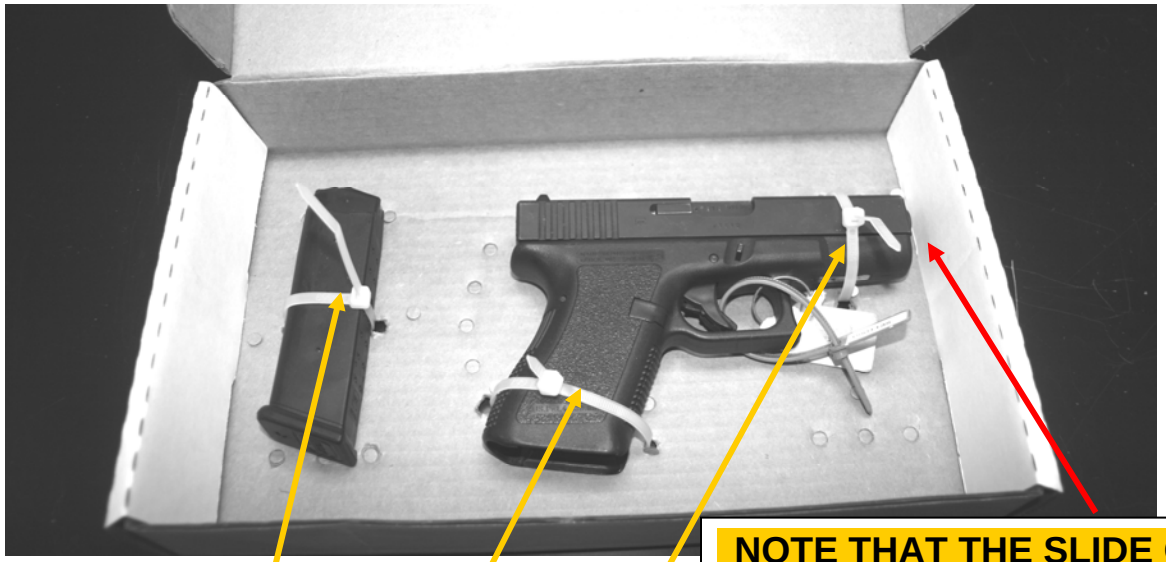
SPECIAL INSTRUCTIONS:

Return all remaining shelf stock of the hand gun envelope to the Supply Section.

Elements requiring a shelf stock of the small and large firearm recovery boxes must submit a requisition to the Supply Warehouse.

James D. Corwin
Chief of Police

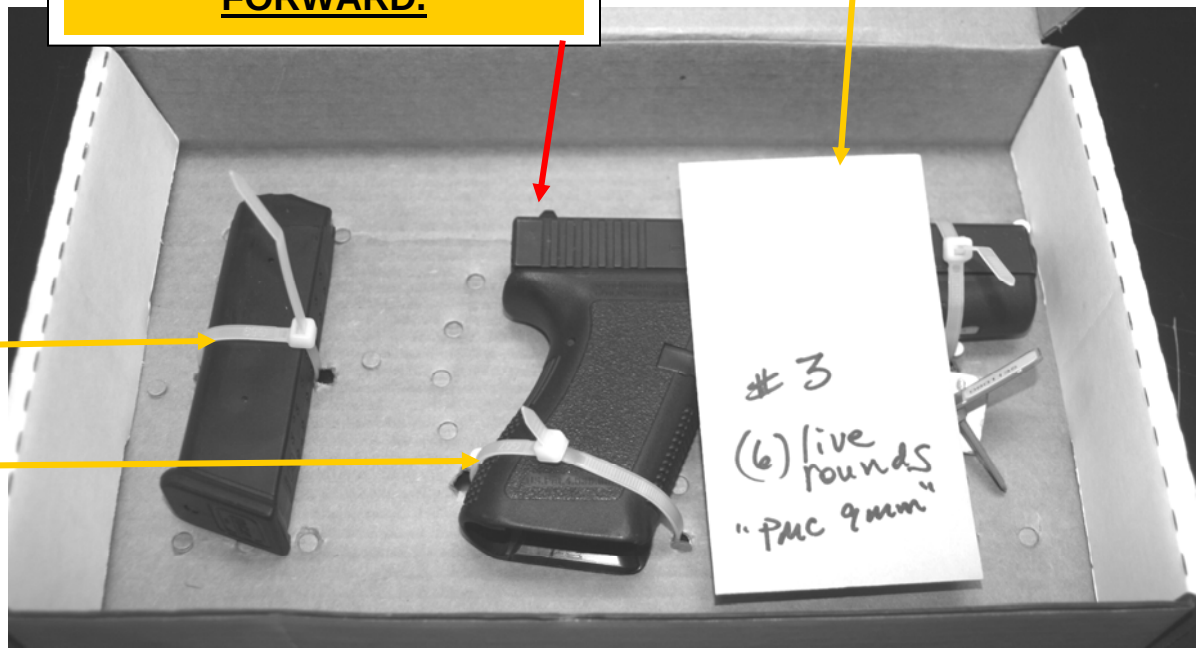
DISTRIBUTION: All Department Personnel
Post on all bulletin boards for two weeks
Public View Master Index – Internet
Department Master Index – Intranet



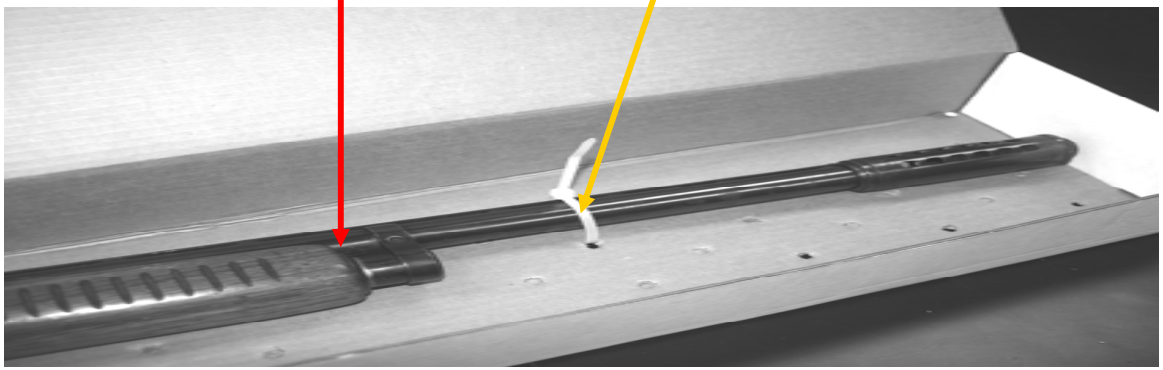
ENVELOPE CONTAINING AMMUNITION THAT WAS REMOVED FROM THE HANDGUN IS INCLUDED IN THE FIREARM RECOVERY BOX.

NOTE THAT THE SLIDE ON THE HANDGUN IS <u>FORWARD.</u>

EXAMPLE OF RECOMMENDED PLACEMENT OF ZIP-TIES USED TO SECURE THE HANDGUN AND MAGAZINE TO THE FIREARM RECOVERY BOX.



EXAMPLE OF RECOMMENDED PLACEMENT OF ZIP-TIES USED TO SECURE THE LONG GUN TO THE FIREARM RECOVERY BOX.

NOTE THAT THE ACTION ON THE LONG GUN IS <u>CLOSED.</u>

ENVELOPE CONTAINING AMMUNITION THAT WAS REMOVED FROM THE LONG GUN IS INCLUDED IN THE FIREARM RECOVERY BOX.