



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: April 10, 2006	REVISED DATE: April 10, 2006	NO. PAGES: 1 of 2	NUMBER: 4.1.02
SUBJECT: FIREARM TEST FIRING AND SERIAL NUMBER RESTORATION			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

PURPOSE: To establish guidelines to test fire *all* confiscated *handguns*, process firearms for obliterated serial numbers and eliminate unnecessary test firing.

POLICY: Seized, confiscated or found firearms shall be transported to the *Forensic Unit within three business days*, except those in the custody of the Homicide, Internal Affairs and Intelligence Unit. *Rifles and shotguns shall be conveyed to the Property Unit per normal Divisional procedures. If a rifle or shotgun needs to be test fired, the investigating officer shall convey the firearm to the Forensic Unit, observe the test fire, and the firearm will be returned to the investigating officer.*

PROCEDURES:

I. Test firing:

- A. *All handguns seized, confiscated or found, except by Homicide, Internal Affairs and the Intelligence Unit, shall be forwarded to the Forensic Unit within three business days.*
- B. *Forensic Unit personnel shall maintain a file of all bullets and shell casings from test fired weapons. The file shall include the name and badge number of the person conducting the test fire and the witnessing officer if applicable.*
- C. *Forensic Unit personnel shall document the test-firing results in RMS, and forward the handgun(s) to the Property Unit. NIBIN (National Integrated Ballistic Information Network) entries will be made on all test fired handguns.*

RESERVED, SEE 5.08.20

PAGE: 2 of 2	SUBJECT: FIREARM TEST FIRING AND SERIAL NUMBER RESTORATION	GPO NUMBER: 4.1.02
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II. Processing for serial number restoration (recovery):

- A. *When a firearm is received for test firing or other analysis, and found to have an obliterated serial number, it shall be retained by the Forensic Unit staff to process for serial number restoration.*
- B. *If processing reveals a serial number, the lab staff shall conduct a computer check of the firearm and make a RMS entry stating the results of the serial number restoration and computer check.*
- C. *Lab staff will notify the appropriate investigative unit who will follow up.*

RESCINDED, EFF. 12/30/20
SEE 5.08.01