

## *Property and Evidence*

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### 801.7.7 FIREARMS FOR DESTRUCTION

Prior to any firearm being transported for destruction, confirm it is unloaded.

Prior to destruction of firearms, the Case Officer or Evidence Custodian should ensure that the following steps have been completed:

- (a) The serial number on the firearm has been physically verified to be correct and accurately recorded.
- (b) The firearm has recently been checked in CLETS to verify that it has not been entered as stolen or lost since the time it came into custody.
- (c) Verify the firearm has been properly recorded in CLETS in department custody.
- (d) Any required notifications have been made such as the 180 day letter, and that time period has passed.
- (e) Potential appeals and statute of limitations are exhausted.
- (f) A lawful authority for destruction exists (e.g. past 180 days from letter, court order)
- (g) The case officer has been notified of pending destruction.

In addition to those items listed above, the Case Officer or Evidence Custodian should consider the following:

- Safety and security- It is suggested that the transportation and destruction of firearms process be conducted with multiple personnel.
- More than one member verifying serial numbers and confirming ready for destruction status.
- Photos or video should document serial numbers and destruction process. This documentation should be uploaded to the RMS or department digital evidence storage.
- Witness the destruction to ensure the firearms are destroyed and not diverted.

Upon completion of the destruction the member or Evidence Custodian shall fax to dispatch or update in CLETS the updated ENF-27 to document the firearm's status as destroyed. Update the chain of custody and location status to document the destruction in RMS or other records.