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Firearms Evidence Databank

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Firearms Evidence Databank

Sec. 29-7h-1. Definitions

As used in section 29-7h-1 to section 29-7h-6, inclusive, of the Regulations of Connecticut State Agencies:

(1) “Databank” means the firearms evidence databank established by the Division of Scientific Services within the Department of Public Safety.

(2) “NIBIN” means the National Integrated Ballistic Information Network.

(Adopted effective December 19, 2002)

Sec. 29-7h-2. Test fire submission procedures

(a) Each test fire shall be submitted to the laboratory in an envelope obtained from the laboratory evidence receiving unit or such container as laboratory staff may specify.

(b) Each envelope shall be labeled on the outside of the envelope with the manufacturer, type of handgun, serial number, date of test fire and name of the person collecting the test fire. Additional comments or such additional information as laboratory staff may require to properly process the submission may be added in the appropriate space.

(c) Each envelope containing a test fire shall be sealed in a tamper-evident manner at the time of submission to the laboratory.

(d) Whenever practicable, test fires shall be submitted to the laboratory in batches. When submitted in batches, test fire envelopes shall be submitted in a package or container labeled to state the number of test fire envelopes present in each package or container. Each package or container shall constitute a submission in the Laboratory Information Management System.

(e) Test fires shall be performed with full metal case ammunition, with two bullets and two fired cartridge cases to be collected from each handgun. Bullets shall be collected in a manner suitable for subsequent comparison.

(f) Upon receipt of a package of test fires from a police department, laboratory staff shall assign a case number with the designation “TF.”

(g) Test fires with such designation shall not constitute evidence at the time of submission.

(h) Any subsequent submission of test fires by the same police department may be accepted under the initial “TF” number until given the next submission number.

(i) The laboratory shall issue a receipt reflecting the number of test fires.

(j) Each test fire in a submission shall be entered as an item in the databank using the handgun serial number as the item number.

(k) All test fires may be stored in the evidence receiving unit until receipt of written notice by the submitting police department that the handgun is no longer in service or upon receipt of a written search request from an authorized law enforcement agency related to a criminal investigation.

(Adopted effective December 19, 2002)

Sec. 29-7h-3. Handgun submission procedures

(a) General packaging and container requirements

(1) An evidence examination request form (DPS-997C) shall be completed.

(2) Evidence shall be submitted in an initialed, tamper-evident, sealed package or container, which shall meet the following requirements:

(A) Manufactured evidence storage bags shall have a self-sealing capability; initials shall be placed on the seal; and

(B) All other plastic bags used for packaging shall be heat-sealed, with initials on the seal. Plastic bags not specially manufactured for evidence storage shall not be accepted if sealed with evidence tape, as the seal may be compromised.

(3) All containers shall be labeled with the police department case number, item description, item number, date and time seized, and name, initials and badge number of the police officer who seized the item.

(b) Handgun packaging requirements

(1) All handguns shall be unloaded prior to submission, with record made of the exact state in which the handgun was found.

(2) Magazines shall be left out of the handgun. The handgun shall be checked to ensure no live rounds are in the chamber.

(3) Shell casings and projectiles shall be submitted in separate sealed envelopes.

(4) Any handgun legally in police custody pursuant to a criminal investigation shall be submitted to the laboratory for entry into NIBIN (formerly known as Drugfire). The laboratory shall not accept any handgun held by a police department for safekeeping or pursuant to a protective or restraining order.

(5) The handgun shall be accompanied by information regarding whether it was submitted as a result of criminal investigation, recovery of found property or as a consequence of a destruction order. In the latter case, a copy of the destruction order shall accompany the handgun.

(Adopted effective December 19, 2002)

Sec. 29-7h-4. Handguns issued to police department employees

(a) Self-collection of test fires by police departments

Police departments collecting and submitting test fires shall comply with the requirements of section 29-7h-2(b) of the Regulations of Connecticut State Agencies.

(b) Police departments seeking assistance

(1) A police department seeking assistance from laboratory staff in collecting test fires shall contact the laboratory to arrange a mutually convenient time for test firing.

(2) The police department shall supply two cartridges of full metal case ammunition for each handgun.

(3) A representative of the police department shall be present at the time of the test fires. That representative shall be responsible for completing the necessary information on the test fire envelopes and sealing the test fires in a tamper-evident manner.

(4) A supply of the ammunition normally carried by the police department shall be submitted with each group of police department test fires.

(5) No test fire collected pursuant to this section shall be entered into the NIBIN system without a written request related to a criminal investigation submitted by a law enforcement agency.

(Adopted effective December 19, 2002)

Sec. 29-7h-5. Reports and records searches

(a) Search requests may be made in conjunction with evidence submission requests.

(b) Any request to search the databank not contained within an evidence submission request shall be addressed to the laboratory director in writing on agency letterhead, and shall include the name, address, position, telephone number, facsimile number and electronic mail address of the law enforcement agency making the request. The request shall also contain information regarding the purpose of the search. Search requests may be made by personal contact, mail or electronic means.

(c) The laboratory director or his or her designee may initiate searches in the absence of a specific request from a law enforcement agency. Such searches may be made for the purpose of ensuring the accuracy of the databank retrieval system or in furtherance of an official investigation into a criminal offense.

(Adopted effective December 19, 2002)

Sec. 29-7h-6. Police department databank administration

A police department seeking to use NIBIN equipment shall present to the laboratory director or his or her designee a letter from the U.S. Bureau of Alcohol, Tobacco and Firearms (ATF), stating the names of persons from the police department authorized and trained by ATF to operate NIBIN equipment and to make correlations.

(Adopted effective December 19, 2002)