

OFFICE OF SPECIAL OPERATIONS

NOTICE

1.18

April 17, 2018

TO: All Department Personnel

FROM: Director, Office of Special Operations

SUBJECT: ENSURING ALL FIREARMS ARE UNLOADED PRIOR TO BOOKING AT PROPERTY DIVISION

The safety of all personnel is of great importance and recent incidents have made it necessary to remind everyone that **all firearms shall be safely unloaded, and the chamber cleared of any obstructions before presenting the firearm for booking at Property Division.**

Department Manual Sections 4/540.30 and 4/540.32 mandate the following:

4/540.30 BOOKING FIREARMS

Booking Firearms-Officer's Responsibility. An officer booking a firearm into Department custody **shall ensure that the firearm is unloaded and safe for handling.** Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, Forensic Science Division (FSD) for advice. Additionally, if physical evidence such as latent prints is of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance.

Supervisor's Responsibility. The supervisor approving the Form 10.01.00 shall:

- Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Form 10.01.00 and to **verify that the firearm is unloaded.**

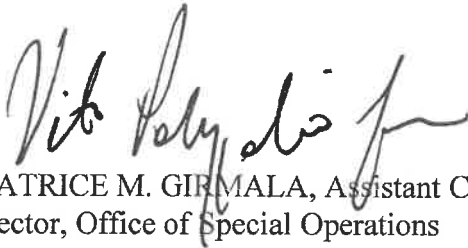
4/540.32 PROCESSING FIREARMS HELD FOR LATENT PRINTS OR OTHER SCIENTIFIC EVIDENCE.

Employee Booking Firearm - Responsibility. Firearms to be examined for latent fingerprints or other scientific evidence **shall be unloaded safely and in a manner consistent with the preservation of evidence prior to booking.**

Note: Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms Unit, FSD, for advice or response. Additionally, if physical evidence such as latent prints/DNA is of extreme importance and there is a potential for damaging such evidence during the unloading process, FSD shall be requested to respond for assistance. The Firearms Unit shall be contacted to examine and clear hazardous weapons (4/540.30) such as muzzle loaders, cap-

and-ball powder weapons, and jammed or inoperative weapons, including weapons with rounds that cannot be extracted. During off-hours and weekends, FSD firearms examiners may be contacted for advice or response through the Department Command Post.

Questions regarding this Notice should be directed to Police Administrator Sandra M. Russell, Commanding Officer, Property Division, at (213) 356-3710.



BEATRICE M. GIRMALA, Assistant Chief
Director, Office of Special Operations

APPROVED:



SEAN W. MALINOWSKI, Deputy Chief,
Chief of Staff
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