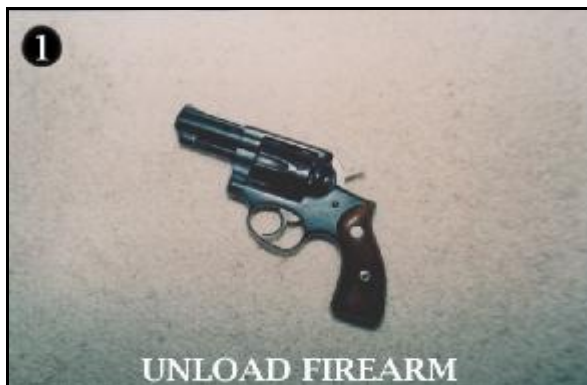




# HANDGUNS

West Manheim Twp. Police Dept.

Property Manual



**Unload** and remove ammunition and/or clips after documenting positions. If evidence, **mark gun with identifiers** such as name or initials and date at inconspicuous location.



Affix tag to plastic tie and put through working mechanism of gun as a locking device. **Place in gun box.** Package and log **separately** from all other types of property to maintain integrity.



If gun is to be processed as evidence, **fasten gun on inside of box** with plastic ties through bottom of box or wrap in paper to prevent shifting. Plastic tie locking device is optional.



**Close box and affix a second tag** to top with clear tape. **Do not seal.** Property Officer will seal with evidence tape after verifying gun is unloaded. **May seal**, if second person verifies unloaded and signs/dates evidence tape.

## Points of Interest

- Make *temporarily inoperable* by using a plastic tie as a locking device, unless it would adversely affect forensic testing. Do not place locking device through the barrel of gun, since it may alter identifying characteristics.
- *Ammunition* must be packaged separately from firearm.
- Empty *clips*, *speedloaders*, and/or *holsters* may be packaged with the firearm. Clips should not be inserted.
- Tag and property log should include *caliber*, *color*, *make*, *model #*, *serial #*, and *action type* (semi-auto, revolver).
- Always check the status of firearm through *NCIC* for stolen or wanted.
- If sending to Lab, attach *Lab Request* to top of box, over tag, with clear tape along top perforation.
- If firearm is recovered in water, then keep submersed and package in water filled container. Do not air dry or condition will deteriorate. Transport to Lab same day, if possible.