



# LONG GUNS

RIFLES  
SHOTGUNS

West Manheim Twp. Police Dept.

Property Manual



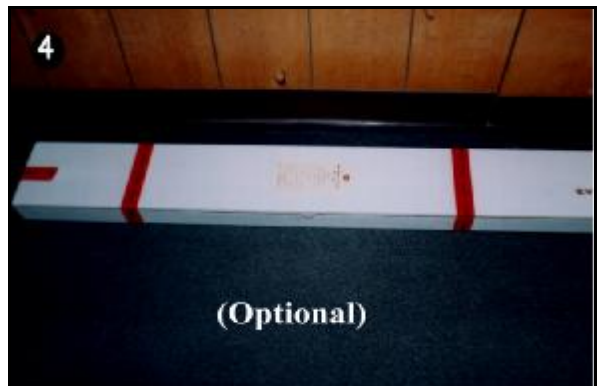
**Unload** and remove ammunition and/or clips after documenting positions. If evidence, **mark gun with identifiers** such as name or initials and date at inconspicuous location.



If practical, **affix tag** to plastic cable tie and put through working mechanism as locking device. Submit as is or in gun case. If in gun case, **affix tag to both gun and case**. Log **separately** from all other types of property to maintain integrity.



If gun is to be processed for evidence, **place in long gun box**. Fasten gun on inside of box with plastic cable ties through bottom of box or wrap in paper to prevent shifting.



Close box. **Affix second tag and Lab Request** 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* using a plastic cable 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*, empty *ammo pouches*, *slings*, *scopes* and/or *gun cases* may be packaged with firearm. Clips should not be inserted.
- Tag and property log should include *caliber/gauge*, *make*, *model #*, *serial #*, and *action type* (pump,bolt, lever, hinge, automatic, etc.)
- Always check status of firearm through *NCIC* for stolen or wanted.
- If firearm is recovered in water, then keep submersed in water and package in water filled container, if available. Do not air dry or condition will deteriorate. Transport to Lab same day if possible.