



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Evidence Unit Standard Operating Procedures Manual

Appendix C- Firearm/Toolmark Identification Unit

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1. Firearms with magazines in same package should be entered into LIMS as:

Pistol with magazine from (location, person, etc...)

Rifle with magazine from (location, person, etc...)

The gun and magazine are to be listed as Exhibit #1a

2. If cartridges are submitted, either loose or in a magazine, they should be entered into LIMS as Exhibit #1b.
3. If the magazine and/or ammo are packaged and submitted separately, then it is given a separate exhibit number.
4. Firearms without magazines should be entered into LIMS as:

Pistol from (location, person, etc...)

Rifle from (location, person, etc...)

Shotgun from (location, person, etc...)

Revolver from (location, person, etc...)

ANY time a firearm is received from a pond, river, creek, etc., it is **IMPERATIVE** that a firearms examiner be called to stabilize the gun to prevent further rust and corrosion.

BULLETS

5. Bullets will often be called by other names; slugs, projectiles, rounds, etc. They should always be entered into LIMS as:

Bullets from (location, victim, tree, crime scene, etc.)

6. When multiple bullets are included in one package **ALWAYS** give them each an individual exhibit number.



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7. Bullets are often submitted from the Medical Examiners Office and can be listed as "Bullet pack from victim"...sometimes as "5 – Bullet packs from victim"... Each of these should be given an individual exhibit number.

CARTRIDGE CASES

8. Cartridge cases will often be called by other names; brass, fired shells, rounds, etc. These should be entered into LIMS as:

Cartridge case from (location, crime scene, vehicle, etc...)

When multiple cartridge cases are submitted loose in one package, they can receive one (1) exhibit number.

When multiple calibers of cartridge cases are submitted together, give at least the same number of exhibit numbers as calibers listed...**for example**, if the submittal form says, "1 – 9mm cartridge case, and 3 – 40 caliber cartridge cases" there should be 2 exhibit numbers.

When multiple cartridge cases are packaged separately, and listed separately on the submittal form, give each line an exhibit number.

UNFIRED AMMUNITION

9. Unfired ammo will often be called bullets, if these are in fact bullets (the part that makes a hole in the target), then they should be entered into LIMS as:

Bullets from (location, crime scene, vehicle, etc...)

10. If they are whole, unfired cartridges, then they should be entered into LIMS as:

Cartridge(s) from (location, crime scene, vehicle, etc...)

SHOTSHELL AMMO & COMPONENTS

11. These can be entered into LIMS as:

Shotshells (sometimes called cartridges)	Shotshell(s) from...
Wads	Wad(s) from...
Pellets	Shot from...
Shotshell cases	Shotshell case(s) from...



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Buckshot
Slug

Pellets from...
Slug from...

CLOTHING

12. Clothing should be entered into LIMS as it is described on the request form. When multiple articles of clothing are in one package, then they should be entered into LIMS as:

Clothing from.....and given one (1) exhibit number.

13. When an officer submits a firearm that has been involved in an officer related shooting, notify a Firearm/Toolmark Examiner immediately. The case may be processed immediately if the Officer waits for their firearm to be test fired and returned. The Firearm/Toolmark Identification Unit will also need the Officer's magazine and ammunition. The case will be entered into the computer system, marked with laboratory markings, and folder completed and ready for the Firearm/Toolmark Examiner to pick-up as soon as possible.
14. There is no need to have multiple LIMS requests for firearms cases. Always use the Firearms request. Do not use NIBIN or Distance determination.