

**MARIN COUNTY SHERIFF'S OFFICE
INVESTIGATIONS DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 3 - PROPERTY
INV-03-01
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**DATE
January 15, 2002**

DISPOSAL OF FIREARMS FROM EVIDENCE/PROPERTY UNIT

POLICY

It is the policy of the Marin County Sheriff's Office to comply with applicable laws concerning the destruction of firearms.

PURPOSE

Unclaimed firearms, found firearms, firearms that are contraband and firearms with no known owner that has been in possession of MCSO for more than 180 days will be destroyed.

The property clerk will keep accurate a log accounting for all firearms stored as evidence or property. Periodically, the property clerk will review the log for those firearms that meet the above criteria for destruction and prepare a Record of Destruction containing the following information;

- Case number of the report pertaining to each firearm.
- Date the firearm came into MCSO possession.
- Type of firearm.
- Make/Manufacturer and model.
- Serial number.
(If the serial number is missing or unreadable, a forensics examiner must attempt restoration before any disposition.)
- Status of the firearm in the Automated Firearms System (AFS).
(If the AFS indicates the firearm has been stolen, or is wanted in connection with a crime, the responsible agency must be contacted and a copy of their report requested. Comm Center must be notified to locate the AFS entry. The firearm will be segregated until a determination is made by a detective as to it's disposition.)

The property clerk must also confirm that the required report was requested from BATF National Tracing Center if the firearm was believed to have been used in the commission of any crime.

The property clerk will then package all the firearms for destruction in a secure container, assuring that none contain ammunition, and take them to the designated disposal site. The property clerk will then personally witness the destruction of each firearm and note the following information on the Destruction Record;

- Date and time of destruction.
- Destruction location.
- Other witnesses to the destruction (signature)
- Property clerk's certification and signature attesting to the destruction.

The property clerk will note on each property record the final disposition of the firearm along with the date. The property record will then be attached to each corresponding report in the Records Division.

The Record of Destruction will be routed to Comm Center for their entry into the AFS indicating the dispositions. The dispatcher will indicate on the Record of Destruction when the entries have been made and return the form to the property clerk for retention in a designated file.

RELATED STANDARDS:

PC 12028
PC 12030

PC 12032
PC 11108
PC 11108.3
PC 11108.9

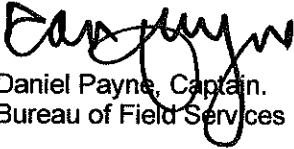
AFFECTED DIVISIONS:

Investigations
Communications

DATE OF REVISIONS:

01/15/02

By Order of:



Daniel Payne, Captain.
Bureau of Field Services