



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 414.3	
<b>Subject:</b> Property and Evidence	<b>Topic:</b> Firearms Taken into Custody	
<b>Accreditation:</b> ADM.16.01, 16.04	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to set forth procedures for firearms coming into the custody of the Loudoun County Sheriff's Office.

## II. POLICY

It shall be the policy of the Loudoun County Sheriff's Office to maintain safety and security when taking firearms into custody.

## III. DEFINITION

ATF-WRCGC: (Bureau of Alcohol, Tobacco and Firearms, Washington Regional Crime Gun Center) An agreement made between the Loudoun County Sheriff's Office and ATF-WRCGC whereby recovered and found guns, which are located in Loudoun County, Virginia, are traced, analyzed and investigated through a computer program supplied by ATF and utilized by the Loudoun County Sheriff's Office.

## IV. PROCEDURE

- A. The below listed procedures will be followed when taking firearms into custody regardless of the nature of the incident:
1. Whenever a firearm comes into the possession of the Sheriff's Office, NCIC/VCIN check shall be initiated to determine whether the firearm has been reported stolen.
  2. An IBR report will be completed describing the circumstances under which the firearm came into the deputy's possession. The report shall include a statement indicating whether the NCIC/VCIN check was positive or negative.
  3. A property card shall be completed describing the firearm in complete detail, to include the make, model, serial number, caliber, finish, type of ammunition, etc.
  4. The firearm shall be completely unloaded and rendered safe before submitting it to the Evidence Room, while preserving any evidentiary value.
  5. The firearm, property card, a copy of the IBR report, and completed ATF form

(Attachment A) shall be delivered to the Evidence Section to await an appropriate disposition relating to the nature of the case.

6. Once a firearm is turned into the Evidence Section for any reason, all known descriptive identifiers of the weapon, i.e. make, model, caliber, serial number, barrel length, metal finish, location of recovery, weapon handler, etc. will be entered into the ATF-WRCGC computer by Property/Evidence Section staff.
  - a. ATF will analyze all entered information and make an attempt to trace each weapon's source and collect information pertaining to crime gun recoveries. In addition, ATF will analyze the individuals involved, identify trafficking patterns, sources and perpetrators, disseminate the information to the appropriate federal, state, and local agencies and assist law enforcement operations as a central hub for that information.
  - b. The Sheriff's Office agrees to share with ATF all reports, including arrest reports, ballistics reports, and incident reports relating to the recovery of crime guns including those involving juveniles.
7. Firearms will generally come into the possession of a deputy as evidence of a crime. The firearm will remain in the custody of the Sheriff's Office until the court has rendered a written disposition.
8. Occasionally, a citizen will relinquish ownership of a firearm and turn the firearm in to the Sheriff's Office, or a firearm is classified as found property.
  - a. If a citizen wishes to turn in his/her weapon to the Sheriff's Office for destruction, a deputy will be dispatched to the location, obtain and secure the weapon, take an initial IBR report, fill out a property card and ATF form, and either place the weapon in an evidence locker or deliver it to the Evidence Section. The deputy will have the citizen complete and sign a destruction form (Attachment 2) and attach it to the property card.
  - b. Once received by the Evidence Clerk, the weapon descriptors will be entered into the ATF-WRCGC computer for comparison, along with a NCIC/VCIN check. The weapon will not be destroyed until a clearance has been received by ATF. Once ATF clearance has been received, the weapon will be included in the next drug burn for destruction.
  - c. If a weapon is classified as found property, all administrative procedures will be followed to include a NCIC/VCIN check and completion of a written report. The firearm may be destroyed after sixty (60) days has elapsed and no claim is made.