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|  | PARADISE VALLEY POLICE GENERAL ORDER Firearms | Order Number |
| | | 84.2 Date 01-24-17 |

84.2 Firearms

- A. When placing firearms, ammunition and magazines into evidence, *officers should*:
1. Handle them carefully to preserve fingerprint *evidence*
 2. Unload firearms, but not disassemble them
 3. Immobilize the action of a weapon using a cable tie
 4. Remove ammunition from a magazine
 5. Package bullets and magazines in a separate envelope, but with the firearm.
 6. Avoid damaging or scratching casings, bullets or fragments
 7. If a bullet is lodged in an object, cut and remove a section of the object; do not remove the bullet.
 8. Submit a completed ATF Gun Trace form.
- B. When applicable, the following notations and warnings *should* be clearly marked:
1. If a weapon cannot be unloaded, place a large label on the firearm packaging that the firearm is potentially loaded and unsafe
 2. If submitted in compliance with an *order of protection*, label the property "*order of protection.*"
 3. If submitted for *safekeeping* in a *domestic violence* matter, label the property "*Domestic Violence.*"