

University of Chicago Police Department

PROCEDURAL ORDER

		Effective Date: September 9, 2021	Number: PO 802-01
Subject: Firearm Arrests/Seized Firearms			
References:			
Reevaluation Date Annually			No. Pages: 2
Amends: 05 DEC 2019 version		Rescinds: 9 SEP 2013 Version (ODP)	
Approved By: Michael B. Kwiatkowski, Interim Chief of Police		Signature: Official Signed document on file in Accreditation Office	

I. PURPOSE

The purpose of this order is to provide procedures for dealing with seized firearms.

II. PROCEDURES FOR FIREARMS USED IN CRIMES/SEIZED FIREARMS

These procedures are to be used for firearms used in crimes, firearms unlawfully possessed, and firearms which have been taken into evidence or property (having been turned in or seized).

- A. The arresting officer or officer seizing a firearm will request for the Emergency Communications Center (ECC) to run the firearm's serial number through LEADS and NCIC.
- B. If the gun comes back stolen, wanted, etc., the officer will notify the Captain or Shift Supervisor, and then notify the investigating jurisdiction that we have the firearm and/or a person in custody. UCPD shall continue to process the arrestee for charges related to our case (i.e. UUW, Aggravated Battery) and the investigating jurisdiction is responsible for contacting the lockup and placing "hold papers" on the subject, if they wish.
- C. The officer will inventory and secure the firearm in the Evidence/Property area, according to GO 802.5.D.
- D. The officer will document the results of the LEADS and NCIC queries in the associated original incident report.
- E. The Investigations supervisor (case review officer) will assign a detective to complete an **ATF Trace Request (Bureau of Alcohol, Tobacco, Firearms and Explosives)** (<http://www.atf.gov/publications/factsheets/factsheet-ettrace.html>) on the firearm unless the gun was wanted by another jurisdiction. The results of

the federal gun trace will be forwarded to the investigations supervisor for review and determination if the results required further investigation or can be filed with the original report file.

- F. The detective will document the results of the ATF Trace Request query with the original incident report number.