

### BCI Firearms Submission Policy

Effective 07/11/2023

As part of BCI's on-going effort to effectively and efficiently assist law enforcement in Ohio, the Laboratory has adopted the following policies for all Firearms submissions:

#### PACKAGING REQUIREMENTS

Upon receipt, evidence items must be packaged to protect them from loss, cross transfer, cross contamination and/or deleterious change.

- Small evidence items must be submitted in a minimum of ~ 5"x7" package(s).
- Potentially hazardous evidence must be packaged to ensure safe handling. Examples include:
  - Glass, knives, guns, etc. should be packaged in boxes
- Package each group of cartridge cases sorted by crime scene location.

#### LABORATORY REQUEST DETAILS

- I. Provide a summary narrative of the case facts. The synopsis should provide the following information:
  - How the evidence relates to the crime in question
  - To whom the evidence belongs
  - Where the evidence was located
- II. To accommodate timely results for all law enforcement agencies throughout Ohio, BCI works evidence in order of submission. Rush requests impede this process; therefore, they will be accepted on a limited basis. Consult with a BCI Laboratory Supervisor with any rush request. Criteria that may constitute a rush request include significant public safety concerns and approaching jury trial proceedings.

#### EVIDENCE ITEM ACCEPTANCE

- I. The following evidence items will be accepted for NIBIN database entry purposes:
  - Cartridge cases from a crime scene
  - At least two (2) test fired cartridge cases should be obtained from each firearm(s)
    - NOTE: To preserve any potential DNA evidence for future testing, swabs should be collected from handled areas of the firearm prior to test firing. Collect swabs in accordance to the guidance provided by the AGO (View OPOTA Online Course Catalog/Roll-Call Refreshers/NIBIN II) and submit in accordance with the BCI DNA Submission Policy.
    - Label and package the test fires and submit for NIBIN entry. Pre-printed envelopes for NIBIN test fires are available upon request from the BCI Evidence Receiving section.
    - If there are bullet(s), cartridge case(s), or shotshell(s) from the crime scene that require the laboratory to perform comparisons to the recovered firearm(s), submit separately the firearm(s), the evidence to be compared for Firearms examination, and the test fires that were produced for NIBIN entry.
- II. The following evidence items **will not** be accepted for analysis:
  - Cartridge cases found inside a firearm.
  - Firearms evidence from suicide investigations. Investigations classified as "Questioned Death" will require clarification regarding case circumstances before analysis is conducted.
  - Airguns
  - Firearms submitted for Operability purposes only. Operability is not deemed a laboratory testing function, and will not be conducted at BCI. Firearms will only be test fired for cases in which fired cartridge cases and/or bullets are also submitted as evidence for comparison.
  - Evidence submitted for distance determination.
  - Firearms submitted for trigger pull analysis.



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- Evidence submitted for toolmark examination (e.g. tools, locks, etc.)
- Evidence submitted for barrel length and/or overall length determination
- Bullets submitted for NIBIN entry

III. The following testing will be performed only upon request:

- Serial number restoration
- Gun prediction/general rifling characteristic lists

Based on the circumstances of a case, the possibility of additional testing may be warranted. In such cases, the evidence items and testing requested should be discussed with laboratory management, see contact list below.

We invite you to direct your questions concerning the policy to:

Jennifer Duvall, Comparative Sciences Laboratory Manager  
(740) 845-2514  
[Jennifer.Duvall@OhioAGO.gov](mailto:Jennifer.Duvall@OhioAGO.gov)

Thank you for your cooperation in helping BCI to provide consistent, quality service to law enforcement agencies throughout Ohio and we look forward to working with you.

#### BCI Laboratory Supervisors

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