



DEPARTMENT NOTICE

23-084

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Firearms Only Envelope, Firearms Evidence Envelope and Proper Terminology

(Update to DB 20-049)

The purpose of this notice is to instruct members on the procedures and use of the Firearms Only Envelope, Firearms Evidence Envelope and the Firearms Terminology Sheet. For information on the collection and booking of firearms and casings, see DN 23-085 (Procedures for Handling Firearms, Fired Cartridge Casings with Evidentiary Value, and NIBIN Protocols).

Evidence Booking Envelopes

The three evidence envelopes that will be mentioned in this notice are:

- Regular Evidence Envelope
- Firearms Only Envelope
- Firearms Evidence Envelope

Facility Managers can obtain these envelopes from Supply for your station or unit.

Firearms Only Envelope

The only evidence that goes in this envelope are:

- Firearm (listed as either Pistol or Revolver)
- Magazine and unfired cartridge(s) that were removed from pistol
- Unfired cartridges or fired casing(s) removed from a revolver

Firearms Evidence Envelope

Members booking evidentiary items from the crime scene shall only use the Firearms Evidence Envelope for the following:

- Fired/suspected bullets and Fired/suspected bullet fragments
- Fired cartridge casings/Fired shotshells
- Unfired cartridges and/or magazines recovered from the crime scene (found separately from the firearm)

NOTE:

- **Magazine and/or ammunition removed from the firearm (these items are needed for forensic processing) shall be packaged with the firearm in the Firearms Only Envelope)**
- Boxed or packaged ammunition (shall be booked into a Regular Evidence Envelope)
- Rifles and shotguns shall be packaged in the SFPD long gun box.
- Whenever possible, list the caliber of each cartridge or cartridge casing on both the envelope and narrative.
- Do not package DNA swabs or fingerprint photos/cards with firearms evidence. (All fired cartridge casings will be swabbed for DNA by Forensic Services and packed with the fired cartridge casings).

The Airport Bureau will use the standardized terminology identified in this notice; however, will continue to follow San Mateo County procedures for packaging and booking of firearms and firearms related evidence.

A handwritten signature in blue ink that reads "William Scott".

WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to sfpd.wriddirectives@sfgov.org who will provide additional information.