



# DEPARTMENT NOTICE

21-146  
09/27/21

## Arrests Involving Firearms (Re-issue DB 19-138)

The purpose of this Department Notice is to provide guidelines for the arrests of individuals possessing firearms.

When officers **arrest** an individual in possession of a firearm, the arresting officers shall:

- 1) Properly and safely secure the firearm, whenever possible, in the condition that it is found, using fresh latex gloves and a clean never previously used paper bag or cardboard box.
- 2) Isolate all suspects and cellular telephones.
- 3) Notify a supervisor to respond to the scene and, when necessary, such as in a possible crime series, request the appropriate Investigations Unit (i.e., CVRT, NIU, SIT team, CGIC, etc.) to respond to the scene to handle the investigation.
- 4) Notify the CSI unit. If CSI does not respond to the scene, transport the firearm to the station and secure the firearm in the station CSI Evidence Locker.
- 5) Notify dispatch to broadcast on all channels the descriptions of the following:
  - All persons detained or arrested, including a description of their clothing.
  - Any vehicles involved.
  - Any evidence located, e.g., ski mask, property that appears to be taken from another person, etc.

This dispatch notification will allow cold show in-field viewing of the suspects to be conducted as soon as possible if the firearm possession detainees/arrestees are suspected of committing other crimes.

- 6) Each officer that was involved as a witness to the firearms related offense, including officers that maintained the chain of custody, **shall** write a statement.

When officers **arrest** an individual in possession of a firearm, the responding supervisors or investigators shall:

- 1) Coordinate suspect, witness and victim interviews.
- 2) Ensure that the DOC is notified. If a criminal series is identified, immediately notify the Night Investigations Unit or the appropriate investigations unit who is handling the series.
- 3) Consider issuing a local teletype and/or APBnet Bulletin to notify outside jurisdictions that individuals have been arrested for firearms possession.
- 4) SIT lieutenants and Investigations Bureau lieutenants shall ensure that the incident is discussed during the 1100 Investigations Conference Call.
- 5) Debrief incident with station or unit personnel.

Additionally, to identify any suspects that may have discarded or abandoned the firearm, supervisors/investigators shall submit a Crime Laboratory Examination Request (SFPD 64) for **processing** DNA samples taken from the recovered firearm for entry into the CODIS database.

Per the FBI rules of eligibility, a firearm removed from an individual who's only charged with "*felon in possession*" is not eligible for entry into the CODIS database. If no specific crime is attached to either a specific firearm or fired cartridge casings, any DNA profiles developed are not eligible for CODIS entry.

Members assigned to the Airport Bureau shall follow San Mateo County requirements for arrests involving firearms.

  
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 made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

Related Information:

DGO 6.02 – *Physical Evidence and Crime Scenes*

DN 20-080 - *Procedures for Handling Firearms, Fired Cartridge Casings with Evidentiary Value and NIBIN Protocols*

DN 21-0103- *CSI Evidence Lockers At District Stations*