



GEORGIA BUREAU OF INVESTIGATION

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Christopher E. Hosey

Director

**GBI CRIME LAB
OPERATIONS BULLETIN 2024-01
NEW SUBMISSION REQUIREMENTS FOR FIREARMS EVIDENCE
March 26, 2024**

The GBI Crime Lab provides the criminal justice system with high quality service and support. To maintain a safe and efficient laboratory environment, the GBI Crime Lab will implement the following change to requirements for the submission of firearms to our laboratories.

Effective **June 1, 2023, per Operations Bulletin 2023-01**, all firearms (handguns and long guns) were required to be submitted in commercially available gun boxes **with clear windows** that will allow the viewing of the contents.

Effective immediately, the requirement to submit **long guns** (rifles and shotguns) in boxes with windows is changed to make boxes without windows also acceptable. **ALL HANDGUNS MUST STILL BE SUBMITTED IN BOXES WITH WINDOWS PER OPERATIONS BULLETIN 2023-01.**

Please continue to follow all other guidance in Operations Bulletin 2023-01, including proper zip tie use. Please ensure the gun is zip tied to the box in a position such that the chamber can be viewed through the window to verify the handgun is not loaded without opening the box.

- Do not submit a loaded firearm to the crime laboratory. IF you cannot unload it, please notify a laboratory staff member when you arrive.
- Slides on handguns must be locked open and the gun zip tied to demonstrate the unloaded condition.
- The magazine must be removed from all handguns and fastened separately to the box bottom with a zip tie. It is acceptable to leave cartridges in the magazine.
- If loose cartridges are being submitted in the box with the gun, they **MUST** be contained in a **separate** sealed package within the box.
- **Do not package recovered cartridge cases or bullets** in the same box as a gun. They must be submitted separately.

We appreciate your cooperation in helping us maintain safe crime laboratories and to make our evidence submission process more efficient.

If there are any questions or concerns about the information covered in this bulletin, please contact the Evidence Receiving Manager, Lori Smalls at 404-270-8159 or Lori.Smalls@gbi.ga.gov .

A handwritten signature in cursive script, reading "Cleveland L. Miles".

Cleveland L. Miles, Division Director
GBI Division of Forensic Sciences