



GEORGIA BUREAU OF INVESTIGATION

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Director

GBI CRIME LAB OPERATIONS BULLETIN 2023-01 NEW SUBMISSION REQUIREMENTS FOR FIREARMS EVIDENCE January 4, 2023

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 requirements for the submission of firearms and ammunition to our laboratories.

Effective **June 1, 2023**, all firearms (handguns and long guns) will be required to be submitted in commercially available gun boxes **with clear windows** that will allow the viewing of the contents. Additionally, it will be required to fasten a plastic zip tie through the gun in the manner shown below and in the Firearms and Toolmarks service manual on the GBI-DOFS website ([Firearms | Georgia Bureau of Investigation Division of Forensic Sciences](#)). The purpose of the window box and zip tie is to allow evidence receiving staff to view and confirm the firearm is unloaded without opening the sealed box. Window gun boxes may be purchased from the vendor of your choice.

Packaging and Submission Requirements for guns and ammunition:

- 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 as shown 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 cartridge cases or recovered bullets in the same box as a gun. They must be submitted in a separate package from the gun.

DIRECTIONS FOR ZIP TIE USE

A firearm must be secured in a windowed gun box so that it can be easily confirmed the firearm is unloaded without opening the sealed box. The use of zip ties in the position(s) pictured below will allow lab staff to see the firearm is unloaded in addition to securing it to the box (one firearm per box).

For pistols, the slide must be locked rearward when possible and the zip tie will be inserted through the magazine well and through the ejection port. This zip tie can also be used to secure the pistol to the box.



For revolvers, the zip tie must be secured through one of the chambers in the cylinder. A second zip tie will be used to secure the firearm to the box (pictured below). In the event the cylinder is removable and not a swing out, the cylinder can be removed from the frame and secured to the box with a zip tie through a chamber.



In an instance where a **long gun** is submitted, the zip tie should be inserted through the magazine well and through the ejection port when possible. If this is not possible, the bolt should be in the open position to easily view the chamber.

The GBI Crime Lab recognizes that this requirement may cause some burden for our customers. Please be assured that we are continuing to explore alternatives that will provide the highest level of safety for firearm submissions. We appreciate your cooperation in helping us maintain safe crime laboratories and to make our evidence submission process safer and more efficient.

If there are any questions or concerns about the information covered in this bulletin, please contact me at 404-270-8082 or Cleveland.miles@gbi.ga.gov.

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