

TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS

 Proudly Policing Since 1826	SUBJECT National Integrated Ballistic Information Network (NIBIN)		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on file</i>		
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AUTHORITY/RELATED REFERENCES

FS Chapter 119, Public Records
 Forensics Unit 3, Operations and Equipment
 Forensics Unit 4, Request for Analysis
 Forensics Unit 13, DNA Collection
 General Order 17, Records Management
 General Order 30, Criminal Intelligence Protocols
 General Order 42, Impounding and Controlling of Property and Evidence
 General Order 77, Computer, Cellular Telephone, and Data Utilization
 Gun Control Act of 1968 (as amended), Title 18, United States Code, Chapter 44
 Special Order 10, Building Security and Evacuation
 Title 28, Code of Federal Regulations, Sections 0.130-0.131

ACCREDITATION REFERENCES

KEY WORD INDEX

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POLICY

The High-Risk Offenders Bureau is responsible for establishing the Tallahassee Regional Intelligence and Gun Research (TRIGR) Unit and protocols for utilizing the National Integrated Ballistic Information Network (NIBIN) to enhance the operational and investigative capabilities of officers for crime prevention and criminal apprehension. Members shall adhere to established protocols when utilizing NIBIN technology.

DEFINITIONS

BATFE: Bureau of Alcohol, Tobacco, Firearms, and Explosives, a principal law enforcement agency within the U.S. Department of Justice.

BrassTrax: The hardware and software system used to image fired cartridge casings and submit those images for correlation in NIBIN.

Bullets: Projectiles of designated calibers fired from rifles, revolvers, or pistols.

Cartridge casings: Designated metal casings from cartridges fired from rifles, shotguns, revolvers, and ejected from pistols.

Correlation: Automated data comparison of fired cartridge casing images to the NIBIN database.

Crime Gun: A firearm recovered by law enforcement after being used in or suspected of being used in a crime, or where the possession of the gun itself is a crime.

Crime Gun Intelligence Center: The Crime Gun Intelligence Center (TRIGR) is part of the Criminal Intelligence Unit and is designated as the primary user of the BATFE NIBIN System.

Found or Abandoned Firearms: Firearms that come into the custody of law enforcement outside of the investigative or judicial process. A found firearm is located by law enforcement or a non-owner, and the owner-possessor is not readily identifiable (e.g., a firearm found in an open field). An abandoned firearm may be a found firearm or a firearm where the possessor has chosen to permanently relinquish control of the firearm and abandon any rights of ownership. The ATF suggests that NIBIN Partners provide written notice to individuals permanently abandoning or temporarily relinquishing custody of a firearm, informing them that the firearm will be test-fired, and the results will be entered into the NIBIN System.

National Integrated Ballistic Information Network (NIBIN): The Bureau of Alcohol, Tobacco, Firearms, and Explosives (BATFE) program used for the collection, timely analysis, and dissemination of crime gun data to enhance the efforts of law enforcement

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to integrate resources to reduce firearms violence, identify shooters, and refer them for prosecution.

NIBIN Enforcement Support System (NESS): A computer application that allows ATF to collect, analyze, refer, and track NIBIN and other crime gun data.

NIBIN Network: An ATF-designed and maintained system of interconnected computer systems and terminals used in support of the NIBIN Program.

NIBIN Program: The integration of aggressive targeting, investigation, and prosecution of shooters and their sources of crime guns using automated ballistics technology.

NIBIN Program Administrator: An individual whom the NIBIN site has designated to communicate with all parties (e.g., submitting law enforcement agencies, ATF Crime Gun Intelligence Centers) involved in the NIBIN process. The NIBIN Program Administrator must be a qualified NIBIN user and a full-time employee of the NIBIN site. The NIBIN Program Administrator is responsible for implementing and directing the policies and procedures of the NIBIN site.

NIBIN System: Refers to the integrated ballistic imaging, analysis, and information processing system for use with automated ballistics technology.

NNCTC: NIBIN National Correlation and Training Center (NNCTC) is the BATFE NIBIN laboratory responsible for shell casing correlations and training.

PROCEDURES

I. GENERAL INFORMATION AND PROGRAM DESCRIPTION

A. The mission of the Tallahassee Regional Intelligence and Gun Research (TRIGR) Unit is to:

1. Target violent crime utilizing NIBIN technology, law enforcement databases, and intelligence leads.
2. Examine NIBIN results.
3. Share firearm-related intelligence leads with law enforcement partners to facilitate further investigations, arrests, and prosecutions.

B. TRIGR is part of the Criminal Intelligence Unit. At a minimum, it is comprised of:

1. A Sworn Detective,

2. An Analyst,
 3. A Forensics Examiner/Specialist, and
 4. A Sworn Supervisor.
- C. TRIGR members will use department-approved digital tools to:
1. Collaborate with Property and Evidence and Forensics for firearm & casing evidence relevant to NIBIN.
 2. Track and share evidence progress through the NIBIN pipeline:
 - a. Collection,
 - b. Acquisition,
 - c. Returns (leads and no leads), and
 - d. Leads dispersal and TPD Records.
 3. Track workflow tasks (duties, maintenance, etc.).
 4. Generate statistical data.
 5. Host TRIGR and NIBIN-related documents.

II. NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK (NIBIN)

- A. The BATFE NIBIN program uses sophisticated technology to compare images of ballistic evidence.
1. It provides an integrated investigative approach to reduce firearms violence and enhance crime gun intelligence.
 2. Assists with targeting, investigating, and prosecuting shooters and their sources of crime guns.
 3. Participating Federal, State, tribal, and local law enforcement agencies work together to combat firearms-related violence.
- B. The Department's participation in the BATFE NIBIN program is voluntary with the consent of the BATFE and TPD. Participation is through a Memorandum of Understanding signed by:

1. The Chief of Police.
 2. The BATFE Special Agent in Charge of the Tampa Field Division. And,
 3. The BATFE Chief of the Firearms Operation Division.
- C. Data and images gathered by the NIBIN program are law enforcement sensitive, intended for official law enforcement use only, and considered active criminal intelligence.

III. NIBIN AND BRASSTRAX GUIDELINES FOR USE

- A. The only authorized utilization of the NIBIN System (to include the BrassTrax machine) is for active criminal intelligence or investigation purposes.
- B. The BrassTrax machine will be operated and maintained in accordance with the manufacturer's recommendations and BATFE guidelines.
- C. Only authorized members are permitted to utilize the BrassTrax machine and NIBIN System software and hardware.
- D. The BrassTrax machine will image casings from firearms:
 1. Illegally possessed.
 2. Used, or suspected of having been used, in a crime.
 3. Taken into law enforcement custody through a gun buy-back program.
 4. Involved in property damage crimes. Or,
 5. Found or abandoned.
- E. TRIGR will not capture, share, or store information or ballistic images:
 1. Acquired at the point of manufacture, importation, or sale of a firearm.
 2. Law enforcement-issued firearms not associated with crimes. Or,
 3. Related to firearms owners or registration.
- F. TRIGR will enter all required information during the acquisition process into the BrassTrax machine.

- G. TRIGR will acquire cartridge casings from serviced law enforcement agencies or departments through the BrassTrax machine within two business days of receipt.

TRIGR will not inhibit or restrict NIBIN submissions by serviced law enforcement agencies or departments.

IV. NIBIN SITE SECURITY

- A. The BrassTrax machine shall be housed in a secure room within the High-Risk Offender Bureau.
 - 1. The door shall be secured with a lock when unoccupied.
 - 2. The lock code or key shall be known and accessible only to authorized users.
- B. The door shall be marked "Restricted Area" and "Authorized Personnel Only."
- C. The designated room shall be used solely for NIBIN Program-related duties.
- D. A visitor log must be maintained in the room, and all visitors entering the room shall make the appropriate log entry.
- E. Persons not designated as authorized users shall be escorted by an authorized user.
 - 1. Ensure the appropriate log entries are completed.
 - 2. Ensure that all law enforcement intelligence is not visible or accessible to persons not authorized to receive this information.
- F. No eating, drinking, or smoking in the secure room.
- G. In the event of a natural disaster, TPD will coordinate with the ATF to safeguard the BrassTrax machine.

V. AGENCY POINT OF CONTACT

- A. The Agency will appoint a primary and alternate point of contact (POC) for NIBIN, NESS, and department-approved digital tools. The POC will be responsible for:
 - 1. Creating, coordinating, and maintaining a list of all personnel and

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determining the access levels for NIBIN/NESS users within the agency.

2. Immediately notifying ATF if a user's account needs to be suspended or revoked for any reason, including (but not limited to) employee transfer, retirement, or release from employment.
 3. Completing a "Request for Change of Agency Point of Contact" Form if the POC changes.
 4. Maintaining department-approved digital tools. Through the development of a digital bridge with the ATF, TRIGR will share NIBIN-related information, including:
 - a. Investigative reports.
 - b. Shootings and gun recovery data.
 - c. Case numbers, dates, and locations.
 - d. Suspect information. And,
 - e. When TRIGR is made aware of a prosecutor or investigator's need for a certified Firearm and Tool Mark exam, such request and any shared outcomes may be recorded in department-approved digital tools.
 5. When TRIGR learns of NIBIN leads resulting in positive case developments (arrests, prosecutions, etc.), TPD may document such data in department-approved digital tools and endeavor to share it with ATF upon request.
 6. Provide a list of the Agency's ORI numbers to the ATF.
 7. Complete an "Amendment of Originating Agency Identifier" Form when an ORI needs to be added or removed.
 8. I Notify BATFE within five calendar days if any of the following occurs:
 - a. Any unauthorized use of NIBIN systems. Or,
 - b. Any unauthorized release of data related to the NIBIN program.
- B. The agency POC will also serve as the NIBIN Program Administrator for any related BATFE memoranda of understanding.

VI. NIBIN SYSTEM ACCESS

- A. Only authorized and qualified NIBIN users may access the system.
- B. Authorized users are responsible for the security of NIBIN System data and shall access, use, release, and disseminate only such data for active criminal intelligence or investigation purposes.
- C. Access to the NIBIN System database shall be secured and controlled using specific user login and password credentials capable of capturing and storing user access by date and time.
 - 1. Authorized users shall not share their passwords.
 - 2. Authorized users shall not allow anyone to use the NIBIN System using another person's user ID and password.
- D. The following must be completed to obtain NIBIN access:
 - 1. Criminal background checks, including fingerprint checks, must be completed for all NIBIN users. The TPD employment background check is sufficient.
 - 2. Upon successful completion of these background checks, the NIBIN Partner will notify ATF's NIBIN Branch in writing.
 - 3. Complete the BATFE NIBIN "Information Systems Access" form.
 - 4. Sign the ATF "User Agreement and Rules of Behavior" form.
 - 5. All users must complete the BATFE Security Awareness Training.
- E. Members no longer participating in TRIGR, or former members separated from the agency, shall:
 - 1. Have their NIBIN access terminated.
 - 2. Turn in their NIBIN secure room key (or the door key code shall be changed).

VII. MEMBER TRAINING

- A. Before members are granted NIBIN system access, they shall complete Department-approved and BATFE NIBIN system training.

- B. The documented NIBIN system training will include a policy review and may be provided via classroom or electronic presentation (e.g., department-approved digital tools, email, PowerDMS).
- C. The BrassTrax User Guide shall be available in the secure NIBIN room.
- D. Any member shooting firearms for this program must meet one of the following criteria:
 - 1. Current or former sworn law enforcement officer.
 - 2. Current or prior military service. Or,
 - 3. Completion of a TPD-authorized firearms safety/use course.

VIII. CORRELATIONS

TRIGR-trained personnel will conduct NIBIN acquisitions and submit images to NNCTC or FDLE for correlation reviews.

IX. DATA STORAGE AND RETENTION

- A. Public records requests for TRIGR data shall be handled in compliance with General Order 17 (Records Management) and FS Chapter 119 (Public Records).
- B. NIBIN system information may be shared with other law enforcement and prosecutors' offices to further criminal investigations and prosecutions.
- C. NIBIN system information requested under the Freedom of Information Act shall not be released without express written authorization from ATF.
- D. Any member who becomes aware of or participates in publicity related to the NIBIN system and investigations within their jurisdiction should advise ATF within 48 hours.

X. CRIME GUN EVIDENCE PROCESSING AND COLLECTION

- A. Crime guns received by the Tallahassee Police Department from outside agencies for processing and NIBIN entry shall be handled as follows:
 - 1. All handguns submitted for processing and NIBIN entry must be packaged in a ClearView® or similar weapons evidence box to allow for a safety inspection of the handgun.

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2. If the submitting outside agency does not have the handgun properly packaged in a clear weapon box, the handgun will be removed from the original packaging in accordance with forensic requirements, i.e., DNA and latent print evidence processing best practices.
 - a. The handgun will be safety checked, transferred to a clear weapon box, and impounded in the Property and Evidence Section.
 - b. Any original packaging the handgun was received in shall also be impounded for chain of custody and evidence purposes.
 3. In the absence of ClearView® or similar boxes existing for long guns, all long guns submitted for processing and NIBIN entry must be opened, safety checked, and resealed. Once completed, a Tallahassee Police Department safety sticker must be signed and affixed to the outside of the packaging.
- B. A member of the Forensics Unit shall process all crime guns impounded at the agency by the next business day.
- C. All NIBIN-eligible crime guns impounded by the agency will be processed for the following evidence:
1. Fingerprints, and
 2. DNA swabs.
- D. All eligible (see **Appendix One: NIBIN Submission Instructions**) crime guns capable of being test-fired shall be test-fired upon completion of the above-listed processing. TRIGR staff shall follow TPD NIBIN Test Fire Protocols:
1. Thoroughly inspect all firearms and conduct function checks before test-firing.
 2. Do not shoot unsafe, unfamiliar, or questionable firearms without consulting the TPD Training Unit armorer.
 3. Turn on the ventilation system and ensure it is working before shooting.
 4. Place a warning label on the shoot room door. Ensure that signage on the shoot room door indicates that the shooting enclosure is **In-Use**.
 5. Two TPD staff members should be present in the shoot room during any test fires, or the person performing the test firing shall initiate and maintain

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a video session with a TPD staff member who is present in the building until the test firing is completed.

6. Use Personal Protective Equipment (PPE), including eye and hearing protection, sleeve covers, and gloves, at a minimum.
7. Load and shoot only one round at a time. Produce two test fire casings.
8. Allow time for the ventilation system to purge air in the shoot room between shots.
9. Upon completion of all shooting, wipe down the snail trap and the surfaces within the shooting enclosure and properly dispose of the wipe(s).
10. Triage and then acquire one test fire casing for NIBIN entry, record in department-approved digital tools, and impound test fire casings.
11. The Forensics Unit is responsible for conducting and documenting bullet trap maintenance, including:

Reviewing the manufacturer's video titled "**How To Set Up, Use, and Maintain the Tabletop Gunsmith (Model GT) | Savage Range Systems**" <https://www.youtube.com/watch?v=gnOelQyBI50>.

This is also hosted in department-approved digital tools.

- E. Reading and following the manufacturer's user manual <https://savagerangesystems.com/files/manual-gt.pdf>. This includes:

ROUTINE AND PREVENTIVE MAINTENANCE

Daily

- Check water level in trap. Top off with clean water as necessary.
- Check the level of spent bullets in the tray. Using the hook provided and wearing gloves, slide the tray out of the unit. Dispose of spent rounds in the proper recycling container.
- Spent rounds (lead and metal) are hazardous materials and shall be disposed of through collaboration with and delivery to the Apalachee Regional Leon County Waste Services.
- Close the bullet trap and ensure the access door is tight. The vibrations from rounds striking the trap can loosen the bolt.

Weekly

- Check Snail Oil concentration using a refractometer. The oil concentration should be between 2% and 3%. Add oil as necessary.
- Inspect the trap for signs of damage or excessive wear. If any damage is noted, stop using the trap and call Savage Range Systems at 800.370.0712 immediately to speak with Range Product Support.
- Notify TPD HRO chain-of-command of any malfunction, excessive wear, damage, etc.
- Using a metal scoop and gloves, remove any sludge buildup on the bottom of the trap and place it in the proper container for either recycling or disposal.
- Sludge is a hazardous material and shall be disposed of through collaboration with and delivery to the Apalachee Regional Leon County Waste Services.

Quarterly

- Using a high-efficiency HEPA filtration vacuum, clean all floor and enclosure surfaces and dispose of the filter in an appropriate container.
- Mop the floor clean with lead abatement cleaner and dispose of the mop head in an appropriate container.
- Using prepared lead abatement cleaner spray and wipe down all surfaces within the shooting enclosure and dispose of used wipes in an appropriate container.
- Cleaning waste and PPE worn during cleaning will become contaminated with hazardous material and shall be disposed of by standard procedures using Stericylce waste containers.
- A log shall be maintained documenting when and by whom all routine and preventative maintenance has been completed.

XI. LEAD EXPOSURE MONITORING

- A. Personnel who conduct test-fires more than 30 days a year for the collection of cartridge cases for entry into NIBIN must be enrolled in a medical monitoring program and have their blood lead levels checked annually.

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- B. All personnel medical records shall be directed to and housed in Employee Resources.
- C. The Employee Resources Director, or designee, will notify the Director of Forensic Services of any needed results.
- D. The Director of Forensic Services is responsible for monitoring lead exposure action levels for personnel performing test fires. They must promptly notify the Criminal Investigation Bureau Commander if an employee has reached or exceeded the blood lead level of 40ug/100g on their annual test.
- E. If an employee has reached or exceeded this blood lead level, the following shall occur:
 - 1. The Director of Forensic Services, after notifying and consulting with the Criminal Investigation Bureau Commander, will notify the employee and initiate a Medical Surveillance program for the affected employee, which shall include repeat monitoring of blood lead levels of the affected personnel at various intervals as deemed appropriate by standard OSHA guidelines.
 - 2. The affected employee will be suspended from performing test fire duties pending the completion of the Medical Surveillance program and their lead levels returning to below 40ug/100g.
 - 3. The Director of Forensic Services will request assistance from OSHA resources to create and implement an air quality monitoring plan to determine the cause of the employee exceeding the actionable limit.
 - 4. Upon determining the cause of the exposure, the issue will be rectified and addressed. Once addressed, work will be resumed.

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Appendix One

NIBIN Submission Instructions (ATF Atlanta)

Firearm types and calibers that should be test-fired and submitted for NIBIN Entry include:

Shotguns: 12 gauge (semiautomatic and pump-action only)

Semiautomatic pistols and semiautomatic rifles in the following calibers:

22 Long Rifle	9mm Luger	45 GAP
22 Magnum	9mm Makarov	5.7x28mm
25 Auto	40 S&W	223 Remington
32 Auto	357 Sig	5056x45mm
380 Auto	10mm	7.62x39mm
38 Super Auto	45 Auto	300 AAC Blackout

Firearm types that are typically **NOT** test-fired include:

Revolvers	Single-shot rifles	Single-shot shotguns
Derringers	Bolt-action rifles	Double-barrel shotguns
Single-shot pistols	Lever-action rifles	Bolt-action shotguns
Bolt-action pistols	Pump-action rifles	Lever-action shotguns

Other firearm types and infrequently encountered calibers not listed can be entered into the NIBIN database when warranted.

Contact the ATF Atlanta NIBIN Site with any questions before submitting.

While any firearm and caliber has the potential to be used in a crime, the primary scope of NIBIN is to target specific firearm types and calibers that are most frequently associated with serial gun crime.

The determination as to whether a firearm should be test-fired is based primarily on whether the firearm action type usually leaves fired cartridge cases at a shooting scene after discharge, the tendency for the firearm type to be utilized in serial-type gun crimes, and whether there is a pool of candidates to search in the NIBIN database.

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Appendix Two

Document: [OSHA Data Sheet for Occupational Exposure to Lead](#)
[\(Standard 1910.1025 App A\)](#)