



FAIRFIELD POLICE DEPARTMENT TRAINING BULLETIN

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Crime Gun Form

Background

California Law (11108 PC) requires all police and sheriff's departments to submit descriptions of serialized property to the Department of Justice (DOJ), when that property has been stolen, lost, found, recovered, held for safekeeping, or held under observation. We typically do this by forwarding property reports or RIMS entries to Dispatch, who in turn enters the serialized property through various CLETS databases (AFS, APS).

11108.3 PC requires that any police or sheriff's department shall report to the DOJ all information necessary to identify and trace the history of all recovered firearms that are illegally possessed, have been used in a crime, or are suspected of having been used in a crime. The mechanism for doing this is via the Crime Gun form (FPD204).

Procedure

When an officer seizes or takes custody of any firearm, the officer shall submit a Crime Gun form. The officer will attempt to make the form as complete as possible, using the tables on the reverse side of the form. The officer shall document in his/her report that a crime gun form was completed.

All copies of the form will accompany the firearm. The officer shall submit the form with the firearm to the Property section. Property section personnel will retain the pink "Tickler File" copy of the form and forward the remaining copies of the form to Dispatch for entering the firearm into the Automated Firearms System (AFS). Once Dispatch makes the entry, the forms will be forwarded to the Records section where Records personnel will file the white copy with the original report, and return the yellow copy to Property.

Source: California Penal Code

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