


CFS Firearms Unit - Submission Packaging Guidelines for SFI and RAISE Cases

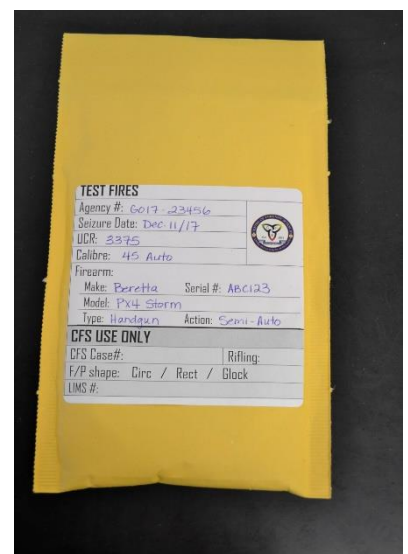
SFI Cases: Agency Generated Test Fires (TFs)

- TFs (cartridge cases & bullets or shotshells) from one firearm are to be placed in a resealable plastic bag, which is placed in a bubble envelope. Please do not seal the bubble envelope.
- One set of TFs per envelope with "Test Fires" label applied to the front.
- The bubble envelope(s) can then be placed in a sealed property bag.

The following fields are completed by the submitting agency:

- Agency Occurrence Number
- Date firearm was seized/recovered
- Make/Model/Action/Type/Calibre of the firearm
- Serial Number of firearm
 - If no serial number please put NONE, if removed please put OBLITERATED, if unknown please put UNKNOWN

TEST FIRES	
Agency #: 17-12345	
Seizure Date: Oct. 23, 2017	
UCR: 1100	
Calibre: 40S&W	
Firearm:	
Make: Glock	Serial #: 123US
Model: 17	
Type: Handgun	Action: SemiAuto
CFS USE ONLY	
CFS Case#:	Rifling:
F/P shape: Circ / Rect / Glock	
LIMS #:	




RAISE Cases: Exhibits (Scene Items)

- Each item is to be placed in its own resealable plastic bag, labelled with an exhibit number
- Cartridge Cases:
 - All cartridge cases with the same calibre can be placed in one bubble envelope. Please do not seal the bubble envelope.
 - Each bubble envelope will need an 'Exhibit Items' label applied to the front
- Projectiles (only if cartridge cases haven't been recovered or submitted):
 - Place plastic bags containing projectiles into one bubble envelope
 - Apply "Exhibit Items" Label leaving the calibre field blank

The following fields are completed by the submitting agency:

- Agency Occurrence Number & Occurrence Date
- Calibre of cartridge cases ONLY (if known, i.e. on headstamp)
- Number of cartridge cases or projectiles

EXHIBIT ITEMS	
Agency #: 18-1234	UCR: 1200
Occurrence Date: April 5, 2018	
Calibre: 9mm Luger	
# of cc: 7	# of proj.: 0
CFS USE ONLY	
CFS Case#:	Rifling:
F/P shape: Circ / Rect / Glock	
Min # of F/A:	
Items ID'd to each other:	

The following (or comparable) specifications are recommended for packaging:

- 2 x 3" or 2 Mil Resealable Bags -- these are typically used for handgun and small rifle rounds
- 4 x 6" or 2 Mil Resealable Bags -- these are typically used for shotshells and revolver rounds
- 4 x 8" bubble envelopes

NOTE: *It is important to note that the gold bubble envelopes must be 4" x 8" as this packaging is used for long term storage at CFS. The gold bubble envelopes are **not** to be sealed when sending the items to us. Simply place the open envelope into a sealed property bag.*