

FORENSIC TESTING COLLABORATION



Instructions for submitting

Firearms to Cambridge PD for FORENSIC TESTING

1. Submitting officer should bring the following completed forms:
 - a. CPD Evidence Submission Form (indicate lab work requested)
 - b. ATF E-Trace Form (<http://www.atf.gov/forms/download/atf-f-3312-1.pdf>)
 - c. MSP Evidence Submission Form
 - d. Agency Incident report
 - e. Voluntary submission form for DNA or fingerprint standards*(if applicable)
2. Bring packaged firearm to the front desk at the Cambridge Police Department
 - a. Firearm should be made safe
 - b. Firearm should be secured appropriately and according to MSP guidelines
 - c. Box should be completely sealed with evidence tape; contents described and signed in the appropriate places.
3. Request a file number from the Desk Clerk and enter this on your CPD Submission form.
4. Transport the evidence yourself to the evidence lockers located on the 3rd floor.
 - a. Place all evidence and paperwork in the locker together.
 - b. Document the locker information for your records.

**Voluntary Submission forms may be filled out if it is necessary to collect a DNA/Fingerprint sample from someone who touched the weapon and would need to be eliminated. It can also be used to collect samples from arrested persons who consent to release their DNA for comparison purposes.*

FIREARMS PACKAGING GUIDELINES

Live rounds: place in coin envelope and secure in same box.

Casings: place in coin envelope and secure in same box.

Magazine w/rounds: place in envelope and secure in same box.



Secure firearm in the gun box with zip-ties.

Don't put any ties near the trigger or through the barrel.

(Instead - secure *around* the handle and *around* the barrel).



Be cautious when touching areas of the firearm where there is likely to be fingerprint evidence.



DO NOT remove or handle any rounds found in the magazine.



WEAR GLOVES when handling all firearms.