




# City of Manassas Police Department General Duty Manual



Effective Date: 12-15-2008	<b>GENERAL ORDER</b>	Number: 09-05
Subject: Virginia Firearms Clearinghouse		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input checked="" type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 01-21-2015 General Order # 9-5 Dated: 10-20-2000		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards:	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

## PURPOSE:

To establish procedures for the handling and processing of certain firearms covered under Code of Virginia Sections 52-25.1, and 18.2-308.2:2 concerning the Virginia Criminal Firearms Clearinghouse and Lost / Stolen Handgun Replacement procedures.

## POLICY:

It is the policy of the Department that **all firearms** that are believed to have been used in the commission of a crime or were used in the commission of a crime and come into the possession of an officer (with the exception of issued Department firearms, see General Order 7-5) shall be reported to the Virginia State Police Criminal Firearms Clearinghouse.

In addition, citizens who have a handgun stolen from their possession within 30 days from the original date of purchase and who desire to purchase another handgun before the end of the original 30 days are required to obtain State Police Form SP-194, Lost / Stolen Handgun Report, from the Department in order to complete the purchase of another handgun within the 30 day period.

## DISCUSSION:

For actual physical handling of firearms taken into property, see General Order 9-3 and General Order 6-5.

## PROCEDURE:

### I. All Firearms That Come Into the Possession of an Officer

- A. Whenever an officer comes into possession of **any firearm** that is believed to have been used in the commission of a crime or was used in the commission of a crime (except issued Department firearms) the following procedure shall be used.
  1. The officer completes a State Police Criminal Firearms Clearinghouse form, SP-187 (see Attachment "A"), following the instructions in Section III-10 of the Department Paperwork Manual, published separately.
  2. The officer completes an Incident Based Report (IBR) about the case.
  3. The officer completes the Evidence / Property Tracking Record form, packages the firearm as appropriate, and submits the firearm to the Property System. (See General Order 9-3).
  4. Once completed, the SP-187 and the completed teletype entry request form are forwarded immediately to the Public Safety Communications Center (PSCC) for entry.
  5. PSCC conducts a "wanted / stolen" check on the weapon, and then enters the weapon into the State Police Criminal Firearms Clearinghouse system by sending a VCIN AM message to the State Police. The Emergency Communications Specialist (ECS) records the date the message was sent and the message number in blocks 2 and 3 of the SP-187. The SP-187 is then immediately returned to the officer.
  6. The officer attaches the SP-187 to the IBR and forwards the package to the supervisor for a review.
  7. Once reviewed, the supervisor forwards the package to the Paperwork Box for processing. See General Order 9-3.

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8. After processing, the Records Section forwards the package to the Investigative Services Division to conduct the U.S. Department of Alcohol, Tobacco and Firearms (ATF) trace.
    - a. Within seven days from the date that the Firearms Tracing information is received back from the U.S. ATF, the ISD ensures that the information is attached to the original SP-187.
    - b. Once completed, the ISD forwards the "original" copy of the SP-187 to the State Police at the following address:
      - (1) Department of State Police.  
Virginia Firearms Clearinghouse.  
P.O. Box 85141.  
Richmond, Virginia 23285-4141.
    - c. The ISD attaches a copy of the trace information to the "submitting agency" copy of the SP-187 and forwards it to the officer, who attaches the SP-187 to the Evidence / Property Tracking Record form (see General Order 9-3).
  9. The handling, logging and securing of the weapon itself is completed in accordance with General Order 9-3.
- B. Final disposition notice.
1. After a final disposition is known regarding the firearm that comes into the possession of an officer, the officer / Detective (as appropriate) shall notify the Property/Evidence Technician.
  2. The Property/Evidence Technician completes the teletype entry request form and provides PSCC with the required Clearinghouse data to send a VCIN AM message concerning the disposition of the firearm to the Virginia Firearms Clearinghouse.
  3. The Property/Evidence Technician obtains a copy of the VCIN AM message, attaches it to the SP-187, and retains it with the Evidence / Property Tracking Record form. See General Order 9-3.

## II. Lost / Stolen Handgun Reports

- A. In the event that a citizen loses or has a handgun stolen less than 30 days from the original date of purchase, the victim may request the issuance of a State Police Lost / Stolen Handgun Report, form SP-194 (see Attachment "B"). This report is completed following the instructions in Section III-10 of the Department Paperwork Manual, published separately. This report, that provides police documentation of the original theft / lost report, allows the victim to purchase a replacement handgun without waiting the normally required 30 days between handgun purchases. When taking Lost / Stolen Handgun reports, officers are to:
1. Determine if the date of purchase of the handgun is less than 30 days from the date of the loss / theft.
  2. If the time frame is confirmed to be less than 30 days, the officer should advise the victim that he may request the issuance of the SP-194. If the victim requests the issuance, the officer completes a State Police form SP-194 and advises the victim that he may obtain a copy of the form from the Records Section on the next business day, during regular Records Section hours.
  3. Investigate the complaint and complete an IBR as appropriate.

Attachments: "A" Criminal Firearms Clearinghouse Form SP-187.  
"B" State Police Lost/ Stolen Handgun Report SP-194.  
"C" Legal References.

Index as: Lost Handguns.  
Stolen Handguns.  
Firearms Used in Crimes.

References: Code of Virginia Sections 52.25.1, 18.2-308.2:2 available at: <http://leg1.state.va.us/000/src.htm>.