

Ballistics Unit – Evidence Submission Checklist

The Ballistics Unit strives to provide timely, accurate, and quality services to our agencies. The following information is needed for the unit to process your case and determine the appropriate analysis. Please contact the Ballistics Unit to schedule an appointment to drop off evidence or with any questions.

Case Information

- Offense Type

- Current investigator's name and contact information/agency phone number with extension

- Incident time and location are listed and correct

- Detailed case information in Comments/Brief History to include whether it is a shooting hit or no hit as well as a good email address for investigator. Also indicate whether prints/DNA are needed to be processed.

- When submitting additional evidence, the evidence must be submitted under the same Laboratory Number/Agency/Agency Case Number. If the evidence is from a different date, scene, suspect, is it noted as such?

Name Information

- Names and birthdates of Victim(V)/Suspect(S)

Item Information

- Each item being submitted gets their own item number, unless the magazine was found with the firearm

- Enter agency item number(s) as they appear on actual evidence

- Item Descriptions need to sufficiently identify items

- Use the following Item Types: **BA01** Firearms, **BA02** Bullet Specimen(s) projectile, **BA03** Shell(s) fired, **BA04** Magazine(s), **BA05** Pellets, **BA06** Other-Ballistics Evidence, **BA07** Cartridge(s) unfired, **BA08** NIBIN Test Standards

- Attributes are correct for each item

Evidence Packaging

- Is the evidence properly packaged (i.e. firearms in boxes, shells/bullets in bags) sealed and initialed

- Is each Item packaged individually

- Biohazard and/or loaded firearm indicated on packaging