



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 201	DATE November 29, 2006
SUBJECT:	PRIVATE CITIZEN REQUEST FOR DISPOSAL OF FIREARM	DISTRIBUTION G.
REFERENCE:		

POLICY

This Order is to inform all members of the Sheriff's Office of the new Private Citizen Request for Disposal of Firearm form {see attachment} that shall be implemented and completed by each citizen requesting disposal of a firearm. This form has been established to ensure the weapon is cleared in LEIN and is registered to the owner requesting the disposal.

PROCEDURE

When a request is made from a citizen to dispose of a weapon, the deputy shall ensure the Private Citizen Request for Disposal of Firearm form is completed by the owner of the weapon before the deputy accepts the weapon from the citizen.

One form will be completed for each weapon.

If the actual owner is not the person making the request, the requesting person must have written, notarized, authorization from the owner for the disposal of the firearm. Should the owner be deceased, mentally incapable of having weapons, et cetera, the appropriate documents must accompany the request form {Death certificate, court orders}. Without legal documents submitted, the request shall be denied and the gun returned to the citizen until the appropriate paperwork is received.

A report must be written by the submitting deputy for all private citizen requests for disposal of firearms. A copy of the report must accompany the weapon when submitting it into the Evidence Room.

The legal owner of the weapon shall complete the top portion of the form with the following information:

1. Legibly print his/her full name
2. Print City or Township of residency
3. Area code and telephone number

4. Valid Drivers license number or State Identification number
5. Date of birth
6. Signature

The deputy shall verify the citizen information by viewing his/her valid driver's license and ensure all information is accurate and acceptable.

The deputy shall ensure the weapon is cleared in LEIN, the appropriate box shall be marked on the form to indicate LEIN check is completed, and the weapon is registered to the individual making the initial request for disposal.

If the name of the registered owner is someone other than the person requesting the disposal, that name shall be identified on the designated line on the disposal form. This is to be used when proper documents are accompanied by a citizen who is submitting it for a deceased, mentally incapable owner, et cetera.

The deputy shall complete and legibly print the information under the category **Firearm Description**.

1. Name of manufacturer of weapon
2. Model number
3. Serial number
 - a. Please ensure the serial numbers are legible and accurate
4. Caliber of weapon
5. The type of weapon shall be completed by the Evidence Room personnel
6. The deputy shall include the number of shots
 - 1.} Number of bullets the weapon holds

Once the above information is thoroughly completed, the deputy shall sign and date the form in the designated area, and submit the weapon into the Evidence Room. The Private Citizen Request form shall remain with the property tag card.

NOTE: The Property Room Technician shall submit the completed original form {white copy} to the Records Unit **after** the Investigative and Forensic Services Lieutenant and Captain has approved the form.

The submitting deputy shall complete an OCSO Forensic Lab form for all weapons submitted for disposal. The type of examination area on the lab form shall be completed to reflect an IBIS test.

The Forensic Lab Firearms personnel shall retrieve the weapon from the Evidence Room and conduct a test fire sample and retain the results on file in the event there is a need to track criminal activity of the gun.

Once this test is completed, the weapon shall be returned to the Evidence Room personnel by the Forensic Lab personnel. The weapon will then be disposed of according to M.S.A. 28.100, Section 14 and M.S.A. 28.436, Section 239.

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It shall be the responsibility of the Property Room Technician to ensure a copy of the report, the lab report, and the original Private Citizen Request form is forwarded to the Lieutenant of Investigative and Forensic Services and the Captain of Investigative and Forensic Services for approval of the destruction.

Once the Private Citizen Request form is completed with all appropriate signatures, the Property Room Technician shall forward the original white copy to the Records Unit to be filed with the original report. The Property Room Technician shall detach the yellow copy of the form and affix it to the large portion of the property tag card as authorization for destruction of the weapon{s}.



Michael J. Bouchard
Sheriff

MJB/MN/gat/bjw

Attachment



OAKLAND COUNTY SHERIFF'S OFFICE

PRIVATE CITIZEN REQUEST FOR DISPOSAL OF FIREARM

DATE:	PROPERTY TAG #:	COMPLAINT #:
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I, _____ of _____
PRINTED NAME OF REQUESTOR CITY, VILLAGE, OR TOWNSHIP OF RESIDENCE

State that I am the (owner / agent of owner) of the firearm described below and I request that the Oakland County Sheriff's Office dispose of the weapon listed below

SIGNATURE OF REQUESTOR

LEIN CHECK COMPLETED
NAME OF REGISTERED OWNER ACCORDING TO LEIN IF
OTHER THAN THE ABOVE NAME OF THE REQUESTOR

DESCRIPTION OF FIREARM

Manufacturer:	Model:
Serial #:	Caliber:
Type:	# of Shots:

DISPOSITION

Received by:	Deputy Name & Badge #	Date:
Received by:	Property Room Technician	Date:
Received by:	Lieutenant, I.F.S. Division	Date:

DESTRUCTION OF FIREARM	APPROVED	DENIED
_____ RECEIVED BY	_____ LIEUTENANT, I.F.S. DIVISION	_____ DATE