



INDIANAPOLIS-MARION COUNTY FORENSIC SERVICES AGENCY

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EVIDENCE SUBMISSION GUIDELINE #14

IBIS EVIDENCE

(Integrated Ballistics Identification System)

INTRODUCTION: IBIS is an automated computer system which links firearms related evidence (cartridge cases, bullets and firearms) to all forensic firearms laboratories in the State of Indiana and throughout the nation.

The IBIS system was designed to accept cartridge cases and bullets from semi-automatic firearms.

NOTE: The I-MCFSA does not enter bullets. (See Criteria – page 2)

These guidelines were designed to assist you in the areas of preservation, packaging and submission for IBIS entry. Any situation not sufficiently explained to your specific needs may be handled on an individual basis by contacting the Firearms Examiners, Firearms Technicians or Firearms Section Supervisor at (317) 327-3670.

A. FIREARMS - GENERAL CONSIDERATIONS AND PRECAUTIONS:

As important as physical evidence may be, **safety is of greater concern**. Always render a firearm safe to handle before proceeding with further investigation, examination and packaging. There is no instance in which a loaded firearm will be accepted by the laboratory. If a firearm cannot be unloaded by the contributor, it may be brought to the laboratory upon appointment with the Firearms Examiner, Firearms Technician, or Firearms Section Supervisor.

1. Unloading the Weapon:

- a. Semi-Automatics - Note the positions of any manual safety devices or cocking indicators. Carefully disengage the magazine and remove it from the weapon. Open the action and visually check the chamber for a cartridge or cartridge case. If possible, lock the slide to the rear keeping the action in the opened position, insert a plastic tie or let the action close, then engage any manual safety devices that may be on the weapon. (Note: Make sure no live cartridge is left in the chamber).

2. Marking of Firearms:

For IBIS submissions only, we recommend not marking the firearm. As an alternative to engraving on the weapon, use the serial number for later identification.

3. Packaging of Firearms and Delivery to the Laboratory:

All firearms (both handguns and long guns) shall be properly packaged. Suitable packaging for firearms include: boxes, manila envelopes and paper wrapping.

Firearms recovered in water should be submitted in the same water in a watertight container. However, a firearms examiner or IBIS technician must be contacted **prior** to submission if it is unknown whether the firearm is loaded.

B. SUBMISSION CRITERIA:

1. **No shotguns or revolvers** will be accepted for entry into IBIS at this time.
2. No rifle calibers will be accepted or entered into IBIS at this time.
3. No evidence or test fired bullets will be accepted or entered into IBIS at this time.
4. All 32 auto to 50 AE test fires from semiautomatic pistols deemed suitable for entry will be entered into IBIS.
5. All 32 auto to 50 AE cartridge cases recovered from crime scenes, and normally associated with semiautomatic weapons, will be entered into IBIS.

C. CARTRIDGE CASES - GENERAL CONSIDERATIONS AND PRECAUTIONS:

Cartridge cases should always be handled with the utmost care to avoid destroying the microscopic striations on the cartridge case. They should be packed in soft cotton or tissue, sealed in a paper envelope or pillbox and the container marked for identification. The cartridge case should not be marked due to the possibility of destroying valuable evidence.

Firearms Examiners and Technicians may be reached at the I-MCFSA at (317) 327-3670.

Evidence Submission Guideline #14 adapted from Indiana State Police Laboratory Physical Evidence Bulletins.

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