



## INTEROFFICE CORRESPONDENCE

**TO:** All Police Employees

**FROM:** Chief Chuck Jordan

**DATE:** September 7, 2016

**SUBJECT:** Departmental Order 2016-04

This order is to clarify the process in handling reports of stolen guns and to comply with NCIC regulations.

All officers will contact ISD Records/Booking to provide detailed information for a Stolen Gun coversheet on any stolen gun with a serial number. You must obtain a TRACIS number and include that number on the Stolen Gun coversheet for NCIC entry. Officers will need to provide the make, model and type of weapon, size, along with the victim's name, magazine, ammo, and any special identifiers. The officer must complete the report and contact a supervisor for approval of that report prior to the end of shift. Failure to do this could cause the weapon to be removed from NCIC.

CJ:ds