

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER I-1

SUBJECT: FIREARMS, VOLUNTARY REGISTRATION OR DESTRUCTION

- 1 - California law does not require the general registration of firearms.
 - (a) The California Department of Justice, Post Office Box **903417**, Sacramento **94203-4170**, will accept voluntary registration of handguns by mail.
 - (1) Automatic registration results from a dealer's record of sale executed during the purchase of a weapon.
 - (b) This Department will accept from residents of Berkeley the voluntary registration of firearms in person or by mail, but not by telephone.
- 2 - Persons who wish to surrender firearms for destruction shall be encouraged to do so.

REGISTRATION PROCEDURE

- 3 - In Person:
 - (a) The registering employee shall inspect the firearm and complete the firearms report, Form 314-147.
 - (1) **If the registering employee is unfamiliar with firearms, the employee shall have a Service Division Sergeant or Front Counter Officer inspect the firearm prior to handling.**
 - (b) The registrant's name and firearm's serial number shall be searched through the criminal alpha and number file, and the Detective Division immediately notified of any indication that the registrant is illegally in possession of the firearm.
 - (1) **In the absence of Detective Division, a Service or Patrol Division supervisor shall be immediately notified.**
 - (c) Automatic weapons, sawed-off shotguns, **unusual firearms (i.e., rocket-firing)**, and war souvenirs will not be registered until the registrant has been referred to the Detective Division and it is determined that no law is violated.
- 4 - By Mail:
 - (a) The Service Division employee receiving the letter shall proceed as in paragraph 3(b) and (c).

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 1, 1988

GENERAL ORDER I-1

DESTRUCTION PROCEDURES

- 5 - The employee accepting a firearm for destruction shall inspect it **(refer to (3a))** and complete the firearms report, Form 314-147.
 - (a) Reasonable caution shall be exercised in accepting a firearm from a person, not the owner.
 - (b) The firearm's serial number shall be searched through the number files and the Detective Division immediately notified of any indication that it is stolen property.
- 6 - The Property Record Card, Form 314-409, shall be completed in triplicate, attached to the firearm, and the firearm stored in the Property Room **annex's temporary storage mailbox**.
 - (a) The Property Clerk shall periodically destroy these firearms under existing procedures.

RECORDS

- 7 - A separate case number shall be obtained for each firearm registration.
 - (a) The firearms registration report or letter shall be indexed into the general alpha and number files.
- 8 - A single blanket report covering destruction of firearms shall be established annually.
 - (a) For destruction, the firearms report shall not be indexed, but filed with the blanket report.

N.C.I.C. CHECKS

- 9 - Employees processing firearms shall request checks on all serial numbers through our terminal connected with the **Automated Firearms System and National Crime Information Center**. The Detective Division shall be notified of any positive replies.
 - (a) Each weapon to be destroyed shall be rechecked at the time it is processed for destruction.

Reference: General Orders D-2 and P-65