

Bexar County Constable's Office PCT.3 Firearms Release Workflow



The Bexar County Constable's Office PCT.3 may come into the possession of firearms under various circumstances such as evidence from a crime, personal property taken for safe keeping, firearms taken from people in mental health crisis, firearms taken in family violence to (prevent further violence) or taken under court order. Because of the many ways these firearms come into the department's possession an investigation is conducted in order to release a firearm. The purpose of this investigation is to assure the firearms are returned to the rightful owner, or court ordered designee, and to assure the person requesting the firearm may legally possess the firearm. To achieve this outcome Bexar County Constable's Office PCT.3 developed a Weapon Release Management (WRM) program that is administered by the Office Firearms Investigation.

To start the process for the release of a firearm, the requester will be directed to the website; bexarpolice.org. Once on the website they will be asked to click on "**Publications and Downloads**", the scroll down to the "**Weapons Release Form**", PDF. Once this is selected a fillable form will open. The requester will complete the form and save it to their computer. The requester will then email weaponrelease@bexarpolice.org and attach the form and any additional documents (court orders, proof of ownership). Once the form is received it can take thirty to ninety days for the investigation depending on the facts of the case involved.

Upon receiving the email, the attached form will be opened checked for the required information. If the information is found to be incorrect or not complete an email will be sent to the requester to request corrected information. If the information is correct the information will be entered into the WRM system and an email will be sent to the requester to inform Him/Her that their request has been received. The PDF of the request will be entered in the documents section of the WRM. All telephone inquiries to the status of a release will be checked in the WRM system for investigator notes in the Journal section of the release.

The second area is that of the investigative process. The investigation consists of seven checks that need to be performed. The checks needed to be performed are as follows:

This check is performed to determine the status of pending charges against the OWNER/Requestor that may be present in the case in which the firearm was seized. If that charges are domestic violence or any felony, the firearm will not be released until the case is adjudicated.

OWNER/Requestor -Mental Health Check:

If the firearm was taken in a Mental Health incident the Mental Health Unit will be contacted and the firearm will not be released until clearance from that unit is received.

Weapon -TCIC/NCIC Check:

This check is performed to determine if the firearm is listed as or was recovered as a stolen firearm. If the firearm is listed as a stolen firearm it will not be released until ownership can be determined. In the event a court order has been issued the court will be notified of the status of the firearm as recovered stolen to have the court order rescinded.

Weapon -Case Check:

This check is performed in the RMS system by running the serial number in the property section of the RMS to determine if the firearm has any involvement in other cases that would prevent its release.

Weapon -NIBIN Check:

This check is performed if the firearm that was seized needed to be test fired for possible linkage to other involved cases. If the test fire results in a lead all follow up detectives would need to be contacted prior to the release so they may request it be held if need for their case.

The last area is that of the administrative actions required to release the firearm. After the investigative process is completed the electronic file is forwarded thru the WRM system to the supervisors for review. All documents reviewed shall be placed in PDF form into the WRM and the investigator shall make notes for the supervisors review in the journal section of the WRM. The supervisors will approve or reject the request for release. If the release is reject the supervisor shall note in the journal section of the WRM the reason for the rejection. In the event a case is rejected to the investigator, the investigator shall correct or clarify any defect and resubmit the case for approval. If the case cannot be corrected it will closed at the direction of the supervisor and the requestor informed his request for return of the firearm is denied. If the supervisor approves a release that will be forwarded to the approved que in the WRM. Once an approval is received a property release is printed and provided to Property Room staff. A request is also noted in the FileonQ property management system. The requestor is then contact and advised the firearm is ready to be picked up and given the location and hours of operation for pickup.

Bexar County Constable's Office PCT.3

Property Room Firearms Release



Prior to releasing any firearm in the Property Room, it must undergo an investigation per the Firearms Investigation Unit regardless of how the firearm was acquired. To have the firearm(s) released, a Property Room Weapon Release Form **MUST** be filled out and submitted to the Unit.

- To get to the form go to -- bexarpolice.org
- On the top right hand side of the page click on the link - **Publications and Downloads**
- Scroll down to the PDF - Weapon Release Form

After clicking the link the form should pull up on your screen. Fill out all the requested information. You **MUST** have a Case# OR Serial# for the firearm. Once completed, save the document and send the form to weaponrelease@bexarpolice.org. If you have more than one firearm, a form must be filled out for each one.

Firearm Investigations can take anywhere from 30- 90 days upon receipt of the email. Thanks for your patience.
Firearms Investigation Unit: (210) 335-4770 or (210) 335-4750

Bexar County Constable's Office PCT.3 is located at:

320 Interpark Blvd.
San Antonio, TX 78216
(210) 335-4750
website: bexarpolice.org

Bexar County Constable's Office PCT.3 Weapon Release Form



It is the Bexar County Constable's Office PCT.3 policy to conduct a thorough background check before releasing a weapon to anyone. Please complete this form in its entirety, an incomplete form will be returned for completion and will delay the process.

Complete form and email copy to: weaponrelease@bexarpolice.org

Released Type

Requestor Information

Name:

D.O.B.

Race:

Sex:

Address:

Contact Phone Number: Email Address:

DL/ID State & Number:

Case Information

BCCP3 Case Number:

Weapon Information Make:

Model:

Caliber:

Serial Number: