



AGENCY CONTACT

SALEM POLICE
Attn: Crime Lab
333 DIVISION ST NE
SALEM, OR 97301
PH: 503-540-2460

NIBIN.ADMIN@CITYOFSALEM.NET

AGENCIES SERVED

OREGON AGENCIES FOR ALL
COUNTIES EXCEPT
MULTNOMAH, WASHINGTON
& CLACKAMAS. THOSE
COUNTIES WILL BE SERVED
BY PPB

Eligible Firearms

Pistol and rifle caliber
ammunition can be entered into
NIBIN.

*Do not submit bullets to Salem
Police Department.

SALEM POLICE DEPT. NIBIN FAQs

What can I send?

- Test-fired cartridge casings (two per firearm)
- Recovered cartridge casings

* Agencies are required to test-fire their recovered firearms and submit the test-fired cartridge casings for entry. If the agency cannot test-fire their recovered firearms they must request an exception through the Crime Lab Lieutenant, Lt. Matt Riddle mriddle@cityofsalem.net 503-588-6026.

* SPD does not generate reports or testify to firearm functionality. Please submit to OSP for function test.

How do I send my evidence?

Evidence is best sent via UPS or FEDEX to the SPD Lab address listed on this form and must include a **pre-paid return shipping label**.

A completed [Online NIBIN request form](#) must be completed and a copy of the report must be included with the shipment.

In person drop-offs will be reserved for rush and large quantity cases, on a case by case basis, by appointment only. Please contact the lab by email to make an appointment.

*Please see attachments for evidence packaging and information requirements.

How & when will my evidence be returned?

Evidence will be returned by designated shipping carrier. Our goal is a 72 hr turn-around time for processing casings.

Will I get a report?

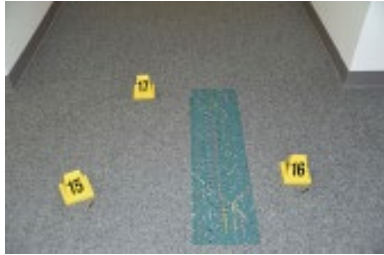
The point of contact listed on your submission form will be entered into the NIBIN system as the agency representative. The contact will receive an email report from the NIBIN system if a Lead is generated.

What if my firearm needs other processing?

Salem Police Department does not do latent and DNA processing for outside agencies unless pre-authorized by the CIS Lieutenant. Agencies should contact the Oregon State Police for those services.

Packaging

Cartridge Casings



Packaging

Package each cartridge case into individual envelopes (not sealed) and label packaging with photo marker number. The individual casings can be combined into one larger envelope and submitted as one item. It is recommended to separate casings recovered on scene by caliber.

Property Description

Description should include manufacturer and caliber. EX: Item 1: one 9mm Hornaday cartridge casing or Item 2: seven .40 caliber Winchester cartridge casings.