



KENTUCKY STATE POLICE

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Governor

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J. Michael Brown
Secretary

Rodney Brewer
Commissioner

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Dear Law Enforcement Agency Heads and Property/Evidence Officers:

The Kentucky State Police Supply and Computer Technologies Branches are fielding a new on-line version of the KSP-31 (Confiscated Weapons/Ammunition Turn-In Form). All agencies are asked to start utilizing this electronic version, the KSP-E31, as soon as practicable. KSP Supply will continue to provide paper KSP-31 forms while agencies transition to the new version.

The electronic version of this form will serve the same purpose, documenting the information for seized/forfeited weapons, ammunition, etc., while adding the benefit of minimizing errors stemming from handwritten forms, and allowing each agency to build a searchable, permanent database of the firearms they have submitted for auction. Future plans are to integrate the KSP-E31 into the pending evidence module of E-Crime/ENIBRS to allow complete tracking of firearms from collection to sale.

New users must register online at <https://ksportal.ky.gov/ksp31/login.aspx>. Registration requests will be reviewed and approved by KSP Supply personnel; agencies may register multiple users, but are encouraged to limit access to necessary personnel. Upon receipt of registration, KSP Supply will reply via e-mail with the approval and a users' guide. Instructions for use of the form, generation of reports and searches will be covered in the users' guide, but in brief:

Agencies will enter firearm information into the online form. The form will be saved with an auto-generated identifying number that will take the place of the paper form serial number that is copied onto the firearm tag; firearms should still be tagged with the form and line number for each weapon. KSP Supply will continue to provide wired manila firearms tags, upon request. When completed, the form will be electronically submitted to a KSP "Inbox". Please continue to contact KSP Supply at 502-782-2060 to make appointments for turn-ins; when the firearms are brought to Supply, you may bring a paper copy or KSP Supply personnel will print one as a "work copy". Any serial number discrepancies, etc., will be corrected on the work copy and in the database. A final, corrected hard

copy will be produced and signed. The online database will consist of the finalized, corrected information. Agencies may login and search their turn-in database at any time; agencies that have turned in firearms on paper forms within the last ninety (90) days may already have information available, due to in-house testing by KSP.

As a procedural note, agencies are urged to "sanitize" any weapons turned in, in regard to evidence stickers, etc., identifying victims, suspects, locations, etc.

In answer to numerous questions regarding what KSP Supply will or will not accept and our procedures – statute requires firearms to be turned in, so we will accept firearms (in any condition), but we will also accept: any ammunition, any firearms accessories (cases, boxes, holsters, etc.), BB/Pellet guns, black powder rifles & pistols, paintball guns, airsoft guns, knives, swords, brass knuckles, bows, crossbows, etc. If weapons are turned in that are unlawful due to serial number removal, barrel length, etc., KSP Supply personnel document the turn-in, disassemble the firearm, sell any salvageable parts and destroy the unlawful components. All destroyed firearms are individually photographed and documented. Proceeds from auctions are divided, with 80% going to KOHS for the LEPP vest/weapon grant program, and 20% retained by KSP. We have the equipment to clean & sterilize any biohazard-contaminated weapon, with the exception of some items subjected to chemical treatment at AFIS, which have to be destroyed. Please mark and/or advise of any biohazard contamination at the time of turn-in. With prior coordination and approval, we will sterilize duty weapons for officers who have been assaulted or have weapons contaminated through lawful use of force.

We appreciate your participation in this program, and thank you in advance for your cooperation during this transition. Please contact the undersigned or Mrs. Phyllis Holcomb at 502-782-2060 with any questions.

Respectfully,

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