

SUBJECT: GUN SHOT WOUND PROCEDURE	STANDARD OPERATING PROCEDURE:
DATE:	APPROVED BY:
REVISED/REVIEWED DATE:	SIGNATURE:

PURPOSE: To establish guidelines and procedures regarding the department's role in the transference of a bullet or bullet fragments from a patient obtained by a physician.

POLICY: Police and Security Department personnel will ensure that bullet(s), and/or bullet fragment (s) are handled, documented and secured as required by law.

- PROCEDURES:**
1. Any bullet, or part thereof, removed from a patient should be placed in a bottle and identified by the physician by placing his/her name, or initials, and date on a tape attached thereto. The bottle then should be covered or capped.
 2. When any patient is having a bullet, or part thereof removed, the Police and Security Department is to be notified. On most occasions, a member of Police and Security will come to the Operating Room or the Emergency Department and retrieve the bullet.
 3. In some cases, however, certain police authorities may need to take the bullet or fragment directly from the physician. Police and Security will accompany any outside police representative to the Operating Room or the Emergency Department.
 4. The bullet is usually placed in a culture tube or specimen bottle and labeled with the patient's name, unit number, and the date.
 5. Documentation is required. This must include patient's name, unit number, date, time of removal and names of the physician and/or persons transferring the fragment.
 6. Notification must be made to the appropriate investigating law enforcement agency.
 7. The bullet or fragment must be in a secure cabinet in the police work area until the investigating agency accepts and signs for its custody or until an investigator takes possession of the bullet or fragment.