



* Series 300 Administration	Effective Date 2/6/2021	Review Date Annually	Directive Number 307.8
Chapter 307 – Information System			
Reviewing Office Crime Intelligence Unit			<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Reviewed
References:			

GUNSHOT DETECTION SYSTEM

307.8 - 1 PURPOSE

The purpose of this policy is to detail how members shall properly utilize the gunshot detection system in order to enhance the Department’s ability to respond to and investigate violent crimes and incidents involving gunfire, while safeguarding all civil liberties.

307.8 - 2 Definitions

307.8 - 2.1 Coverage Area

A defined perimeter where the gunshot detection system sensors can reliably triangulate incidents of gunfire.

307.8 - 2.2 Curtilage

The land immediately surrounding a house or dwelling including any closely associated buildings or structures.

307.8 - 2.3 Detailed Forensic Report

A report produced by the gunshot detection system at the request of the Crime Intelligence Unit that includes detailed information of the gunshot detection incident, including: the number of rounds fired, the number of shooters involved, and the direction and speed of a shooter-in-motion.

307.8 - 2.4 Enhanced Incident Report

Investigative reports that may be produced through the Investigator Portal within 72 hours of an incident that includes a map with the location of the alert, location information, and audio from the sensors that created the alert.

307.8 - 2.5 Gunshot Detection System

Technology that detects outdoor audible gunfire within the coverage area using acoustic sensors capable of pinpointing the accurate location of a gunfire event.

307.8 - 2.6 Incident Review Center (IRC)

When a sound triggers the sensor, audio data is sent to the Incident Review Center for verification. Once qualified as a firearms discharge, the event is pushed to the ShotSpotter Respond Application (on browser and mobile devices) and the ShotSpotter Dispatch Application for member dispatch and investigation.

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307.8 - 2.7 Investigator Portal

This application can be used to generate custom reports and support gunfire investigations. Data and information for all activations of the ShotSpotter system are archived for up to seven (7) years.

307.8 - 2.8 Respond to the Dot

ShotSpotter directs members to respond to incidents of gunfire, which are represented on the ShotSpotter Respond Application as a dot. The dot is a precise location, with corresponding latitude and longitude coordinates, and will include an 82-foot radius for locating victims, evidence, witnesses, and crime scene management.

307.8 - 2.9 ShotSpotter Dispatch Application

The ShotSpotter Dispatch Application is available on web browsers via URL. This tool provides real-time gunshot alerts to the Communications Operations and the Crime Intelligence Unit. The application allows members to acknowledge and close alerts, assign CAD numbers and add details to incidents.

307.8 - 2.10 ShotSpotter Flex Alerts Console

A mobile password protected console available to designated members that provides a visual map representation and address of a gunfire alert.

307.8 - 2.11 ShotSpotter Gunshot Detection Service

Technology that detects outdoor audible gunfire within the Coverage Area using acoustic sensors capable of pinpointing a gunfire event.

307.8 - 2.12 ShotSpotter Respond Application

A phone application and web-based tool. This tool provides real-time gunshot alerts to patrol and investigative personnel in a mobile device format.

307.8 - 3 Civil Liberty Protections

307.8 - 3.1 Strict Limitations on Access to Audio from Acoustic Sensors

1. Members shall only have access to recorded audio from confirmed gunshot incidents.
2. Members shall not be able to monitor live audio from acoustic sensors.
3. The recorded audio shall only be reviewable when pertinent to an active investigation involving a firearm discharge.
4. Any violations of this section of the directive shall be deemed egregious conduct and members shall be subject to discipline up to and including termination.

307.8 - 3.2 Private Residence and Buildings

A ShotSpotter alert, by itself, does not give responding Department member(s) the legal authority to enter private residence, private buildings, and the constitutional curtilage surrounding those properties.

307.8 - 3.3 ShotSpotter as Investigative Lead

Members shall not arrest solely on a ShotSpotter notification. As it is a lead only, any

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possible connection or involvement of any subject to the ShotSpotter notification must be determined through further investigation and investigative resources. An arrest must be based upon the totality of circumstances gathered from a thorough investigation.

307.8 - 4 Procedure

1. When a gunshot is fired within the coverage area, multiple mounted sensors located in that area will detect the shot's precise location and number of rounds that have been fired. This data will be sent to ShotSpotter Technology's Incident Review Center for authentication.
2. Once the activation has been confirmed as gunfire, this information shall be sent simultaneously to the ShotSpotter Unit logged into the ShotSpotter Respond Application and the Precinct Intelligence Unit.
3. The Precinct Intelligence Unit shall notify the ShotSpotter Unit and Dispatch of the gunshot and all pertinent details. Communications Operations shall create the ticket and update it accordingly. The run shall be dispatched as follows:
 - a. Should the ShotSpotter unit be available, they shall respond to the incident
 - b. Should the ShotSpotter unit be unavailable due to a lower priority incident (e.g. recanvassing from a previous day's notification), they shall respond to the gunshot incident;
 - c. Should the ShotSpotter unit be unavailable due to another gunshot incident and the incident be a confirmed multiple shots incident, the Precinct Intelligence Unit shall notify Dispatch and Communications Operation shall dispatch the run as a Priority 1 run; or
 - d. For any other incident, the ShotSpotter unit shall canvas the area at the next available time.
4. The responding unit shall canvas within 82 feet of the precise location identified via the ShotSpotter system for victims, evidence, and witnesses. Any casings or firearms recovered on the scene of a ShotSpotter incident shall be considered evidentiary.
5. The responding unit shall notify Dispatch for additional resources and document all relevant information within their reports.
6. The responding unit shall notify Dispatch that they have cleared the run.

307.8 - 5 Responsibilities

307.8 - 5.1 Crime Intelligence Unit

The Crime Intelligence Unit shall coordinate the response within each Precinct Intelligence Unit and be responsible for the following:

1. Acknowledge and review information from ShotSpotter Technology in a timely manner;
2. Notify dispatchers and the ShotSpotter unit of incoming ShotSpotter information including the specific detailed location, time of the incident, and the severity of the incident (e.g. amount of shots being fired; at what speed and direction a possible offender may be moving);

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3. Dispatch the ShotSpotter unit when available. When the ShotSpotter unit is unavailable and the incident is a confirmed multiple gunshot incident, provide all relevant information for Communications Operations to dispatch as a Priority 1 run;
4. Save all ShotSpotter information for firearm discharge incidents involving Department members and immediately notify the commanding officer of Crime Intelligence Unit;
5. Notify ShotSpotter Technology of any deficiencies, including but not limited to:
 - a. That the location of an incident was inaccurate or
 - b. A confirmed firearm discharge within the coverage area was never reported by the gunshot detection system;
6. Create statistical analyses from information accumulated by the gunshot detection system to identify:
 - a. Potential gun violence related trends,
 - b. Crime patterns, and
 - c. Any specific locations which have a high amount of gunfire;
7. Disseminate relevant information to Precinct Commanders and Deputy Chiefs in order to implement appropriate strategic responses; and
8. Ensure that all members assigned to a Precinct Intelligence Unit whose respective precinct falls partially or completely within a Coverage Area is trained on the proper use of ShotSpotter and its relevant applications.

307.8 - 5.2 Communications Operations

Communications Operations shall be responsible for the following:

- a. Create a CAD ticket and update the ticket as necessary;
- b. Provide information of additional calls of the incident by citizens that are relevant;
- c. Dispatch confirmed multiple shot incidents as a Priority 1 run when Precinct Intelligence Unit identifies the ShotSpotter Unit as unavailable; and
- d. Dispatch appropriate additional resources (e.g. EMS, back up, etc.) as needed.

307.8 - 5.3 Precinct within a Coverage Area

Any Commanding officer whose precinct falls partially or fully within a Coverage Area shall designate a ShotSpotter unit within their Daily Detail. The ShotSpotter unit must have received training on ShotSpotter. This unit shall be responsible for the below duties:

- a. Log into the ShotSpotter Respond Application at the beginning of the shift;
- b. Notify Precinct Intelligence Unit and Communications Operation when responding to the scene of a ShotSpotter related incident;
- c. Take a safe and strategic approach while responding to the incident, being aware that an offender or multiple offenders may be on the scene;
- d. Immediately request any necessary resources to the scene (e.g. EMS, additional units) as relevant;

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- e. Follow relevant procedures found in 203.1 Crime Scene Investigation and all other relevant policies;
- f. Canvas within 82 feet of the precise location identified via the ShotSpotter system for victims, evidence, and witnesses. Any casings or firearms recovered on the scene of a ShotSpotter incident shall be considered evidentiary;
- g. Notify Crime Intelligence should it become clear that the gunshot notification was false (e.g. individual and witnesses are shooting fireworks);
- h. Should the members write an Incident Report, members shall designate in their case report that the incident is ShotSpotter-related; and
- i. Recanvass any confirmed ShotSpotter incident the following day for additional evidence collection to process through NIBIN.

307.8 - 5.4 Detective Bureau

After a shooting incident is confirmed, the case shall be routed to the appropriate investigative unit (e.g. Homicide, Precinct Detective Unit, etc.). The members assigned to the Detective Bureau shall be responsible for the following:

- a. Access the ShotSpotter system via the ShotSpotter Technology Investigator Portal.
- b. Replay any audio recording associated with a shooting incident to recreate the crime scene, including the timeline of rounds discharged, and determine the likely number of offenders;
- c. Compile the following information as necessary for investigation and prosecution purposes
 - Incident data,
 - Detailed forensic reports, and
 - Evaluate and present incident data in preparation for prosecution.

307.8 - 5.5 Professional Education and Training

Professional Education and Training (PET) shall be responsible for coordinating training on ShotSpotter application use and on the ShotSpotter response process. PET shall ensure that the following members are trained in ShotSpotter:

- a. Any sworn member assigned to a precinct where any part of a Coverage Area falls within their precinct;
- b. Detective Bureau personnel assigned to cases that could involve a firearm discharge incident;
- c. Any sworn member who indicate interest in receiving the ShotSpotter training;
- d. Precinct Intelligence Unit members; and
- e. Communications Operations members.

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307.8 - 6 Quarterly Report to the Board of the Police Commissioners

The Crime Intelligence Unit shall submit a quarterly report to the Board of Police Commissioners summarizing key statistics including the following:

- a. Number of confirmed gunshot detection incidents;
- b. Number of false gunshot detection incidents;
- c. Average response time for gunshot detection notifications; and
- d. Number of confiscated guns, gun casings, and arrests leading from a gunshot detection notification.

Related Policies and Procedures:

- Department Manual Directive 101.10 - Supervision
- Department Manual Directive 101.11 - Record Retention Schedule
- Department Manual Directive 101.12 - Data Sharing, Retention, and Dissemination
- Department Manual Directive 201.1 - Patrol
- Department Manual Directive 203.1 - Crime Scene Investigations
- Department Manual Directive 203.2 - Collection and Preservation of Evidence
- Department Manual Directive 203.14 - Real Time Crime Center