



Policy 606

Subject

TECHNOLOGY & EQUIPMENT DISCLOSURE

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By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department (BPD) to publicly disclose, in a timely fashion, any new type of technology or equipment that the Department acquires, or seeks to acquire through the public procurement process, for law enforcement activities or for the oversight of those activities.

CORE PRINCIPLES

Transparency. The BPD is dedicated to pursuing its mission in a transparent manner. Therefore, it is the obligation of the Department to inform the public of any new technology or equipment that will be purchased and utilized to promote public safety. Such technology or equipment may be purchased through the City of Baltimore's public procurement process conducted by the Board of Estimates.

Innovation. The Department continuously seeks technological solutions to promote member and public safety and improve policing.

DEFINITIONS

Board of Estimates (BOE) – The five-member voting board responsible for formulating and executing the city's fiscal policy. The Board of Estimates is responsible for awarding contracts and supervising all purchases made by BPD and City agencies. All bids made to the City in response to formal procedures are opened and made public, with some contracts awarded to the lowest responsive and responsible bidder.

GENERAL

1. The BPD shall publicly disclose any new type of information technology system or equipment that it acquires for law enforcement, investigatory, or oversight functions including, but not limited to:
 - 1.1. Applications such as Records Management, Learning Management, and Workforce Management,
 - 1.2. Infrastructure Modernization Technologies such as network security, device management, monitoring services, and computers.
 - 1.3. Service weapons,
 - 1.4. Less-Lethal Weapons, and

1.5. Surveillance/Tracking Equipment.

EXCEPTION: The disclosure requirement does not apply when existing equipment or technology is acquired in additional quantities (e.g., patrol vehicles, currently-utilized service weapons and/or less-lethal weapons, and underwater robots), or upgraded in a manner that does not add new features or capabilities (e.g., software security enhancements or bug fixes).

2. Disclosures shall be made on the BPD website.
3. Public disclosure of new technology or equipment shall be made prior to its deployment.
4. Disclosures shall include:
 - 4.1. The type of new technology or equipment being sought, and
 - 4.2. BPD's intended use of the technology or equipment.
 - 4.3. If applicable, the Department's plan for storing, the timeframe for retaining, and/or the intended use of any data that is acquired because of new technology or equipment.
 - 4.4. The anticipated cost and source of funding for the technology or equipment sought.
5. If the BPD issues a Request for Proposals (RFP), when seeking to acquire new technology or equipment with public funds, the Department shall publish the RFP and any associated BOE materials to the BPD website prior to the acquisition.

REQUIRED ACTION

Web Content Approver, Consent Decree Implementation Unit (CDIU)

When notified by any member, unit, section, or division of the BPD that the Department seeks to acquire new technology or equipment, the designated Web Content Approver for the CDIU shall:

6. Create a public-facing disclosure of the new technology or equipment.
 - 6.1. For acquisitions that are **not** procured through the Board of Estimates, the Web Content Approver shall include a brief narrative describing the technology or equipment and how the Department intends to deploy it (See Appendix A, Sample Disclosure), the timeline for acquisition, the anticipated cost (or grant award amount), and funding source.
 - 6.2. For acquisitions that are to be procured through the Board of Estimates, the Web content Approver shall identify the new equipment or technology on the website and provide a hyperlink to any associated RFP or BOE procurement information prior to the acquisition.
7. Submit the disclosure to the Office of Legal Affairs for approval.

8. Once approved, submit the disclosure to the appropriate content administrator (Web Architect, content administrator, third party vendor, etc.) for immediate publication.
 - 8.1. Disclosures of new technology or enforcement equipment shall be placed on the designated Transparency page for technology or enforcement equipment disclosures (i.e., <https://www.baltimorepolice.org/transparency/newtechnologyinitiatives>).
 - 8.2. Disclosures of plans and/or reports related to the Department's technology shall be placed on the designated Transparency page for resources and reports (i.e., <https://www.baltimorepolice.org/transparency/resources-and-reports>).

Information Technology Division (ITD)

9. Disclose to the Director, CDIU any new efforts to purchase – including the release of any RFP - equipment or technology made for enforcement or oversight activities, including the type of equipment or technology and its intended use, and the timeline for acquisition and deployment.
10. Publish all approved equipment or technology disclosures upon receipt from the Web Content Approver, CDIU.

All Units, Divisions, Sections, and Commands

11. All members of the Department shall disclose, using a needs assessment or business needs assessment form to the Chief Technology Officer and Director, CDIU the name and intended purpose of any new technology or equipment for law enforcement purposes that they may attempt to acquire outside of the public procurement process or through ITD.
12. To acquire the Business Needs Statement, members shall contact the ITD Service Desk (ITDServicerequest@baltimorepolice.org). Once completed, the Business Needs Statement shall be submitted to TRB@baltimorepolice.org.

APPENDICES

- A. Sample Disclosure
- B. Needs Assessment Form

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Sample Disclosure

ShotSpotter Gunshot Detection & Alert System

Through the generous financial support of Bloomberg Philanthropies, in May 2018 the Baltimore Police Department will begin to use ShotSpotter, Inc.'s real-time gunshot detection and alert system to enhance the Department's ability to detect, respond to, and investigate violent crimes and other incidents involving gunfire.



The ShotSpotter technology is a network of acoustic sensors that can detect firearms discharges, and immediately notifies BPD officers of the location of the incident. Ten square miles of Baltimore City – five miles each in East and West Baltimore – will be served by the ShotSpotter acoustic coverage area.


Research indicates that the vast majority of gunfire discharges go unreported. Police officers cannot effectively respond to incidents of which they are not aware. ShotSpotter will allow BPD officers to more effectively respond to gunfire incidents. This technology allows for improved public safety and is intended to deepen trust and collaboration between the Department and communities affected by gun violence. Baltimore will join over a dozen cities in the United States that have implemented ShotSpotter's gunshot detection technology. To learn how ShotSpotter has been used to address gun violence in other cities, click the below links:

- [Pittsburgh](#)
- [Chicago](#)
- [Boston](#)
- [Washington DC](#)

[For further information about Bloomberg Philanthropies, click here](#)

APPENDIX B

Sample Business Needs Assessment Form

	<h2 style="text-align: center;">Business Needs Statement</h2> <h3 style="text-align: center;">Information Technology Division</h3> <p>Proposed Name:</p> <p>Project Number:</p>
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When completed, please submit request to the Office of Information Technology (TRB@BaltimorePolice.org).

Signatures may be ink or via Adobe PDF using your Certificate Based Digital ID.

Minimally complete sections 1-4.

Section 1: General Information

Requestor or Point of Contact (POC) Name:	Proposed Name of Project:
Requestor Desk/Cell Phone:	Requestor E-mail:
Requestor Department/Office:	Requestor Sequence Number:
Executive Sponsor (Major and above) Name:	Executive Sponsor (Major and above) Signature:

Section 2: Business Requirements - Purpose, Scope and Description of Request

Capture what need, requirement, or issue(s) this request will solve. Identify project boundaries. What visibility does this project have (i.e., Department Wide, Mayor's Office, State of Maryland, State Attorney's Office, County Department)?