LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER

SHOTSPOTTER

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I. Purpose

The purpose of this standard operating procedure is to outline the appropriate response to a ShotSpotter alert. The Little Rock Police Department has obtained and will utilize a gunshot detection system called ShotSpotter. The purpose of the system is to reduce violent crime and incidents of indiscriminate gunfire within city limits and to be incorporated into the department's overall violent crime reduction efforts. This system will enhance the department's ability to respond effectively to, and investigate violent crime involving gunfire and assist in the prosecution efforts.

II. Policy

Department members utilizing the ShotSpotter Gunshot Location System (SST) will investigate _all_ SST alerts following established standards of officer safety, investigative protocol, and evidence recovery. Access to SST will be provided through connected devices utilizing both a web service and device loaded application. Officers/Supervisors trained in the use of SST will monitor SST during their tour of duty.

III. Definitions

A. SHOTSPOTTER (SST) - ShotSpotter is a gunshot location system that uses an array of global positioning system (GPS) enabled sensors to geo-locate incidents of outdoor audible gunfire within the SST coverage area(s). SST has three primary components: acoustic sensors, a location server application and the SST Alert-Mobile portal.

B. SHOTSPOTTER ALERT - An alert is a verified incident of outdoor audible gunfire.

C. SHOTSPOTTER PORTALS AND APPLICATIONS

1. SST Alert-Mobile - A password protected portal available to LRPD personnel that provides real time alerts along with audio of the event, GPS coordinates and the closest parcel address.

2. ShotSpotter Investigator Portal- A password protected portal used by SST Specialists to conduct forensic reviews on incidents of gunfire.

3. ShotSpotter Alert – Dispatcher - A portal used by Communications Division personnel. Communications personnel receive the published alert and create Computer Aided Dispatch (CAD) records in order to dispatch officers to the scene.

4. ShotSpotter Desktop Application – An application portal that is similar to Alert-Mobile. This application provides real time alerts along with a geo location and audio of the gunfire.

5. ShotSpotter Mobile Application - The SST Mobile Application is available to users who want to use a mobile device. The Mobile Application provides a user with real time alerts as well as a geo location and audio of the event. No data is stored on the member's device.

IV.   **Procedures -** SHOTSPOTTER GUNFIRE ALERTS

A.   Officers and supervisors assigned to the vicinity of the SST coverage area are required to monitor SST through their assigned city devices during their duty hours. Officers/Supervisor may elect to monitor SST through personal devices during duty hours at no cost to the department.

B.   SST gunfire alerts (possible, single, or multiple) shall be dispatched as priority two (2) assignments per established protocol.

C.   Units responding to an alert shall immediately notify the communications operator. Officers should locate the red dot using either the Alert-Mobile portal or the Mobile Application.

D.   Responding Officers shall make every effort to locate a crime scene and recover any evidence.

E.   All recovered evidence shall be processed in accordance with departmental guidelines regardless of the presence or absence of a victim.

F.   Officers should conduct a neighborhood canvass to identify potential victims and witnesses.

V.   **Responsibilities**

A.   Communications

1.   The Communications Division will ensure SST is monitored by the main channel operator, secondary channel operator and communications shift supervisor.

2.   Upon receipt of a SST alert, the police dispatcher will enter a CAD incident and assign units to respond in accordance with established policies.

a)   The dispatcher will then dispatch the alert, using the appropriate radio code "Shots Fired - ShotSpotter Activation" along with the sub category. Absent extenuating circumstances, high confidence alerts/shots in progress will be a priority 2 call.

B.   Patrol

1.   At the start of each tour of duty, police officers and supervisors assigned to a precinct deploying SST and operating units equipped with a Mobile Data Terminal or a smartphone shall ensure the SST software is running and shall log on to the software. If the system is not logged on, the officer will log in to the system utilizing his or her user ID and password. Upon receipt of an alert, the officer shall:

a)   Click on "View Incident" to acknowledge the alert. (Note: if handling another assignment at the time of the initial alert, the officer may click "Dismiss" to dismiss the alert.)

(1)   Review the incident data prior to responding to the incident, to ensure a safe,   coordinated, and tactically sound response.

(2)   When responding to an alert that has not yet been dispatched, the officer shall advise the dispatcher by police radio that he or she is responding to the incident.

(3)   Officers responding to SST alert calls shall <u>not</u> activate emergency lights and sirens unless other information is obtained indicating that an imminent threat of death or serious physical injury is present.

(4)   Officers responding to the scene of a SST alert *shall* canvass the precise location and area identified by the SST for victims, suspects, evidence and/or potential witnesses.

(5)   Plain clothes or undercover units that respond to a SST alert will make notification by police radio of their response to the incident. Any non-uniformed officer will wear identifying jackets or vests and will prominently display their badges.

C.   Reporting Requirements

1.   Confirmed Incidents – Confirmed incidents are incidents where the responding officers find evidence that supports that shots were fired. The evidence may include such things as witness statements, physical damage to objects, or shell casings. A LRPD Incident Report will be prepared when responding to any SST alert call and shall be labeled "Shots Fired SST" as the incident type. Officers will not write ***any*** SST alert as an Information Report. Communications will tie the incident number to the SST alert.

2.   Unsubstantiated Incidents -- For any SST alert, if it is determined after a thorough canvass of the area, to be unsubstantiated, a LRPD Incident Report will be prepared and labeled "Shots Fired SST" as the incident type. This information shall include all of the details of the area canvass.

3.   False Incidents -- For any SST alert in which a responding officer is able to determine with certainty that it is a false activation of the system, (i.e., the officer or a bystander either witnesses or has proof of fireworks, a vehicle backfire, etc.), shall prepare a LRPD Incident Report labeled "Shots Fired SST" as the incident type while documenting all applicable information. Officers will not write any SST alert as an Information Report.

D.   Logging Out of ShotSpotter Application

1.   Every employee that has the Shotspotter application on a department or personal device will log off at the end of their shift of duty and will not log on while off duty. Failure to adhere to this could result in disciplinary action.

VI.   Evidence Collection

A.   Officers investigating incidents of shots fired who find shell casings at the scene of the shooting, and have no evidence of another crime (aggravated assault with a firearm, etc.), shall seize the casings as evidence. If the officer is unable to search the area for casings, the officer shall identify this on the incident report. Officers seizing shell casings shall promptly store them.

VII.   Administrative Requirements

A.   Any department employee using the SST system shall immediately report, according to established procedure, any loss of functionality of the SST system. Patrol officers shall make notification to the Technology and Equipment Lieutenant, Information Technology

Coordinator, and the Gun Crimes Intelligence Sergeant in a timely manner. Communications will report the loss of functionality to the Gun Crimes Intelligence Unit, who shall contact ShotSpotter to ensure that functionality of the system has been restored, and to determine the cause, if possible.

B.   Any employee needing the Shotspotter Application installed on a departmental computer or other electronic device will need to write a letter through their Chain of Command to the Office of Chief of Police. The approval will be forwarded to the Technology and Equipment Lieutenant, Information Technology Coordinator, and the Gun Crimes Intelligence Sergeant requesting approval to have Information Technology install the software.

VIII.   Auditing and Reporting Requirements

A.   The Gun Crimes Intelligence Unit supervisor shall continually review the performance of the SST, reporting as necessary through his/her chain of command.

B.   LRPD may request SST to provide three types of forensic reports.

1.   A Detailed Forensic Report (DFR) is created for all homicides, special requests or officer involved shootings. These reports, which usually take several days to complete, contain a manual reevaluation of the SST data using post processing tools.

2.   An Enhanced Incident Report (EIR) can be created when needed for investigative or court purposes where verification of location is requested.

3.   A SST Alert-Mobile report is a single page report which can be created by the end user using the Alert-Mobile portal.

IX.   Training

A.   The Gun Crimes Intelligence Unit (GCIU) shall be the point of contact for SST training or requests.

B.   Training videos have been placed on PowerDMS and must be viewed by the employee prior to gaining access to the Shotspotter system.

Additions and revisions are *italicized and underlined.*