2-98   GUNSHOT DETECTION PROCEDURE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

1-83   Real Time Crime Center (RTCC) (Formerly 5-9 and 5-10)
2-8   Use of On-Body Recording Devices (OBRD) (Formerly 1-39)
2-16   Reports (Formerly 1-05)
2-73   Collection, Submission, and Disposition of Evidence, and Property (Formerly 2-08)
2-100   Emergency Communication Center (ECC) Division (Formerly 2-01 and 9-1)

B. Form(s)

None

C. Other Resource(s)

Violence Reduction Plan

D. Rescinded Special Order(s)

None

2-98-1   Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department) personnel with procedures for responding to Gunshot Detection System Notifications, as part of the Department's Violence Reduction Plan.

2-98-2   Policy

It is the policy of the Department to provide Gunshot Detection System Notification procedures for Department personnel when responding to a Gunshot Detection System Notification call for service.

N/A ### 2-98-3   Definitions

A. Gunshot Detection System

An acoustic gunfire detection and location system that alerts law enforcement personnel to precisely located gunshots fired within eighty-two (82') feet, under sixty (60) seconds.

B. Gunshot Detection System Application

A program that is available on a Department-issued mobile laptop or smartphone that provides a Gunshot Detection System Notification. The application notifies law enforcement personnel of precisely located gunshots fired within eighty-two (82') feet, under sixty (60) seconds.

C. Gunshot Detection System Notification

Audio and visual alerts when a gunshot has occurred within one (1) of the defined coverage areas as defined by the Gunshot Detection System Application.

7 **2-98-4   Procedures**

A. Emergency Communications Center (ECC) Personnel Responsibilities

1. The ECC supervisor shall monitor the Gunshot Detection System.

N/A 2. ECC personnel shall generate Gunshot Detection System Notifications as a Priority 2 call for service and Department personnel shall respond consistent with SOP Emergency Communication Center (ECC) Division (refer to SOP Emergency Communication Center (ECC) Division for sanction classifications and additional duties).

3. The ECC Dispatcher shall:

a. Enter the call for service in the Computer-Aided Dispatch (CAD) system as a Priority 2 call for service with a ten-code type of 39-3S, when the ECC receives a Gunshot Detection System Notification.
b. Simultaneously voice and digitally dispatch the Priority 2 event and immediately transmit the call;
c. Dispatch a minimum of two (2) officers when an ECC Dispatcher receives notification from sworn personnel or the Gunshot Detection System Notification;
d. Log the officer in the CAD system;
e. Notify the Field Service Bureau (FSB) supervisor in the area command that the Gunshot Detection System Notification was generated.
    i.   If an area command supervisor is unavailable, the ECC Dispatcher shall notify a supervisor from another area command;
f. Notify the FSB supervisor of the pending call and add remarks indicating which FSB supervisor was notified if no sworn personnel are available;
g. Voice additional information to responding sworn personnel if additional calls for service are identified as possibly related to the Gunshot Detection System Notification; and
h. Cross-reference the related event once sworn personnel determine it is related to the Gunshot Detection System event.

N/A

4. The ECC Dispatcher may dispatch a Crime Scene Specialist (CSS) to the Gunshot Detection System event to process the scene if sworn personnel locate gunshot impacts.

   a. A CSS shall not be dispatched to collect shell casings or projectiles.

5. If sworn personnel are dispatched during low-light conditions and do not locate a scene or evidence, they shall:

   a. Add comments to the call for service in the CAD system;
   b. Request the ECC Dispatcher create a CSS call, for a ShotSpotter (10-64-S) to be dispatched for follow-up during the day-time hours; and
   c. The ECC Dispatcher shall cross-reference the Gunshot Detection System event to the CSS call for a ShotSpotter (10-64-S).

6. The ECC Dispatcher shall create a separate call for service, if the Gunshot Detection System event turns into an investigation and shall cross-reference the Gunshot Detection System event and the newly created call for service.

B. Sworn Personnel Responsibilities

1. Sworn personnel shall:

   a. Use an eighty-two (82') foot radius to approach the scene, using a strategic approach. They shall be aware that an individual or multiple individuals may still be on-scene;
   b. If they receive the Gunshot Detection System Notification and are in the area notify the ECC Dispatcher over the radio;
   c. Notify the ECC when responding to the scene of a Gunshot Detection System Notification;

N/A

   d. Activate their OBRD when conducting a Gunshot Detection System Notification canvass consistent with SOP Use of On-Body Recording Devices (Refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties);
   e. Canvass on foot the precise location identified via the Gunshot Detection System for victims, evidence, and witnesses;
   f. Search for evidence within a minimum of an eighty-two (82') foot radius of the "dot" that is on the map in the Gunshot Detection System Application with a particular emphasis on locating shell casings, projectiles, and evidence of gunshot impacts;
      i. If shell casings and projectiles are located, sworn personnel shall add comments to the call for service in the CAD system in reference to the number of shell casings and/or projectiles collected and the caliber of the casings.
      ii. Collect all shell casings and projectiles recovered at the scene of Gunshot Detection System Notifications.

       iii. Submit shell casings and/or projectiles found at the scene of Gunshot Detection System events to the Evidence Unit.

  g. Exit their patrol vehicle and search on foot for:
       i. Victims;
       ii. Individuals suspected of committing a crime;
       iii. Evidence; and
       iv. Witnesses.

  h. When appropriate, contact specialty investigative unit personnel, consistent with established SOP(s).

2. Any undercover officer or plainclothes officer who responds or is in the area of a Gunshot Detection System Notification shall notify ECC personnel.

  a. The Undercover or plainclothes officer shall ensure that they are clearly marked as a police officer, and identify their vehicle description.

3. If sworn personnel complete a Uniform Incident Report, they shall document whether the incident is related to the Gunshot Detection System Notification for follow-up by a specialized investigative unit.

N/A

  a. Sworn personnel shall submit their Uniform Incident Reports by the end of their shift consistent with SOP Reports (Refer to SOP Records for sanction classifications and additional duties).
  b. Sworn personnel shall refer the Uniform Incident Report to the appropriate specialized investigator, consistent with Department SOP(s).

N/A

4. Sworn personnel may request additional FSB sworn personnel for assistance.

5. If sworn personnel do not locate a scene or evidence, they shall add comments to the call for service in the CAD system.

  a. Sworn personnel shall request that the ECC Dispatcher create a 10-64-S call for service.

C. Real Time Crime Center (RTCC) Responsibilities

1. The RTCC operator shall log onto the Gunshot Detection System event and, based on the initial review of the call, they shall use the RTCC's video network to identify a possible target vehicle in the area or advise sworn personnel of any suspicious activity.

N/A

2. The RTCC operator shall be responsible for assisting in locating any additional information that would be relevant to making a proper identification of the vehicle(s) and/or individual(s) involved.

a. Refer to SOP Real Time Crime Center for sanction classifications and additional duties if limited information becomes available such as partial plate, partial name, etc., consistent with SOP Real Time Crime Center.

D. CSS Follow-up Canvass

1. During daylight hours, a CSS shall respond to the 10-64-S and go to the original Gunshot Detection System event location to search for evidence.

    a. The CSS shall canvass on foot within a minimum of an eighty-two (82') foot radius of the Gunshot Detection System application "dot," with particular emphasis on locating shell casings, projectiles, and evidence of gunshot impacts.
        i. The CSS shall use a metal detector while conducting the canvass.
        ii. The CSS shall activate their OBRD when conducting the follow-up canvass as outlined in SOP Use of On-body Recording Devices (refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).

    N/A

    b. The CSS shall collect shell casings and projectiles at the scene of all Gunshot Detection System Notifications.

2. If the CSS locates shell casings and projectiles, the CSS shall add comments to the call for service in the CAD system in reference to the number of casings/projectiles located and the caliber.

    N/A

    a. If the CSS locates shell casing(s) or projectile(s) they shall complete a Uniform Incident Report by the end of their shift as outlined in SOP Reports (refer to SOP Reports for sanction classifications and additional duties).

3. If the CSS does not locate shell casing(s), projectile(s), or gunshot impact(s), at the scene they shall add comments to the call for service in the CAD system that this type of evidence was not located.

N/A

4. If the CSS locates a scene with gunshot impact(s), an FSB officer shall be dispatched to the scene to complete the Uniform Incident Report by the end of their shift as outlined in SOP Reports (Refer to SOP Reports for sanction classifications and additional duties).

N/A

    a. The CSS shall process the scene and collect the evidence as outlined in SOP Collection, Submission, and Disposition of Evidence, and Property (refer to SOP Collection, Submission, and Disposition of Evidence, and Property for sanction classifications and additional duties).

2-98　　　　GUNSHOT DETECTION PROCEDURE

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

1-83　Real Time Crime Center (RTCC) (Formerly 5-9 and 5-10)
2-8　　Use of On-Body Recording Devices (OBRD) (Formerly 1-39)
2-16　~~Records~~Reports (Formerly 1-05)
2-73　Collection, Submission, and Disposition of Evidence, ~~Confiscated~~ and Property (Formerly 2-08)~~, and Found Items~~
~~5-9　　Real Time Crime Center~~
2-100~~9-1~~　　~~Communications Division~~Emergency Communication Center (ECC) Division (Formerly 2-01 and 9-1)

B. Form(s)

None

C. Other Resource(s)

Violence Reduction Plan

D. Rescinded Special Order(s)

None

2-98-1　　　Purpose

The purpose of this policy is to provide Albuquerque Police Department (Department) personnel with ~~information to when~~procedures for respond~~ing~~ to Gunshot Detection System Notifications, as part of the Department's Violence Reduction Plan.

2-98-2　　　Policy

It is the policy of the Department to ~~delineate~~ provide Gunshot Detection System Notification ~~protocols~~procedures for Department personnel when~~and~~ respon~~ding to a Gunshot Detection System Notification~~ses, and the handling of calls for service ~~for notifications~~.

N/A　## 2-98-3　　　Definitions

A. Gunshot Detection System

An acoustic gunfire detection and location system that alerts law enforcement personnel to ~~precisely-located~~precisely located ~~gun~~shots fired within eighty-two (82~~'~~) feet, under sixty (60) seconds.

B. Gunshot Detection System Application

A program that is available on a Department-issued mobile laptop or smartphone that provides a Gunshot Detection System Notification. The application notifies law enforcement personnel of precisely located gunshots fired within eighty-two (82') feet, under sixty (60) seconds.

C. Gunshot Detection System Notification

Audio and visual alerts when ~~that~~ a gunshot has occurred within one (1) of the defined coverage areas as defined by the Gunshot Detection System Application.

7 **2-98-4**　　　　**Procedures**

A. Emergency Communications Center (ECC) Personnel Responsibilities

1. The ECC supervisor shall monitor the Gunshot Detection System.

N/A 2. ~~ECC personnel shall generate~~ Gunshot Detection System Notifications ~~shall be generated~~ as a Priority 2 call for service and ~~the~~ Department personnel shall response~~d~~ ~~shall be~~ consistent with SOP Emergency Communication Center (ECC) Division ~~Communications Division~~ (refer to SOP Emergency Communication Center (ECC) Division ~~Communications Division~~ for sanction classifications and additional duties).

~~3.~~2. ~~When the ECC receives a Gunshot Detection System Notification, an~~the ECC Dispatcher shall ~~enter a call for service in the Computer-Aided Dispatch (CAD) system as a Priority 2 call with a ten-code type code of 39-3S.~~

3. The ECC Dispatcher shall:

a. ~~When the ECC receives a Gunshot Detection System Notification,~~ Eenter the call for service in the Computer-Aided Dispatch (CAD) system as a Priority 2 call for service with a ten-code type of 39-3S, when the ECC receives a Gunshot Detection System Notification.~~.~~
~~4.~~ sSimultaneously voice and digitally dispatch the Priority 2 event and immediately transmit the call~~.~~:
b.
~~5.~~ Dispatch a minimum of two (2) officers Wwhen ~~the~~an ECC Dispatcher receives notification from sworn personnel or the Gunshot Detection System Notification ~~they~~ ~~The ECC Dispatcher shall dispatch a minimum of two (2) officers~~ to that location.~~;~~ ~~when the ECC Dispatcher receives a notification from sworn personnel or the Gunshot Detection System Notification.~~
c.
~~6.~~ ~~The ECC Dispatcher shall l~~Log the officer in the CAD system~~;~~.
d.

e. ~~The ECC Dispatcher shall a~~<u>A</u>~~dvise~~<u>Notify</u> the <u>Field Service Bureau (</u>FSB<u>)</u> supervisor in the area command that the Gunshot Detection System Notification was generated.

~~7.~~ If an area <u>command</u> supervisor is unavailable, the ECC Dispatcher shall ~~advise~~ <u>notify</u> a supervisor from another area command<u>;</u>~~.~~

i.

~~8.~~ ~~If no sworn personnel are available, the ECC Dispatcher shall n~~<u>N</u>otify the FSB supervisor of the pending call and add remarks indicating which FSB supervisor was notified <u>if no sworn personnel are available</u>~~.~~<u>;</u>

f.

g. ~~If additional calls for service are identified as possibly related to the Gunshot Detection System Notification, the ECC Dispatcher shall v~~<u>V</u>oice ~~the~~ additional information to ~~the~~ responding sworn personnel <u>if additional calls for service are identified as possibly related to the Gunshot Detection System Notification</u>~~.~~<u>; and</u>

~~9.~~<u>h.</u>　　　~~The ECC Dispatcher shall c~~<u>C</u>ross-reference the related event once ~~they~~ <u>sworn personnel</u> determine it is related to the Gunshot Detection System event.

4. <u>The ECC Dispatcher may dispatch a Crime Scene Specialist (CSS) to the Gunshot Detection System event to process the scene if sworn personnel locate</u>~~locate~~ <u>gunshot</u> impacts.

   a. <u>A CSS shall not be dispatched to collect shell casings or projectiles.</u>

5. <u>If</u> sworn personnel <u>are dispatched during low-light conditions and</u> do not locate a scene or evidence ~~during low-light conditions~~, they shall<u>:</u>

   ~~request that the ECC Dispatcher a~~<u>A</u>dd comments to the call for service in the CAD<u> system;</u>~~.~~

   a.

   ~~10.~~~~If sworn personnel do not locate a scene or evidence, the ECC Dispatcher~~<u>they</u> ~~shall r~~<u>Request the ECC Dispatcher</u> create a ~~Crime Scene Specialist (CSS)~~ call<u>,</u> for a ShotSpotter (<u>10-</u>64-S) to be dispatched ~~to a CSS~~ for follow-up during <u>the</u> day-time hours<u>; and</u>~~.~~

   b.

   ~~a.~~<u>c.</u>　　　The ECC Dispatcher shall cross-reference the Gunshot Detection System event ~~and~~ <u>to</u> the CSS call for a ShotSpotter (<u>10-</u>64-S).

~~11.~~<u>6.</u> <u>The ECC Dispatcher shall create a separate call for service, I</u>~~i~~f the Gunshot Detection System event turns into an investigation ~~,~~<u> the ECC Dispatcher shall create a separate call for service (i.e., 27-1)</u> and <u>shall</u> cross-reference the Gunshot Detection System event and the newly <u>-</u>created call for service.

B. Sworn Personnel Responsibilities

1. Sworn personnel shall:

1. ~~u~~Use an eighty-two (82') foot radius to approach the scene, using a strategic approach. They shall be aware that an individual or multiple individuals may still be on-scene~~;~~.

a.

2. ~~If sworn personnel~~they receive the Gunshot Detection System Notification and are in the area ~~n, they shall advise~~notify the ECC Dispatcher over the radio ~~if they are in the area~~;.

b.

3. ~~Sworn personnel shall n~~Notify the ECC when responding to the scene of a Gunshot Detection System Notification~~.~~;

N/A

c.

4. ~~Sworn personnel shall a~~Activate their OBRD when conducting a Gunshot Detection System Notification canvass consistent with SOP Use of On-Body Recording Devices (Refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties)~~.~~;

N/A

~~5.a.　　Sworn personnel may request additional FSB sworn personnel for assistance.~~

~~6.　　Any undercover officer or plainclothes officer who respond or who are in the area of a Gunshot Detection System Notification shall advise the ECC and ensure that they are clearly marked as a police officer, as well as identify their vehicle description.~~

d.

7. ~~Sworn personnel shall c~~Canvass on foot the precise location identified via the Gunshot Detection System for victims, evidence, and witness~~(es)~~.;

e.

8. ~~Sworn personnel shall s~~Search for evidence within a minimum of an eighty-two (82') foot radius of the "dot" that is on the map in the Gunshot Detection System Application~~. They shall search for evidence~~ with a particular emphasis on locating shell casings, projectiles, and evidence of gunshot impacts~~;~~.

~~a.~~f. ~~Sworn personnel shall collect any and all shell casings and projectiles recovered at the scene of all Gunshot Detection System Notifications.~~
   ~~b.~~i. If shell casings and projectiles are located, sworn personnel shall add comments to the call for service in the CAD system in reference to the number of shell casings and/or projectiles collected and the caliber of the casings.
   ii. ~~C~~Sworn personnel shall collect all shell casings and projectiles recovered at the scene of Gunshot Detection System Notifications.
   ~~c.~~iii. ~~S~~Sworn personnel shall submit ~~to the crime lab all~~ shell casings and/or projectiles found at the scene of Gunshot Detection System events to the Evidence Unit.
~~d.a.　　The ECC Dispatcher may dispatch a CSS to the Gunshot Detection System event to process the scene if sworn personnel locate impacts.~~
   ~~i. A CSS shall not be dispatched to collect shell casings or projectiles.~~
   ~~i.~~

~~9.~~ Sworn personnel shall ~~e~~Exit their patrol vehicle and search <u>on foot</u> for:

g.

~~a.~~<u>i.</u> Victims;

~~b.~~<u>ii.</u>   ~~Suspects~~<u>Suspected i</u>~~I~~<u>Individuals suspected of committing a crime</u>;

~~c.~~<u>iii.</u>   Evidence; and

~~d.~~   Witness~~(es)~~.

<u>iv.</u>

~~10.~~<u>h.</u>   When appropriate, ~~sworn personnel shall~~ contact ~~an~~ <u>specialty</u> investigative unit<u> personnel</u>, ~~in accordance~~<u>consistent</u> with established SOP(s).

2. <u>Any undercover officer or plainclothes officer who responds or ~~who are~~is in the area of a Gunshot Detection System Notification shall ~~advise~~notify ~~the~~ ECC personnel.</u>

    <u>The Undercover or plainclothes officer ~~shall advise the ECC and~~shall ensure that they are clearly marked as a police officer, ~~as well as~~and identify their vehicle description.</u>

    a.

~~11.~~<u>3.</u> If sworn personnel complete a Uniform Incident Report, they shall document whether the incident is related to the Gunshot Detection System Notification for follow-up by<u> a specialized</u> ~~investigator~~<u>investigative unit</u>s. ~~Sworn personnel shall refer the report to the appropriate investigator, consistent with Department SOP(s).~~

N/A

    a. Sworn personnel shall submit their Uniform Incident Reports by the end of their shifts <u>consistent with SOP Reports </u>~~(Refer to SOP Records for sanction classifications and additional duties)~~.

    ~~a.~~<u>b.</u>   <u>Sworn personnel shall refer the Uniform Incident Report to the appropriate specialized investigator, consistent with Department SOP(s).</u>

N/A

4. <u>Sworn personnel may request additional FSB sworn personnel for assistance.</u>

~~12.~~<u>5.</u> If sworn personnel do not locate a scene or evidence, they shall add comments to the call for service in the CAD<u> system</u>.

    Sworn personnel shall ~~advise~~ <u>request that </u>the ECC Dispatcher ~~to~~ create a <u>10-</u>64-S<u> call for service</u>.

    a.

~~a.~~

C. Real Time Crime Center (RTCC) Responsibilities

1. <u>The RTCC operator shall F</u>~~f~~log onto the<u>~~or a~~</u> Gunshot Detection System event~~, the assigned RTCC operator shall log on to the call~~ and, based on the initial review of the call, the<u>y</u> ~~RTCC operator~~ shall ~~utilize~~ <u>use </u>the RTCC's video network to identify

a possible target vehicle in the area or advise sworn personnel of any suspicious activity.

N/A

2. If limited information becomes available (e.g., partial plate, partial name, etc.), t~~T~~he RTCC operator shall be responsible ~~to~~ for assist ~~in~~ing in ~~-~~locating any additional information that would be relevant to making a proper identification of the vehicle(s) and/or individual(s) involved.

~~2.~~a.   Refer to SOP Real Time Crime Center for sanction classifications and additional duties i~~,~~ if limited information becomes available such as partial plate, partial name, etc., consistent with SOP Real Time Crime Center. ~~(refer to SOP Real Time Crime Center for sanction classifications and additional duties)~~.

D. ~~Crime Scene Specialist (CSS)~~ Follow-up Canvass

1. During daylight ~~hours~~hours, A~~a~~ ~~dayshift~~ CSS shall respond to the 10-64-S and go to the original Gunshot Detection System event location ~~during daylight hours~~ to search for evidence.

    a. The ~~dayshift~~ CSS shall canvass on foot within a minimum of an eighty-two (82') foot radius of the Gunshot Detection System ~~a~~Application "dot," with particular emphasis on locating shell casings, projectiles, and evidence of gunshot impacts.
        i.   The CSS ~~should~~ shall ~~utilize~~ use a metal detector while conducting the canvass.

N/A

        ii. The CSS shall activate their OBRD when conducting the follow-up canvass as outlined in SOP Use of On-body Recording Devices (~~r~~Refer to SOP Use of On-Body Recording Devices for sanction classifications and additional duties).
    b. The CSS shall collect shell casings and projectiles ~~-~~at the scene of all Gunshot Detection System Notifications.

2. If the CSS locates shell casings and projectiles, the CSS shall add comments to the call for service in the CAD system in reference to the number of casings/projectiles located and the caliber.

N/A

    a. If the CSS locates shell casing(s) or projectile(s) they shall complete a Uniform Incident Report by the end of their shift as outlined in SOP Reports (refer to SOP Reports for sanction classifications and additional duties).
    ~~c. If the CSS does not locate at the scene, shell casing(s), projectile(s), or gunshot impact(s), at the scene the CSS y shall add comments to the call for service in the CAD system that this type of evidence was not located.~~

    ~~d.~~3.   If the CSS does not locate shell casing(s), projectile(s), or gunshot impact(s), at the scene they shall add comments to the call for service in the CAD system that this type of evidence was not located.~~If the CSS locates shell casings and~~

~~projectiles, the CSS shall add comments to the call for service in the CAD~~ system ~~in reference to the number of casings/projectiles located and the caliber.~~

~~If the CSS locates a scene of shell casing(s)~~ or, ~~projectile(s) they shall write and~~ ~~submit~~complete a ~~,~~, or gunshot impact(s), an FSB officer shall be dispatched to the ~~scene to write and submit their Uniform Incident Report by the end of their shift~~ ~~consistent with~~as outlined in ~~as outlined in SOP Reports~~ ~~by the end of their shift~~ ~~(r~~Refer to SOP ~~Records~~ Reports for sanction classifications and additional duties).

N/A

~~2.~~ If the CSS locates a scene ~~of~~with gunshot impact(s), an FSB officer shall be dispatched to the scene to ~~write and submit their~~complete the Uniform Incident Report by the end of their shift as outlined in SOP Reports (Refer to SOP Reports for sanction classifications and additional duties).

4.

N/A

a. The CSS shall process the scene and collect the evidence ~~consistent with~~as outlined in SOP Collection, Submission, and Disposition of Evidence, and Property~~Submission of Evidence, Confiscated Property, and Found Items~~ (~~r~~Refer to SOP Collection, Submission, and Disposition of Evidence, and Property~~Submission of Evidence, Confiscated Property, and Found Items~~ for sanction classifications and additional duties).