



**2-98 GUNSHOT DETECTION PROCEDURE**

**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**

A. Related SOP(s)

2-73 Submission of Evidence, Confiscated Property, and Found Items

B. Form(s)

None

C. Other Resource(s)

None

D. Rescinded Special Order(s)

SO 20-28 ShotSpotter Activations and Response

SO 20-54 ShotSpotter Activations and Response

**2-98-1 Purpose**

It is the purpose of the Gunshot Detection Procedure to provide Department personnel with information to describe the response to ShotSpotter activations, as part of the Albuquerque Police Department's (Department) Violence Reduction Plan.

**2-98-2 Policy**

It is the policy of the Department to describe the activation protocols, response, and handling of those calls.

**2-98-3 Definitions**

A. ShotSpotter

An acoustic gunfire detection and location system that alerts law enforcement to precisely located shots fired to within 25 meters under 60 seconds.

**2-98-4 Procedures**

7

A. Emergency Communications Center

1. ShotSpotter will be generated as a Priority 1 call and response will be in accordance with established SOPs.



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-98

OPA Draft 08/26/2020

2. The Emergency Communications Center (ECC) will monitor ShotSpotter.;
3. When an activation occurs, ECC will enter a call for service to the appropriate area command. -The call will be entered as a 39-3S (shots fired-ShotSpotter).;
4. Dispatcher of the area command will dispatch according to the priority system.;
5. If an officer receives the ShotSpotter notification in their assigned area command on their mobile data terminal (MDT) or City-issued cellphone, they will advise the dispatcher over the radio if they are in the area.; The dispatcher will then dispatch an available officer to the ShotSpotter call for service.
- The
6. dispatcher will log the unit on the computer-aided dispatch (CAD) system.;
7. Dispatch a minimum of two (2) officers. Additional units may be dispatched, as needed.;
8. Advise the field supervisor of the nature of the call. -If an area supervisor isf unavailable, advise a supervisor from another area command.
9. The ECC will monitor the ShotSpotter software application.
- 
10. When a ShotSpotter notification event is identified, ECC will enter a call for service in the CAD system as a Priority 1 with a type code of 39-3S.
11. The dispatcher will simultaneously voice and digitally dispatch the Priority 1 event immediately as an “all ops transmission.”
12. If no units are available, the dispatcher will notify the field supervisor of the pending call and add remarks indicating which field supervisor was notified.
13. If additional calls for service are identified as possibly related to the ShotSpotter event, the dispatcher will voice the additional information to the responding units. The related event will be cross-referenced to the ShotSpotter event if it is determined to be related.
14. If an officer does not locate a scene or evidence, the officer will add comments to the call. Dispatch will create a 64S call to be dispatched to a Crime Scene Specialist (CSS).

B. Patrol Response



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-98

OPA Draft 08/26/2020

1. Officers shall use the twenty-five (25) meter radius to approach the scene, using a strategic approach, being aware that an offender or multiple offenders may be on-scene.;
2. Notify the ECC when responding to the scene of a ShotSpotter related incident.;
3. Request additional field units for assistance, as needed.;
4. Any non-uniformed or plainclothes officers who respond or who are in the area of a ShotSpotter activation shall advise the ECC and ensure that they are clearly marked as a police officer and identify their vehicle description.
5. Canvass, on foot, the precise location identified via the ShotSpotter system for victims, evidence, and witness(es). Officers should search, at a minimum, for evidence within a 25-meter radius of the "dot" for evidence with particular emphasis on:
  - a. Locating shell casings; and-
  - b. Shell casings shall be collected and submitted to the crime lab at the scene of all alert incidents regardless if a victim is struck or located.
6. Officers shall exit their patrol vehicle and search for:-
  - a. Victims;
  - b. Suspects;
  - c. Evidence; and
  - d. Witness(es).
7. When appropriate, contact the investigative unit, in accordance with established SOP(s).
8. If completing a case report, document if the incident is ShotSpotter related for follow-up investigators. -Refer report to the appropriate investigator, in accordance with established Standard Operating Procedures.
  - a. Reports shall be forwarded by the end of shift.
9. If an officer does not locate a scene or evidence, the officer will add comments to the call.

C. Real Time Crime Center

1. In the event that ShotSpotter receives a positive response reference a shot in the area, a notification will be sent to the Real Time Crime Center (RTCC) and ECC where a call for service will be generated by ECC. The assigned RTCC operator will log on to the call and, based on the initial review of the call, the operator will utilize the video network to identify a possible target vehicle in the area or advise



officers of any suspicious activity. -If limited information becomes available (e.g., partial plate, partial name, etc.), the operators will be responsible to assist in locating any additional information that would be relevant to making a proper identification of the subject(s) involved.

2. As the investigation occurs, if an intended target is identified, information pertaining to the victim and/or offender will be provided by the RTCC to the requesting units. The RTCC operator will provide all relevant history, address, and vehicle information, as long as it is pertinent to the request and investigation. Once the RTCC operator emails the information, they will create a log through SharePoint and attach a copy of the distributed information.

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

1. If an officer does not locate a scene or evidence, the officer will add comments to the call.
2. A dayshift CSS will respond back to the original ShotSpotter alert location during daylight hours to search for evidence.
  - a. The CSS will conduct a 25-meter radius canvass on foot of the ShotSpotter "dot," with particular emphasis on locating shell casings.
    - i. The CSS should utilize a metal detector while conducting the canvass.
  - b. Shell casings will be collected at the scene of all alert incidents, regardless if a victim or property is struck or located.
3. If the CSS does not locate a scene or bullet casing, the CSS will add comments to the CAD that no evidence was located.
4. If the CSS locates a crime scene, i.e., more than one bullet casing, a Field Services Bureau (FSB) officer will be dispatched to the scene to write the original report.
  - a. The CSS will process the scene and collect the evidence.

—CSS will follow the evidence collection procedures, consistent with SOP Submission of Evidence, Confiscated Property, and Found Items.

—  
—  
—  
—  
—  
—

5.