CITY OF CAMBRIDGE

POLICE DEPARTMENT

POLICIES AND PROCEDURES MANUAL

	SHOTSPOTTER	
	POLICY NUMBER: 46-6	ISSUING AUTHORITY *CDElow* Christine A. Elow Police Commissioner
	EFFECTIVE DATE: January 1, 2025	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The ShotSpotter Gunfire Location, Alert and Analysis Service is intended to enhance the department's ability to respond effectively to and investigate violent crime involving gunfire. The service uses acoustic sensors placed in selected areas to identity the location of gunshots. ShotSpotter incidents may be replayed to hear the actual gunshot(s), aid in the collection of evidence at crime scenes, and aid in the investigation and prosecution of crimes. The purpose of the service is to provide the Cambridge Police Department a reliable and accurate means of identifying gunfire within the city. The technology and combination of real-time alerts and accumulated data, including accurate incident locations, can significantly impact the department's response to and follow-up investigation of these incidents.

II. POLICY

It is the policy of the Cambridge Police Department to:

A.   acquire and maintain the ShotSpotter Gunfire Location, Alert and Analysis Service;

B.   use the service to identify incidents involving illegal gunfire within the city;

C.   respond as quickly and as effectively as possible to such incidents with the goal of stopping an active threat to the community; and

D.   use analytical data to help the department develop intervention to prevent future events.

III. DEFINITIONS

A.   *CGIC (Crime Gun Intelligence Center)*: The National Crime Gun Intelligence Center Initiative supports local multidisciplinary teams in their efforts to prevent violent crime by identifying perpetrators, linking criminal activities, and identifying sources of illegal guns for immediate disruption, investigation, and prosecution.

B. *NIBIN (National Integrated Ballistic Information Network)*: The NIBIN Program automates ballistics evaluations and provides actionable investigative leads in a timely manner. NIBIN is the only interstate automated ballistic imaging network in operation in the United States and is available to most major population centers in the United States.

IV. PROCEDURES

A. Initial Assessment

1. When a ShotSpotter alert is published to the department, all Alert Consoles will receive an audible and visual notification.

2. In the ECD, the visual alert notification will appear near the lower right corner of the monitor.

3. To view the incident, dispatch personnel will select the *view incident* option as soon as feasible, preferably within the first 15 seconds.

    a. By selecting *view incident* all other visual alert notifications on other monitors will automatically be removed to indicate that the alert has been received. The person selecting *view incident* then becomes responsible for the proper disposition of the alert.

    b. The visual alert notification in the Alert Console Call Taker View behaves differently than the Alert Console Mobile View, Field Units as viewing the incident on the Alert Console Mobile View has no impact on the Alert Console Call Take View.

B. Dispatch Responsibilities

1. Timely acknowledgement and review of incoming information.

2. Timely dispatching of an appropriate number of field personnel.

3. Providing the specific detailed location of the incident to field personnel.

4. Providing information on the severity of the incident: single shooter firing a single round; single shooter firing multiple rounds; likely multiple shooters; suspect(s) moving and at what speed and direction.

5. When available, reviewing corresponding video from a video surveillance system that could have visibility to the crime scene.

6. Providing information of additional calls of the incident by citizens.

7. Upon confirmation of a shooting, providing timely emergency medical response units to victim

8. As soon as feasible after selecting *View Incident,* create a CAD or dispatch incident and log information into permanent dispatch data system.

9. Field units not equipped with the ShotSpotter Alert Console Mobile View will be dependent on dispatch to relay pertinent alert details including:

      a.   the precise location of the event; and

      b.   the time the incident was reported.

C.   Incident Command

   1.   A supervisor will respond to the identified location, notify the shift commander who will proceed according to department incident notification and response protocol.

D.   Officer Response

   1.   Responding officers should:

      a.   take a safe, and strategic approach to the incident, bearing in mind that the perpetrator may still be armed and on-scene;

      b.   acknowledge the severity of the incident, such as single or multiple shooters, multiple gunshots, direction and speed of fleeing shooters;

      c.   when appropriate, stage backup units at possible and likely escape routes.

   2.   If equipped with a ShotSpotter Alert Console Mobile View, field units should do the following.

      a.   View the alert by selecting the *View Incident* option on the visual alert notification. Selecting the *View Incident* option in the Alert Console Mobile View has no effect on other computers running the Alert Console.

      b.   If feasible, review the incident audio and details of the alert when safe to do so while in route to the scene.

      c.   After the scene is secure, establish a crime scene and isolate potential evidence and/or witnesses.

   3.   If equipped with a ShotSpotter Alert Console Mobile View, field units shall not respond to the alert without proper notification to dispatch.

   4.   Responding officers shall canvass the precise location identified by ShotSpotter for victims, evidence and/or potential witnesses.

E.   Deconfliction and Coordination of Response

   1.   The department will coordinate with neighboring departments that also have ShotSpotter to provide appropriate and non-conflicting responses.

F.   Collection of Evidence

   1.   Post-incident, it is the responsibility of department officers to protect and preserve the crime scene including any firearms, shell casings, bullet fragments, blood, and any other pieces of evidence to be used in the investigation and prosecution in possible court proceedings.

   2.   The department processes its own ballistics but if additional processing is required the evidence will be sent to the State Police Lab.

3. In the case of a ShotSpotter Flex alert, the evidence collector should search the area included within 25 meters of the location of the incident.

G. Investigative Follow-up

   1. Investigating officers must have access to the ShotSpotter Investigator Portal and be able to:

      a. create documentation that depicts the location and details of an incident;

      b. replay any audio recording associated with a shooting incident to recreate the crime scene, including a timeline of rounds discharged and determine the likely number of shooters; and

      c. be trained to access, extract incident data, evaluate and present incident data in preparation for prosecution.

   2. For investigative and prosecution purposes, investigators shall know the process for acquiring Detailed Forensic Reports of an incident and the securing of expert witnesses relative to ShotSpotter gunshot detection and location.

H. Crime Analysis Utilization

   1. The Crime Analysis Unit will keep data and statistics to inform operational deployment of resources.

I. Responsibilities of the Program Manager

   1. It is the responsibility of the Program Manager to:

      a. have a thorough understanding of the ShotSpotter service, deployment, and usage within the department; and

      b. communicate with various operational units of the department that have access to and utilize ShotSpotter.

J. Privacy Policy

   1. ShotSpotter technology cannot be used for live streaming or audio surveillance. It is prohibited to send requests for audio at a specific location, or for audio before or after the audio clip provided with a detection incident.

   2. Any voices captured during a ShotSpotter incident during the segment of gunfire is coincidental to the incident. Since the individual sensor that captured voices is likely hundreds of feet or more from the shooting incident, it is unlikely the voices are connected to the shooting.

   3. This privacy policy is consistent with ShotSpotter's Community Privacy Protections, which can be found at https://www.shotspotter.com/privacy-policy.

K. Maintenance and Equipment

   1. ShotSpotter is responsible for maintaining the system.

L.   Training

1.   ShotSpotter conducts initial training on the system and will provide on-going familiarization and updates as needed.