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| PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i> | | SUBJECT: SHOTSPOTTER | ORDER NUMBER: 69-04 |
| | | PLEAC STANDARD: NONE | PAGE 1 OF 5 |
| RE-ISSUE DATE: 6/18/2019 | EFFECTIVE DATE: 01/01/2015 | ANNUAL REVIEW DATE: JANUARY | RESCINDS: ALL PREVIOUS |
| | | | AMENDS: NONE |

1.0 POLICY

- 1.1 It is the policy of the Pittsburgh Bureau of Police to respond to and thoroughly investigate violent crimes involving gunfire. The City of Pittsburgh has demonstrated a desire to increase the effectiveness and efficiency of the PBP in responding to reports of gunfire within the City of Pittsburgh by purchasing an automatic gunfire alert and analysis system to reduce the time between the gunfire and the PBP response to that crime. This policy will establish guidelines for PBP Officers for the deployment, operation, training, data storage, and associated uses of wide-area gunfire detection system (ShotSpotter) used by the Pittsburgh Bureau of Police.
- 1.2 Members assigned to a patrol zone in which ShotSpotter is active will receive training as to the use and operation of the system. After having received the training, those officers SHALL log into the ShotSpotter system at the beginning of their tour of duty using their individually assigned username and password.

2.0 PURPOSE

- 2.1 Gun violence exacts an emotional and economic toll on communities, and they expect public safety agencies to mitigate gun violence.
- 2.2 The ShotSpotter (SST) Gunfire Location, Alert, and Analysis Service will enhance the PBP response to incidents of illegal gunfire while ensuring that our officers respond as safely and efficiently as possible. The system increases our ability to:
 - 2.2.1 Be quickly alerted of a shots fired incident;
 - 2.2.2 Be able to safely and strategically deploy into the area in and around the scene;
 - 2.2.3 Locate victims and begin aid, including calling for EMS, much more quickly;
 - 2.2.4 Locate and arrest possible suspects in the incidents of illegal gunfire;
 - 2.2.5 Locate critical evidence before it is contaminated or lost.
- 2.3 The ShotSpotter (SST) Gunfire Location, Alert, and Analysis Service will also allow for the collection and analysis of historical data regarding the incidence of gunfire within the City of Pittsburgh.
 - 2.3.1 The PBP will be able to utilize the historical data collected by SST to engage in proactive violence prevention and community protection activities that will multiply the violence reduction capabilities of response and enforcement alone.
- 2.4 The purpose of this policy is to create consistent policies and procedures for the notification, dispatch, and investigation of gunfire incidents within the City of Pittsburgh.

3.0 DEFINITIONS

- 3.1 **ShotSpotter**– The City of Pittsburgh has chosen the ShotSpotter Gunfire Location, Alert, and Analysis Service to be the provider of gunfire detection and location service to the PBP. The SST Gunfire Location, Alert, and Analysis Service combines wide-area acoustic surveillance with centralized cloud-based analysis. SST uses multiple collaborative acoustic sensors that activate when gunfire occurs, providing comprehensive outdoor coverage. When gunfire occurs outdoors, SST sensors and software triangulate and pinpoint the precise location of each round fired. This service will greatly decrease the elapsed time between the incidence of gunfire and the PBP response to that area.
- 3.2 **Coverage Area** – A defined geographic location where ShotSpotter sensors can reliably triangulate gunfire incidents.

- 3.3 **Incident Review Center (IRC)** – ShotSpotter’s secure data processing and alert qualification center. Upon notification of a possible gunfire incident, a gunfire and acoustic expert will analyze the data and authenticate that the data received was gunfire. The SST acoustic experts will differentiate between gunfire and other explosions (example – fireworks).
 - 3.4 **ShotSpotter Dispatch Application** - This application provides real-time gunshot alerts to the Dispatch Consoles located in the work area of the Desk Officer at each Zone. It allows the Desk Officer to acknowledge and close alerts, assign CCR numbers, and enter a brief statement about the outcome of the call.
 - 3.5 **ShotSpotter Respond Application** - This application provides real-time gunshot alerts and information to field units via their Mobile Data Terminals (MDT).
 - 3.6 **ShotSpotter Investigator Portal** - This application can be used to generate custom reports and support gunfire investigations. Data and information for all activations of the ShotSpotter system are archived for up to seven (7) years within the Investigator Portal.
 - 3.7 **Dashboard** – The main operational screen for ShotSpotter Applications. The Dashboard displays all operational and functional controls of the SST system and allows for navigation within the system.
 - 3.8 **Alert** – When there is an activation of the SST sensors, all users who are logged into a SST Application are notified that there has been gunfire detected by the ShotSpotter system. Officers will receive an audible alert tone and view a pop-up information box on their MDT screen.
- 4.0 PROCEDURE – ACTIVATION**
- 4.1 When a gunshot is fired within the designated coverage area, multiple mounted sensors located in that area will detect the shot’s precise location and number of rounds that have been fired. This data will be sent to SST’s Incident Review Center (IRC) for authentication.
 - 4.2 Once the activation has been confirmed as gunfire, this information will simultaneously be sent by the IRC to the field units that are logged into the ShotSpotter Respond Application and also to the ShotSpotter Dispatch Console located in the work area of the Desk Officer at each Zone.
 - 4.2.1 The Zone Desk Officer will take priority on Police Radio to notify the Allegheny County Emergency Operations Center (EOC) that they have received a ShotSpotter activation and request that units be dispatched.
 - 4.2.2 In the event that an activation of the ShotSpotter system is not acknowledged by the Zone Desk Officer within two minutes of the original incident, the Zone Shift Supervisor will ensure that Police Radio is advised of the activation and request that units be dispatched.
 - 4.3 SST’s Respond Application Dashboard will provide the following information to field units via their MDT’s regarding the validated shots to all units that are logged into the system:
 - 4.3.1 Number of shots fired;
 - 4.3.2 Shooter’s approximate location;
 - 4.3.3 Speed and direction of travel, if the shots were fired by a moving shooter; and
 - 4.3.4 Exact time of gunfire.
 - 4.4 All units that are signed into the system will have the ability to utilize the Dashboard feature to access additional information about the incident directly on their MDT, including:
 - 4.4.1 Address of the incident, including a precise location at that address (ex. – backyard of 123 Main Street);
 - 4.4.2 Up to three different maps of the area to assist in locating the incident scene;
 - 4.4.3 Audio file(s) of the gunfire incident
 - 4.5 The SST Respond Application Dashboard includes a “Live Chat” feature that enables users to remotely communicate with the ShotSpotter Analyst who authenticated the gunfire incident. The Shift Supervisor SHALL be the only one authorized, if necessary, to communicate directly with the ShotSpotter Analyst. Officers in the field may only utilize the “Live Chat” if specifically authorized by their shift supervisor. This prohibition will prevent jamming the system with multiple units attempting to communicate with the Analyst at the same time.

4.6 Officers **SHALL NOT** make any recording of the information that is available through the ShotSpotter Dashboard including, but not limited to, audio files, digital screenshots, map features, or any reproductions of any of the information that is available on the SST Dashboard. Officers **SHALL NOT** save, transmit or disseminate SST information without written permission of the Chief of Police. An exception to this prohibition is that Officers may request a copy of the SST information for use in the investigation, analysis, or prosecution of a gunshot incident. (See Section 8.3).

5.0 PROCEDURE – ZONE DESK OFFICER

- 5.1 When there is an activation of the ShotSpotter system, an Alert will be pushed to all users signed into the system. Acknowledgement of the activation and notification to the Allegheny County EOC is primarily the responsibility of the Zone Desk Officer.
- 5.2 When an Alert is received, the Zone Desk Officer will immediately acknowledge the Alert on their computer screen. The Desk Officer will then get on the police radio and request "**PRIORITY**" to ensure that the gunfire event is dispatched and that the field units are given all available information as quickly as possible.
- 5.3 The Zone Desk Officer will provide the dispatcher with the following information:
- 5.3.1 Location of the incident;
 - 5.3.2 Whether the incident is classified by SST as a Single, Multiple, or Possible gunfire event;
 - 5.3.3 Number of rounds and direction of travel if provided by SST;
- 5.4 The EOC dispatcher will then create an in progress call using the "SHOTSPOT" type code, log all information provided by the Zone Desk Officer, assign a CCR number, and dispatch the appropriate units to respond to the gunfire event in a safe and efficient manner, ensuring that there is sufficient backup available for the units that are responding.
- 5.5 The Zone Desk Officer will then utilize the map feature on the SST Dashboard to provide additional information to responding units (e.g. more precise location, front/back yard, description of building, etc.) if it is requested.
- 5.6 As soon as is practical, the Zone Desk Officer will enter the PBP CCR# into the field labeled "CAD Number" on the SST Dashboard so that it is available for later search capabilities. The CCR# will be entered as a two-digit year and six-digit CCR# with no dash between year and number (YYNNNNNN).
- 5.7 Upon the conclusion of the call, the unit that was designated as the report unit will notify the Zone Desk Officer, who will then click on the "CLOSE CALL" button on the Dashboard and enter a brief statement about the outcome of the call into the "COMMENTS" section of the Dashboard.

6.0 PROCEDURE – RESPONSE

- 6.1 Officers are reminded that incidents of illegal gunfire are inherently dangerous, and that every scene is potentially a tense, uncertain, and rapidly evolving situation. Care must be taken to approach every incident in a manner that is as tactically sound as possible.
- 6.2 Upon authentication, all available information about the gunfire incident will simultaneously be sent to all units that are signed into the SST Respond Application and to the SST Dispatch Console at the Zone Desk, who will notify the Allegheny County Emergency Operations Center and request that units be dispatched.
- 6.3 If an Officer receives an Alert through the SST Respond Application before the Zone Desk Officer notifies the EOC, he/she will immediately notify the EOC via police radio that they have received an Alert on the SST system. That unit will provide the location of the event and whether it is listed as a SINGLE or MULTIPLE gunshot event. All units will then stand by until dispatched. The EOC will dispatch a car as the report unit and will ensure that unit is provided with sufficient back-up to handle the call.
- 6.4 Once notified of the SST activation, the EOC will dispatch the call for service as a HIGH-PRIORITY call, ensuring that several units are responding to the scene and that the Shift Supervisor is aware of the call.
- 6.5 Officers are reminded that due to the technology available through SST, they will not be simply responding to a general 911 call for shots in the area, but that they will be provided with extraordinarily accurate locations where there is a high probability of active gunfire. Due to the serious nature of the calls where officer safety is paramount, responding officers

SHALL NOT self-deploy to an activation of SST unless the risk that is created by waiting for backup outweighs the risk of answering the call without sufficient assistance. In every SST activation, it is encouraged that responding officers follow procedures set forth for the response to any high-risk call and ensure that there is sufficient backup available prior to entering an active scene.

- 6.6 The initial units dispatched should respond to the given location of the incident to check for victims and/or actors who may still be at the scene of the incident.
- 6.7 Any other units that are responding to the incident should respond to the perimeter of the area, guided by the information provided on the SST Dashboard, to attempt to contain the incident and await further information.
- 6.8 Responding units shall actively search for any evidence (e.g. casings, firearms, etc.) and will process any recovered evidence according to *Section 8.0, "Procedure – Evidence Gathering"*.

7.0 PROCEDURE – INVESTIGATION AND FOLLOW-UP

- 7.1 The first unit dispatched to the call shall be the unit designated to author any reports deemed necessary, unless the incident is assigned to another unit by the Shift Supervisor. (*Refer to General Order #40-19, "Reports"*).
- 7.2 Upon responding to an activation of the ShotSpotter system, Officers will complete a PBP Form #3.0, "Investigative Report" and a PBP Form #2.0, "Offense/Incident Report" in the following instances:
 - 7.2.1 There is an actual victim identified (property damage and/or personal injury);
 - 7.2.2 There is evidence recovered at the indicated location;
 - 7.2.3 There is damage to City property;
 - 7.2.4 The incident involves a member of the Pittsburgh Bureau of Police;
 - 7.2.5 As directed to by a supervisor.

7.3

[REDACTED]

7.4

[REDACTED]

7.5

[REDACTED]

- 7.6 Zone Supervisors are responsible for initiating communications with ShotSpotter support for missed incidents, mislocations, and/or reclassifications of gunfire via email [REDACTED] within 72 hours. Correspondence should, if feasible, include:

- 7.6.1 ShotSpotter Incident ID (if alerted, or "No Alert" if a missed incident)
- 7.6.2 Precise date and time of shooting
- 7.6.3 Precise location (latitude and longitude, if possible)
- 7.6.4 Number of rounds fired
- 7.6.5 Caliber of weapons (if known)
- 7.6.6 Physical evidence obtained

8.0 PROCEDURE – EVIDENCE GATHERING

- 8.1 Officers will abide by all PBP policies and procedures regarding the preservation and collection of evidence at the scene of a gunfire incident identified by the ShotSpotter system (*Refer to General Order #36-01, "Evidence Procedures"*).
 - 8.1.1 All major incidents will be processed by the Crime Scene Unit in accordance with General Order #36-01, "Evidence Procedures".
 - 8.1.2 Minor incidents will be handled by responding Officers and Detectives from the patrol zone.

- 8.2 All evidence collected at the scene of a gunfire incident will be documented on the PBP Form #3.0, "Investigative Report".
- 8.3 Requests for digital evidence and incident reports that are connected to a ShotSpotter activation shall be made directly through ShotSpotter support [REDACTED]. Requesting Detectives/Officers will forward the emailed response received from ShotSpotter with the CCR# to the Computer Crimes Unit [REDACTED]

9.0 PROCEDURE – ANALYSIS

- 9.1 As required, the PBP Intelligence Unit will be responsible for compiling ShotSpotter analysis reports.

Approved By:



Scott Schubert
Chief of Police