



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-98

Effective: 07/26/2021

Review: 01/26/2022

Replaces: N/A

## 2-98 GUNSHOT DETECTION PROCEDURE

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-8 Use of On-Body Recording Devices](#)

[2-16 Records](#)

[2-73 Submission of Evidence, Confiscated Property, and Found Items](#)

[5-9 Real Time Crime Center](#)

[9-1 Communications Division](#)

B. Form(s)

None

C. Other Resource(s)

Violence Reduction Plan

D. Rescinded Special Order(s)

SO 20-28 ShotSpotter Activations and Response

SO 20-54 ShotSpotter Activations and Response

### 2-98-1 Purpose

The purpose of this policy to provide Albuquerque Police Department (Department) personnel with information to respond 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 Gunshot Detection System Notification protocols and responses, and the handling of calls for service for notifications.

### 2-98-3 Definitions

A. Gunshot Detection System

An acoustic gunfire detection and location system that alerts law enforcement to precisely-located 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



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enforcement of precisely located shots fired within eighty-two (82) feet, under sixty (60) seconds.

C. Gunshot Detection System Notification

Audio and visual alerts that a gunshot has occurred within one (1) of the defined coverage areas.

**7** 2-98-4      **Procedures**

A. Emergency Communications Center (ECC) Responsibilities

1. The ECC shall monitor the Gunshot Detection System.
2. Gunshot Detection System Notifications shall be generated as a Priority 2 call and the Department response shall be consistent with SOP Communications Division.
3. When the ECC receives a Gunshot Detection System Notification, the ECC Dispatcher shall enter a call for service in the Computer-Aided Dispatch (CAD) system as a Priority 2 call with a type code of 39-3S.
4. The ECC Dispatcher shall simultaneously voice and digitally dispatch the Priority 2 event and immediately transmit the call.
5. The ECC Dispatcher shall dispatch a minimum of two (2) officers when the ECC Dispatcher receives a notification from sworn personnel or the Gunshot Detection System Notification.
6. The ECC Dispatcher shall log the officer in the CAD system.
7. The ECC Dispatcher shall advise the FSB supervisor in the area command that the Gunshot Detection System Notification was generated. If an area supervisor is unavailable, the ECC Dispatcher shall advise a supervisor from another area command.
8. If no sworn personnel are available, the ECC Dispatcher shall notify the FSB supervisor of the pending call and add remarks indicating which FSB supervisor was notified.
9. If additional calls for service are identified as possibly related to the Gunshot Detection System Notification, the ECC Dispatcher shall voice the additional information to the responding sworn personnel. The ECC Dispatcher shall cross-reference the related event once they determine it is related to the Gunshot Detection System event.
10. If sworn personnel do not locate a scene or evidence during low-light conditions, they shall request that the ECC Dispatcher add comments to the call for service in



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the CAD. If sworn personnel do not locate a scene or evidence, the ECC Dispatcher shall create a Crime Scene Specialist (CSS) call for a ShotSpotter (64-S) to be dispatched to a CSS for follow-up during day-time hours.

a. The ECC Dispatcher shall cross-reference the Gunshot Detection System event and the CSS call for a ShotSpotter (64-S).

11. If the Gunshot Detection System event turns into an investigation, the ECC Dispatcher shall create a separate call for service (i.e., 27-1) and cross-reference the Gunshot Detection System event and the newly-created call for service.

B. Sworn Personnel Responsibilities

1. Sworn personnel shall 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 be on-scene.

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

3. Sworn personnel shall notify the ECC when responding to the scene of a Gunshot Detection System Notification.

N/A

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

N/A

5. 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.

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

8. Sworn personnel shall 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 particular emphasis on locating shell casings, projectiles, and evidence of gunshot impacts.

a. Sworn personnel shall collect any and all shell casings and projectiles recovered at the scene of all Gunshot Detection System Notifications.

b. If shell casings and projectiles are located, sworn personnel shall add comments to the call for service in the CAD in reference to the number of shell casings and/or projectiles collected and the caliber of the casings.



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- c. Sworn personnel shall submit to the crime lab all shell casings and/or projectiles found at the scene of Gunshot Detection System events.
- d. 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.

9. Sworn personnel shall exit their patrol vehicle and search for:

- a. Victims;
- b. Suspects;
- c. Evidence; and
- d. Witness(es).

10. When appropriate, sworn personnel shall contact an investigative unit, in accordance with established SOP(s).

11. 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 investigators. 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 (Refer to SOP Records for sanction classifications and additional duties).

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

- a. Sworn personnel shall advise the ECC Dispatcher to create a 64-S.

C. Real Time Crime Center (RTCC) Responsibilities

- 1. For a Gunshot Detection System event, the assigned RTCC operator shall log on to the call and, based on the initial review of the call, the RTCC operator shall utilize the RTCC's video network to identify a possible target vehicle in the area or advise sworn personnel of any suspicious activity.
- 2. If limited information becomes available (e.g., partial plate, partial name, etc.), the RTCC operator shall be responsible to assist in locating any additional information that would be relevant to making a proper identification of the vehicle(s) and/or individual(s) involved, consistent with SOP Real Time Crime Center.

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

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



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- 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 should utilize a metal detector while conducting the canvass.
  - ii. The CSS shall activate their OBRD when conducting the follow-up canvass (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 does not locate at the scene, shell casing(s), projectile(s), or gunshot impact(s), the CSS shall add comments to the call for service in the CAD that this type of evidence was not located.

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

N/A

3. If the CSS locates a scene of shell casing(s), projectile(s), 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 (Refer to SOP Records for sanction classifications and additional duties).

N/A

- a. The CSS shall process the scene and collect the evidence (Refer to SOP Submission of Evidence, Confiscated Property, and Found Items for sanction classifications and additional duties).