



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Gunshot Detection and Alert Systems*

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I. PURPOSE

The purpose of this procedure is to establish guidelines for the utilization and response to the Gunshot Detection and Alert Systems.

II. POLICY

It shall be the policy of the Myrtle Beach Police Department to utilize gunshot detection technology and software to enhance the Department's ability in responding to and investigating violent crimes involving gunfire.

III. DEFINITIONS

- A. Gunshot Detection System (GDS) - A system designed for law enforcement agencies to have greater and faster awareness of gunfire incidents occurring within their jurisdictions. The technology and combination of real-time alerts with accumulated data and accurate incident locations drastically changes the response and investigation by law enforcement. The technology provides location information for each gunfire incident within seconds of a discharge, along with audio information captured by an acoustic surveillance system. Currently, the Myrtle Beach Police Department utilizes two GDS products, whose coverage areas are visible to members via their respective web-based applications.
- B. ACOEM – A brand/type of GDS.
- C. ShotSpotter -- A brand/type of GDS produced by SoundThinking, Inc.

- D. ShotSpotter Activation -- A CAD source code for the GDS when a ShotSpotter system detects a gunfire event. The ShotSpotter Alert has two subcategories:
 - 1. ShotSpotter Activation/Shots in Progress: An Alert from the GDS reported as high confidence the sound was gunfire. These Alerts are represented by "yellow" dots on the application.
 - 2. ShotSpotter Activation/Possible Shots: An Alert from the GDS reported as probable gunfire. These Alerts are represented by "purple" dots on the application.
- E. Dot: The "dot" is the center of a 25-meter (approximately 82 feet) circle in the ShotSpotter application which represents the approximate location of a shooter.

IV. RESPONSIBILITIES

- A. The Chief of Police will designate a Program Manager to maintain administrative and organizational duties for the use of GDS. The Program Manager shall act as a liaison with the various Units/Divisions in the Department that have access to and utilize GDS and shall maintain a thorough and general knowledge of the GDS systems.
- B. Supervisors are to ensure all sworn personnel follow this Procedure, and that sworn personnel are equipped with ShotSpotter technology via Department mobile devices and/or web browsers on Department computers or MDTs.
- C. Supervisors shall monitor the collection and preservation of evidence processed by subordinates in accordance with applicable Department policies.
- D. GDS detection Alerts shall not be cancelled. At the direction of the Watch Commander or designee, GDS responses may be suspended temporarily due to special or exigent circumstances (i.e. system overload due to fireworks during celebratory holidays such as 4th of July, New Year's Eve, etc., or equipment malfunction). While responses may be suspended, the Department shall still respond to all emergency calls for service received through Dispatch.
- E. If GDS was activated by a confirmed source other than gunfire, the Watch Commander or designee shall notify the Program Manager by the end of their shift to advise of the misidentification for appropriate classification.

- F. In the event of a confirmed outdoor gunfire incident that occurs within the coverage area but does not activate an Alert, the watch commander or designee shall contact ShotSpotter customer support via the chat feature on the ShotSpotter application or by emailing support@soundthinking.com with the following information, ideally immediately, but no later than 24 hours following a missed Alert:
 - 1. Date
 - 2. Time
 - 3. Location
 - 4. Caliber
 - 5. Number of Rounds
 - 6. All additional information relevant to the missed Alert
- G. The watch commander or designee shall notify the Program Manager by the end of their shift regarding their communication with customer support.
- H. Supervisors are to ensure GDS Alert/responses are included on pass-
ons indicating the outcome of the call.
- I. On-Duty Patrol Personnel will utilize the ShotSpotter application throughout their tour of duty via Department mobile device, MDT, or desktop. Personnel using mobile applications are to ensure the mobile device is password protected.
- J. The Program Manager shall be responsible for training employees in the use of the GDS and the reporting requirements.
- K. Crime Analysts shall analyze and monitor data daily to determine ideal locations for GDS deployment and accuracy. Analysts will utilize GDS data to identify potential gunfire related trends, and complete a monthly GDS report to be disseminated to the Command Staff. (Note: for ShotSpotter, this can be accomplished utilizing the Insight Application's reporting features.)

V. RESPONSE PROCEDURES

- A. GDS Alerts will be received:

1. For ACOEM: Into the Real-Time Crime Center (RTC) and the Dispatch Center where:
 - a. An RTC analyst will listen to the recording and view available camera footage,
 - b. If an RTC Analyst is not available, then a Dispatcher will listen to the recording,
 - c. The person who reviewed the Alert will enter the information into CAD using the Nature Code of "GDA", Gunshot Detection Alert, with a Source Code of "ACOEM",
 - d. Officers will be dispatched to the area with as much information as possible.
 2. For ShotSpotter: Verified Alerts will be sent to RTC, the Dispatch Center, MDTs and Mobile Apps. These Alerts will be entered into CAD using the Nature Code of "GDA" using the Source Code of "ShotSpotter".
- B. Available Officers who are dispatched or who receive GDS Alerts either in or within proximity to their patrol area must respond.
- C. Those responding will notify dispatch via radio transmission. If available, Officers may listen to the audio of the Alert for the type of gunfire (i.e. semi-automatic vs. fully automatic, moving shooter), and then proceed to the "dot" as safely and expeditiously as possible while staying within the parameters of the EVO Procedure.
- D. Responding officers will activate their body worn cameras in accordance with the current BWC Procedure.
- E. Officers will respond using the Active Attack Response Procedures.
- F. Once the scene is secure,
1. A thorough search for victims will be conducted,
 2. First aid will be rendered if needed,
 3. Additional medical resources will be summoned if needed,
 4. A search for evidence (i.e. shell casings, projectiles, projectile strikes, blood, bodily fluids, and other evidence related to a firearm being discharged) shall be conducted,

5. All evidence will be photographed in place prior to collection,
 6. Responding Officers will process and collect evidence in the event no victim is located, but Crime Scene personnel may be summoned to assist at the discretion of the Supervisor or Detective, and
 7. Crime Scene personnel should process the scene when a victim has been identified.
- G. All searches will be completed in compliance with the Department's Search and Seizure Procedures as well as State and Federal laws. If the original search for evidence was completed in hours of darkness, a secondary search should be completed during daylight hours if possible.
- H. A Uniformed Crime Report (UCR) will be completed through RMS for all GDS Alerts that are confirmed gunfire events. If gunfire cannot be confirmed, then the Officer will complete detailed notes in CAD. In either case, the documentation will contain at a minimum:
1. ShotSpotter Alert Number if there is one,
 2. Number of Rounds Indicated by the Alert,
 3. Findings (i.e. suspect information or description, evidence, etc.), and
 4. Members should download and attach the ShotSpotter Investigative Lead Summary (ILS) to any UCR related to a ShotSpotter Alert.
- I. RTC or patrol officers shall record applicable Ground Truth data for ShotSpotter Alerts into the ShotSpotter application via the Ground Truth feature prior to officers clearing the scene. A Crime Analyst will audit all Ground Truth information weekly, amending data as necessary (e.g. additional evidence recovered on secondary search; arrest made following investigation).

VI. FOLLOW-UP INVESTIGATION

Investigators assigned to cases involving GDS Alerts are to follow their investigative procedures and may obtain additional assistance by utilizing the ShotSpotter Insight Application for historical data and any relevant content to aid in the investigation.

VII. PRIVACY AND CONFIDENTIALITY

- A. Department personnel shall not provide anyone outside the Department with information about the location or description of the ShotSpotter sensors. All inquiries shall be directed to the Chief of Police or designee.
- B. All information provided by GDS shall be treated as Criminal Justice Information and shall not be shared with anyone outside of law enforcement.