

2.04-11

DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
ShotSpotter GUN DETECTION TECHNOLOGY USE



MATT M. CARPER – INTERIM DIRECTOR AND CHIEF OF POLICE

Rev. 11/21

POLICY STATEMENT

The Dayton Police Department has obtained and will utilize a gunshot detection system, ShotSpotter Technologies (SST), which will enhance the department's ability to respond effectively to and investigate violent crime involving gunfire. The ShotSpotter system uses audio sensors placed in selected areas to identify the location of gunshots. ShotSpotter incidents may be replayed to hear the actual audio component of the incident, aid in the collection of evidence at crime scenes, and aid in the investigation and prosecution of crimes. ShotSpotter incidents shall be dispatched in accordance with long-standing department policy of dispatch of crimes in progress involving the use of firearms. The purpose of the system is to reduce violent crime and incidents of indiscriminate gunfire in the City of Dayton and to be incorporated into the department's overall violent crime reduction efforts.

**I. DEFINITIONS**

- A. **ShotSpotter Gunshot Location System** – Technology that detects and alerts law enforcement to outdoor audible gunfire within a specific coverage area through the use of acoustic sensors which pinpoint the accurate location of the gunfire.
- B. **ShotSpotter Flex Alerts Console** – A mobile password protected console available to DPD personnel that provides a visual map representation and address of a gunfire alert.
- C. **SPOT** – The call type for a ShotSpotter call on the MDC.
- D. **ShotSpotter Real-Time Incident Review Center (IRC)** – A remote operating center staffed by professional reviewers 24 hours a day, seven days a week, who analyze audio data and recordings to confirm gunfire, then create alerts.

The IRC operates 24 hours a day, 365 days per year and offers live chat functionality via ShotSpotter software for immediate communication and assistance when required. Officers can also email ShotSpotter at [REDACTED] or call [REDACTED] Monday-Friday, 0900-2100 hours and Saturday-Sunday, 1100-1900 hours.

**II. AUTHORIZED USE**

Personnel will use ShotSpotter only after receiving training for the technology and for law enforcement purposes only.

- A. Law enforcement purposes include, but are not limited to, the response and investigation of shots fired calls, shootings, shooting into habitation, and other firearms related calls.

**III. DATA COLLECTION**

ShotSpotter is the central repository for all data collected by the ShotSpotter Gun Detection Technology. ShotSpotter only collects data regarding the discharge of firearms within the designated ShotSpotter area.

- A. A DIBRS Crime Report or Incident Memo is generated by officers documenting the investigation every time a ShotSpotter alert is responded to.

**IV. DATA ACCESS**

The category of individual who can access or use the collected information, and the rules and processes required prior to access or use of the information.

- A. The following individuals are eligible to view and analyze data collected from ShotSpotter alerts:
1. Senior Command Staff
  2. Lieutenants who directly oversee the use of ShotSpotter
  3. Sergeants who supervise those involved in viewing and analyzing the data collected
  4. Officers and Detectives who are analyzing the data collected for dissemination to other sworn personnel for law enforcement purposes

## V. FIELD OFFICER'S RESPONSIBILITIES

- A. Monitoring and Receiving a ShotSpotter Alert.
1. All officers assigned to a division with ShotSpotter technology are required to log in to the ShotSpotter Flex Alerts Console at the beginning of the shift.
  2. A gunshot alert can be communicated to officers in three different ways:
    - a. RDC may dispatch officers to an SPOT alert after the alert is communicated to RDC by the IRC.
    - b. Officers will receive alerts directly from the IRC by logging in to the ShotSpotter Flex Alerts Console via a desktop computer or MDC.
    - c. Officers can receive alerts directly to their cellular phones via a mobile app.
- B. Responding to a SPOT Alert.
1. All SPOT alert calls are Priority 2 and will be dispatched within two minutes to either a two-unit crew or two one-unit crews.
  2. Officers should make a safe and strategic approach to the incident, bearing in mind that the perpetrator may still be armed and on-scene.
  3. When appropriate, stage backup units at possible and likely escape routes.
  4. Respond to the dot(s):
    - a. Responding officers should not rely solely on the numeric address provided and should dispatch to the location on the map via the ShotSpotter Flex Alerts Console, or by navigation from RDC to locate the area indicated on the map by the dot(s).
    - b. **Example:** A SPOT alert in a park will provide officers with the address of the park but the dot(s) on the map will provide officers with the location of the detected gunshot(s) inside the park (usually within 82 feet). It is imperative that officers respond to the area of the dot(s) and not just the address.
- C. On-Scene Investigation of SPOT Alert.
1. Review the incident audio at the scene to establish a crime scene and isolate potential evidence and/or witnesses.
  2. Officers should use the 25 meter (82 feet) circle to approach the scene in a tactically safe manner, bearing in mind that the suspect may still be in the immediate area. Officers are to exit their patrol cars and search for (in order of priority):
    - a. Victims in need of medical attention
    - b. Suspects
    - c. Witnesses

- d. Evidence
3. Canvass the location for evidence, with particular emphasis on locating shell casings. Shell casings should be collected at the scene of all alert incidents, regardless if a victim is struck or located and submitted to the crime lab.
4. A neighborhood canvas should be conducted with officers knocking on the doors of any residence/building within a reasonable sight range of the crime scene.
  - a. Officers should exercise discretion when deciding to knock on doors of houses that are dark in the late evening or early morning hours.
5. During the contact, officers will:
  - a. Advise the resident police are investigating a ShotSpotter alert
  - b. Inquire about any injuries or damage due to the shots
  - c. Inquire about suspect information
  - d. For residents who are not home or do not come to the door, leave an Incident Canvas door hanger at the residence, filling out the applicable sections on the form.
6. When available, review any available video surveillance that may have captured the incident.
7. Documentation
  - a. In instances where a crime report is being created, standard reporting procedures apply
  - b. If no crime report is being created, the primary unit officer will complete an incident memo under the Shot Spotter information type.
    - 1) Officers will make sure to utilize the SPOT drop down under memo type
8. All bullet casings will be submitted to the crime lab under Bullet Cartridge Case Comparison. Citizen contacts and contact attempts will be documented.
9. If officer(s) respond to a call in which a gun was fired inside the ShotSpotter area but no alert was triggered, ShotSpotter must be notified. Similarly, if the ShotSpotter location is not accurate, ShotSpotter must be notified immediately using the below contact information.
  - a. The IRC operates 24 hours a day, 365 days per year and offers live chat functionality via ShotSpotter software for immediate communication and assistance when required. Officers can also email ShotSpotter at [REDACTED] or call [REDACTED] Monday-Friday, 0900-2100 hours and Saturday-Sunday, 1100-1900 hours.
  - b. Must email their supervisor and the WPOD Assistant Division Commander of the details of the missed ShotSpotter alert.

## VI. FIELD OFFICER SUPERVISOR RESPONSIBILITIES

- A. Supervisors must ensure that when notified of a gunfire related incident that took place inside the ShotSpotter area but no alert was triggered, or if shot locations were inaccurately reported, ShotSpotter is contacted immediately, by the responding officers using the above contact information.
- B. The second relief West Patrol Operations Division supervisor on Saturday and Sunday is responsible for assigning officers to follow-up on ShotSpotter incidents that took place the previous day. Incidents requiring follow-up include those that took place in low light conditions, inclement weather, or if previous officers were unable to contact residents who were possibly involved.
  1. Officers assigned to follow up will travel to the site of the ShotSpotter alert and canvas for casings, other

evidence and make contact with residents.

2. Assigned officers will complete a supplement detailing their additional investigation

## VII. INVESTIGATOR RESPONSIBILITIES

- A. Detectives assigned to ShotSpotter Investigations shall have access to the Investigator Portal which allows retrieval of data for up to 7 years. Upon assignment of a ShotSpotter incident, investigator will:
  1. Log in to the ShotSpotter Investigator Portal to access detailed historical data related to ShotSpotter incidents.
  2. Retrieve and download an Enhanced Incident
- B. A Violent Offender Unit detective may be assigned a ShotSpotter incident in which evidence was not recovered due to time of day, conditions, or inability to contact residents who are possibly involved. When Violent Offender Unit detectives receive such a case, follow up is required within 24 hours.
  1. The Violent Offender Unit detective will ensure the area is canvassed for casings, other evidence and contact is made with residents.
  2. This follow up attempt will be documented on the original memo report.

## VIII. DATA PROTECTION

The general safeguards that protect information from unauthorized access, including encryption and access control mechanisms. Nothing in this subsection shall be construed to require the disclosure of information that could reveal vulnerabilities to, or otherwise increase the potential for an attack on an information technology system of the City.

- A. Data gathered from the use of ShotSpotter will be protected in accordance with General Order 1.01-7, Management Information System / KRONOS Timekeeping / Data Security.

## IX. DATA RETENTION

The time period, if any, for which information collected by the Surveillance Technology will be routinely retained, the reason such retention period is appropriate to further the purpose(s), the process by which the information is regularly deleted after that period lapses, and the specific conditions that must be met to retain information beyond that period.

- A. Detectives assigned to ShotSpotter Investigations shall have access to the Investigator Portal which allows retrieval of data for up to 7 years. Upon assignment of a ShotSpotter incident, investigator will:
  1. Log in to the ShotSpotter Investigator Portal to access detailed historical data related to ShotSpotter incidents.
  2. Retrieve and download an Enhanced Incident
- B. DIBRS Crime Reports, Incident Memos, and any other reports generated as a result of a ShotSpotter alert or analysis of ShotSpotter alerts will be retained in accordance with the current City of Dayton Schedule of Records Retention and Disposition Form RC-2.

## X. PUBLIC ACCESS

- A. Requests for information gathered through the use of Surveillance Technology will be handled in accordance with General Order 1.10-8, Public Access to Agency Records.

## XI. THIRD PARTY SHARING

- A. Information gathered from Surveillance Technology will only be shared with other agencies for law enforcement purposes.