



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE



Investigation of Incidents Involving Shots Fired

Eff. Date 05/02/2018

Purpose

Incidents involving possible shots fired will be treated as a confirmed shots fired incident if any of the following are present:

- A. A confirmed person struck by a bullet or otherwise injured as a result of an intentional firearm discharge by another.
- B. Recovery of shell casings or other physical evidence confirming the discharge of a firearm.
- C. Property damage resulting from a bullet strike.
- D. A single complainant reporting shots fired who is contacted and determined to be credible. This can include shots heard by an officer.
- E. Multiple complainants reporting shots fired who are not available for contact, but the circumstances of the incident and reports demonstrate that a firearm was discharged.
- F. A person struck by a bullet or otherwise injured as a result of an accidental firearm discharge (self or another).
- G. A person injured from an intentional, self-inflicted firearm discharge.

Incidents reported as shots fired but not meeting the above criteria or otherwise demonstrating the confirmed discharge of a firearm should be investigated as appropriate. Confirmed shots fired incidents will be investigated in accordance with this procedure.

Initial Response

- Respond to the area in a safe manner, and check for injuries, property damage or other evidence. Render aid to any injured parties and request MFD paramedics if needed.
- Attempt contact with all witnesses/complainants. Fully document all appropriate witness/complainant information (names, addresses, phone numbers, etc.).
- Collect any physical evidence – including shell casings – and process in accordance with MPD evidence collection procedures. If shell casings are recovered, document the location where they were recovered, as well as the caliber and brand.
- Request FSU as needed to photograph damage or otherwise process scene.
- Contact a supervisor and the OIC to inform them of the incident. All shots fired incidents should be included in the daily OIC notes/shift summary.
- In cases involving injury, refer to the Major Case and Notification of Commanding Officers procedures.
- In cases involving injury, property damage or evidence of targeted shooting, a supervisor will respond to the scene and complete an overview/summary report.
- A report must be completed on all shots fired incidents prior to the end of shift. Categorize the incident as involving a firearm discharge: select the appropriate Incident Type (generally Weapons Offense – Shots Fired, unless a different incident type is more appropriate) and by selecting “Weapons – Shots Fired” as Modus Operandi in Mobile/LERMS. Route report to Criminal Intelligence Section (CIS).

Investigative Follow Up

- All reports of shots fired incidents will be completed prior to the end of shift and routed to VCU for initial review/assignment.
- VCU will ensure that the appropriate District command staff (Detective Lieutenant) is notified of the incident. VCU will generally have responsibility for assignment and investigative follow-up for shots fired incidents involving injury, intentional targeting of a person (if no injury), or damage to buildings/vehicles. Districts will generally have responsibility for assignment and

investigative follow-up for shots fired incidents involving suicide, clearly accidental discharges with no criminal charges, and incidents lacking evidence of an intended target. The Investigative Services Lieutenant will coordinate with the appropriate District on deviations from this or assignment of other shots fired cases.

- All shell casings recovered will be submitted to the WSCL for NIBIN analysis. Property room staff will be responsible for this transfer (except for major cases; the assigned detective will be responsible for arranging transfer of casings to WSCL).
- All firearms recovered in connection with a criminal case/investigation (including found firearms that appear operable) will be submitted to WSCL for NIBIN analysis. An assigned detective will be responsible for the transfer of recovered weapons.
- CIS will track all shots fired incidents.

Original SOP: 01/25/2018
(Revised: 05/02/2018)