1. PURPOSE

This directive establishes the vision, mission, values, and organization of the Atlanta Police Department.

2. POLICY

2.1 Vision:

We are a source of pride of the citizens of Atlanta, admired among law enforcement agencies world-wide, recognized for our professionalism, integrity and service to our communities.

2.2 Mission Statement (CALEA 5th ed. standard 12.2.1 a):

The mission of the Atlanta Police Department is to create a safer Atlanta by reducing crime, ensuring the safety of our citizens and building trust in partnership with our community.

2.3 Core Values:

Professionalism – Taking pride in our actions, duties, development, and appearance.

Integrity – Adhering to moral and ethical principles at all times.

Commitment – Striving for excellence, accountability and effectiveness in our performance.
Courage – Instilling trust and standing for justice in the face of danger.

2.4 The Atlanta Police Department shall use a structured chain of command for communication and direction of all department employees.

2.5 The Atlanta Police Department has a written organizational structure available to all employees. (CALEA 5th ed. standard 11.1.1)

2.6 Each organizational component shown on the organizational chart shall be under the direct command of only one supervisor. (CALEA 5th ed. standard 11.2.2)

2.7 Each Atlanta Police Department employee is accountable to only one supervisor at any given time. (CALEA 5th ed. standard 11.2.1)

3. RESPONSIBILITIES

3.1 The Chief of Police establishes the organizational structure of the Department.

3.2 Employees shall be accountable to their immediate supervisor, with the following exceptions:

1. When working on a special assignment, temporary assignment to another unit, or a special incident where the employees shall be accountable to the supervisor of that unit or incident; and

2. When employees of different units or having different functions, are engaged in a single incident or operation the unit with primary responsibility for that incident or operation shall be responsible for the overall supervision of all employees engaged in that operation.

4. ACTION

4.1 Organizational Structure (See Section 7.2 – Organizational Chart)

4.1.1 The rank structure of sworn employees of the Atlanta Police Department (APD) shall be as follows:

1. Chief of Police
2. Deputy Chief
3. Major
4. Captain
5. Lieutenant
6. Sergeant
7. Investigators/Senior Police Officers
8. Police Officers

4.1.2 Succession of Command (CALEA 5th ed. standard 12.1.2)
1. In the case of a planned absence of the commanding officer of the Department, or of any division, section, or other organizational component, the commanding officer shall designate an acting commanding officer.

2. In the absence of the commanding officer, if no acting commanding officer has been designated, the senior ranking officer shall assume command until relieved by a higher authority.

4.1.3 Chain of Command

1. It is the responsibility of each employee to maintain the chain of command and adhere to this directive.

2. It is the responsibility of all employees to be familiar with their chain of command and the department policy regarding the chain of command.

3. The grievance procedure is not affected by this directive nor does it affect the right of direct contact with the Office of Professional Standards (OPS), chaplain, or other APD authority as provided by SOP.

4. Employees are not prohibited, by this directive, from responding to invitations for discussion from the Chief of Police or other authority within the chain of command.

4.1.4 Employee Performance

Supervisory personnel are accountable for the performance of employees under their immediate supervision. (CALEA 5th ed. standard 11.3.2)

4.1.5 Authority Commensurate with Responsibility
(CALEA 5th ed. standard 11.3.1)

1. Each level of supervision shall carry commensurate authority for the responsibilities assigned.

2. Every employee shall be held accountable for the use of authority or the failure to use authority, delegated or structured, for his or her position.

4.1.6 The Department is organized into one large entity, the major components of which are divisions, usually headed by a deputy chief. Divisions are comprised of sections, which are usually headed by a major. The patrol zones are sections. Sections are comprised of units which may be headed by a lieutenant or sergeant. Within units, the components may be called squads, offices, or other terms. These are usually headed by a sergeant. It should be noted that a civilian may be in charge of a division, section, unit, or lower organizational level. The department, divisions, and sections may also have smaller organizational components with lower-level organizational designations.

4.2 Chief of Police

The Chief of Police is the chief executive officer of the Department. The Chief has the authority and responsibility to manage, direct, and control the operations and administration of the Department.
4.2.1 The Chief of Staff serves as liaison between the Chief of Police and the various departmental components.

4.2.2 The Office of Professional Standards (OPS) reports directly to the Chief of Police and is responsible for the disciplinary process of the Atlanta Police Department. The goal of OPS is to ensure the integrity of the Department. OPS consist of:

1. Internal Affairs Unit
2. Advocacy Unit
3. Integrity Unit

4.3 Strategy and Special Projects Division

Strategy and Special Projects Division guide the department's strategic crime-fighting initiatives as well as the implementation of new technologies and the advancement of multiple projects.

1. The Public Affairs Unit (PAU) serves as a liaison between the Atlanta Police Department, the community, and the news media to provide timely, accurate, and useful information about significant events. The Public Affairs Unit also advises the Chief of Police and the command staff on public opinion and news media response regarding departmental issues. The Public Affairs Unit coordinates the presentation of annual award ceremonies and memorial services.

2. The Planning and Research / Accreditation Unit (PRAU) perform planning and research functions and manages the written directive system for the Department. The unit is charged with maintaining compliance with accreditation standards.

3. The Staff Inspections Unit (SIU) monitors the Atlanta Police Department's compliance with standard operating procedures (SOP) and applicable laws. In addition, the Unit carries out the regulation and monitoring of Department employees engaged in extra job activities. The Unit also manages the retired reserve officers through the Atlanta Retired Police Reserve (ARPR) program.

4. Project Management Unit (PMU) is responsible for the development of the Strategic Plan and Capital Improvements for the Department. PMU is also engages in Special Projects assigned to the unit by the Chief's office and other administrative offices within the city government.

5. The Crime Analysis Unit provides analysis of crimes to identify patterns and trends. The information gathered is given to commanders to develop crime-fighting plans.

6. The Video Integration Unit monitors 24 hours a day, seven days a week video feeds of both public and private sector cameras using state-of-the-art “smart” analytical software. This allows for close coordination with Atlanta’s E911 center for a timely and efficient response to criminal and suspicious activities on the City’s streets.

7. Community Affairs Liaison (CAL) builds and maintains relationships with the community. The liaison does this by working with neighborhood planning units (NPU), and other community organizations. The CAL interacts with these community groups to promote understanding of law enforcement functions and organizations. The CAL also listens to
residents about their impact, and recommends ways that the Department and community can work more closely together.

4.4 Support Services Division

The Support Services Division provides administrative and logistical support to all divisions in the Atlanta Police Department. The division consists of the Corporate Services Section, Communications, Information Services Section, and the Training Section.

4.4.1 The Corporate Services Section consists of the following units:

1. The Financial Management Unit prepares the annual budget and monitors the fiscal resources of the Department. The Grants Management Office applies for grants and reports on their implementation.

2. Fleet Management coordinates maintenance of the Department’s vehicles through the City’s Motor Transport Service and insures contract compliance by the City’s wrecker services.

3. The Human Resources Unit provides support for the Department; including, personnel files and orders, sick leave requests, personnel transaction forms, pension and benefit support, new employee orientation, processing payroll, and monitoring the employee grievance process.

4. The Background and Recruitment Unit seeks out and screens applicants for employment as police officers and other available positions.

5. The Chaplaincy Corps provides employees with emotional support during times of need.

4.4.2 The Training Section provides and coordinates training and training records for all employees including recruit training, in-service training, and specialized training.

4.4.3 The Communications Section operates twenty-four (24) hours a day, seven (7) days a week and consists of the following:

1. The 911 Communications Center:
   a. Receives, classifies and prioritizes 911 calls from the public;
   b. Dispatches the calls that require police response;
   c. Transfers and/or directs calls that do not require police response to the proper agency/unit;
   d. Performs stolen checks on vehicles, guns, and various items as well as wanted/missing checks on persons and hit confirmations from entering agencies;
   e. Processes requests and/or subpoenas for 911 tapes and Computer Aided Dispatch System (CADS) printouts for citizen and law enforcement personnel; and
   f. Takes reports on designated, non-emergency crimes and completes GCIC/NCIC (Georgia Crime Information Center/National Crime Information Center) forms on
missing persons and stolen autos.

2. The Communications Training Unit:
   a. Provides certification for 911 and dispatch;
   b. Training for all communications employees;
   c. Assists the Training Academy with departmental training; and
   d. Provides GCIC training for the entire department.

4.4.4 The Information Services Section consists of the following units:

1. Central Records Unit is the central repository of incident reports, traffic accident reports, and other related reports. It transmits information on wanted persons, stolen items and crimes to the GCIC, and reviews and classifies incident reports according to the FBI Uniform Crime Report (UCR) standards.

2. The Identification Unit (ID) provides crime scene processing including fingerprints and photographs. The ID Unit codes and matches fingerprint evidence as well as fingerprinting applicants for employment and various other permits. The Identification Unit also maintains the criminal histories on persons arrested by the Department.

3. The Crime Laboratory is responsible for administering the drug testing program, documenting and preserving the chain-of-custody of the drug evidence, and ballistics testing.

4. The Validation Unit maintains the quality (timeliness, accuracy, completeness, and validity) of the Department’s records entered into the GCIC/NCIC computerized hot files; monitors the CHRI (Criminal History Record Information) files for the entries made by the Department ensuring that GCIC/NCIC policies and procedures are followed.

5. The Electronic Maintenance Unit installs and maintains the citywide radio system, transmission equipment, mobile data terminals, and monitors alarm receivers for City facilities. The Electronic Maintenance Unit maintains the City paging system and access control systems within the Department.

6. The Property Control Unit is charged with maintaining and organizing all department-owned property; storage and proper disposition of evidence, contraband, and property turned in by police department employees, and the release of impounded vehicles.

7. The Logistical Support Unit is responsible for procurement orders; including, uniform and equipment requests, inventory, issuing and accounting for supplies and personal equipment, record retention, and building maintenance.

4.5 Criminal Investigations Division

The Criminal Investigations Division consists of investigative units that are primarily responsible for the follow-up investigation of serious crimes committed against persons or property in the city and for proactive investigation of vice and narcotics crimes.
4.5.1 The Executive Protection Unit provides a security staff for the Mayor and visiting dignitaries

4.5.2 The Taxicabs and Vehicles for Hire Section

1. The Taxicabs and Vehicles for Hire Section performs licensing, permitting, and enforcement functions regulating the activities of all taxicabs and other vehicles for hire which operate within the city.

4.5.3 The Major Crimes Section is primarily responsible for the follow-up investigation of crimes and consists of the following:

1. The Homicide Unit investigates homicides, cold cases (unsolved homicides), missing adults, kidnappings, police-involved shootings, and deaths in custody.
   a. The General Investigations Squad is responsible for the preliminary investigation of crimes against persons and property, except homicide and sexual assault, during the morning watch hours.

2. The Special Victims Unit is comprised of the Sex Crimes Squad, the Crimes Against Children Squad, and the Child Exploitation and Online Protection Squad (CEOPS).
   a. The Sex Crimes Squad shall investigate sex related crimes committed against adults and conduct the initial investigation of sex related crimes committed against children if no investigator from the Child Exploitation and Online Protection Squad is available.
   b. The Crimes Against Children Squad shall investigate missing, abused and/or neglected juveniles. For abuse cases, the abuse must be by a family member, guardian, caretaker, or other person in a custodial position over the child.
   c. The Child Exploitation Squad shall investigate sex related crimes committed against children, including child molestation and sexual battery.
   d. Child Exploitation Online Protection Squad (CEOPS) shall investigate child exploitation via the Internet, which includes human trafficking and child pornography.
   e. Domestic Violence Squad shall investigate all major domestic violence cases of an aggravated nature like robbery, aggravated assault, aggravated battery, and habitual violators.

3. The Fugitive Unit assists the entire department in finding and apprehending persons who have outstanding warrants.
   a. The Southeast Regional Fugitive Task Force (SRFTF) consists of Department investigators and investigators from other state and federal agencies in the Atlanta metro area who assist in locating wanted persons.

4. The Commercial Robbery Unit investigates robbery involving commercial or retail businesses.

5. Major Fraud Unit investigates forgery, identity theft, fraud, credit or check transactions, and embezzlement.
6. The Pawn Desk assists officers and investigators throughout the Department in locating stolen property and identifying offenders.

5. The Auto Theft Task Force (ATTF) investigates stolen vehicles and their recovery.

6. Crime Stoppers receives and forwards tips from citizens to the appropriate investigative unit or squad.

4.5.4 The Special Enforcement Section (SES) provides proactive enforcement of laws relating to homeland security, narcotics, vice, and technology.

1. The License and Permits Unit investigates the applicants for a wide variety of licenses, most notably, liquor licenses. This unit prepares cases to be presented to the City's License Review Board.

2. The High Intensity Drug Trafficking Area (HIDTA) is a task force of local, state and federal officers charged with investigating drug trafficking organizations.

3. The Homeland Security Unit is responsible for gathering, collating, analyzing, and disseminating information relating to criminal activity that presents a threat to the community.
   a. The Cyber Crime Squad (CCS) investigates computer-related crime. The squad assists in the collection and preservation of electronic crime evidence and provides support for other investigations.
   b. The Intelligence/ Organized Crime Squad is responsible for identifying and monitoring organized crime.
   c. The Electronic Surveillance Squad maintains the Department's surveillance equipment, authorizes employees to use equipment, and provides surveillance support for other investigations.

4. The Narcotics Enforcement Unit is responsible for investigating all forms of drug activity.
   a. The Financial Investigations Squad is responsible for preparing forfeiture actions at the state and federal levels for seizing assets and proceeds belonging to criminals involved in illegal drug activity, gambling, prostitution and all other Racketeer Influenced and Corrupt Organizations Act (RICO) related incidents.
   b. The Narcotics Squad is responsible for enforcement of narcotics laws in the areas of undercover buys, raids, and the use of informants to intervene in the supply of narcotics.

5. The APEX Unit (Atlanta Proactive Enforcement and Interdiction Unit). The APEX Unit shall provide proactive interdiction in areas of the City experiencing high number of incidents of violent gun related crimes and illegal street level narcotics crimes. The function of the APEX Unit is to identify these crime patterns, deploy necessary resources, identify and arrest criminal perpetrators.
   b. The Guns Unit is responsible for identifying, verifying, tracking and monitoring offenders that are convicted felons in possession of firearms.
c. The Violent Crime Impact Team (VCIT) works with a Bureau of Alcohol, Tobacco, and Firearms (ATF) task force to reduce violent crime in targeted areas.

6. The Vice Unit is responsible for investigating all forms of vice activities involving liquor, drugs, prostitution, and gambling.

7. The Targeted Enforcement Unit is responsible for identifying, verifying, monitoring, tracking, the growth and spread of street gang activity in the City to maintain quality communities.

4.5.5 The School Detectives Section (SDS) provides crime prevention, law enforcement, and related services for the Atlanta Public Schools (APS).

1. School Detectives Unit (SDU) is responsible for the criminal investigation of crimes against persons and property, except homicide and sexual assault that occur on Atlanta Public School property.

2. School Resource Officers Unit (SROU) is responsible for the security of the school facilities, employees, and students of the Atlanta Public School System.

3. School Alarm Response Unit (SARU) is responsible for the response of all alarm calls originating from all Atlanta Public School property.

4.6 Field Operations Division

The Field Operations Division (FOD) is the uniformed patrol force of the city. Officers patrol the city streets, answer calls for service, and work with the community to solve problems affecting quality of life. The FOD consists of six geographic patrol zones and the Night Commander position, which serves as the ranking officer during the evening and morning watch hours to resolve crime-related issues and monitor critical situations.

4.6.1 Patrol Zones:

1. Zone 1 (Figure 7.3)
2. Zone 2 (Figure 7.4)
3. Zone 3 (Figure 7.5)
4. Zone 4 (Figure 7.6)
5. Zone 5 (Figure 7.7)
6. Zone 6 (Figure 7.8)

4.6.2 The patrol zones are organized as follows:

1. Mobile Patrol operations handle 911 calls twenty-four (24) hours a day. The zones work either a two-shift twelve-hour workday, a three-shift eight, ten hour workday.

2. Teams of investigators are assigned to each geographic patrol zone to investigate assaults, terroristic threats, family violence, robbery, burglary, larcenies, and auto-thefts.
3. The Zone Discretionary Units provides the zone commanders with flexibility to provide plain clothes enforcement of problems specific to the individual zones and other specialized assignments.

4. Foot patrols, bicycle patrols, and mini-motors provide a variety of community policing and patrol operations covering a specific area of concentration.

4.6.3 Mini-precincts are facilities throughout the patrol zones that are intended to either provide a police presence in a community or to house special zone-related operations.

4.6.4 The Night Commander is the on-duty during the morning watch hours to oversee field operations and provide command level supervision at all significant events. He or she also makes necessary decisions and issue appropriate orders pertaining to the night operations of the Department in the absence of other command level.

4.7 The Community Services Division

The Community Services Division (CSD) establishes proactive community partnerships and embodies principles established in community oriented policing through strategic planning, decentralized decision making, and transparency of operations. The CSD consist of the Airport Section, the Special Operations Section (SOS), the Community Oriented Policing Section (COPS), and the Code Enforcement Section.

4.7.1 The Special Operations Section (SOS) provides a variety of different patrol functions in support of the six patrol zones.

1. The Special Weapons and Tactics (SWAT) unit specializes in hostage, barricaded gunman situations, and bomb disposal.

2. The Motors Unit specializes in the enforcement of traffic laws and in managing the flow of vehicular, pedestrian traffic, and manages the school crossing guard program.

3. The Accident Investigation Unit investigates fatal and hit-and-run traffic accidents.

4. The Aviation Unit is used to assist the Department in a variety of functions; including but not limited to support for vehicle and foot pursuits, stolen vehicle recovery, and managing traffic flow.

5. The DUI Task Force specializes in the detection of and the enforcement of impaired driving laws and related traffic offenses.

6. The Commercial Vehicle Unit (CVU) conducts high volume traffic stops with a focus of safety along the highways within the City limits. The CVU also conducts interviews of drivers that are stopped to determine if the driver is involved in the criminal enterprise. The CVU officers enforce violations that are made by Commercial Vehicles that travel through the city limits of Atlanta.

7. The Mounted Patrol Unit fields officers on horseback for crowd control purposes, neighborhood canvases, and crime suppression efforts.
The Community Oriented Policing Section (COPS) is comprised of the Community Liaison Unit, the Weed and Seed Unit, the Police Athletic League, and the Crime Prevention Inspectors. The members in these units shall work as a team to identify community issues, develop strategies, and implement multi-disciplinary solutions within neighborhoods.

1. The Weed and Seed Unit proactively rids the community of the criminal element and replaces it with programs to enhance the quality of life for citizens in those communities.

2. The Police Athletic League (PAL) provides structured activities and role models for youths in crime prone neighborhoods.

3. The Community Liaison Unit establishes and fosters partnerships within the community, develops and implements proactive and preventative law enforcement strategies, and increases knowledge and understanding of community policing to current neighborhood governances through educational and training initiatives.

4. The Crime Prevention Inspectors interact with Community Liaison Officers, beat officers, and crime analysts. They serve as liaisons between the Department and the community to prevent crime.

5. The Hispanic Liaison provides outreach and serves as a liaison with Atlanta’s various Hispanic communities.

6. The Lesbian, Gay, Bisexual, and Transgender (LGBT) Liaison shall promote cooperation between the Atlanta Police Department and the community, while taking a leading role in building a vital link between the police and the LGBT community.

The Airport Section (Figure 7.9) works in conjunction with the Department of Aviation, the Federal Aviation Administration (FAA) and the Transportation Safety Administration (TSA) to provide police services for the Hartsfield-Jackson Atlanta International Airport; including, the concourses, parking lots, and surrounding airport property. The Airport Section is comprised of the Special Operations Unit (the Canine/Bomb Technician Unit/EOD), the Investigative Unit, the Administrative Unit, and the Patrol.

The Code Enforcement Section coordinates Code Enforcement resources to address residential and commercial code violations, while collaborating with APD personnel in crime fighting efforts.

DEFINITIONS

1. Work site: A location such as the Chief's administrative office, a bureau or division administrative office, a section, or a geographically detached unit, squad, or office specified by the Chief of Police.

CANCELLATIONS

APD.SOP.1010 “Organization of the Department”, effective June 15, 2013

REFERENCES

1. CALEA 5th Edition Standards: 11.1.1, 11.1.2, 11.2.1, 11.2.2, 11.3.1, 11.3.2 and 12.2.1a
7.2 Organizational Chart: (CALEA 5th ed. standard 11.1.1)
7.3 Zone 1:

7.4 Zone 2:
7.5 Zone 3:
7.6 Zone 4:
7.7 Zone 5:
7.8 Zone 6:
7.9 Airport: