1. PURPOSE

The purpose of this policy is to establish procedures and policies for the Special Operations Section (SOS) and to outline the guidelines for daily operations.

2. POLICY

It is the policy of the Atlanta Police Department to identify traffic violators and aggressively enforce traffic laws in the City of Atlanta with particular emphasis on impaired driving, aggressive driving, speeding, passenger restraint, and pedestrian safety laws. It is also the Department’s policy to have in place specialized tactical response teams to handle unusual and/or critical incidents that potentially place citizens and employees in grave danger. The teams assigned under SOS shall continuously train on the specialized knowledge, skills, and abilities needed to support these policies. They shall use special-purpose equipment that shall allow for an effective, controlled response otherwise not available to field officers.

3. RESPONSIBILITIES

3.1 The Community Service Division (CSD) Commander shall monitor the implementation of this directive.

3.2 The Special Operations Section (SOS) Commander shall be responsible for the successful and consistent implementation of this directive to ensure effective operation of the section and to promote public safety. They shall monitor the deployment, training, and equipment needs of the section.

3.3 SOS supervisors shall enforce and ensure compliance with this directive as it pertains to their particular objective. They shall monitor the safe and efficient use of equipment used by their

Form APD-700, revised 2/04
employees, including timely training. They shall also be responsible for the maintenance of
documentation and records produced by the enforcement practices, including the documentation
of training completed by unit members.

3.4 The officers assigned to SOS shall adhere to the policy and procedures as they pertain to their
unit at all times. They shall promote vehicle and pedestrian safety, as well as ensuring the
proper care and maintenance of equipment used by them. All officers shall stay current on
enforcement techniques and maintain the physical and mental conditioning required for an
effective response.

4. ACTION

4.1 Work Day Operations

4.1.1 All SOS employees shall comply with APD.SOP.2050 “Time Keeping,” Section 4.1 to ensure the
accuracy and completion of Form APD-607 “Daily Activity Sheet” and/or a sign in log for every
tour of duty.

4.1.2 Extra jobs are strictly prohibited while an employee is on duty and violations of this policy shall
be subject to disciplinary action.

4.1.3 After reporting for duty, SOS officers shall not interrupt the workday by using leave time
(vacation, compensatory time, etc.) and return to work on the same day without the specific
authorization of the unit commander. Employees are allowed to report late or leave early by use
of incremental leave as defined in APD.SOP.2050 Timekeeping as approved by the employee’s
unit supervisor and consistent with this section. Any such differential shall be noted on the
worksite calendar on the date of use of such approved leave time.

4.1.4 Each unit in SOS shall maintain an authorized leave calendar that shall reflect the following:

1. The name of any employee authorized to utilize leave time on that date;
2. The type of leave time approved for use; and
3. The initials of the approving supervisor or unit commander.

4.1.5 Utilization of accrued leave time, including special circumstances such as medical appointments,
etc., shall require supervisory approval and shall be documented on the unit leave calendar.

4.2 Motorcycle Unit

4.2.1 The mission of the Motorcycle Unit is traffic and general citywide law enforcement. The major
goal of the unit is to conduct traffic control to promote the free and safe flow of vehicular and
pedestrian traffic within the City of Atlanta. (CALEA 6th ed. standard 41.1.3)

4.2.2 Motorcycle Unit officers shall utilize all traffic enforcement techniques and policies as outlined in
APD.SOP.4010 “Traffic”. Specifically, Traffic Enforcement Actions (Section 4.3), Traffic Stops
(Section 4.5), Traffic Enforcement Methods (Section 4.7), Speed Measuring Devices (Section
4.10), Traffic Direction and Control (Section 4.14), and Traffic Escorts (Section 4.15).
4.2.3 An officer assigned to the SOS/Motorcycle Unit shall have a Georgia motorcycle driver’s license (Class M) and within 180 days of assignment to the unit shall successfully complete the Department’s motorcycle course, if not already qualified. New motorcycle officers who fail the course twice shall be reassigned. (CALEA 6th ed. standard 41.1.3b)

4.2.4 The Motorcycle Unit shall conduct training quarterly as scheduling allows. This training shall be documented to include the type of training and officer participation. These training records are to be stored in the SOS administrative files for three years. (CALEA 6th ed. standard 41.1.3b)

4.2.5 All motorcycle officers shall complete annual re-certification on a city motorcycle. The re-certification documents shall be stored in the SOS administrative files for three years. (CALEA 6th ed. standard 41.1.3b)

4.2.6 Employees who fail to meet the annual training and re-certification requirements shall not be permitted to operate a city motorcycle. Employee shall be subject to reassignment should they fail to meet established training requirements within prescribed re-training or re-certification period not to exceed three total attempts.

4.2.7 A city motorcycle shall be issued to each officer assigned to the Motorcycle Unit. In order to ensure rapid recall to duty during off duty times, officers who reside within 40 miles of the City of Atlanta, may drive the assigned motorcycle home. A motorcycle that is taken home shall be garaged or covered and shall have the ignition locked when parked at the officer’s residence overnight.

1. The Motorcycle Unit supervisor shall provide the SOS Commander, Assistant SOS Commander, or their designee with a list of officers with take-home city motorcycles. These officers shall conform to the following:
   a. Officers must ensure the vehicle’s upkeep;
   b. Officers must have had no chargeable accidents within the previous 12 month period and may have their take-home privileges suspended by the SOS Commander, Assistant SOS Commander or their designee.
   d. Officers must volunteer to take home a motorcycle; and
   e. Officers must have received a satisfactory or higher on their most recent performance evaluation.

2. Officers with take-home city motorcycles shall adhere to all applicable City and Department rules, regulations, and policies.

3. Officers with take-home city motorcycles shall advise the Special Operations/Detective radio dispatcher of any traffic stops or other police action taken while off duty.

4. All stops or arrests made off duty shall be logged on a “Daily Activity” sheet (APD Form 607). If a physical arrest is made off duty, the arresting officer shall request the presence of an on duty supervisor in the zone in which the arrest was made.

5. Approval for take-home city motorcycles shall be based upon the following criteria; employee’s job performance; complaints against the employee; employee’s productivity;
abuse of sick leave; failure to comply with APD.SOP.2060 “Extra Jobs” and any other factors that may adversely affect the employee or the Department.

4.2.8 Officers shall ensure the timely maintenance, cleaning, and care of their city motorcycle. They shall notify the ranking Motorcycle Unit supervisor and make a report of any damage to the motorcycle as soon as possible. (CALEA 6th ed. standard 41.1.3c)

4.2.9 Only the assigned Motorcycle Unit officer is authorized to ride or use the city motorcycle. City motorcycles taken home shall not be used for personal use, except for an approved extra job. Approval for use of city motorcycle on extra job shall be based on criteria as stated above. Any violation of APD.SOP.2060 "Extra Jobs" shall result in loss of take-home privilege and use of city motorcycle on extra jobs for a period of not less than 30 days. (CALEA 6th ed. standard 41.1.3a)

4.2.10 All on-duty motorcycle escorts shall be approved by and at the direction of the SOS Commander or his/ her designee. All off-duty motorcycle escorts shall follow policy as outlined in APD.SOP.2060 "Extra Jobs" and APD.SOP.4010 "Traffic" (Section 4.15).

1. The use of City motorcycles for an approved extra job may be requested for situations involving:
   a. Oversized or hazardous loads traveling upon the roadways within the City of Atlanta;
   b. Pacing or slowing down traffic in authorized construction on or in city streets or highways within the City of Atlanta;
   c. Private persons or groups traveling to or from a venue within the City of Atlanta;
   d. Persons or groups traveling in a multi-vehicle caravan within the City of Atlanta; or
   e. Other instances when the use of a city motorcycle would promote public safety within the City of Atlanta, as determined by the SOS Commander.

2. Officers wishing to utilize city motorcycles for a motorcycle escort may request authorization by submitting a completed extra job request and indicating motorcycle escort on APD Form 727 (Extra Job Permit/Request). This should not include officers utilizing their city motorcycle to travel to and from other approved extra jobs or officers working fixed traffic posts.

4.2.11 Officer’s funeral escorts shall be provided at the request of the police officer’s family or through request from the Atlanta Police Chaplain. Funeral escorts for retired officers and for active duty officers other than those killed in the line of duty shall be at the direction of the SOS Commander or his or her designee. Funeral escorts shall generally be provided only for the officer’s immediate family member, employee or the employee’s immediate family. Units assigned to on duty funeral escorts of members of officer’s family, employees or employee’s family shall have a minimum of two officers and shall not exceed two escort movements. Any escort which does not meet the criteria as outlined in this paragraph shall be approved by the CSD Division Chief or his/her designee.

4.2.12 The Motorcycle Unit shall not operate motorcycles in severe storm conditions or when conditions are unsafe as defined by the ranking motorcycle supervisor on duty.
4.2.13 City motorcycles shall be properly equipped for traffic enforcement and escort use. This shall include, but not limited to: (CALEA 6th ed. standard 41.1.3d)

1. Proper Atlanta Police Department decals and motorcycle inventory number;
2. Flashing emergency lights and sirens; and
3. Three storage areas on the rear of the motorcycle.

4.2.14 Motorcycle inspections shall be conducted quarterly by the on duty supervisor. This shall be documented as required by department policy and a copy shall be stored in SOS administrative files for three years.

4.3 Traffic Control Inspectors
(CALEA 6th ed. standard 61.1.13)

4.3.1 SOS shall operate the Traffic Control Inspector (TCI) program to enforce all parking regulations and administer citations of violations occurring in the City of Atlanta.

4.3.2 TCI’s shall enforce all parking regulations in the City of Atlanta to ensure proper traffic flow on city streets.

4.3.3 Supervisors shall monitor the enforcement activities of the TCI and approve appropriate violation actions and impounds.

4.3.4 Along with procedures set forth in this directive, TCI’s and their supervisor shall follow procedures as outlined in APD.SOP.4010 “Traffic Enforcement,” sections 4.12 and 4.13. TCI’s shall adhere to state and city parking enforcement codes when citing a violation.

4.3.5 If a vehicle is illegally parked and meets one or more of the following conditions below, the TCI may impound the vehicle with his or her supervisor’s approval. The TCI shall make reasonable efforts to locate the driver and have them move the vehicle. If the driver is found or comes to the scene before the wrecker leaves with the vehicle, issue the driver a traffic citation for illegal parking and release the vehicle to the driver.

4.3.6 A vehicle is illegally parked and may be impounded if it is blocking traffic on an arterial street (any U.S. or State-numbered route, controlled access highway, or other major radial or circumferential street or highway designated by the City as a part of a major system of streets or highways) between 0700 and 0900 hours or between 1600 and 1800 hours. In addition, the following are conditions whereby a TCI is entitled to impound a vehicle: (APD.SOP.4010 “Traffic”)

1. The vehicle has a minimum of three unpaid parking tickets or fines totaling over $100 and is again illegally parked at the time of impound.
2. The vehicle is blocking traffic on a freeway or is creating a traffic hazard on any street.
3. The vehicle has been left over eight hours on the shoulder of a freeway or is parked on a city street without a tag or with an expired tag.
4. The vehicle is illegally parked in the parking lots or street spaces reserved for police vehicles.

5. The vehicle is illegally parked and would impede the entrance or exit of any emergency vehicle at large gatherings of people, such as stadium events, Omni events, Georgia Dome events, etc.

6. The vehicle is illegally parked on a City street, blocking a legal driveway so that vehicles cannot enter or leave, and the person desiring to use the driveway has complained.

7. The vehicle is illegally parked in a parking space on public or private property, reserved for use of the handicapped by a sign designating it as such.

4.4 High Intensity Traffic Team

4.4.1 General Deployment

1. Officers assigned to the High Intensity Traffic Team (HITT) shall conduct traffic enforcement throughout the City of Atlanta in an effort to reduce traffic related injuries and fatalities.

2. Officers assigned to the HITT shall actively seek to reduce alcohol and drug related traffic offenses by focusing on traffic enforcement related to alcohol and/or drug-impaired drivers.

3. Officers assigned to the HITT shall be specially trained and equipped to detect and process alcohol and/or drug-impaired drivers. Officers shall receive specialized and continued training with an emphasis on developing their skills in detecting those persons who are under the influence of alcohol and/or drugs.

4. Officers assigned to the HITT will adhere to all traffic enforcement techniques and policies as outlined in APD.SOP.4010 “Traffic.” Regarding traffic stops, specific attention should be paid to Traffic Enforcement Actions (Section 4.3), Traffic Stops (Section 4.5), Traffic Enforcement Methods (Section 4.7), Speed Measuring Devices (Section 4.13), Impaired Driving Enforcement (Section 4.14), Vehicle Impounds (Section 4.16), and Traffic Collisions (Section 4.19).

5. Officers assigned to the HITT shall be utilized to respond to calls in progress throughout the City of Atlanta which require a tactical response. Officers shall be permitted to carry a Department approved patrol rifle and/or shotgun in accordance with APD. SOP. 3040 “Weapons” and shall also be permitted to attend training in order to become active Tactical Field Operators in accordance with APD. SOP. 4044 “Tactical Field Operator”.

4.4.2 DUI Related Offenses

1. Officers assigned to the HITT shall adhere to all traffic enforcement techniques and policies as outlined in APD.SOP.4010 “Traffic” for making DUI-related traffic stops and detection.

2. Field Sobriety Tests: HITT officers shall follow testing procedures as outlined in APD.SOP.4010 “Traffic”. Additionally, HITT officers may administer the Preliminary Breath Test (PBT) if they are properly trained.
3. Processing of Suspected DUI Offenders

4. After administering the field sobriety tests, if the driver consents and the officer finds sufficient probable cause to place the subject under arrest, the officer shall follow the procedures set forth in APD.SOP.4010 “Traffic”.

5. Arrestees who submit to a state administered breath test shall be transported to the nearest testing facility where the breath test shall be administered by a licensed operator of the Intoxilyzer 9000.

4.4.3 DUI Call-Outs

1. Officers assigned to the High Intensity Traffic Team (HITT) may respond to DUI call-outs from other police units at the officer’s discretion unless directed otherwise by the HITT commander.

2. When HITT officers respond to DUI call-outs, it will be at the HITT officer’s discretion to either handle the DUI, or to assist the requesting officer with field sobriety detection and testing in the capacity of a field training officer’s role; unless directed otherwise by the HITT commander. This shall be done in an effort to educate a broad base of officers in DUI detection, testing and processing.

3. HITT officers shall assist a requesting officer conducting a DUI arrest by administering a breathalyzer test only when all other options have been exhausted. The HITT officer must be certified in using the Intoxilyzer and be clear to handle the test portion of the DUI process.

4.4.4 DUI and/or Vehicle Checkpoints

1. The High Intensity Traffic Team may conduct DUI Checkpoints within the City of Atlanta at the request of an executive level supervisor. The Special Operations Section (SOS) commander shall approve all operations prior to the DUI checkpoint taking place.

2. An executive level supervisor shall be responsible for pre-planning all DUI and/or vehicle checkpoints, as well as providing evidence of how the date, time and location were selected. DUI and/or vehicle checkpoints shall NOT be conducted for the sole purpose of crime reduction.

3. The executive level supervisor shall be responsible for completing APD Form 694A and forwarding it to the SOS commander for approval.

4. The HITT commander shall be responsible for ensuring that all officers participating in the DUI and/or safety checkpoint adhere to departmental policies and procedures outlined in APD.SOP. 4010 “Traffic”.

5. The HITT commander shall be responsible for obtaining APD. Form 694B and maintaining all records as it pertains to the DUI and/or vehicle checkpoint. The HITT commander shall forward the necessary documentation to the SOS commander in accordance with APD. SOP. 4010 “Traffic” (Section 4.8.10).

4.4.5 Intoxilyzer 9000
1. The High Intensity Traffic Team (HITT) commander shall be responsible for maintaining the departmental approved and owned Intoxilyzer 9000 breath test device.

2. Only state certified HITT officers may operate the Intoxilyzer 9000 breath test device, unless directed otherwise by the HITT commander.

4.4.6 Mobile Impaired Driver Testing Vehicle (BAT Mobile)

1. The vehicle’s objective is to provide the Department with an efficient method of testing suspected DUI offenders at the scene of traffic enforcement operations.

2. The designated testing vehicle operator will assume responsibility for the safe and efficient operation of the testing unit vehicle and all installed equipment. He or she will keep the vehicle properly maintained and stocked with all necessary supplies.

3. Arresting officers shall not enter the testing vehicle unless authorized to do so by the HITT commander or the testing vehicle operator.

4. All officers will use the testing equipment in the vehicle for official police business only.

5. Routine entry into the testing vehicle will be restricted to the HITT commander and the testing vehicle operator.

6. Prior to the beginning of each deployment, the testing vehicle operator will conduct a routine inspection of the testing vehicle, equipment, and supplies. A pre-operation inspection checklist will be developed and maintained by the HITT commander. Any deficiencies will be noted on the pre-operation checklist along with corrective action taken.

7. When the testing vehicle is used during DUI checkpoints that have a potential to generate high number of arrests in a short period of time, the following procedures will be followed:
   a. If possible, the testing vehicle shall be parked at the location of the DUI checkpoint in a safe area off the roadway;
   b. The testing vehicle operator shall be responsible for administering all breath/alcohol tests and will follow the same procedures as noted above; and
   c. During DUI checkpoint operations, the arresting officer shall NOT enter the testing vehicle unless authorized by the HITT commander or the testing vehicle operator.

4.4.7 Tire Deflation Devices

1. HITT officers shall be trained in the use of tire deflation devices. HITT officers shall be familiar with and adhere to policies and procedures as outlined in APD.SOP.4010 “Traffic”.

2. High Intensity Traffic Team (HITT) officers may respond to all vehicle pursuits within the City of Atlanta in order to deploy a departmental approved tire deflation device “stop stick”, in an effort to bring the vehicle pursuit to a safe end. This shall be done in accordance with APD.SOP. 4010 “Traffic”.

Page 8 of 23
3. Upon the successful deployment of a departmental approved tire deflation device the High Intensity Traffic Team (HITT) commander shall complete APD. Form 809 "Supervisor's Use of Force Incident Supplement" in accordance with APD. SOP. 3010 "Use of Force" and shall forward it through the chain of command. The High Intensity Traffic Team commander shall also ensure that a Damage to Property incident report is completed by the HITT Officer and/or officers who deployed the tire deflation device, if the deployment is successful.

4. The HITT commander and officers shall conduct monthly refresher training in the field with the department approved tire deflation training devices. This training will be conducted in a safe manner while operating City of Atlanta vehicles as outlined in APD. SOP. 2010 "Work Rules".

4.4.8 HITT officers shall be equipped with metered window tint readers and will be authorized to use the department approved Enforcer II Tint Meter.

4.4.9 Speed Measuring Devices

1. HITT officers shall be equipped with department approved speed measuring devices and shall be permitted to operate the devices in accordance with APD. SOP. 4010 "Traffic" (Section 4.13).

2. HITT officers shall adhere to department policy and procedure, as well as State of Georgia and City of Atlanta motor vehicle traffic laws when operating the department approved speed measuring devices.

4.4.10 High Intensity Traffic Team Uniforms

1. The Special Operations Section commander shall have discretionary authority to change and/or authorize the wearing of the High Intensity Traffic Team specific uniform and the equipment of choice as outlined in APD. SOP. 4020 "Zone Discretionary Units".

2. The HITT commander and officers shall be uniform in appearance when on duty.

3. The HITT uniform shall consist of a department approved navy blue polo shirt with reflective police identifiers, a cloth name plate, a cloth badge and a rocker identifying them as HITT members; the department approved navy blue 5.11 BDU Stryker pants and department approved black duty boots or shoes. The navy blue department approved armor carrier is also permitted to be worn over the polo shirt. The department approved armor carrier and polo shirt shall be clearly marked with the officer’s name and a cloth badge in accordance with APD. SOP. 2130 "Dress Code".

4. The HITT commander and officers shall only utilize department approved duty gear. This shall include department approved nylon gear and may include a department approved shoulder harness and/or approved thigh holster designed for the duty weapon.

4.4.11 High Intensity Traffic Team Vehicles

1. HITT members may be assigned take home vehicles at the discretion of the Special Operations Section (SOS) commander.
2. HITT supervisors and officers who live outside the City of Atlanta shall only utilize their assigned vehicle as a take home vehicle within 40 miles of the City limits.

3. The SOS Commander and/or HITT supervisors may suspend an officer’s take home vehicle privileges at any time for any reason.

4.5 Tactical Traffic Unit (TTU) (CALEA 6th ed., Standard 61.1.10)

4.5.1 The mission of the Tactical Traffic Unit (TTU) shall be to conduct traffic stops with a focus of safety along the streets and highways within the City of Atlanta. The TTU shall conduct interviews of drivers that are stopped to determine if the driver is involved in a criminal enterprise. TTU officers enforce violations that are made by personal and commercial vehicles that travel through the City limits of Atlanta. All traffic stops shall be in accordance with department policy and Georgia Title 40.

4.5.2 The TTU supervisor shall be responsible for the following:

1. Establishing and coordinating the selection process for prospective unit members;

2. Ensuring unit members attend specialized training;

3. Evaluating the performance of members assigned to the unit;

4. Maintaining a liaison with other area law enforcement agency criminal interdiction teams; and

5. Shall be on an on-call status 24 hours day and available for emergency tactical response situations.

4.5.3 TTU officers shall utilize all traffic enforcement techniques and policies as outlined in APD.SOP.4010 Traffic. Specifically, Traffic Enforcement Actions (Section 4.3), Traffic Stops (Section 4.5), Traffic Enforcement Methods (Section 4.7), Speed Measuring Devices (Section 4.10), Traffic Direction and Control (Section 4.14), and Traffic Escorts (Section 4.15).

4.5.4 A patrol utility vehicle may be issued to each officer assigned to the Tactical Traffic Unit. In order to ensure rapid recall to duty during off duty times, officers who reside within 40 miles of the City of Atlanta, may be assigned a take home vehicle. A vehicle that is taken home shall be properly secured and shall have the ignition locked when parked at the officer’s residence overnight.

1. The Tactical Traffic Unit supervisor shall provide the SOS Commander, Assistant SOS Commander or their designee, with a list of officers with take-home city vehicles. These officers shall conform to the following:

   a. Officers must ensure the vehicle’s upkeep;

   b. Officers must have had no chargeable accidents within the previous 12 month period and may have their take home privileges suspended by the SOS Commander, Assistant SOS Commander or their designee;

   c. Officers must volunteer to take vehicle home; and
d. Officers must have received a satisfactory or higher on their most recent performance evaluation.

2. Officers with take-home city vehicles shall adhere to all applicable City and Department rules, regulations, and policies.

3. Officers with take-home city vehicles shall advise the SOS/Detective radio dispatcher of any traffic stops or other police action taken while off duty.

4. All stops or arrests made off duty shall be logged on a “Daily Activity” sheet (APD Form 607). If a physical arrest is made off duty, the arresting officer shall request the presence of an on duty supervisor in the zone in which the arrest was made.

5. Approval for take-home city vehicles shall be based upon the following criteria; employee’s job performance; complaints against the employee; employee’s productivity; abuse of sick leave; failure to comply with APD.SOP.2060 Extra Jobs and any other factors that may adversely affect the employee or the Department.

4.5.5 The officer shall ensure the timely maintenance, cleaning, and care of his or her city vehicle. They shall notify the Tactical Traffic Unit supervisor and make a report of any damage to the city vehicle as soon as possible. (CALEA 6th ed. standard 41.1.3c)

4.5.6 Only the assigned TTU Officer is authorized to use the city vehicle. City vehicles taken home shall not be used for personal use, except for an approved extra job. (CALEA 6th ed. standard 41.1.3a) Approval for use of city vehicle on extra job shall be based on criteria as stated in 4.2.7 (5.) above. Any violation of APD.SOP.2060 Extra Jobs may result in loss of take-home privilege and use of city vehicle on extra jobs.

4.5.7 Qualifications and selection

4.5.8 The assignment of employees to the TTU shall be on a competitive basis and in accordance with departmental policies.

4.5.9 The following minimum qualifications must be met for assignment to the TTU:

1. Minimum two years sworn service;

2. Satisfactory or better performance evaluation for the past two years;

3. Appropriate disciplinary history; and

4. Successful completion of an oral interview.

4.5.10 Training

4.5.11 Employees assigned to the TTU may receive sixteen (16) hours of training quarterly.

4.5.12 Training of specialized skills shall necessitate additional hours of individual training beyond the sixteen (16) hours of quarterly training. Supervisors in TTU shall conduct approved inter-unit
training when deemed necessary. The SOS Captain will be the approval authority for training requests.

4.5.13 The TTU Commander or his/her designee shall coordinate with the SWAT unit for training to ensure TTU members remain operationally ready for deployment to violent events and other emerging crises.

4.5.14 Uniforms

4.5.15 Employees assigned to the TTU shall have the option to wear the department approved Class B uniform or wear the department approved navy Tru-Spec Poly Cotton Ripstop Combat Shirt (or comparable garment) with the Atlanta Police department patch and “Tactical Traffic” rockers on both shoulders, an embroidered cloth badge on the left breast, and an embroidered name on the right breast. Officers shall wear the navy Tru-Spec 24-7 Ripstop Pants (or comparable garment).

4.5.16 Officers shall have an optional summer dress of the department approved Elbeco Ufx Short Sleeve Uniform Polo shirt (or comparable garment) with the Atlanta Police department patch and “Tactical Traffic” rockers on both shoulders, an embroidered cloth badge on the left breast, and an embroidered name on the right breast. Officers shall wear the navy Tru-Spec 24-7 Ripstop Pants (or comparable garment).

4.5.17 Employees assigned to TTU shall wear the nylon duty gear when wearing the departmental approved Tru-Spec Poly Cotton Ripstop Combat Shirt, Elbeco Ufx Short Sleeve Uniform Polo and Tru-Spec 24-7 Rip-stop Pants (or comparable garments).

4.5.18 Operations

4.5.19 TTU officers shall interview drivers and passengers of all vehicles during traffic stops to ensure the occupants are not involved in criminal activity.

4.5.20 TTU units shall conduct noncommercial and commercial vehicle traffic enforcement in accordance with Georgia State Law: 40-8-7, “Equipment Inspection by Law Enforcement Officers.”

4.5.21 TTU members may request an APEX canine officer to assist with any traffic stops that the TTU officer has reasonable suspicion to believe that the vehicle may contain contraband. Officers
who believe a vehicle contains contraband shall end the detention phase of the traffic stop and go into a consensual encounter. Officers will request a supervisor who will obtain written consent to search from the driver or the occupant who has control of the vehicle after explaining the reason for the request. Officers shall refer to training and guidance from the Fulton County District Attorney’s Office.

4.5.22 TTU members shall inventory and/or search vehicles in accordance with department policy.

4.6 Accident Investigation Unit (AIU)  
(CALEA 6th ed. standard 61.2.1.)

4.6.1 On a 24/7 basis, the AIU is responsible for responding to, investigating, and providing necessary emergency services at traffic collisions in the city of Atlanta when called upon. Furthermore, they will render assistance to other Metro Atlanta traffic safety agencies when requested, and approved by the unit supervisor.

4.6.2 The policy of the AIU is to provide for complete, concise, and professional investigation of motor vehicle collisions involving hit and run drivers, as well as collisions resulting in a fatality or serious injury.

4.6.3 The AIU will track the frequency with which fatalities occur in repeat geographic locations throughout the City of Atlanta as well as contributing factors involved in fatalities (speed, alcohol, drugs, seatbelt, texting, and crosswalk). The AIU will forward enforcement recommendations and or traffic control recommendations to the SOS Section Commander and use these factors to develop educational programs. (CALEA 6th ed. standard 61.2.2d)

4.6.4 Cases assigned to Accident Investigators are subject to review by the unit supervisor to ensure that proper investigative procedures have been followed. Assigned cases shall be investigated in a prompt manner when investigative leads exist. The unit supervisor shall assist Accident Investigators as needed when assistance of other agencies and jurisdictions is necessary.

4.6.5 The AIU may assume the primary investigative role in an officer involved on-duty or off-duty accident fatality or serious injury involving City of Atlanta personnel within City limits.

4.6.6 The AIU maintains a Memorandum of Understanding (MOU) with the Georgia State Patrol (GSP), that the AIU may ask the GSP to handle potentially controversial investigations, an investigation that is a conflict of interest, or conduct a simultaneous investigation for comparison purposes. The GSP will not automatically assume investigative control of an investigation involving on-duty or off-duty City of Atlanta personnel involved in fatal or serious injury motor vehicle collisions.

4.6.7 Qualifications of Accident Investigators

1. Prior to being assigned to the Accident Investigation Unit, the officer shall have completed, at the Georgia Public Safety Training Center (GPSTC) or the Atlanta Police Academy, On-scene Traffic Accident Investigation Levels 1 and 2.

2. Upon assignment to the Accident Investigation Unit, the officer shall undergo Accident Reconstruction training at GPSTC with the completion of Traffic Accident Reconstruction Levels 1 through 5, becoming a P.O.S.T. trained traffic accident reconstructionist. This
training shall be completed no more than 2 years after assignment to the Accident Investigation Unit.

3. In addition to accident reconstruction training, the Accident Investigator shall be required to complete training in the use of the forensic mapping system, SOKIA Total Station, Crash Zone diagramming software, and the Bosch Crash Data System. Every unit member shall be proficient with all unit equipment. The level of proficiency of each unit member shall be evaluated by the unit supervisor.

4. The unit has two main areas of responsibility: the hit and run area consisting of follow-up investigation of incidents where a hit and run collision has occurred (non-serious injuries) as received from reports submitted to Central Records via ICIS Case Management. The other is the traffic fatality area which consists of prompt 24-hour-a-day response to the scene of fatal or serious injury traffic collisions after being notified by Communications or the unit supervisor via radio or telephone and the investigation of these incidents.

4.6.8 Hit and Run Collisions

1. Hit and run collision reports shall be sent to the unit supervisor via ICIS Case Management. The cases shall then be reviewed by the unit supervisor for solvability factors. If solvability factors are present, the unit supervisor shall assign the case to an Accident Investigator via ICIS Case Management.

2. If the report contains a complete license plate number of the hit and run vehicle, the Accident Investigator shall secure the registration information and contact the registered owner by phone, e-mail, or mail.

3. If the Accident Investigator is unable to make contact with the registered owner of a vehicle, the Accident Investigator shall proceed to the registered address for follow-up within the City limits of Atlanta or close proximity.

4. If the registered owner is not at the address but still resides there or the Accident Investigator is unable to make contact with anyone at the location, the Accident Investigator shall leave his or her contact information.

5. If the address of the registered owner is not in the City of Atlanta or within close proximity, the Accident Investigator may contact the appropriate jurisdiction for assistance in notifying the registered owner to advise that his or her vehicle was reported to have been involved in a collision and left the scene.

6. If the registered owner has not been located within 60 days of the assigned date the unit supervisor assigned the case to an Accident Investigator, the collision report shall be suspended. The case shall be reopened whenever more information is received.

7. The victim of the hit and run collision shall be contacted by phone, e-mail, or mail.

4.6.9 Contact with Registered Owner:

1. If contact with the registered owner is made, the Accident Investigator shall do the following:

   a. Verify ownership of the vehicle; and
b. Schedule an interview with the owner.

2. On the date of the interview, the Accident Investigator shall:
   a. Listen to the vehicle owner's account of the collision incident;
   b. Inspect the vehicle for any damage caused by the collision and take photographs of vehicle damage (Photographs will be uploaded and attached to the ICIS traffic accident report.); and
   c. Appropriately charge the owner/driver once probable cause is established that the vehicle and driver were involved in the collision.

3. The victim shall be notified by phone, e-mail, or mail of the charges being made and the court date and time for appearance.

4. In the event that a case is cleared by reason of copy of charges or physical arrest, the Accident Investigator shall complete a supplemental traffic accident report on ICIS and update Case Management to reflect that the case is cleared.

4.6.10 No Contact with Registered Owner or Inadequate Solvability Factors:

1. The victim shall be notified by the Accident Investigator when:
   a. He/she is unable to identify the suspect;
   b. No contact can be made with the registered owner; or
   c. The alleged perpetrator is located and charged.

2. If the Accident Investigator is unable to contact the registered owner and all viable leads have been exhausted, the report may be suspended until such time more information becomes available.

3. All cases with solvability factors shall remain open for a period of two years or until cleared through:
   a. Arrest of the offender;
   b. A determination that the vehicle in question was stolen at the time of the collision;
   c. Want of prosecution by the victim; or
   d. If the case is unfounded.

4.6.11 Fatal or Serious Injury Collisions:

1. The Accident Investigator shall make contact with the Zone supervisor on the scene to receive a briefing of the incident and verify that Incident Command has been established. The Accident Investigator, or designee, shall physically follow-up with the medical facility
and inquire on the condition of serious injury (low) victims. (CALEA 6th ed. standard 61.2.2a)

2. Every employee of the Department has the responsibility for the protection and preservation of a crime scene. Any employee who purposefully contaminates or destroys evidence may be subject to disciplinary actions. (CALEA 6th ed. standard 61.2.2e)

4.6.12 The first Accident Investigator on the scene shall ensure:

1. The scene has been made safe and secure; (CALEA 6th ed., Standard 61.2.2e)

2. Necessary medical assistance has been rendered; (CALEA 6th ed., Standard 61.2.2b)

3. The suspect has been detained, if present;

4. A lookout has been broadcast, if available, when the suspect is not present;

5. A Crime Scene unit has been called to the scene;

6. The first responding officer(s) is standing to brief the Accident Investigator on the circumstances of the collision. A written statement should be obtained from the officer(s) and included in the investigative folder;

7. Witnesses have been identified and detained or interview notes have been taken if not present. No one should be overlooked as a potential witness;

8. The actual area of the collision has been identified and adequate precautions to preserve the integrity of the evidence have been made. Nothing should have been moved, destroyed, altered, or rearranged; (CALEA 6th ed., Standard 61.2.2e)

9. The collision scene has been roped off, taped off, or otherwise marked; (CALEA 6th ed., Standard 61.2.2e)

10. A log of any officer or citizen entering the collision scene has been completed and obtained from the first responding officer(s); and

11. A field unit is available to assist the Accident Investigator as needed.

4.6.13 Supervisors responding to a traffic fatality scene shall determine if it is necessary to contact an Accident Investigation Unit investigator and/or a Crime Scene Unit technician and shall:

1. Secure the scene and perform the preliminary investigation, obtaining as much information from the witnesses as possible about the collision:
   
   a. Do not release any witnesses;

   b. Identify all drivers and occupants of all vehicles;

   c. Do not release any occupant unless they are being transported by MEDICAL personnel. If a juvenile is being transported, allow the parents or guardians to ride with injured child in the EMS vehicle. Identification is required of the parents or guardians prior to
transport. **IF ANY SUSPECT IS SUSPECTED OF DUI THEY MUST BE TRANSPORTED TO GRADY HOSPITAL FOR TREATMENT.**

d. Ensure that the accident scene is secure with a one lane safety buffer established to prohibit all traffic from traveling through the scene. Ensure other traffic can safely get around the scene. (CALEA 6th ed., Standard 61.2.2.e)

e. Start an ID Unit to the scene (If they have not been contacted by the on-scene supervisor). (CALEA 6th ed., Standard 61.2.2.d)

2. The supervisor will request that radio dispatch contact an Accident Investigation Unit investigator and a Crime Scene Unit technician to respond to the scene.

4.6.14 Traffic Collision Investigative Report

1. The Accident Investigator shall conduct a thorough investigation, complete all relevant reports, and submit them in a timely manner.

2. The Traffic Collision Investigative Folder Checklist shall be a guide to ensure that the following is included in the investigative file:

   a. The date and case number is recorded;

   b. Investigative folder index list is completed;

   c. Investigative folder checklist is completed;

   d. A copy of the Uniform Accident Report;

   e. The rough sketch of the collision scene;

   f. Measurement log (prosecutable cases only);

   g. Offense report (all applicable attachments-supplements, impounds reports, etc.);

   h. Fatality/serious injury checklist is recorded;

   i. The fatality is reported to FARS (Fatal Accident Reporting System).

   j. Witness statements (if any);

   k. Officer statements;

   l. Any supporting documents (lab reports, medical examiners report, etc.);

   m. Any field notes;

   n. Photographs of the scene; and

   o. A copy of the significant incident report (as e-mailed to the Command Staff, Public Affairs, and the Accident Investigation Unit).
4.6.15 If the next of kin is in the City of Atlanta or close proximity, the Accident Investigator shall notify them in coordination with the Medical Examiner’s Office. If next of kin is not within the City of Atlanta or within close proximity, coordination shall be made with the appropriate law enforcement jurisdiction for assistance in the notification by telephone or other electronic means.

4.6.16 If the victim(s) is stable and their wounds are not life threatening, the Accident Investigator shall turn the investigation over to the Zone units. (CALEA 6th ed. standard 61.2.2a)

4.6.17 The Accident Investigator shall contact his or her supervisor with details of the incident as soon as possible.

4.6.18 A significant incident report shall be e-mailed to the Command Staff, Public Affairs and the Accident Investigation Unit detailing the incident, injuries, death, and notification of next-of-kin.

4.6.19 Processing of Evidence/Property at the scene shall be done in accordance with APD.SOP.3081 “Crime Scene Investigation.” (CALEA 6th ed. standard 61.2.2.b)

1. All seriously injured person(s) shall be removed from the scene as soon as possible for treatment, but the first responding officer shall note their body position or location after the collision.

2. Fatalities at the scene shall not be removed until the Medical Examiner’s approval and photographs of the victim’s position have been taken in relation to the collision.

4.7 Special Weapons and Tactics Team (SWAT)

4.7.1 The Atlanta Police Department shall have a SWAT Team to protect the lives of innocent citizens and police officers, as well as suspects. The presence of a highly skilled and trained police tactical unit has been shown to substantially reduce shooting incidents as well as the risk of injury and loss of life to citizens, police officers, and suspects.

4.7.2 See APD.SOP.4043 “SWAT” for detailed procedures regarding the Atlanta Police Department SWAT Team and their operations.

4.8 Mounted Patrol

4.8.1 The Atlanta Police Department provides trained mounted police teams for the purpose of providing a highly visible police presence and managing and dispersing crowds in the City of Atlanta in accordance with state and federal laws.

4.8.2 See APD.SOP.4080 Mounted Patrol for detailed procedures regarding the Atlanta Police Department Mounted Patrol and their operations.

4.9 Helicopter Unit

4.9.1 The Atlanta Police Department employs the Helicopter Unit as a major tool to address the problems of crime and calls for service. The Helicopter Unit shall provide aerial support to the Field Operations Division, Criminal Investigations Division, and other Department employees.

4.9.2 Refer to APD.SOP.4041 Helicopter Unit for the unit’s policies and procedures.
Mobile Command Post

4.10.1 The Mobile Command Post shall be deployed for Critical Field Events, as outlined in APD.SOP.3180 “Unusual Occurrences” and for Non-Critical Field Events where large crowds gather, and/or when requested for display purposes. (CALEA 6th ed. standard 41.1.3a)

4.10.2 The Mobile Command Post shall be positioned at a safe distance away from an incident scene, but close enough to allow for immediate response and deployment of personnel, if necessary.

4.10.3 A driver and a scribe shall be with the Mobile Command Post at all times while it is deployed. Generally, a supervisor shall be in the Command Post during deployments.

4.10.4 The Mobile Command Post is not an emergency response vehicle. In the event the vehicle is required to respond with the emergency blue lights operational, the driver shall proceed with due regard, obeying the rules of the road.

4.10.5 The field commander at a critical field event shall deploy the mobile command post. (CALEA 6th ed. standard 41.1.3a)

4.10.6 The SOS Commander shall designate the person responsible for maintaining the condition and insuring that the vehicle undergoes the required maintenance. A city approved auto shop specializing in the maintenance of oversized trucks shall perform the required maintenance and repairs to the Mobile Command Post. (CALEA 6th ed. standard 41.1.3c) The SOS commander or a designee shall ensure the Mobile Command Post is thoroughly cleaned after each deployment, e.g., all interior areas of the vehicle.

4.10.7 The Mobile Command Post shall, at all times, have up-to-date maps of the City, beat maps, zone maps, venue maps, a functional fax machine, telephone, radio base stations, television and video recorder. (CALEA 6th ed. standard 41.1.3d)

4.10.8 The SOS Commander shall designate Mobile Command Post operators. Each city employee authorized to operate the vehicle shall comply with Georgia Code Sections 40-5-142; 40-5-146, and 40-5-150. (CALEA 6th ed. standard 41.1.3b)

4.10.9 The field commander shall restrict access to the Command Post while it is deployed:

1. Only Communications (911) personnel, the field commander and the driver shall be permitted in the cockpit area of the vehicle.

2. Public access to the vehicle shall be restricted to an area between the galley door and communications door.

3. The command post facilities and equipment shall only be used by authorized personnel assigned to the command post.

4. Command Staff personnel assigned to the Command Post shall have access to all areas within the vehicle.

4.10.10 Critical Field Events

Page 19 of 23
1. The Mobile Command Post shall be the forward planning and command location for the Command Staff and other supervisors during critical field events.

2. At a critical field event, the field commander shall determine the need for the Mobile Command Post and request its deployment to the scene through Communications.

3. Guidelines for deployment, location, and staff functions for the Mobile Command Post are in APD.SOP.3180 "Unusual Occurrences".

4. Once the field commander has requested deployment of the Mobile Command Post, the driver/operator on call shall be notified by Communications. Specifically, the driver shall be told the location of deployment and the nature of the incident for proper approach. The driver shall give Communications an estimated time of arrival to the critical field incident.

5. The Mobile Command Post driver shall notify Communications upon arrival at the critical incident and meet with the field commander to determine an appropriate location for the Mobile Command Post.

6. A qualified Mobile Command Post driver shall remain with the vehicle throughout the entire incident and assist with use of its equipment and facilities. The field commander shall advise when the Mobile Command Post is no longer needed, and when it can be returned to its storage location.

7. The driver of the Mobile Command Post shall have a valid Georgia Commercial Driver’s License as stipulated by O.C.G.A. 40-5-142, 40-5-146, and 40-5-150. (CALEA 6th ed. standard 41.1.3.b)

8. The Mobile Command Post driver shall complete the pre-operations checklist prior to deployment. Upon completion of deployment, the driver shall complete the post-operations checklist and submit it before the end of their tour of duty.

9. Two copies shall be made of each checklist. One copy of the pre-operations checklist and the post-operations checklist shall be maintained at the SOS office, and the other copy shall remain with the Mobile Command Post.

10. The Mobile Command Post driver shall participate in the after-action assessments conducted by the Safety Officer, and or the Emergency Management Officer. After-action assessments are critical to improving logistical procedures for future field events.

11. Requests for use of the Mobile Command Post by other jurisdictions shall be governed by the guidelines in APD.SOP.3180 "Unusual Occurrences," Section 4.13 (Mutual Aid).

4.10.11 Use of Command Post during Non-critical Field Events

1. The Mobile Command Post may be used in scheduled non-critical field events with approval from the SOS commander or his or her designee.

2. Requests for such use shall be submitted in writing to the SOS commander. It must state the following: date, time, location (full address), nature of event, reason for request, anticipated duration of event, and approximate number of attendees. After the SOS commander’s review, he/she shall forward a copy of the approval/disapproval to the
requesting agency. A copy shall be kept on file for one year in the SOS Administrative Office.

3. All requests should be submitted far enough in advance of the non-critical field event to prevent scheduling conflicts. However, critical field events shall take precedence over any non-critical field events if an incident occurs on the same date.

4.11 Special Events

4.11.1 Special events can include, but are not limited to: parades, entertainment or sporting events, highway or construction maintenance activities, picket lines or other demonstrations, etc.

4.11.2 The SOS Commander, or his or her designee, shall supervise and coordinate Department coverage of special events when needed. The SOS Commander may delegate responsibility to the zone commander based on the size, complexity and location of the special event.

4.11.3 The commander responsible for the special event, or their designee, shall develop a written plan of action for each special event, to include the following:

1. An estimate of any vehicle traffic, crowd control, or crime problems or issues that may occur or be associated with the event;

2. A plan to deal with traffic direction and control problems that may arise;

3. The number of SOS employees that shall be needed;

4. Equipment that may be needed, including vehicles, traffic cones, traffic flares, barricades, etc.; and

5. Any assistance that is needed from other department sections, units or outside agencies.

4.11.4 The commander responsible for the special event or his or her designee shall submit both the plan of action and the after action report at the conclusion of the special event to the SOS commander, FOD commander and the Planning, Research and Accreditation Unit.

4.12 Film and Entertainment Liaison Office

4.12.1 The Film and Entertainment Liaison Office shall act as the enforcement and compliance entity with regards to the City of Atlanta Office of Entertainment (COAE), in accordance with the Atlanta Code of Ordinances (Chapter 46, Article IV (Entertainment Filming)). The Liaison Office will facilitate entertainment industry work performed in Atlanta while safeguarding the interests of Atlanta's residents and businesses. The Liaison Office shall respond to questions and complaints regarding entertainment industry work, and will promote community awareness of the entertainment industry's impact upon Atlanta's economic development.

4.12.2 The Film and Entertainment Liaison Office will maintain a "hot-line", established by the COAE, to receive and respond to complaints and concerns after normal business hours. The hot-line will be available to Atlanta residents, businesses, and the entertainment industry. When contacted, the Liaison Office shall interact with citizens, production companies, and other entities to resolve complaints. In some instances, the Liaison Office may need to issue citations and/or suspend filming for noncompliance with applicable city ordinances.
4.12.3  The Liaison office shall conduct spot checks and work with production companies to ensure compliance with city ordinances, and enhance mutual cooperation and support between the entertainment industry and the citizens of Atlanta.

4.12.4  The Liaison Office shall operate on-call after normal duty hours and will respond on-scene when needed. The Liaison will notify the SOS commander or their designee when absent from the office to ensure “hot-line” coverage.

4.12.5  The Liaison Office shall review all approved filming permits to ensure there is no conflict with Public Works projects.

5.  DEFINITIONS

5.1  **Barricaded Person:** An individual who resists being taken into custody by using (or threatening the use of) firearms, other weapons, explosives, etc. This person may or may not have taken a hostage or made a threat to do serious bodily injury to others or themselves. Generally, the barricaded person is behind some type of cover or inside a fixed structure.

5.2  **Tactical Critical Incident:** An unlawful incident that is of such severe nature that the lives and safety of others are in immediate jeopardy and may require specialized assistance from the SWAT Team.

5.3  **Crisis Critical Incident:** Any event with sufficient impact to produce significant emotional reactions now or later. It is generally considered extremely unusual in the range of ordinary human experiences. Examples of potential critical incidents include the following:

- 1. Crew members death in line of duty;
- 2. Children’s death or serious injury;
- 3. Multiple fatalities or seriously injured survivors who were involved in a vehicle accident;
- 4. Suicide, successful or attempted;
- 5. Natural disasters;
- 6. Mishaps involving death or permanent injury and otherwise high emotional impact;
- 7. Use of deadly force;
- 8. Grotesque injuries;
- 10. Acts of violence resulting in injury or death; and

5.4  **Current Videotape:** A videotape that is in use by an officer with his or her name, assignment number, beginning date of use and ending date of use.

5.5  **Inner perimeter:** The immediate area of containment of a danger source where the threat of death or serious injury is high. Such an area is established as close to the threat as is reasonably possible, but at a distance that affords good cover, concealment, and observation for response employees.

5.6  **Outer perimeter:** A controlled buffer area surrounding the inner perimeter, at a distance that prevents direct observation or weapons fire by the suspect, within which access is strictly limited to essential response personnel in order to contain the situation and to prevent further escalation or expansion of the incident. The command post is typically located within the outer perimeter.
5.7 **Preliminary Breath Test (PBT):** A field sobriety test, utilizing a small hand held breath meter, used as an aid in determining if an officer has probable cause to make a DUI arrest.

5.8 **SWAT:** An acronym for Special Weapons and Tactics. A SWAT Team usually refers to a group of officers who train together and have had special marksmanship training and who are equipped with shotguns, sniper rifles, automatic weapons, climbing gear, and other specialized equipment useful in dealing with snipers, barricaded persons, or hostage takers.

5.9 **Traffic Control Inspector (TCI):** Generally, a non-sworn parking enforcement officer that monitors and/or cites illegally parked vehicles.

6. CANCELLATIONS

APD.SOP.4040 “Special Operations Section” Issued June 1, 2012 (Triennial Review October 2013)

7. REFERENCES

APD.SOP.2050 Timekeeping
APD.SOP.2060 Extra Jobs
APD.SOP.3040 Weapons
APD.SOP.3081 Crime Scene Investigation
APD.SOP.3180 Unusual Occurrences
APD.SOP.4010 Traffic
APD.SOP.4041 Helicopter Unit
APD.SOP.4043 SWAT
APD.SOP.4044 Tactical Field Operator
APD.SOP.4080 Mounted Patrol

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th edition, standards 41.1.3, 61.11, 41.3.8, 61.1.13, 61.2.1-4, 46.2.2-3, 33.6.2

APD Form 607 Daily Activity Report
APD Form 694A Checkpoint Supervisor Initiation Approval Form
APD Form 727 Extra Job Permit/Request
APD Form 809 Supervisor’s Use of Force Incident Supplement

O.C.G.A. 40-5-142, 40-5-146, and 40-5-150