


Atlanta Police Department Policy Manual		Standard Operating Procedure
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#### 1. PURPOSE

The purpose of this policy is to establish policies and procedures for both sworn and civilian personnel assigned to the Domestic Terminal and Maynard Holbrook Jackson International Terminal (MHJIT) known collectively as Hartsfield-Jackson Atlanta International Airport.



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### 2. POLICY

It is the policy of the Atlanta Police Department Airport Section to assist the traveling public throughout the airport in a safe and expedient manner. It is also the policy of the City of Atlanta Police Department Airport Section that its facilities, equipment and personnel therein remain as secure as possible to prevent the intrusion of unauthorized individuals.

### 3. RESPONSIBILITIES

- 3.1 The Airport Section Commander shall monitor the implementation of this directive.
- 3.2 Supervisors shall be responsible for the successful and consistent implementation of this directive to ensure effective operation of the section and to promote public safety. He/she shall monitor the deployment, training, and equipment needs of the section
- 3.3 It is the responsibility of each Watch Supervisor to ensure that all sworn personnel are retrained on the operation of the Detention Cells and the Detention Cell Monitoring System every three (3) years. (CALEA 6<sup>th</sup> ed. Standard 71.2.1)
- 3.4 The Airport Section is comprised of the Patrol Units, K-9 Unit, Drug Task Force Unit, the Explosive Ordnance Disposal Unit, Criminal Investigations Unit, and the Special Response Teams Unit.

### 4. ACTION

#### 4.1 Duties of Airport Section Personnel

##### 4.1.1 Roll Call

- 1. Supervisors shall conduct roll call for all uniformed personnel reporting for duty and in compliance with the uniform dress code and roll call procedures (APD.SOP. 2130 and 3070).
- 2. All officers shall be briefed on incidents of importance, safety issues, training issues, and matters that demand special attention before the beginning of their tour of duty.

##### 4.1.2 Duties for Terminal Units

- 1. Officers assigned inside the terminal shall provide customer assistance for the traveling public throughout the airport in a safe and expedient manner.
- 2. Those officers assigned to flex rapid response assignments shall respond to any checkpoint within 6 minutes when called for assistance from either TSA or assigned officer at the checkpoint.
- 3. Officers shall observe the public and be on the alert for potential acts of criminal activity in and around the checkpoint areas. They shall also respond to audio and silent alarms throughout the terminal.
- 4. Terminal Units shall assist Curb Units with crowd control and emergency evacuations.
- 5. Officers shall make arrests on violations of state laws and city ordinances.



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### 4.1.3 Duties for Curb Units

1. Uniformed personnel assigned outside the terminal shall provide customer assistance for the traveling public throughout the airport in a safe and expedient manner.
2. Uniformed personnel shall provide continual movement of passengers on foot and vehicles in loading and unloading zones.
3. Uniformed Personnel shall direct traffic and provide crowd control when assistance is needed with passenger or evacuation flow. They shall also restrict or redirect vehicle and pedestrian traffic during emergency situations.
4. Officers shall make arrests on violations of state laws and city ordinances.
5. Officers shall follow traffic management on roadways in accordance to APD.SOP.4010 Traffic and APD Airport Traffic Management Plan.

### 4.1.4 Duties for Checkpoint Units

1. When a checkpoint alarm is activated or a TSA request for assistance is received by a Checkpoint Officer or Flex Rapid Response Officer, they shall notify police communications of the alarm or request for assistance at the checkpoint location. The officer should advise police communications of the X-ray machine number and lane which the alarm is activated or assistance is requested. The officer shall then respond to the machine to determine the reason for the alarm or request for assistance.
2. Communications shall then notify an on-duty police supervisor of the alarm or the request for assistance. The watch supervisor shall acknowledge the request for assistance and ensure the officer adheres to the 6-minute response.
3. The Checkpoint Officer or Flex Rapid Response Officer shall advise police communications as soon as possible of the reason for the alarm or request for assistance, for example, signal 29, 69, or 73, etc. Officers shall make arrest if necessary and complete all incident reports.
4. OFFICERS SHALL NOT USE THEIR RADIO OR CELL PHONE IF THE POSSIBILITY OF AN IMPROVISED EXPLOSIVE DEVICE (IED) EXISTS, DUE TO POSSIBLE DETONATION.
5. The officers shall use the telephone for notification purposes in instances of signal 73's; otherwise the radio is appropriate. The responding officers should keep the possibility of an Improvised Explosive Device in mind when they do not receive further communications from the Checkpoint Officer.
6. Improvised Explosive Devices and Bomb Threats at a checkpoint shall be handled in accordance with APD.SOP.3182, "Bomb Threats."

### 4.1.5 Duties for Mobile Vehicle Units

1. Mobile officers shall conduct security patrols within their areas of responsibility. They shall monitor traffic congestion and redirect traffic if necessary.
2. Mobile officers shall provide continual movement of passengers on foot and vehicles in loading and unloading zones.



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3. Mobile officers shall direct traffic and provide crowd control when assistance is needed with passenger or evacuation flow. They shall also restrict or redirect vehicle and pedestrian traffic during emergency situations.
4. Officers shall make arrests on violations of state laws and city ordinances.
5. Officers shall follow traffic management on roadways in accordance to APD.SOP.4010 Traffic and APD Airport Traffic Management Plan.

### 4.1.6 Duties for Civilian Personnel

1. Civilian personnel assigned inside the terminal shall provide customer assistance for the traveling public.
2. Civilian personnel shall conduct daily administrative duties and assist sworn personnel with administrative task.

### 4.1.7 Duties for Supervisors

1. Supervisors shall provide customer assistance for the traveling public and provide guidance for personnel under their command.

### 4.1.8 Facility Cleanliness

1. All assigned personnel are required to maintain a clean work space and notify Atlanta Airport Terminal Corporation (AATC) for cleaning services if needed.

## 4.2 Airport Police Precincts

Employees shall ensure its facilities, equipment and personnel therein remain as secure as possible to prevent the intrusion of unauthorized individuals.

### 4.2.1 Precinct Security

1. The door in the reception area which leads back into the roll call room, break area, office area of the precinct shall remain locked at all times. It is the responsibility of each employee to maintain the security of the police precinct. This is to include the latching of locked doors as they leave or enter the precinct and challenge unauthorized individual(s) within the precinct.
2. Only authorized individual(s) shall be allowed unescorted access to the precinct. All others must be escorted.
3. Persons must wait in the front office reception area until the individual they are to see escorts him or her back into the office area of the precinct.
4. Employees assigned to the front desk (reception area) shall only allow authorized individual(s) admittance into the interior of the precinct.

## 4.3 Temporary Detention Cells

Employees shall provide a safe and secure environment to hold detainees.



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The Domestic and International Detention Cells are located in each police precinct. Each cell is designed to hold detainees. The cells have concrete block walls, steel mesh ceilings, heavy gage steel doors with heavy-duty locks and Plexiglas windows. Each cell is equipped with a bench that is bolted to the floor and an audio/video recording system to record the detainee's actions.

For procedures regarding the use of temporary detention cells, see APD.SOP.3033 "Use of Temporary Detention Cells."

### 4.4 Flex Rapid Response to Checkpoints

Officers assigned to a flex rapid response assignment shall be responsible for responding to a checkpoint location within 5 minutes when called for assistance from the TSA or Checkpoint Officer. If the responding officer cannot make the 5-minute response to the location, then the closest officer to the area shall respond to ensure that the 5-minute maximum response time is met.

It is the responsibility of the communications dispatcher to notify an on-duty police supervisor of all requests for assistance from TSA or Checkpoint officers that involves a rapid response.

#### 4.4.1 Checkpoints

1. The Domestic checkpoint areas located within Hartsfield-Jackson Atlanta International Airport (HJAIA) are identified as: Main, T- North and T-South and E-Concourse. The International checkpoint areas located within Maynard Holbrook-Jackson International Terminal (MHJIT) are identified as: F-Concourse Main, F-Concourse Re-Check, and E-Concourse Re-Check.
2. The Domestic Main checkpoint, International Main checkpoint and West Crossover post; shall have an officer assigned 24 hours / 7 days. At no time shall these assigned officers leave their areas without being relieved by another officer unless otherwise stated in this Section Command Memorandum.
3. It is the responsibility of the assigned officer to be relieved through face to face contact with the transferring officer for that duty post. The assigned officer shall also keep the checkpoint desk area clean and orderly.
4. The Airport Section Commander or designee, when deemed necessary for public safety, may close a checkpoint.
5. The officer assigned to a checkpoint shall respond immediately or within 5 minutes, when called for assistance from the TSA or checkpoint officer.
6. These TSA calls for assistance could be to handle weapons found, security breach or to determine if the credential and badge presented by an armed federal, state, or local LEO appears to be issued by the appropriate organization. TSA is responsible for denying passengers through screening areas related to their credentials.

#### 4.4.2 Duties of the Officers

1. The Checkpoint Officer and Flex Rapid Response Officer shall observe the public and be on the alert for acts or potential acts of criminal activity in and around the checkpoint areas.



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2. The officers shall position themselves within their assigned areas to be able to quickly respond to calls for assistance.
3. The officers shall make arrests on violations of federal, state laws and city ordinances.
4. When requested for assistance by TSA personnel, the officer shall stand by and observe while TSA personnel search articles.
5. The Checkpoint Officer shall respond to alarms received from any of the X-ray machines at the Checkpoint when requested by TSA. While the luggage or article is being searched, the officer(s) shall observe the owner of the property for safety reasons. If a weapon is found, the Checkpoint Officer shall immediately request for a Rapid Response Officers to come to the scene and take charge of the weapon. The Checkpoint Officer shall remain and observe the owner of the property for safety reason until additional officers arrive.
6. At least two Flex Rapid Response officers shall be requested to the checkpoint to take charge of the weapon and arrest of the individual if needed. One officer shall move the owner away from reach of the weapon and at a safe distance. The second officer shall take possession of the weapon. NO WEAPON(S) SHALL BE UNLOADED AT THE CHECKPOINT. Both Flex Rapid Response officers shall leave the weapon in its original container and relocate both the weapon and weapon's owner to the police precinct.
7. Officers shall not read books, newspapers, magazines, or any type of reading material, with exception of written materials necessary for the performance of his or her duties at the checkpoints. No musical or personal electronic devices shall be utilized on-duty at the checkpoints (e.g. iPods, I-Pads, Laptop Computers).
8. Checkpoint Officers shall not consume meals at the checkpoint. However, drinks are allowed but care must be taken not to spill liquids into electronic equipment.

### 4.4.3 Alarms and Requests for Assistance

1. When an alarm is activated or a request for assistance is received by a Checkpoint officer or Rapid Response officer, he or she shall notify Police Communications of the alarm location or request for assistance to the location. The Checkpoint officer should advise police communications of the X-ray machine number or lane which the alarm is activated or assistance is requested. The Checkpoint officer or Flex Rapid Response officer shall then respond to the machine to determine the reason for the alarm or request for assistance.
2. Upon receiving an alarm call, Police Communications shall notify an on-duty police supervisor of the alarm or the request for assistance. The watch supervisor shall acknowledge the request for assistance and ensure the officer adheres to the 6-minute response.
3. The Checkpoint Officer or Flex Rapid Response Officer shall advise Police Communications as soon as possible of the reason for the alarm or request for assistance, for example, signal 29, 69, or 73, etc.
4. **OFFICERS SHALL NOT USE THEIR RADIO OR CELL PHONE IF THE POSSIBILITY OF A BOMB EXISTS, DUE TO POSSIBLE DETONATION**



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5. The Checkpoint Officer or Flex Rapid Response Officer shall use the telephone for notification purposes in instances of signal 73's; otherwise the radio is appropriate. Responding officers should keep the possibility of a bomb in mind, when they do not receive further communications from the Checkpoint Officer or Rapid Response Officer.
6. Bombs and Bomb Threats at a checkpoint shall be handled in accordance with APD.SOP.3182, "Bomb Threats."
7. When a violation has occurred but the Checkpoint Officer or Flex Rapid Response Officer deemed the arrest shall not be made. They must obtain approval for any release by on-duty supervisor.

#### 4.4.4 West Crossover and Checkpoint Breach Alarms

1. In the event of a suspect running through the screening area to avoid the screening process at the West Crossover or Checkpoints areas, the Checkpoint Officer and West Crossover officers shall immediately activate the security breach alarm system, notify communications, give a lookout, and additional officers shall pursue the suspect.
2. Whenever the West Crossover alarm is activated, the Flex Rapid Response Officer shall proceed to the AGTS (Automated Guided Train System) train level. Once there the officer shall observe the elevator, trains, and mezzanine escalator for the subject who breached security.
3. The officer assigned to the West Crossover shall ensure that no unauthorized person enters the AGTS from the West Crossover area.

#### 4.5 Airport Special Response Team (ASRT)

##### 4.5.1 Responsibilities

1. The ASRT shall respond to high-risk incidents with appropriately trained employees, equipment, and resources to resolve or contain any threats.
2. All ASRT members are responsible for adhering to the guidelines set forth in this directive. The ASRT members shall:
  - a. Plan and implement actions that shall ensure a satisfactory resolution regarding the lives of persons and property that may be in jeopardy during a high-risk incident;
  - b. Provide rescue services for police officers and citizens who may have been taken hostage or endangered as a result of a high-risk incident situation;
  - c. Establish inner perimeter lines during high risk incident situations;
  - d. Form immediate action ("hasty") teams to ensure an organized response option is available if exigent circumstances arise prior to the arrival of SWAT and/or other specialized emergency responders;
  - e. Stabilize high risk incidents and maintain a safe environment until relieved by the Atlanta Police Department SWAT Unit;



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- f. Provide support and assistance regarding incidents involving the hijacking of an aircraft, commuter train, bus, or any other type of public transportation at HJAIA;
- g. Provide support and assistance to the Bomb Squad Unit at the scene of a bomb explosion, bomb threat, or suspected bomb package; and,
- h. When available, provide assistance to local, state, and federal agencies when requested at HJAIA.

### 4.5.2 Responding to High-Risk Incidents

- 1. Upon notification that a high-risk incident is occurring, the incident commander shall activate the on duty ASRT and ensure that responding team members change their radio frequency to Airport Atlanta Police Department (AAPD) TAC radio.
- 2. The incident commander or his/her designee shall notify the HJAIA airport commander, assistant commander, and airport communications (C4) that an incident has occurred and that ASRT have been activated.
- 3. Once on scene, the incident commander shall:
  - a. Remain on the perimeter, establish an incident command post, and assign supporting officers as they arrive;
  - b. Make request for additional resources through C4;
  - c. Establish an area and method for managing a large number of people fleeing the scene and implementing the Atlanta Police Department traffic plan management;
  - d. As necessary, work with AFRD, EMT and mutual-aid partners to coordinate a casualty collection point and advise of the location to medical personnel. C4 shall advise local hospitals of a possible mass casualty situation; and,
  - e. Keep the chain of command informed of the situation as information develops.
- 4. ASRT may consist of three officers, one supervisor or Senior Patrol Officer (SPO), and one Atlanta Fire Department (AFD) combat or tactical medic. If available, those officers who are certified to carry the patrol rifle shall be the initial response team and placed in the most advantageous positions. Before entering into an affected area, they shall:
  - a. Gather as much additional information about the situation as possible. ASRT shall advise C4 and the incident commander regarding the situation; and,
  - b. Determine appropriate exit and entry points that ASRT personnel can contain to ensure a secured perimeter exists around a high-risk incident.
- 5. Priorities of the initial team making contact should be as follows:
  - a. Stop deadly or violent behavior by arresting or engaging the suspect(s);
  - b. Limit the suspect's movements by confining him or her to a known area;





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- c. Communicate progress to C4 and request additional teams to enhance search and tactical capabilities; and,
  - a. Confront any suspect(s) through means of control, arrest, containment, or appropriate use of force.
6. At the conclusion of any incident where an ASRT has been activated the supervisor on scene shall:
  - a. Complete a significant incident report and disseminate to command staff;
  - b. Complete a Use of Force Report for all incidents;
  - c. Complete Atlanta Police Department Command Review within 24 hours for all conducted electronic weapon (Taser) usage and complete Atlanta Police Department Form 669;
  - d. Within 24 hours complete a debriefing of the incident with the ASRT personnel involved; and,
  - e. Within 40 hours, complete an after-action report to be submitted to the HJAIA Airport Commander, the Special Operations Section Commander, and the Deputy Chief of the Community Services Division.

### 4.5.3 Eligibility for Special Response Teams

1. Officers must have completed three years of sworn service as a police officer prior to an ASRT assignment.
2. Officers must submit a resume to the HJAIA airport commander or his or her designee.
3. Officer's performance evaluations shall be reviewed and must average "effective" for the last three years prior to an ASRT assignment.
5. Officers disciplinary files shall be reviewed by the HJAIA airport commander or his or her designee. The officer must not have had a sustained category 1 complaint or pending complaint within three years prior to an ASRT assignment.
6. Officers must demonstrate sound decision-making skills to his/her supervisor as documented in his/her annual performance evaluation.
7. In accordance with APD.SOP.4044 Tactical Field Operator, ASRT members shall maintain good physical conditioning, and shall be able to complete all phases of initial training. Officers shall be required to complete the initial physical fitness assessment, which is comprised of the following:
  - a. Calisthenics/Warm-up (Flexibility and body weight leverage/manipulation);
  - b. One mile run (cardio – respiratory endurance); and,
  - c. Simulated downed officer rescue (Practical application of strength and balance).

Times and repetitions on all phases shall be established by the TFO Training Coordinator.



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### 4.5.4 Training

1. Officers assigned to ASRT shall successfully complete the 80-hour POST credited APD18F-Tactical Field Operator (TFO) training course (based on course availability).
2. Officers assigned to ASRT shall successfully complete a physical fitness assessment semi-annually as approved and scheduled by the ASRT commander. In the event an officer assigned to ASRT fails to meet the minimum standard set by the ASRT commander on any phase of requalification, they shall be allowed an opportunity to be reassessed within 60 days of their initial failure. If an ASRT member cannot successfully complete the assessment within 60 days, the unit commander shall review the circumstances and make recommendations for possible revocation of his/her ASRT assignment.
3. Officers assigned to ASRT shall attend 16 hours or recurring monthly training in accordance with the requirements set forth in APD.SOP.4044 Tactical Field Operator.
4. Additional training as needed or deemed necessary by the ASRT commander.
5. When possible, ASRT and AFD Combat/Tactical Medics shall attend joint training with federal first responders assigned to HJAIA.
6. The HJAIA training coordinator is responsible for documenting attendance and training for all team members. Attendance and training records shall be kept on file at the training academy.

### 4.5.5 Equipment

1. ASRT may be issued special equipment and weapons that are not normally issued to other department employees. Team members shall be trained and shall qualify with equipment and weapons issued to them.
2. All team members shall be certified with all issued equipment, per departmental policy. Issued equipment shall be kept in the designated secure areas inside the HJAIA Atlanta Police Department precinct.
3. ASRT members are responsible for the proper maintenance of all issued equipment and shall ensure that it is ready for deployment.

Issued equipment may include:

- a. Ballistic shield;
- b. Ballistic vest;
- c. Air Purifying Respirator (APR);
- d. Radio head set;
- e. Ballistic helmet;
- f. SWAT or drag bag;



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- g. Load bearing vest;
    - h. AR15 rifle; and
    - d. Tactical Emergency Medical Kit.
  - 4. Equipment issued to ASRT members shall be inspected per APD.SOP.1090 Inspections.

### 4.5.6 Removal from ASRT

- 1. Assignment to ASRT shall be removed under the following circumstances:
  - a. Failure to meet the qualifying standards of the Patrol Rifle Program;
  - b. Failure to attend recurring monthly training;
  - c. Failure to successfully complete any phase of the 80 hour APD18F-Tactical Field Operator (TFO) training course (unless due to lack of class availability); or,
  - d. Discretionary removal by the HJAIA Commander.

## 4.6 Bomb Incident Prevention Plan

### 4.6.1 Procedures

- 1. The Atlanta Police Department Airport Section shall implement the following security measures according to threat levels established by the National Terrorism Advisory System (NTAS). The ultimate goal is to develop a program plan to protect the airport facility from various means of attack using IEDs and LVIEDs.
- 2. The procedures that call for restricting traffic in and around the terminal area are aimed strictly at minimizing the threat of an attack by a large vehicle improvised explosive device (LVIED)—a vehicle capable of carrying a minimum 500 pounds of net explosive weight (NEW). As a point of reference, 400 pounds of explosive material can be contained in an area approximately equal to the volume of a standard 55-gallon drum (approximately 9 cubic feet in volume). A compact sedan can hold 500 pounds of explosives—when inspecting vehicles at the terminal and parking perimeter, the intent is to inspect for LVIEDs; therefore, inspections should focus on identifying areas where bulk explosives can be stored such as a trunk, truck bed, or other such cargo type areas.

### 4.6.2 National Terrorism Advisory System (NTAS) Alerts

- 1. NTAS Alerts shall only be issued when credible information is available.
- 2. These alerts shall include a clear statement that there is an elevated threat or imminent threat.
- 3. The NTAS Alerts shall be based on the nature of the threat: in some cases, alerts shall be sent directly to law enforcement or affected areas of the private sector, while in others, alerts shall be issued more broadly to the American people through both official and media channels.



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4. NTAS Alerts contain a sunset provision indicating a specific date when the alert expires - there shall not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, shall be distributed the same way as the original alert. The alert may be extended if new information becomes available or the threat evolves.
5. An Elevated Threat is declared when there are warnings of credible terrorist threats against the United States. Atlanta Police personnel shall take additional precautions in crowded terminal areas, consider options to disperse congested areas, and restrict access to certain areas of the facility to essential personnel only.
  - a. Watch Commanders shall ensure that all actions of elevated threat level are implemented.
  - b. Watch Commander shall ensure that random inspections of vehicles approaching the terminals are conducted as described in the airport's approved bomb incident prevention plan and traffic plan. Random inspections could consist of all vans and trucks plus a random selection of automobiles or simply an inspection of a specific class of vehicle. Authorized emergency vehicles (ambulances, police cars, crash/fire/rescue vehicles, and airport operations vehicles) are exempt from this inspection. Airport police, parking enforcement personnel or airport representatives shall conduct random inspections of vehicles as they approach the terminals; enter restricted parking areas or curbside loading zones.
  - c. Close portions of parking facilities that have been determined locally to be a risk, i.e., within the effective terminal blast damage envelope identified in the airport's approved bomb incident prevention plan and traffic plan. Terminal parking requires mitigation or positive control procedures to allow parking during heightened threat levels. If needed, HJAIA and MHJIT shall close parking decks on all levels to all incoming parking patrons. The vehicles, already parked in these areas, shall be screened and secured in these areas pending the return of the owner. After the vehicle owners have removed their vehicle, the levels shall be sealed from public use. At the discretion of the airport general manager, the parking manager may initiate restricted parking in the affected areas provided that all in-coming vehicles are searched in accordance with DHS guidance.
2. The Specialized Unit Commander shall ensure that explosives detection canine patrols, if available, are increased in and around the terminal. HJAIA shall employ its TSA-certified explosives detection canine teams as directed by the airport police commander, aviation general manager or designated representatives. The current certification status of the team must be ascertained prior to use.
3. Watch Commanders shall ensure his/her watch conducts surveillance throughout the airport facility and perimeter every hour. Airport police, operations and security personnel shall conduct surveillance or inspections in assigned areas of operations. Units shall list each check as a drop in on his/her Daily Activity Report.
6. An Imminent Threat reflects warns of a credible, specific, and impending terrorist threat against the United States. In addition to the protective measures in the previous Threat level, Atlanta Police personnel shall also increase or redirecting personnel to address critical



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emergency needs, closing certain areas, and assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources.

- a. Watch Commanders shall ensure that all actions of imminent threat level are implemented.
- b. Watch Commanders shall ensure his/her watch conducts surveillance throughout airport facility and perimeter. Units shall list each check as a drop in on his/her Daily Activity Report.
- c. Watch Commanders shall ensure his/her watch restricts public access points to terminals and increase security presence around those points to randomly check incoming personnel.
- d. Watch Commanders shall ensure his/her watch controls access to baggage claim areas only to incoming passengers waiting to claim luggage. Luggage and items being brought into the area by non-ticketed passengers must be subjected to visual search. Air carriers or air carrier contractors operate the baggage claims areas. The airport security consortium would determine procedures to control access in these areas. At a minimum, the baggage claim terminal doors would be restricted to exiting traffic only. Air carriers or their representatives would be directed to verify baggage claim tickets before allowing access to these areas.
- e. Watch Commanders shall ensure his/her watch conducts LVIED inspection of vehicles approaching the terminal. Authorized and pre-inspected emergency vehicles (ambulances, police cars, crash/ fire/rescue vehicles, airport operations vehicles and Airport Park and Ride vehicles) may be permitted. The inner curbside lanes shall be limited to only commercial vehicles, authorized vehicle and pre-inspected emergency vehicles.
- f. Watch Commanders shall ensure that the Airport Police Section Command Post is established in the main police precinct, C4 EOC or other designated area.

### 4.7 Security Breach Containment

#### 4.7.1 Security Breach Response

1. The officer at the breach site shall consult with the Transportation Safety Administration (TSA) supervisor to determine the appropriate breach response. *Note: The breach alarm shall only be activated at the discretion of the TSA supervisor in charge.*
2. In all instances of an airport security breach, the APD officer assigned to the affected checkpoint shall notify the C-4 dispatcher of the occurrence and place a lookout for the wanted person. If the APD officer loses visual contact with the individual who breaches security, he or she shall inform the TSA security officer the checkpoint is closed and pursue the wanted individual(s).
3. Obtain a lookout, as soon as possible, on the individual(s) who breached security and broadcast the description on the police radio to C-4 dispatcher. This broadcast should occur every five minutes. This lookout shall be broadcast until the individual(s) are apprehended or until a police supervisor advises to cancel the broadcast. The APD supervisor shall assign a



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replacement officer to cover the checkpoint to during the pursuit/search of the wanted person.

4. The law enforcement officer(s) responding to either the HJAIA North and South Terminal or the MHJIT Terminal shall conduct a systematic search of the concourse(s) from the northern most ends to the southern areas for the individual(s) who have breached security. After the individual(s) is located, all areas where the individual(s) was seen during the initial breach location shall be searched for any suspicious bags or items.
5. The On-duty supervisor shall acknowledge the security breach and immediately respond to the affected checkpoint to manage the search. After arriving at the scene, the supervisor shall meet with the TSA supervisor to coordinate the appropriate law enforcement response to the security breach.

### 4.7.2 Supervisory Response

1. The responding supervisor shall ensure the following occurs:
  - a. A wanted person lookout is broadcasted and it is repeated every five minutes until the search is cancelled.
  - b. Law enforcement officers are dispatched to the north and south ends of Checkpoint Concourses and work back to AGTS train level.
  - c. A thorough and systematic search is conducted of the Concourses attached to the Checkpoint and AGTS.
  - d. The watch commander shall be briefed and kept informed during the search.
  - e. Timely notification to the representative of DOA Security, Airport Operations, AATC (Atlanta Airlines Terminal Control) and the Airlines.
  - f. If warranted, limited radio traffic should occur and a request for the assistance of a K-9 Unit.
  - g. Request EOD Unit to respond to suspicious items when needed.
  - h. A replacement officer to cover the checkpoint if the original officer had to pursue/search for wanted person.
  - i. Have a knowledgeable officer review the CCTV cameras within the Airport Precinct.
  - j. Ensure all documentations are completed (incident reports, pass-along logs or significant incident reports, etc).
  - k. Airport Commander and Assistant Airport Commander (e.g. Captain) or his designee must be notified immediately.

### 4.7.3 K-9 / EOD Response

1. If available, a K-9 officer shall be dispatched to the north and south ends of the T-Concourse or F-Concourse. If no K-9 Unit is available, the closet available officer assigned to the



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terminal or traffic detail shall be directed to the attached to checkpoints at the concourses and standby for K-9 officer's arrival.

2. The K-9 / EOD supervisor shall ensure that the K-9 officer responds promptly to the scene to assist with the search. The K-9 / EOD Officer shall inspect the area comprised by the breach.
3. If a suspicious package is found and alerted on by the K-9, a member of the EOD unit shall take charge of the scene to render the device safe and properly dispose of it. An incident report shall be written detailing the incident.

#### 4.7.4 Security Breach Cancellation

1. In the event the wanted subject is not apprehended within fifteen minutes, the senior supervisor on the scene shall meet with representatives of the TSA, DOA Security, Airlines Representatives, and the AATC to conduct a threat assessment. The Security Breach may be cancelled with a consensus of the group.
2. The supervisor shall ensure the Security Breach call is cancelled after the wanted person is located. The APD supervisor shall also coordinate and assist the reopening of the closed checkpoint(s) with a TSA supervisor (if applicable).

#### 4.8 Unattended/Suspicious Item(s)

##### 4.8.1 Response to Unattended/Suspicious Items(s)

1. The C-4 Dispatcher upon receipt of a call for service on an unattended bag(s)/item(s) shall:
  - a. Immediately dispatch a police officer to the location of the unattended bag(s)/item(s) or suspected explosive device.
  - b. Notify the on duty police supervisor of the location of the unattended bag(s)/item(s), who made the call and all pertinent information gathered.
  - c. When a suspicious bag/item is upgraded to a Suspected Explosive Device, the dispatcher shall amend the CAD dispatch signal to a Signal 73 and enter Code 25 in the comment field. The dispatcher shall make notification to all agencies listed on the Bomb Threat Notification Check List.
2. The responding officer upon arrival on an unattended bag(s)/item(s) shall:
  - a. Determine if the bag(s) or item(s) is unattended, suspicious or a suspected explosive device. The determination should be accomplished by visually inspecting the package for anything unusual and being careful not to disturb the suspect package.
  - b. Attempt to locate the owner by, paging the owner if identification is on the bag, contact the airline if a baggage check is on the bag, and inquire of persons in the immediate area. If unable to locate the owner, the officer shall upgrade an unattended bag(s) or item(s) to a suspicious bag(s) or item(s) and follow section 4.3.
  - c. If unattended bag(s) or item(s) are located on the Department of Aviation's Automated Ground Transportation System (AGTS) Train. The dispatcher shall notify a Bombardier



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representative to inspect the train at the train's turn-around location. If bag(s) or item(s) are found, an officer shall be dispatched to the location and follow section 4.2.3.

- d. If unattended bag(s) or item(s) are located on the Gateway Center / Rental Car Center Sky Train. The dispatcher shall dispatch an officer to the location and follow section 4.2.3.
3. The responding officer upon arrival on a suspicious bag(s)/item(s) shall:
  - a. Determine if the bag(s) or item(s) is suspicious; he/she shall notify a supervisor and request a Bomb Detection K-9 Unit/EOD.
  - b. Ensure that the public is maintained a safe distance from a suspicious bag(s) or item(s). In the event the package is discovered to be an explosive device a minimum distance of 300 feet shall be maintained away from the device.
  - c. Ensure that a suspicious bag(s) or item(s) is not disturbed or moved by anyone until the Bomb Technician makes a determination it is not a danger to the public.
  - d. Limit wireless communications near a suspicious bag(s) or item(s), due to the possibility that such communications may detonate an explosive device, use a hardwire telephone whenever feasible.
  - e. Remain at the location of a suspicious bag(s) or item(s) until relieved by a supervisor, or a member of the K-9 Explosive Detection or Bomb Squad.
  - f. Complete all necessary preliminary Investigation report(s).
  - g. Ensure that the bag(s) or item(s) are turned into the tenant or AATC after they have been cleared by a supervisor or bomb technician. If the tenant or AATC refuses to accept it, the bag(s) or item(s) shall be turned into the Atlanta Police Department Property Control Section.
  - h. Notify the on scene AATC or Tenant representative the disposition of his or her preliminary investigation.
4. Police Supervisors, during all suspicious bag(s) or item(s) and explosive device calls, shall:
  - a. Respond to the scene and if necessary, establish a command post and ensure that all responding agencies are made aware of its location.
  - b. Coordinate with the Fire Department, tenant, AATC and Airport Operations in setting up a perimeter, and assist supervising in crowd control. Once the suspect package has been upgraded to a Code 25 ensure that the Suspected Explosive Device is not moved or disturbed by anyone.
  - c. Ensure that all notifications are made. The Bomb Notification Check List shall be used as a guide. A copy of which is attached.
  - d. Establish a safe area away from the package and keep all civilians and police personnel away from the suspect explosive device. Ensure that the public is moved





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away from anything that might harm them should detonation occur, i.e., plate glass windows.

- e. If evacuation is required, coordinate with the Fire Department, tenant, AATC and Airport Operations, keeping in mind the possibility of a second or multiple explosive devices.

### 4.8.2 Suspected Explosive Devices

1. Suspected explosive devices shall be handled as a bomb threat.
2. If after a K-9 team checks the bag, with no alert, and suspicion is still strong, a supervisor may request a bomb technician to check the bag.

## 4.9 Airport Door Alarms and Challenges

### 4.9.1 Response to Airport Door Alarms

1. Officer(s) shall respond to door alarms in a safe and expedient manner.
2. Airport personnel shall challenge individuals, without proper identification, found within the Airport Operations Area (AOA) or Security Identification Display Area (SIDA).
3. When an officer observes a person or persons within the SIDA or AOA in violation of city code, state law or federal regulation. The officer shall immediately stop the individual and determine if probable cause exists to make an arrest.
4. If probable cause exists to arrest, the officer shall make the arrest and complete all necessary reports to include notifying DOA Security for issuance of the Airport's Breach of Rule Notice (BORN).
5. Should probable cause not exist, the officer shall request DOA Security to come to the scene and determine if a Breach of Rules Notice (BORN) shall be given. The officer shall complete an incident report.
6. In all cases when individuals or vehicles are stopped within the AOA or SIDA. The officer shall request DOA Security to come to the scene and determine if a BORN shall be given.

### 4.9.2 Access Control Alarms (Door Alarms)

1. Dispatchers shall immediately dispatch door alarms to the closest available officer.
2. Officer(s) shall respond to door alarms in a safe and expedient manner.
3. Upon arrival at the door, if an officer observes a person or persons within the S.I.D.A. or the A.O.A. in violation of city code, state law or federal regulation. The officer shall immediately stop the individuals and determine if probable cause exists to make an arrest.
4. If probable cause exists to arrest, the officer shall make the arrest and shall request DOA Security to come to the scene and determine if a BORN shall be given.
5. Examples of false alarms are: FAA Test, Malfunctioning Equipment, etc.



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### 4.10 On-Field Pickups and Escorts

#### 4.10.1 Performance of Escorts for Boarding an Aircraft

1. Agencies or individuals requesting an on-field escort for the purpose of boarding an aircraft shall be directed to the On-Duty Police Watch Supervisor.
2. Prior to assigning an officer to perform the escort, the On-Duty Watch Supervisor shall ensure that:
  - a. An Escort Request, signed by an Airport supervisor, has been submitted to the TSA Atlanta Coordination Center, Federal Air Marshall's Service.
  - b. Ensure that an officer is assigned to handle the escort.
3. The assigned escort officer shall:
  - a. Meet the person (s) at a designated guard post, usually guard post 79. The officer shall arrive at the designated guard post at least fifteen (15) minutes prior to the expected arrival of the escorted person (s).
  - b. Accompany or lead the person (s) to the appropriate boarding gate and remain with them until they board the aircraft or safely depart the restricted area. Under no circumstances shall the officer leave anyone in the restricted area without the approval of an on-duty police supervisor.

#### 4.10.2 Performance of Other Escorts

1. Other than escorts for the purpose of boarding an aircraft, the on-duty supervisor may approve security or emergency escorts.
2. The officer assigned to perform the escort shall:
  - a. Meet the person or persons to be escorted at a designated location.
  - b. Escort the person or persons to their destination and remain with them until they safely depart the restricted area. Under no circumstances shall the officer leave anyone in the restricted area without the approval of an On-Duty Police Supervisor.

#### 4.10.3 Performance of Pickups

1. All pickups shall be approved by the on-duty supervisor.
2. It is the responsibility of the officer performing the pickup to meet the person(s), who are conducting the pickup, at a designated guard post, usually guard post 79. The officer shall arrive at the designated guard post at least fifteen (15) minutes prior to the expected arrival of the escorted person(s).
3. The escorting officer shall accompany or lead the person (s) to the appropriate boarding gate and remain with them until they meet the incoming party. Under no circumstances shall the officer leave anyone in the restricted area without the approval of an On-Duty Police Supervisor.



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4. The officer shall lead all escorted individuals out of the restricted area.
5. Once the escort is completed, the original Police Escort Request Form shall be returned to immediate supervisor.

### 4.11 Personal Mobility Vehicle Operation (Segway SE3)

Employees shall adhere to this directive and operate the Segway SE3 in a safe manner, take proper care of the equipment, and practice community-oriented policing the execution of their duties.

#### 4.11.1 Pre-Operation Familiarization

1. Each employee shall view the Segway SE3 Mobility Vehicle safety video prior to operating the mobile unit.
2. Each employee shall sign a printed matter control sheet to indicate they have viewed the safety video and conducted the driving portion of the training.
3. The designated training officer shall maintain the signed printed matter control sheet.
4. Before operating the Segway SE3, each employee shall successfully complete the following training: Low-speed Course, Figure Eight and 90-degree Turn Course.

#### 4.11.2 Use of the Segway SE3

1. Supervisors may use the Segway SE3 during their shift.
2. Officers may use the Segway SE3 to monitor the atrium areas, baggage claim areas, curbsides, parking lots and concourse areas.
3. All Segway SE3 operators shall park the unit in a manner as to not impede the free flow of pedestrian or vehicle traffic.
4. The operator shall remove and secure the unit key before dismounting, when it is practical to do so.
5. Segway SE3 vehicles shall not be used on the AGTS train. Walkways between concourses shall be utilized for Segway SE3 operation.
6. Employees who operate a Segway SE3 shall wear a department-approved bike helmet.
7. The Segway SE3 shall not be used by officers assigned to fixed Transportation Security Administration (TSA) checkpoints.
8. Officers shall not use the blue lights and sirens inside airport buildings unless responding to an emergency call (Officers need to be aware the blue lights on the Segway SE3 are high intensity),
9. The Segway SE3 has emergency flashers that can be used to provide extra visibility when operating the unit inside.



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10. Officers can utilize the on-board charging capabilities of the Segway SE3 when the unit is not in use and can swap out the battery at the precinct if the unit cannot be charged while on an assignment. The onboard charging cord shall be kept in the glove box when not in use.
11. Officers shall not prop their feet up on the Segway SE3
12. Officers shall keep the glove box areas clean and free of food and trash.

### 4.11.3 Equipment Maintenance

1. Segway SE3 operators shall inspect their unit before its use for any signs of damage or to correct minor problems. Beginning and ending mileage, along with any damage or maintenance issues, shall be noted on Daily Activity Report (Form APD 607). The on-duty supervisor must be advised of any found damage before any operation of the Segway SE3.
2. Employees who operate the Segway SE3 shall limit their maintenance to the areas specified below. A trained maintenance specialist designated by the section commander shall perform any necessary maintenance other than what is described below.
  - a. Ensure that all wheels are running straight or true and each part is properly tightened. If the wheels are not running straight, a trained maintenance specialist shall service the unit.
  - b. Ensure that the brakes are making contact with the rims of the wheels and that the brakes stop the Segway SE3 in a safe manner.
  - c. Clean the Segway SE3 with water and clean sponges. Officers shall avoid using high-pressure hoses, steam cleaners, etc.
3. Watch commanders shall closely monitor the use of each Segway SE3, conduct regular inspections and maintain all Segway SE3 keys.

### 4.11.4 Monthly Inspections

1. The fleet officer shall maintain a monthly inspection checklist for each Segway SE3 to ensure it is properly equipped and functional. The checklist shall include:
  - a. Check tire pressure;
  - b. Squeeze front brake and rock unit backward and forward to check for loose headset;
  - c. Check crank bolts for proper tightness;
  - d. Check front and back brake pads for wear;
  - e. Insure that both brake and shift cables are in good working condition and capped on the ends;
  - f. Check front and rear brake levers. They should engage firmly without bottoming out on the bars; and
  - g. Check all quick releases to ensure they are safely and securely engaged.



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### 4.11.5 Safety and Operation Guidelines

1. Employees shall comply with all Departmental regulations, rules, and directives regarding safety when handling calls.
2. The Segway SE3 shall not be operated on the roadways.
3. Dismounts while the unit is moving and unsafe actions are prohibited.
4. The Segway SE3 shall not be used as an offensive weapon or used to stop the movement of a person or vehicle.
5. Employees shall not use a cellular phone, with or without a hands-free option, while directing traffic or operating a Segway SE3.
6. When crossing roadways, the operator shall use the crosswalks and not attempt to negotiate the curbs.
7. Officers shall use Extreme caution when backing the Segway SE3, and if the area is too crowded or unsafe, the Officer may dismount the unit and push it manually.

### 4.12 Clayton County Citation Book Accountability

The Atlanta Police Department Airport Section shall document the distribution of Clayton County citation books to employees and ensure that all citations are accounted for and properly maintained.

#### 4.12.1 Citation Book Distribution

1. The Airport Police Section Supply Officer shall inventory, distribute, and document all Clayton County citation books acquired by the Airport Police Section. Airport Police Section Supply Officer shall distribute current citation books to each watch as necessary. The Airport Police Section Supply Officer shall document the distribution of all citation books on Form APD 703: "Supply Requisition" and shall maintain Form APD 703 for inspection purposes.
2. Unit supervisors shall issue each sworn and non-sworn employees under their command a Clayton County Citation Book. Before a citation book is issued to the employee, the supervisors shall log the first and last citation number on Form APD-022 (Supervisor Citation Log). Moreover, the supervisor shall be responsible for completing the Form APD-021 (Citation Log) for the purpose of logging all citations issued. Supervisors shall only issue one citation book to employees.

#### 4.12.2 Using Citation Book

1. Employees shall issue individual citations from each citation book in numerical sequence. Officers shall issue or void all citations in the citation book before being issued another citation book.
2. Employees shall keep the "Officer Copy" of all citations issued or voided.



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3. The Clayton County Citation shall be used for Traffic and Misdemeanor copy violations occurring at the Airport within Clayton County. Employees shall submit the "Department Copy" of all issued citations to Airport Police Section Supply Officer through the chain of command at the end of their tour of duty.

### 4.12.3 Citation Book Accountability

1. Citations can be voided by writing VOID in large block letters across the citation. Voided citations cannot be torn, ripped, or destroyed. Employees must submit all parts of voided citations, except the "Officer Copy", to Airport Police Section Supply Officer through the chain of command at the end of their tour of duty. Employees shall retain the "Officer Copy" of the citation. Form APD-023 "Voided Citation Memorandum" must be completed and accompany each voided citation.
2. All citations must be accounted for on Form APD-021 "Citation Log". This form must be completed legibly and in its entirety and submitted to a supervisor after all citations in the citation book have been issued or voided. A voided citation shall be entered by writing "VOID" in the Defendant column. Form APD-021 "Citation Log" must be submitted to the Airport Police Section Supply Officer through the chain of command.
3. Supervisors shall forward the original copies of Form APD-022 "Supervisor Citation Log", Form APD-021 "Citation Log", and Form APD-023 "Voided Citation Memorandum" to the Airport Police Section Supply Officer after all citations in the book have been issued or voided. A copy of these forms shall be maintained at the unit level.
4. The Airport Police Section Supply Officer shall maintain records on all citations issued and/or voided by the Department.

### 4.13 Volunteer Overtime Guidelines

The Atlanta Police Airport Section to utilize authorized voluntary overtime for reduction of crime, assist in the movement of pedestrian / vehicular traffic and to bolster law enforcement visibility during normal operations and times of elevated Homeland Security alerts.

Voluntary overtime shall be in addition to the scheduled 160-hour work period and all hours worked on voluntary overtime shall be paid whether or not an employee takes leave time during the 28-day work period. Any leave taken during the work period shall affect the number of hours paid at the overtime rate. Employees working voluntary overtime shall receive straight time for the total hours worked between 160 and 171. In accordance with Fair Labor Standards Act (FLSA) guidelines, actual hours worked over 171 during the 28-day work period shall be compensated at the overtime (time and one-half) rate.

- 4.13.1 Officers and Supervisors shall only be allowed to work VOT in Class B, C uniforms, or the bicycle uniform if assigned and approved for bicycle patrol. All Investigators shall be allowed to work plain clothes VOT assignments. Any other plain clothed assignments must be approved by the Unit Commander or their designee, with the submission of a plan of action detailing the need for a plain clothes operation.
- 4.13.2 Each watch commander shall assess their watch's need for VOT officers and according to the overall crime analysis or personnel shortages. Should the watch have sufficient on-duty officers or supervisors to accomplish all daily functions, additional VOT personnel shall be designated to suspected crime areas or areas throughout the airport in need of police visibility.



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- 4.13.3 The monthly schedule shall be completed on a 28-day time schedule. This weekly schedule shall contain a date and time period to be filled by sergeants, officers, and traffic control inspectors. Those employees that wish to work a new pay period of VOT must submit their names and days on a calendar of dates, two (2) days prior to the end of the previous 28-Day pay period. Supervisors shall accommodate the employees request for their selected day(s) but must maximize the police coverage for each watch. Employees VOT dates may be rescheduled for another day if needed.
- 4.13.4 The 28-day schedule shall be posted by Day, Evening and Morning Watch supervisors. The VOT sheets shall be maintained for three (3) years, in accordance with the Department's Records and Retention.
- 4.13.5 Total VOT hours for each 28-day pay period shall be designated by the Section Commander or their Designee.
- 4.13.6 Employees shall only be able to sign-up for three (3) days per week or work one off day (8 hour shift) and one additional day during the week, unless otherwise determined based on the needs of the department and the airport section.
- 4.13.7 Those employees that receive three (3) "No Shows" or fail to be on their assignments shall be restricted from working VOT the following 28 day pay period.
- 4.14 Airport Employee Privately Owned Vehicle Parking
- Employees assigned to the Atlanta Police Department Airport Section shall park their privately-owned vehicle (POV) in designated area only.
- 4.14.1 All employees assigned to the Atlanta Police Department Airport Section shall park their P.O.V. in their designated area. They shall park their vehicle in compliance with all State and City Laws, ordinances and rules governing such parking.
- 4.14.2 The Department of Aviation shall assign designated parking areas.
- 4.14.3 The Airport Police Section Commander or their designee shall issue each employee a parking card and parking permit in compliance with guidelines set forth by the Department of Aviation.
- 4.14.4 Each employee is responsible for his/her issued parking card and parking permit. In the event parking card and/or parking permit is damaged / stolen a replacement shall be provided. In the case of a stolen parking card and or parking permit, an approved police report shall be required before replacement.
- 4.14.5 In the event a parking card and or parking permit is lost or misplaced; the Department of Aviation requires a \$25.00 replacement fee for each item. The fee is the responsibility of the employee.
- 4.14.6 At all times when a P.O.V. is parked at the Airport, the parking permit shall be placed on the windshield's rear-view mirror or placed in the vehicle so it is clearly visible through the front windshield.
- 4.14.7 An employee's P.O.V. found parked in an area other than their assigned designated area shall be treated as illegally parked vehicle.



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- 4.14.8 Any employee found in violation of this Section Command Memorandum shall be considered in violation of the Rules and Regulations of the Police Department and shall be subject to the appropriate disciplinary action.
- 4.15 Use of Electronic Devices While On Duty
- 4.15.1 Use of Cellular Phones While On Duty
1. Employees are authorized to use cell phones to conduct departmental business.
    - a. Employees shall not use cellular telephones to conduct departmental business that should otherwise be broadcast over the radio.
    - b. Cellular telephones may be used to provide additional communication between employees but this does not relieve the officer from using the radio for disseminating and documenting information.
  2. Employees shall not use a cellular phone for personal business while interacting with the general public. If phone must be used for emergency purposes, the employee must try to utilize the phone outside of the public view.
  3. Employees shall not use a cellular phone, with or without a hands-free option, while directing traffic or operating a T- 3.
- 4.15.2 Use of Smart Phones and Music Devices
1. For officer safety, employees are not authorized to use smart phones, iPods or music devices with ear buds while performing their duties in the public view.
- 4.16 Employee of the Month Award
- Supervisors shall identify and recognize sworn and civilian employees for outstanding public services achievements or actions by nominating employees for "Employee of the Month." The APD-AS Awards Committee shall choose the award recipient on a quarterly basis.
- 4.16.1 Award Committee
1. Watch Supervisors shall choose one (1) sworn employee from their watch to serve as peers on the Awards Committee. The Awards Committee shall be comprised of peer employees (non-supervisor) and the Administrative Sergeant. The peer employees shall vote for the award winner for the "Employee of the Month".

For example: Day Watch sworn employee; Evening Watch sworn employee; Morning Watch sworn employee; K-9/EOD sworn employee; Traffic Control Inspector employee; Investigator; civilian employee; Administrative civilian employee.
  2. The Administrative Sergeant shall serve as the Award Committee Chairperson and monitor the activities of the Award Committee. The Administrative Sergeant shall vote "only" as a tie breaker and not in situations when the chairperson is the nominator.
  3. Award Committee employees shall serve on the committee from January 01 to December 31 each calendar year.





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### 4.16.2 Nomination Process

1. Nominations for awards may be made by any Supervisor with knowledge of an act by an employee that meets the criteria of this command memorandum.
2. The nomination can be made on APD Form 208 APD-AS.
3. Nominations should include a Memorandum highlighting the reasons for nomination; and incident reports, arrest reports, data base spreadsheets, administrative documents, specialized reports from K-9/EOD, Letters of Commendation, or other related documentation. This form shall be attached to APD Form 208 APD-AS.
4. Nominating Supervisors shall keep a copy of the nomination form, and all supporting documents. Nominating Supervisors shall submit nominations to the Administrative Sergeant by the fifth (5) of each month.

### 4.16.3 Employee Selection

1. The Awards Committee shall meet and choose an "Employee of the Month." The committee shall review nominations and submit votes to determine the award recipient.
2. The Administrative Sergeant shall inform the Section Commander of the award recipient.
3. The Administrative Sergeant shall ensure that an employee certificate and photo shall be completed.
4. The Supply/Budget Office shall post the new "Employee of the Month" on the Answer the Call wall.
5. Section Commander, or their designee, shall present the employee with the "Employee of the Month" certificate.
6. The Administrative Sergeant shall ensure a copy of the "Employee of the Month" certificate shall be placed in the employee's personnel file.

## 5. DEFINITIONS

- 5.1 AGTS (Automated Guide Transit System): The underground tunnel system that connects the terminal and concourses. It includes the east/west train tunnels, moving sidewalks and pedestrian walkways.
- 5.2 Airport Breach of Rule Notice: A Breach of Rules Notice (BORN) can be issued as a result of a security violation. Depending on the severity of a security violation / breach you can receive a fine, suspension of access privileges and / or revocation of Non-SIDA badge.
- 5.3 Aircraft Operations Area (AOA): That portion of the airport designed and used for landing, taking off, or surface maneuvering of airplanes.
- 5.4 Authorized Individual(s): Law Enforcement Officers, individuals employed at the airport police section, maintenance and custodial personnel, anyone authorized by the section commander or watch supervisor.



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- 5.5 Bomb Technician: The only person(s) authorized, trained and certified by the FBI Hazardous Devices School to handle and render safe explosives, WMD's, and Improvised Explosive Devices.
- 5.6 Breach Alarm System: The alarm system implemented to prevent individuals who have compromised the integrity of the screening process to proceed any further into the sterile area than the A-West Fire Doors and to assist the airport police section in locating and apprehending the individual(s). This alarm system consists of an activation button or switch located at the Law Enforcement Officers workstation at the Domestic, T-Concourse, Mezzanine and MHJIT Checkpoints. When this button or switch is activated it causes an alarm to activate in the Airport PSAP and AATC Communications Center. Simultaneously, the alarm causes the doors at: T-Concourse south exit, T-Concourse North Center Point, T-Concourse South Center Point, A-West AGT Fire doors, the Mezzanine Level Baggage Station Door and MHJIT locations (N/A) to close and lock. Additionally, the trains in the AGT are immediately stopped and all elevators go to the boarding level and stop. Individuals may not proceed into the sterile area any further than the A-West AGT Fire Doors. Therefore, the sterile integrity of A, B, C, D, E and F Concourses is maintained.
- 5.7 Checkpoint Officer or Flex Rapid Response Officer: A police officer assigned to a checkpoint or responds to emergency situations at or near checkpoint.
- 5.8 E-F Concourse or International Checkpoints (Screening Area): The International Screening Areas is located on E-concourse and F-concourse.
- 5.9 Elevated Threat Alert: Warns of a credible terrorist threat against the United States.
- 5.10 Explosive Component: anything that may be or appear to be part of a bomb, e.g., electrical wires, wires attached to clocks, blasting caps, switches, etc.
- 5.11 Federal Flight Deck Officer (FFDO): A pilot who is deputized in accordance with 49 U.S.C. Section 44921(d), as a Federal Law Enforcement Officer and may transport an issued or approved firearm in an issued lockbox as necessary to participated in the program.
- 5.12 HJAIA Main Checkpoint (Screening Area): The domestic screening area located in the center, east side, of the east crossover in the terminal.
- 5.13 Imminent Threat Alert: Warns of a credible, specific, and impending terrorist threat against the United States.
- 5.14 International Checkpoint (Screening Area): The F-concourse screening area is located on F-concourse at MHJIT Terminal.
- 5.15 K-9 Explosive Detection Team & Bomb Squad: A squad assigned to the airport section trained for the detection of Improvised Explosive Devices, WMD's, Explosives, and military ordinances within the Specialized Unit. It includes the K-9 Bomb Detection Teams and Bomb Technicians.
- 5.16 Mezzanine Checkpoint: The Mezzanine Checkpoint is located one level above the AGTS Baggage Station.
- 5.17 National Terrorism Advisory System (NTAS): This system replaces the color-coded Homeland Security Advisory System (HSAS). This new system shall more effectively communicate information about terrorist threats by providing timely, detailed information to the public,



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government agencies, first responders, airports and other transportation hubs, and the private sector.

- 5.18 Net Explosive Weight: The actual weight in pounds of explosive mixtures or compounds, including the trinitrotoluene equivalent of energetic material that is used in the determination of explosive limits.
- 5.19 Open Bomb: The components of an explosive device are visible by an open container or the suspect device appears to be an immediate threat to the public, e.g., Pipe bomb, Military Ordinance, etc.
- 5.20 Security Identification Display Area (SIDA): Any area identified in the airport Security Program as requiring each person to continuously display airport-approved identification, unless the person is under airport -approved escort.
- 5.21 SIDA Badge (ATL Badge): Photo identification issued by the Hartsfield-Jackson Atlanta International Airport Department of Aviation Security.
- 5.22 SIDA or AOA Area Violator(s): Any person or persons found on the S.I.D.A. or A.O.A. without proper authorization or identification or in violation of city code, state law or federal regulation.
- 5.23 Sterile Area: An area of an airport defined in an airport security program to which access is controlled by the inspection of individuals and property in accordance with Federal regulations.
- 5.24 Suspicious Bag(s) or Item(s): Factors which might indicate a bag(s) or item(s) is suspicious are:
- IS THE BAG(S) OR ITEM(S) ABANDON? How long has the bag(s) or item(s) been at the location?
- LOCATION: is the bag(s) or item(s) near any areas that would cause maximum damage or injuries?
- TYPE BAG(S) OR ITEM(S): Is the bag old or new?
- IDENTIFICATION ON THE BAG(S) OR ITEM(S)
- POSSIBLE SUSPICIOUS ACTIVITY
- NOSIES EMITTING FROM THE BAG(S) OR ITEMS(S)
- THESE ARE NOT THE ONLY FACTORS, WHICH MIGHT INDICATE A BAG, IS SUSPICIOUS. THE OFFICER SHALL HAVE TO USE HIS OR HER TRAINING AND EXPERIENCE TO MAKE FURTHER DETERMINATION IF A BAG IS SUSPICIOUS OR NOT.
- 5.25 Threat Containment Unit: A bomb containment vessel designed to safely contain the detonation of an improvised explosive device inside a piece of luggage. When used correctly, the TCU is capable of containing the detonation of up to five pounds of explosive with a safe standoff distance from the TCU for personnel of two feet.
- 5.26 TSA Passenger Screening Information Form: a form approved by the TSA to record pertinent information on individuals who unlawfully enter the checkpoint area armed.



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5.27 WEAPON: Any of the following items:

Firearms: Any weapon from which a shot may be fired by the force of an explosion including starter pistols, compressed air or BB guns, and flare pistols.

Knives: Including sabers, swords, hunting knives, souvenir knives, martial arts devices, and such other knives with a blade three inches long or longer.

Bludgeons: Blackjacks, billy clubs, or similar instruments.

Explosives/Ammunition/Flammable Liquids: Any explosive incendiary components which by themselves or in conjunction with other items can result in an explosion or fire. These include explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, etc., or any combination of these items generally referred to as a "bomb".

Disabling or Incapacitation Items: All tear gas, mace, and similar chemicals and gases whether in pistol, canister, or other container, and other disabling devices such as electronic stunning/shocking devices.

Other Articles: Such items as ice picks, straight razors, and elongated scissors, even though not commonly thought of as a deadly or dangerous weapon, but could be used as a weapon, including toy or "dummy" weapons or grenades.

5.28 West Crossover Alarm: The button located in the box mounted on the wall next to the elevators that is activated by the Officer or TSA at the west crossover whenever anyone breaches security by entering the AGTS from the West Bridge.

5.29 West Crossover Post: The area located at the top of the elevator/escalator that leads from the AGTS Baggage Claim Station. This area is not a screening area.

## 6. CANCELLATIONS

APD.SOP.4090 "Airport Section," effective September 15, 2018

## 7. REFERENCES

APD.SOP.1090 Inspections

APD.SOP.2011 General Conduct

APD.SOP.2030 Awards

APD.SOP.3030 Arrest Procedures

APD.SOP.3180 Unusual Occurrences and Situations

APD.SOP.3182 Bomb Threats

APD.SOP.3086 High Risk Situations

APD.SOP.4010 Traffic

APD.SOP.4044 Tactical Field Operator (TFO)

APD.SOP.5190 Guidelines for Participating in Investigative Task Forces

City of Atlanta Ordinance 22-66.

City of Atlanta Code of Ordinances Section 22

City of Atlanta Code of Ordinances Section 86-32.

City of Atlanta Department of Aviation, Airport Security Program.

Federal Regulation Title 49-Transportation. Part 1542-Airport Security, Sections 1542-203 and 1542-205.



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Form APD-021 Citation Log  
Form APD-022 Supervisors Citation Log  
Form APD-023 Voided Citation Memorandum

APD Airport Traffic Management Plan

Aviation Security Directive SD 1542

<http://www.dhs.gov/files/publications/ntas-public-guide.shtm#content>

National Terrorism Advisor System

<https://www.dhs.gov/national-terrorism-advisory-system>

### 8. SIGNIFICANT CHANGES

- 8.1 Sections 4.1.1 to 4.3.10 on Temporary Detention Cells removed and placed in new policy: APD.SOP.3033 "Use of Temporary Detention Cells."