


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date July 9, 2020		APD.SOP.3090 Continuity Books
Applicable To: All Sworn Employees		Review Due: 2024
Approval Authority: Interim Chief Rodney Bryant		
Signature: Sign by RB		Date Signed: 7/9/2020

#### Table of Content

1.	PURPOSE	1	4.8	Weekly and/or Other Regular Meetings	4
			4.9	Required Reports	4
2.	POLICY	1	4.11	Additional Comments & Concerns	4
			4.12	Challenges and Experiences in Command	4
3.	RESPONSIBILITIES	1	4.13	Continuity Book Format	5
4.	ACTION	2	5.	DEFINITIONS	5
4.1	Continuity Books – Required Categories	2	6.	CANCELLATIONS	5
4.2	Section and/or Unit Definition and Duties	2	7.	REFERENCES	5
4.3	Relevant Policies and CALEA Standards	2	8.	SIGNIFICANT CHANGES	5
4.4	Section or Unit Size and Composition	3			
4.5	Required Training and Certifications	3			
4.6	Assigned Essential and Specialized Equipment	3			
4.7	Specialized Training: Sgt, Inv, SPO, Off, & Civ	3			

#### 1. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the development of Continuity Books. These books will facilitate a smooth transition when changes in command occur as a result of personnel transfer orders. Continuity Books are designed to be a guide to the assignment functions, duties, and responsibilities of incoming section and unit commanders.

#### 2. POLICY

The Atlanta Police Department will establish guidelines to ensure a smooth transition of personnel through transfers and/or promotions.

#### 3. RESPONSIBILITIES

3.1 Division commanders are responsible for the implementation of this directive within their respective commands.

3.2 Section commanders, in addition to creating a Continuity Book of their own command, are responsible for reviewing the Continuity Books created by all unit commanders within their section. Upon review, the section commanders will submit all Continuity Books to their division commanders and to the Chief of Police, or their designee, for review.

3.3 All currently assigned section and unit commanders within the department, regardless of assignment, will create a Continuity Book relevant to their assignment using the guidelines established in this policy. The book will be updated:

1. Anytime the section or unit commander feels a review and update is appropriate during their tenure in the assignment;



## Atlanta Police Department Policy Manual

### APD.SOP.3090 Continuity Books



2. Whenever there is a change in command. The outgoing commander will update and review the Continuity Book prior to the transition of command;
  3. Annually, if the Continuity Book has not undergone an update and review within the present calendar year.
- 3.4 All newly assigned section and unit commanders will familiarize themselves with the procedures and duties outlined in the Continuity Book for that command. During their tenure as section or unit commander, they will update the book when appropriate.
4. ACTION
- 4.1 Continuity Books – Required Categories

The below listed numbered categories are as they appear in Form APD 227 Continuity Book Template, which will be used in the creation of each command's Continuity Book.

I	Definition, Duties, & Responsibilities	VI	Specialized Training: Sgt., Inv., SPOs, Officers
II	Relevant Policies and CALEA Standards	VII	Weekly, Monthly Meetings
III	Unit Size, Organization, & Composition	VIII	Required Reports
IV	Required Training and Certifications	IX	Ongoing Projects
V	Assigned Essential and Specialized Equipment	X	Additional Comments & Concerns
		XI	Suggestions to the in-coming Commander

- 4.2 Section and/or Unit Definition and Duties
- 4.2.1 The section or unit definition should state the following:
1. Section or unit name and all associated acronyms;
  2. The purpose of the section or unit; and
  3. The area of responsibility within the department
- 4.2.2 The duties of the section or unit should include the following:
1. The daily required duties. This will include field duties as well as administrative;
  2. The weekly required duties. This will include field duties as well as administrative;
  3. The monthly required duties. This will include all monthly gathering of data (crime, administrative, personnel) relevant to the command and the required reports to be generated; and
  4. The annual required duties. This would cover all required annual reports that will be specified in the policy pertaining to their commands.
- 4.3 Relevant Policies and CALEA Standards
- 4.3.1 The section and unit commanders should obtain copies of policies, command memoranda, and special orders that are uniquely relevant to their command. The complete policies should be



## Atlanta Police Department Policy Manual

### APD.SOP.3090 Continuity Books



- inserted into the Continuity Book, not excerpts. Copies of all policies, command memoranda, and special orders are available on PowerDMS.
- 4.3.2 The section and unit commanders should also obtain a copy of every CALEA standard that is relevant to their commands. The required CALEA standard numbers are referenced in the relevant policies. Copies of all the CALEA standards are available on PowerDMS.
- 4.4 Section or Unit Size and Composition
- 4.4.1 This section should include the following:
1. Section and Unit organizational charts;
  2. Personnel allocation for section and unit; and
  3. Workload analysis
- 4.4.2 Continuity Books should list the job duties of each position and should not name individual personnel.
- 4.5 Required Training and Certifications
- 4.5.1 This section should include all training that is essential to command the section or unit. This is included, but not limited to:
1. Required Command and Leadership training;
  2. Training required prior to taking command.
  3. Training required within a specified period of time after taking command.
  4. Certifications required before taking command.
  5. Certifications required within a specified period of time after taking command.
  6. Training required on a recurring basis to maintain skill level or certifications.
- 4.6 Assigned Essential and Specialized Equipment
- 4.6.1 Upon transfer to a new assignment, section and unit commanders will acquire all equipment required for the section or unit.
- 4.6.2 Essential and specialized clothing will be obtained from the approved clothing vendor.
- 4.7 Specialized Training: Sergeants, Investigators, SPOs, Officers, & Civilians
- This section should include all types of specialized training records for all employees within the command. This should include regular audit records to ensure each employee completes the required training. These records shall be maintained at the unit level.



#### 4.8 Weekly and/or Other Regular Meetings

This section should include a list of all meetings where the commanders attendance is required. Details of each meeting should include:

1. Day of week and time of meeting;
2. Typical duration of meeting;
3. Location of the meeting;
4. Organization or City entity involved;
5. Purpose of the meeting; and
6. Additional relevant information not included above.

#### 4.9 Required Reports

4.9.1 This section should list all report(s) required by SOP and the chain of command of the section or unit. This will include all reports regularly generated by subordinate employees.

4.9.2 The list should state whether the report is required:

1. Daily;
2. Weekly;
3. Bi-weekly;
4. Monthly; or
5. Annually.

#### 4.10 Ongoing Projects

This section should include a list of all ongoing projects with details of what the purpose and scope of the project. This section should contain the appropriate level of detail to enable an incoming commander to bring the project to conclusion.

#### 4.11 Additional Comments & Concerns

The outgoing commander should use this section to detail any concerns not specified in this policy.

#### 4.12 Challenges and Experiences in Command

The outgoing commander should use this section to explain the challenges they experienced, and lessons learned during their tenure.



## Atlanta Police Department Policy Manual

### APD.SOP.3090 Continuity Books



#### 4.13 Continuity Book Format

4.13.1 The Continuity Book should be formatted such that it is easily understood and quickly navigated. Commanders will use Form APD 227 Continuity Book Template when creating their Continuity Book.

4.13.2 The Continuity Book should be printed, bound in a three-ring binder and stored in an accessible location within the section or unit.

#### 5. DEFINITIONS

5.1 Continuity Book: A reference document produced by an individual to share relevant information concerning a duty or position on which he/she has knowledge. It is normally produced for an individual assigned to take over that duty or position... *(Building a useful Continuity Book: Captain Leonel Nascimento, United States Army, Military Analyst)*

#### 6. CANCELLATIONS

New Policy

#### 7. REFERENCES

Building a useful Continuity Book: Captain Leonel Nascimento, United States Army, Military Analyst

#### 8. SIGNIFICANT CHANGES

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