


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date April 30, 2020		APD.SOP.1030 Written Directive System
Applicable To: All employees		Review Due: 2024
Approval Authority: Chief Erika Shields		
Signature: Signed by ES		Date Signed: 4/30/2020

Table of Content

1. PURPOSE	1	4.9 Distribution and Implementation	7
		4.10 Coordination of Implementation	8
2. POLICY	1	4.11 Written Directive Review	8
		4.12 Written Directive System Maintenance	9
3. RESPONSIBILITIES	1	5. DEFINITIONS	9
4. ACTION	2	6. CANCELLATIONS	10
4.1 Preparation	2	7. REFERENCES	10
4.2 Numbering System	3	8. SIGNIFICANT CHANGES	10
4.3 Format of Directive	4	9. APPENDIX	10
4.4 Cancellation or Revision	6		
4.5 Precedence and Transition	6		
4.7 Directives Availability	7		
4.8 Five Day Reporting Requirement	7		

1. PURPOSE

This directive establishes the written directive system of the Atlanta Police Department (APD) and provides administrative support for that system. Written directives document the mission, values, goals, objectives, policies, and procedures of the department. The system provides for the indexing, purging, updating, and revising of directives.
(CALEA 6th ed. Standard 12.2.1 a, f, g, h)

2. POLICY

The Atlanta Police Department (APD) uses its written directive system to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. The written directive system shall permit rapid access to individual policies, procedures, rules, and regulations.

3. RESPONSIBILITIES

3.1 The Chief of Police is responsible for the department's written directive system. This responsibility includes the authority to issue, modify, and approve all special orders, standard operating procedures, and manuals. (CALEA 6th ed. Standard 12.2.1b)

3.2 Division and section commanders are responsible for implementing applicable department directives within their respective commands. Division and section commanders shall draft directives for the Chief's consideration and shall format their command memorandums as required herein. Command memorandums shall conform to applicable city ordinances, state laws, federal laws, Department policies and procedures, and the standards set by the Commission on Accreditation for Law Enforcement Agencies (CALEA), State Law Enforcement Certification Program, 6th Edition. (CALEA 6th ed. Standard 12.2.1c)



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



- 3.3 The Training Unit commander is responsible for issuing, reviewing, and maintaining training material and shall coordinate training on new and revised directives, ordinances, and laws. (CALEA 6th ed. Standard 12.2.1c)
- 3.4 The Planning, Research, and Accreditation Unit (PRAU) shall manage the department's written directive system to include: formatting, publishing, maintenance, and review of department directives. The Unit shall review command memorandums for compliance with accreditation standards, department directives, and higher authorities. The Unit will manage the accessing and updating of these directives through the PowerDMS records management program. (CALEA 6th ed. Standard 12.2.1i)
- 3.5 Supervisors shall ensure that their subordinates receive, read, understand, and adhere to applicable directives.
- 3.6 Employees are responsible for adhering to the written directives that apply to them. Employees may refer to any directive through the PowerDMS records management program.
- 4. ACTION
 - 4.1 Preparation
 - 4.1.1 General
 - 1. Written directives shall not conflict with City of Atlanta ordinances, state law, federal law, or accreditation standards. Written directives shall not conflict with the policies and procedures of the issuing authority's chain of command, including the Mayor's administrative orders.
 - 2. The format of written directives shall conform to this directive.
 - 3. The Planning, Research, and Accreditation Unit (PRAU) shall prepare the final draft of all department special orders, standard operating procedures, and manuals. If a directive requires extensive reformatting, PRAU shall ask the originator to review it.
 - 4. The Training Section Commander or higher authority determines the format of training materials. The format shall conform to the requirements of the Georgia Peace Officer Standards and Training (POST) Council, when applicable.
 - 4.1.2 Review Process
 - 1. Written directives should be prepared and revised in consultation with those inside and outside the department who shall be affected by them. At a minimum, the issuing authority's direct subordinates should review proposed directives. If a new policy or procedure may require training, the Training Section shall be included in the review process. Where appropriate, the Law Department shall be included in the review process. The person who prepares or revises the directive shall attempt to resolve any disagreements or reservations that arise during the review process.
 - 2. The PRAU shall coordinate the review of department special orders, standard operating procedures, and manuals.
 - 3. When a directive requires forms, attach them to the directive for the review process.



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



4. When staff review results in significant changes in a directive, the review process may be repeated.
5. Reviews shall be documented through written or e-mail correspondence or the PowerDMS program's workflow process.
6. For special orders, standard operating procedures, and manuals, the PRAU shall file the original directive copies of all drafts, correspondence sent, and correspondence received during the review. For command memorandums, the approval authority shall file the documentation with the original.

4.1.3 Use of Command Memorandum (CALEA 6th ed. Standard 12.2.1c)

Use the memorandum format if the material shall be in effect only briefly and is not directive in nature or is directed to an individual. Memorandums are not included in the written directive system. Command memorandums expire after four years.

Use the command memorandum format rather than a memorandum to state a procedure:

1. That is in effect over a period of time;
2. To implement a policy that is pending the issuance of a standard operating procedure or special order;
3. To give directions to a rank, classification, or job function.

4.2 Numbering System (CALEA 6th ed. Standard 12.2.1d)

4.2.1 Issuing of numbers

1. The PRAU shall issue all numbers relating to special orders, standard operating procedures, and command memorandums.
2. For command memorandums, the approval authority shall request in writing from the PRAU that a number be assigned to the directive.
3. PRAU shall reply to the approval authority with the electronic version of the directive and a number attached.

4.2.2 Format of numbers

Special orders, standard operating procedures, command memorandums, and training materials have unique numbers for clear identification. The number consists of letters and numerals that identify the organizational level, type of directive, major category or year, and sequence number of the directive within that major category or year. APD.SOP.2030 is an example of this numbering system.

4.2.3 The first part (APD in the example), which represents the Atlanta Police Department.



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



4.2.4 The next part (APD.SOP.2030) represents the type of directive:

1. SO - Special Order;
2. SOP - Standard Operating Procedure;
3. CM - Command Memorandum;
4. RCT - Roll Call Training; or
5. LP - Lesson Plan.

4.2.5 The third part is a number. The example uses only one digit (APD.SOP.2030).

1. For an SOP, this number represents the major category or chapter in the policy manual. The SOP categories and their numbers are:

No. Category	Topics
-----	-----
1 Administration	Administration and organization
2 Personnel	Personnel issues
3 General Operations	General law enforcement issues
4 Field Operations	Patrol operations issues
5 Criminal Investigations	Criminal investigative issues
6 Support Operations	Communications, records, etc.
7. Community Services	Community Services Division

2. For a special order or command memorandum this part would be the last two digits of the year; for example, APD.SO.12.01.

4.2.6 The last part (the number 030 in the example) represents the placement of the directive within the major category or year.

4.2.7 A hypothetical directive APD.SOP.4010 would be the first major standard operating procedure dealing with field operations. APD.CM.12.03 would be the third command memorandum issued in 2012.

4.3 Format of Directive
(CALEA 6th ed. Standard 12.2.1d)

4.3.1 In order to have a consistent format, it is essential that directives are written on the template, Written Directive Form APD-700. The heading block contains:

1. TYPE: Write the type of directive:
 - a. Special Order;



Atlanta Police Department Policy Manual
APD.SOP.1030
Written Directive System



- b. Standard Operating Procedure;
 - c. Department Command Memorandum;
 - d. Division Command Memorandum; and
 - e. Section Command Memorandum.
2. **EFFECTIVE DATE:** Date when the directive is effective, allowing time for any necessary training or other implementation steps.
 3. **NUMBER:** Unique number assigned to the directive; as in section 4.2.
 4. **TITLE:** The title of the directive.
 5. **APPLICABLE TO:** The organizational components, positions, or job classifications that are directly affected by the directive.
 6. **APPROVAL AUTHORITY:** Title and name of the individual approving the directive.
 7. **SIGNATURE:** Signature of the approval authority.
 8. **DATE SIGNED:** Date of signature of the approval authority.

4.3.2 Organize the body of a special order, standard operating procedure, or command memorandum under the following headings. Only these headings are in all caps. If a section is not applicable, put "N/A" after it. A directive over three pages long should have a table of contents on the first page.

1. **PURPOSE:** Clear and concise statement of the reason for the directive.
2. **POLICY:** Clear and concise statement of the policy which the directive addresses. (CALEA 6th ed. Standard 12.2.1f)
3. **RESPONSIBILITIES:** Designation of specific responsibility, with particular attention to supervisory and command roles.
4. **ACTION:** Description of action that is to be taken, by whom, and within what time constraints. (CALEA 6th ed. Standard 12.2.1h)
 - a. Use the outline style for organizing the action section of a standard operating procedure, special order, or command memorandum.
 - b. Organize the text and choose the headings and subheadings for simplicity and logical ordering. Generally, there should be at least two outline elements at each level: if there is a "1" there should be a "2"; and if there is an "a" there should be a "b". The numbering scheme is as follows:

4.	ACTION
4.1	Second Level Title



Atlanta Police Department Policy Manual
APD.SOP.1030
Written Directive System



- 4.1.1 Third Level Title
 - 1. Outline Details
 - 2. Outline Details
- 4.1.2 Third Level Title

A paragraph of text
- 4.1.3 Third Level Title

List

5. **DEFINITIONS:** Define any terms that may be misinterpreted and those that have special meaning in the directive. List the terms in a logical sequence, grouping sequence, or alphabetically. Underline the defined terms and format them as follows:

- 5. **DEFINITIONS**
- 5.1 Term: Text of definition...
- 5.2 Term: Text of definition...

6. **CANCELLATION:** Use this heading to specify what directives are cancelled. A directive cannot cancel a directive issued by a higher authority. Do not use a blanket "anything in conflict" statement but specify directives by number.
7. **REFERENCES:** Citation of laws, directives, or other authority governing the subject matter of the directive. Unless quoted or paraphrased in the directive, referenced documents should be accessible to those who must implement the directive.

4.4 Cancellation or Revision
(CALEA 6th ed. Standard 12.2.1e)

- 4.4.1 Only the approval authority or a higher authority may cancel or revise a written directive.
- 4.4.2 A written directive is usually cancelled by a revised written directive of the same type.

4.5 Precedence and Transition

- 4.5.1 A directive issued by a commander remains in effect after the individual leaves the position, until canceled by his or her successor, or until the directive expires.
- 4.5.2 A directive issued by a higher authority overrules one issued by a lower authority within that chain of command.
- 4.5.3 A directive issued later overrules one issued earlier if the same authority issues both.
- 4.5.4 Directives remain effective until cancelled or expired.



Atlanta Police Department Policy Manual
APD.SOP.1030
Written Directive System



4.6 Revision of a Directive
(CALEA 6th ed. Standard 12.2.1 e)

Written directives shall be revised by reissuing the entire directive after a detailed revision process.

4.7 Directives Availability

4.7.1 Employees may see any directive maintained by the Department except for confidential directives.

4.7.2 The electronic version is available on the department's computer PowerDMS records management program. Documents approved via PowerDMS will be archived indefinitely with time-stamped signatures. The signed original version of all directives (SOP) and special orders (SO) approved prior to the implementation of PowerDMS shall be maintained at PRAU. The signed original version of all command memorandums (CM) shall be maintained in the Division/Section/Unit Commanders office where the CM originated.

4.8 Five Day Reporting Requirement

If the City modifies any Calhoun SOP for any reason, within five business days (i.e., weekdays except federal holidays) the City shall inform Plaintiffs' counsel and provide a copy of the modified SOP to Plaintiffs' counsel. This requirement shall be referred to as the 'Five Day Reporting Requirement.

****This Subsection, 4.8, may not be deleted, revised, or amended pursuant to the November 29, 2018 Orders in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB. Consult the City of Atlanta Department of Law with any questions or concerns.****

4.9 Distribution and Implementation

4.9.1 Employee Transfers

Within five working days of an employee's transfer into a unit or a significant change in the employee's duties, the unit commander shall orient the employee to the job. The commander may require the employee to review selected directives.

4.9.2 Employees shall read the directives issued to them and follow their instructions. Employees must understand these directives or request clarification from their supervisors. Employees shall maintain the directives issued to them.

4.9.3 Distribution of Directives
(CALEA 6th ed. Standard 12.2.2)

1. As new or revised directives are signed, they will be published via the PowerDMS records management program. Employees will receive the documents automatically upon publication. Employees will provide an electronic signature for each new directive published to ensure that they have received the document.



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



2. The approval authority shall immediately send a signed copy and the final electronic version of each command memorandum through the chain of command to the Planning, Research and Accreditation Unit.
3. As the department is shifting away from reliance on paper documents towards the use of electronic means of storing, finding, and presenting its directives, the department shall issue updated CD copies of directives to each new police recruit, members of the Atlanta Retired Police Reserve (ARPR), and upon request. All other employees will maintain an account on the PowerDMS records management site. Employees will check the site periodically or as required to locate and review new and updated directives.
4. Each employee must electronically sign any directive(s) issued via PowerDMS to document receipt of the directive(s). Signature records will automatically be archived in PowerDMS.
5. PRAU will maintain hard copies of all policies and any revisions for employee access.

4.10 Coordination of Implementation

- 4.10.1 Allow adequate time between the distribution date and the effective date for training on the new or revised directive and for any related procedural changes, printing, equipment purchases, etc. Coordinate the implementation through a memorandum or special order, if the directive's implementation proves to be overly complicated.
- 4.10.2 The Chief of Police or his/her designee, may classify a directive as confidential and limit its distribution to those with a right to know. Only the Chief of Police may designate a directive as confidential.

4.11 Written Directive Review

- 4.11.1 Written directives that are in effect may be reviewed at any time; however, one review every four years is mandatory. The originator shall review every written directive and its associated forms. This review determines the need for revision, cancellation, or incorporation into another directive. (CALEA 6th ed. Standard 44.1.2)
- 4.11.2 The PRAU shall coordinate the review of all Department special orders, standard operating procedures, and manuals. The PRAU shall maintain a listing of documents that are being reviewed, report on the status of all special orders, standard operating procedures, manuals to the division, and section commanders by December 31 of each year.
- 4.11.3 By December 31 of each year, each division, and section commander shall review their command memorandums, revise them if necessary, and list those that are in effect. They shall send copies of the list to their subordinate commanders and through the chain of command to the Planning, Research and Accreditation Unit.
- 4.11.4 The PRAU shall review department, division, and section command memorandums for consistency with higher levels of authority and accreditation standards. The unit shall also advise on the need to incorporate a command memorandum into a department directive.



Atlanta Police Department Policy Manual
APD.SOP.1030
Written Directive System



4.12 Written Directive System Maintenance

4.12.1 The PRAU shall:

1. Maintain a log of all department special orders and standard operating procedures. This log lists the title, effective date, and cancellation date.
2. Maintain the originals of all department special orders, standard operating procedures, and manuals. The unit shall maintain cancelled directives permanently.
3. Maintain a subject index or on-line search capability for all department special orders, standard operating procedures, work rules, and manuals that are in force.
(CALEA 6th ed. Standard 12.2.1e)

4.12.2 The administrative office in each division and section maintains a log of issued command memorandums and maintains originals of all command memorandums issued by the division.

4.12.3 The Training Unit maintains the originals of all training materials, associated revision notices, as well as acting as the permanent storage repository for all cancelled training materials.

4.12.4 Each section commander shall keep Printed Matter Control Sheets on file until three years after a directive has been cancelled. PowerDMS will automatically record and archive all signatures submitted for electronically filed documents.

4.12.5 Division and section commanders shall maintain a set of up-to-date reference materials at each work site. The materials must be readily accessible to the employees assigned there. The set of reference materials shall include:

1. Code of Ordinances, City of Atlanta, volumes I through III, or the excerpt produced by the Planning, Research and Accreditation Unit;
2. A manual of Georgia laws (criminal, juvenile and traffic); and
3. Other references specified by the Chief or the bureau, division, or section commander.

5. DEFINITIONS

5.1 Command Memorandum: A written directive that establishes procedures for a department, division, or section within the guidelines of department policy. The department, division, or section commander is the approval authority for command memorandums. Command memorandums expire after four years.

5.2 Manual: A written directive or set of directives dealing with a particular topic, program, or organizational component of the Department. The Chief of Police is the approval authority for manuals.

5.3 PowerDMS: A document management program that allows users to view, update and distribute documents.

5.4 Special order: A written directive approved by the Chief of Police to establish temporary policies, programs, or events or to cancel any written directive. Special orders expire after four years.



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



- 5.5 Standard operating procedure (SOP): A written directive that sets policies, organizational structure, or guidelines for implementing Department policies and programs. The Chief of Police is the approval authority for standard operating procedures.
- 5.6 Training material: Written material used for the instruction of new employees and for in-service and specialized training. The Training Unit commander is the approval authority for training materials, in consultation with the Chief of Police and division commander.
- 5.7 Work rules: Regulations that govern professional conduct and set conditions of employment in the Department. Work rules require or prohibit specific types of behavior and are the grounds for charging an employee with misconduct. The Chief of Police is the approval authority for work rules.
- 5.8 Work site: One of the following: The Chief's administrative office, division administrative office, a section, or a geographically detached unit, squad, or office specified by the Chief of Police.
- 5.9 Written directives: Written documents are used to direct, guide, or affect the performance or conduct of employees. The written directives are work rules, special orders, standard operating procedures, manuals, command memorandums, and training materials.

6. CANCELLATIONS

APD.SOP.1030 "Written Directive System", effective January 18, 2019.

7. REFERENCES

Atlanta City Code Section 98-26 "Duties of Police Chief"
Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standards; 12.2.1, 12.2.2, and 44.1.2.

Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB, November 29, 2018

8. SIGNIFICANT CHANGES

During this quadrantal review no changes were made to the content of the policy.

9. APPENDIX

- 9.1 Several Atlanta Police Department Policies within the directive system that were revised by order of November 29, 2018 Orders in Calhoun, et al. v. Pennington, et al. 1:09-CV-3286-TCB, are shown below:

1. APD.SOP.2010, "Work Rules"
 - a. Section 4.2.22 (3) – Nametags;
 - b. Section 4.2.23 (1) – Nametags; and
 - c. Section 4.6.9 (2) – Pointing of firearm



Atlanta Police Department Policy Manual

APD.SOP.1030
Written Directive System



2. APD.SOP.2011, "General Conduct"
 - a. Section 4.4.1 – Interfering with citizen's right to record.
3. APD.SOP.2020, "Disciplinary Process"

Section 5.5, Definition of "Citizen Complaint"

Section 4.2.2(8);

Section 4.2.3 (2); and

Section 4.2.3 (3)
3. APD.SOP.2130, "Dress Code"
 - a. Section 4.1.2 – Nametags.
4. APD.SOP.3020, "Search & Seizure"
 - a. Section 4.1.6 – Taking or demanding identification;
 - b. Section 4.3.8 (e) (f) – Consent;
 - b. Section 4.4.1 (1) – Constitutional preferences for searches pursuant to warrant;
 - c. Section 4.4.1 (2) – Justification for warrantless search;
 - d. Section 4.4.1 (3) – Warrantless search, plain view doctrine;
 - e. Section 4.4.2 – Documentation of ID Checks;
 - f. Section 4.5.1 – Stop and Frisk;
 - g. Section 4.5.2 – Exigent circumstances;
 - h. Section 5.9 – Definition of "probable cause;"
 - i. Section 5.10 – Definition of "reasonable articulable suspicion;" and
 - j. Section 5.11 – Definition of "stop and frisk."
5. APD.SOP.3030, "Arrest Procedures"
 - a. Section 4.1.4 (1)(a-e) – Arrest without a warrant;
 - b. Section 4.1.7 (6 - 8) – Documentation; and
 - c. Section 5.4 – Definition of "probable cause."
 - c. Section 5.5 – Definition of "Reasonable Articulable Suspicion to Detain: ."



Atlanta Police Department Policy Manual

APD.SOP.1030 Written Directive System



- c. Section 5.6 – Definition of “Reasonable Articulable Suspicion to Frisk.”
 - c. Section 5.9 – Definition of “Stop and Frisk.”
- 6. APD.SOP.3060, “Reports and Report Writing”
 - a. Section 4.7 – Documentation of ID Checks.
- 7. APD.SOP.3065, “Field Interviews”
 - a. Section 4.1.1 – Stops; and
 - b. Section 4.4.1 – De-escalation after stop.