


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date July 6, 2022		APD.SOP.2100 Appointment to Investigator or Senior Police Officer
Applicable To: All Sworn Employees		Review Due: 2026
Approval Authority: Interim Chief Darin Schierbaum		
Signature: Sign by DS		Date Signed: 7/5/2022

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1. PURPOSE

This directive establishes the selection process leading to the appointment of investigators and senior police officers.

2. POLICY

The Chief of Police, in their discretion, may make assignments to the positions of Investigator and Senior Police Officer (SPO) without reference to competitive examination or eligible lists. Any investigator or senior police officer so designated may be removed or transferred at the pleasure of the Chief of Police. Such person so removed or transferred shall thereupon resume the non-discretionary rank or title in the Police Department held immediately prior to such person's discretionary assignment as an investigator or senior police officer. Such person shall be notified in writing of the removal or transfer (City Code Section 98-32 and 98-61).

3. RESPONSIBILITIES

3.1 The Chief of Police appoints police officers to the rank of Senior Police Officer or Investigator. The Chief of Police will assign them to meet the department's operational needs.

3.2 The Chief of Police designates who manages the selection process and appoints the members of the oral interview boards. With the assistance of the deputy chiefs, they shall determine the questions for the oral interview, setting the weighting of the selection criteria, and advises the Chief of Police on selections from the final list of applicants on the final eligibility list.

3.3 The section commanders shall complete the Section Commander's review portion of the Discretionary Appointment Application (APD Form 226).

3.4 The Training Unit Commander, or their designee, manages and coordinates the application, written assessment and oral interview process; administering the required training for each rank specification.



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- 3.5 Supervisors shall assist their officers in the application process.
- 3.6 An officer may apply for an appointment to either the position of investigator or senior police officer.
4. ACTION
- 4.1 The Training Unit Commander shall announce the assessment and testing process in the daily bulletin. The announcement shall include eligibility criteria, application procedures, and deadlines.
- 4.2 The minimum qualifications for an employee to apply for an appointment to investigator or senior police officer are:
1. An applicant must have had at least three (3) years' continuous service as a sworn member of the police department immediately prior to the last date of the written examination;
 2. An applicant must not have a record of discipline with an active reckoning period with adverse action equal to or greater than a five-day suspension on the last date for filing an application; and
 3. An applicant must achieve a minimum rating of "effective" on each of their past three (3) performance evaluations.
- 4.3 Application
- 4.3.1 The commencement of the application process shall be announced by department email, division staff meetings, section staff meetings, and roll calls at a minimum. The announcement shall describe the assessment criteria. The last date for filing an application shall be included in the announcement.
- 4.3.2 A police officer who meets the minimum qualifications described in section 4.2 may apply for appointment to the discretionary rank of investigator or senior police officer.
- 4.3.3 Interested police officers may request a Discretionary Appointment Application (Form APD 226) from their immediate supervisor or obtain one in PowerDMS located in the "forms" folder. The police officer shall complete all applicable parts of the application and return it to his or her Section Commander, through their supervisor.
- 4.3.4 The applicant's section commander shall obtain an OPS complaint summary and complete the Section Commander's Review portion of the Discretionary Appointment Application (Form APD 226). If the officer does not have a section commander in their chain of command, then the police officer's division commander shall complete the review. The application will be forwarded to the Training Unit Commander.
- 4.3.5 The Training Unit Commander shall process all applications received by the section commanders by the close of business on the last date for filing an application.



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4.4 Selection Criteria

- 4.4.1 The first criterion for all applicants shall be the application submitted and endorsed by the applicant's section commander. The score on the application from the section commander should be reviewed by the training section and used in the grading process.
- 4.4.1 The second criterion for all applicants shall be a written assessment; the result of this exercise shall be scored. General information regarding the written assessment shall be described in the bulletin announcement.
- 4.4.2 The third criterion for all applicants shall be an oral interview conducted by a panel comprised of a lieutenant, a sergeant, an investigator, and a senior police officer; the result of this exercise shall be scored.
- 4.4.3 The fourth criterion is the police officer's OPS complaint history; the criteria shall be predetermined and approved by the chief. The results of this review shall be categorized as eligible or not eligible.
- 4.4.4 The Training Unit commander shall compile a list of applicants who pass the assessment process.

4.5 Selection

- 4.5.1 The Chief of Police shall review the list of candidates who successfully pass the assessment process. The eligibility list shall be ranked according to the applicant's score results from the written and oral examination process. The assessment process will be developed and administered by the Training Section. The Chief of Police shall with the deputy chiefs prepare the final eligibility lists of applicants for both discretionary appointments.
- 4.5.2 The Chief of Police shall make appointments to the discretionary ranks of investigator and senior police officer at their discretion. Any eligible officer with an open internal affairs complaint shall not be considered for appointment until after the investigation is closed.
- 4.5.3 The Chief of Police may appoint from the list of applicants according to the order of ranking, for up to 24 months from the effective date of the first appointment from the list. At the discretion of the Chief of Police, the list may be voided prior to the end of the 24-month time frame.

4.6 Special Appointment

- 4.6.1 Investigators and SPOs are appointed by and serve at the discretion of the Chief of Police. This process is established to assist the Chief of Police in selecting police officers for these discretionary ranks. This process is not intended to create a competitive evaluation instrument that results in an eligibility list.
- 4.6.2 A police officer who is assigned to a qualifying assignment may be appointed to Investigator or SPO status if they meet the minimum qualifications set by section 4.2.
- 4.6.3 For this appointment, the officer does not have to be on the list that is produced through section 4.4.



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- 4.6.4 Without exception, an Investigator or SPO who was appointed under this process and who leaves the qualifying assignment shall revert to police officer status. When no longer in a qualifying assignment, the officer must qualify through section 4.3 and 4.4.

4.7 Required Training
(CALEA 6th ed. Standard 33.6.1)

- 4.7.1 The Training Unit commander shall conduct relevant training for newly appointed Investigators and SPO. The investigator's training curriculum shall prepare those students for conducting follow-up investigations and working in plainclothes. The senior police officer's training curriculum shall prepare those students to serve as field training officers.

- 4.7.2 The newly appointed Investigator or SPO must pass the final exam in the training program in order to retain the discretionary appointment.

5. DEFINITIONS

- 5.1 Qualifying assignment: A Departmental assignment so designated by the Chief of Police due to the special skills, expertise, knowledge, or abilities required for that assignment. These assignments may include, but are not limited to: Training, Field Training Officers, Executive Protection, SWAT, Hit-and-Run, and Recruiting.

6. CANCELLATIONS

APD.SOP.2100 "Appointment to Investigator or Senior Police Officer", effective May 15, 2019.

7. REFERENCES

Atlanta City Code Sections 98-32 and 98-61
APD.SOP.1010 "Mission and organization of the Department" APD.SOP.2110 "Duties of Senior Police Officers"
Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standard; 33.6.1.

8. SIGNIFICANT CHANGES

Section 3.1 was revised to read more clearly.
All other revisions were minor in nature and did not change the meaning of the content.