


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: March 25, 2019		APD.SOP.2110 Duties of Senior Police Officers
Applicable To: All employees		Review: 2023
Approval Authority: Chief Erika Shields		
Signature: Signed by ES		Date Signed: 3/25/2019

1. PURPOSE

To establish the specific duties and responsibilities for employees appointed to the position of Senior Police Officer (SPO).

2. POLICY

The Chief of Police shall appoint Senior Police Officers (SPO) to provide recruit training, to field train new officers, to assist supervisors in the field, and to provide peer counseling and guidance for the watch.

3. RESPONSIBILITIES

- 3.1 The Field Operations Division (FOD) Commander shall manage the assignments of SPO's under his or her command.
- 3.2 The section commander shall coordinate administrative duties between the SPO's assigned to their zone.
- 3.3 The unit commander shall ensure that the SPO's workload is managed properly and efficiently.
- 3.4 The unit supervisor shall direct and instruct SPO's under his or her supervision in their duties.
- 3.5 SPO are responsible for performing the same duties as police officers with additional duties as specified below. SPO are not part of the supervisory chain of command.

4. ACTION

4.1 Duties of Senior Police Officer (SPO)

- 4.1.1 SPO perform active law enforcement duties in the field and shall handle calls for service on the same basis as patrol officers. However, when appropriate or necessary, the SPO shall:
  - 1. Serve as Field Training Officers (FTO).
  - 2. Train police recruits or fulfill specific training responsibilities.
  - 3. Provide informal peer counseling and guidance.
  - 4. Assist the sector sergeant or other supervisors with administrative work.



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5. Investigate and process Class D-Larceny reports.  
APD.SOP.4025 "Field Operations Division (FOD) Investigators" section 4.8.4
  6. Perform other duties and assignments as prescribed by the Chief of Police.
- 4.1.2 Generally, SPO shall serve as beat officers assigned to a sector "Umbrella" Unit in addition to specific duties listed in section 4.1.1.
  - 4.1.3 In situations where both a SPO and a police officer are present, such as at a crime scene or an accident, the SPO shall be the lead officer, regardless of length of service.
  - 4.1.4 SPO are not supervisors. They shall not perform duties, which require supervisory authority, such as signing other officers' reports or keeping time records.
- 4.2 Uniform Insignia

Officers assigned to the position of SPO shall wear the same uniform as prescribed for their assignment, except that they shall wear a single silver chevron on each sleeve, 1/2 inch below the police shoulder patch.
  - 4.3 Assignments
    - 4.3.1 Assignments of SPO shall be made as the needs of the Department dictate. Employees accepting appointment shall be subject to, and can expect, reassignment.
    - 4.3.2 The job of SPO is a rank-in-position assignment; therefore, its benefits are not transferable unless the employee is transferred to a qualifying assignment for the specific purpose of filling a SPO vacancy.
    - 4.3.3 Newly appointed SPO's shall be assigned proportionately across all zones and watches in FOD at the discretion of the FOD commander and based on personnel allocation needs.
    - 4.3.4 Generally, as SPO positions become vacant in other Divisions, they shall be reassigned to FOD to be filled in the zones. This does not preclude the assignment of SPO's to other Divisions at the discretion of the Chief of Police.
  - 4.4 Removal from Position
    - 4.4.1 SPO that are removed from, or relinquish, their position shall return to their former rank of police officer.
    - 4.4.2 The Chief of Police may remove an officer from the position of Senior Police Officer with or without cause. (City Code of Atlanta Sec.98-32)
    - 4.4.3 To increase transfer opportunities, or for any other personal reason, an officer may voluntarily relinquish the position of SPO without prejudice.
  5. DEFINITIONS
    - 5.1 Rank-in-position: Compensation is awarded to employees for specific work performed.



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- 5.2 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: the Atlanta Police Training Academy, the Executive Protection Unit, the SWAT Unit, the Accident Investigation Unit, the Background and Recruitment Unit or other Specialized Units.

## 6. CANCELLATIONS

APD.SOP.2110 Duties of Senior Police officers, effective December 1, 2015.

## 7. REFERENCES

City Code of Atlanta Sec.98-32

APD.SOP.2100 "Appointment to Investigator or Senior Patrol Officer"

## 8. SIGNIFICANT CHANGES

No changes to content. Minor formatting changes made only.