


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date September 7, 2021		APD.SOP.2190 Atlanta Retired Police Reserve
Applicable To: Division, section, and unit commanders; retired police officers		Review: 2025
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 9/7/2021

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1. PURPOSE

This directive establishes the Atlanta Retired Police Reserve (ARPR) and sets procedures for it.

2. POLICY

2.1 Atlanta Retired Police Reserve (ARPR) officers shall be certified as required by the Peace Officers Standards and Training (POST) Council of Georgia and their training shall be equivalent to that training statutorily required for full-time active Atlanta Police officers.

2.2 Individuals who are members of the ARPR are authorized to act as "peace officers" when serving in a law enforcement related activity which could reasonably be expected to require the assertion of police powers.

2.3 Retired police officers may not work in an Atlanta Police Department uniform, represent themselves as police officers, or retired police reserve officers, unless they are members of the ARPR.

2.4 All members of the ARPR shall serve at the discretion of the Chief of Police.

3. RESPONSIBILITIES

3.1 The Chief of Police shall establish the selection criteria and the volunteer service requirements for ARPR members. The Chief of Police, or his or her designee, has the final decision-making authority on inclusion or exclusion in the ARPR.

3.2 The Staff Inspections Unit (SIU) commander shall manage and direct the activities of the ARPR on behalf of the Chief of Police. The SIU commander shall designate an employee to act as the ARPR Coordinator.



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- 3.3 The ARPR Coordinator shall monitor the POST Council of Georgia certification status of retired reserve police officers and related personnel matters, as well as maintain a directory and the personnel file of all retired reserve members. The ARPR Coordinator shall also monitor the on-duty status of retired police reserve officers and submit an annual report to the Chief of Police.
- 3.4 The Training Section Commander shall be responsible for the training of all retired reserve police officers. The ARPR Coordinator shall assist the Training Section Commander in coordinating and scheduling the annual training for each retired police reserve officer as mandated by the POST Council of Georgia and departmental requirements.
- 3.5 Any active duty supervisor or SIU employee shall take appropriate action when they observe a retired police reserve officer failing to conform to a departmental written directive, lawful and proper orders.
- 3.6 Retired police reserve officers are required to meet the professional standards and the volunteer service requirements established by the Chief of Police. Retired police reserve officers are subject to call-up at the discretion of the Chief of Police.
- 3.7 The Office of Professional Standards (OPS) commander shall investigate all priority one disciplinary matters involving reserve police officers. The SIU Commander or designee shall investigate all other disciplinary matters involving retired police reserve officers. The OPS commander shall make the final determination as to who shall be responsible for an internal investigation.
4. ACTION
- 4.1 Minimum Qualifications and Application
- 4.1.1 Any active Atlanta Police officer applying for retirement on a police service pension with 15 or more years of sworn service may apply for membership 14 days prior to their retirement date or anytime within 1 (one) year of retirement. For periods in excess of 1 (one) year, applicants shall adhere to section 4.1.4 of this directive for program requirements. Retired police officers shall submit a completed Form APD 216A "Atlanta Reserve Police Program Application" for membership in the ARPR to the ARPR Coordinator.
- 4.1.2 An Atlanta Police officer applying for membership in the ARPR must have been on active duty status without duty restrictions for the six months immediately preceding their date of retirement.
- 4.1.3 Police officers who have been retired for less than one year must meet the following criteria when applying for membership in the ARPR:
1. They have no more than 15 days suspension on a continuous or accumulative basis during the last five years of police service prior to retirement (based on a review of the police officer's OPS complaint history by the SIU commander, or his/her designee).
 2. At time of retirement, there were no open or exceptionally closed OPS investigations. Moreover, the officer is not under early warning or failed to adhere to a mandated psychological screening or a physical fitness for duty exam.
 3. At the time of retirement, there were no open Workers Compensation claims.



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4. The applicant is certified as a “peace officer” in the state of Georgia and has met all P.O.S.T. requirements for certification at the time of application.
 5. The applicant must not have been placed on suspension, probation, restriction, or a mandate by POST, (e.g.) requiring completion of a specified training course at the officers’ expense; within five years of applying for membership to the program.
 6. The police officer has an overall annual rating not less than “satisfactory” or “effective” for each of the last two years prior to retirement or, if these annual ratings are not available, receives a “satisfactory” or “effective” rating from their immediate supervisor at the time of retirement.
- 4.1.4 Police officers who have been retired for more than 1 (one) year or who have been resigned from the ARPR for more than 1 (one) year shall need to meet the requirements listed in section 4.1.3 – 1, 2, 4 and 5, complete a new employment application, and submit it to the Background and Recruitment Unit for processing, which may include the following:
1. Background check;
 2. CVSA or polygraph examination;
 3. Drug test;
 4. Letter from personal doctor, certifying physical and psychological fitness;
 5. Physical exam;
 6. Proof of education; and
 7. References.
- 4.1.5 Police officers who have been resigned from the ARPR for less than 1 (one) year and request reinstatement must make up the voluntary service details before they may be scheduled for their annual in-service training. The voluntary service details shall be pro-rated based on the ARPR calendar year.
- 4.1.6 The retired police officer must not have been placed on suspension, probation, restriction, or a mandate by POST, (e.g.) requiring completion of a specified training course at the officers’ expense; within five years of applying for membership to the program.
- 4.1.7 A retired police officer whose POST certification has lapsed **will not** be considered for membership in the ARPR.
- 4.1.8 A retired police reserve officer who has been removed from the ARPR is ineligible to reapply for membership in the ARPR.
- 4.1.9 The ARPR Coordinator shall review all applications to determine if each applicant has met the minimum qualifications described in section 4.1 of this written directive. The ARPR Coordinator shall notify applicants if they do not meet the minimum qualifications. The ARPR Coordinator shall advise the SIU commander of the status of all applicants.



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- 4.1.10 The ARPR Coordinator shall request an OPS complaint history or documentation of any citizen complaint upon receiving their application into the ARPR.
- 4.1.11 Based on the review of the applicant's file, the SIU commander shall recommend acceptance or rejection to the Strategy and Special Projects Division (SSP) commander, who shall determine acceptance or rejection for each applicant.
- 4.1.12 If the applicant is accepted, the ARPR Coordinator shall contact the applicant and explain their responsibilities in the ARPR.
- 4.1.13 Upon acceptance in the ARPR, the applicant shall contact the ARPR Coordinator and schedule an appointment to have a Form APD 216D "ARPR Member Informational Form" completed to verify all equipment (and it's condition) that they are responsible for prior to assuming any duties in the ARPR.
- 4.1.14 If the applicant is rejected, the ARPR Coordinator shall notify the applicant in writing via certified mail. The letter shall state the reason for rejection and provide for appealing the decision to the Chief of Police within 15 days.
- 4.1.15 Separating ARPR members must turn in department-issued equipment and property at the direction of the SIU commander or designee. If the separation is voluntary, the SIU commander shall give the retiree a copy of the Form APD 838 "Personal Line Inspection Form" and a blank Form APD 217 "Equipment Return Form." If the separation is not voluntary, the SIU commander shall send the retiree a "dropped from Reserve" letter, a copy of the Form APD 838 "Personal Line Inspection Form," a blank Form APD 217 "Equipment Return Form" by certified mail, with a copy to the Personnel Services Unit. The SIU commander is responsible for ensuring the equipment is collected and turned in to Property.
- 4.1.16 Reserve members shall have the Form APD 838 "Personal Line Inspection Form" on file at the ARPR office. This form shall be attached to the Equipment Return form and used to document the equipment and the property to be turned in. If the equipment is not returned within 30 days, an incident report shall be completed by the ARPR Coordinator, listing the items not returned. The incident report shall describe the circumstances associated with the items not being returned as instructed. The incident report shall be submitted to Central Records and a copy to the Homeland Security Unit.
- 4.2 Returning from Inactive Status
 - 4.2.1 All officers returning from inactive status that does not exceed a period of 6 (six) months shall conform to directives in sections 4.1 – 4.1.3 of this directive for admission into the ARPR.
 - 4.2.2 All officers returning from inactive status exceeding a period of 6 (six) months shall be required to complete six months active service prior to their date of retirement to qualify them for admission into the ARPR.
 - 4.2.3 All officers returning from inactive status exceeding a period of 6 (six) months and have not attended in-service training in 1 (one) calendar year, shall be required to complete 16 hours of in-service training and eight hours of firearms qualification as well as conforming to directives in sections 4.1.1 – 4.1.3 of this directive for admission into the ARPR.



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4.3 Required Volunteer Service

- 4.3.1 Retired police reserve officer's duties shall vary in accordance with the needs of the department. Generally, retired police reserve officers shall perform their volunteer service duties in support of active duty police officers, but retired police reserve officers may work without direct supervision in some situations.
- 4.3.2 Retired police reserve officers must perform voluntary service to the Department in exchange for required training to maintain their certification.
1. Retired police reserve officers below the age of 70 are required to work/volunteer four (4) SOS service details per year.
 2. Retired police reserve officers age 70 or older, are required to perform 16 hours of voluntary service per year. These service hours will be fulfilled by staffing the Atlanta Police Club Store and/or completing 2 Tactical Canvasses (See Section 5.7 for definition).
 3. Retired police reserve officers who work a minimum of 16 hours per month at City of Atlanta owned or operated facilities: (City Hall, Code Enforcement Section, Municipal Court, Public Safety Headquarters, Public Safety Annex, 72 Marietta, Atlanta Beltline, and Hartsfield-Jackson International Airport) must perform two (2) voluntary service details per year. They shall choose two (2) details, one (1) detail from Group A and one (1) detail from Group B (See Group A & B Detail List – Section 4.3.14).
- 4.3.3 Retired Police Reserve members that retired at the rank of Captain and above are excluded from the volunteer service details. They are not, however, excluded from mandatory activations by the Chief of Police.
- 4.3.4 The duties of retired police reserve officers shall include, but not be limited to, the following:
1. Traffic and security support at special events that occur within the City limits.
 2. Security support at police facilities, as well as City of Atlanta buildings or property.
 3. Support the police department's training mission as a guest instructor in a subject matter in which the retired police reserve officer has demonstrated a suitable level of proficiency.
- 4.3.5 ARPR members are prohibited from working undercover or plain clothes while on an extra job or while performing volunteer service hours/details.
- 4.3.6 ARPR members shall accurately report his or her service hours/details to the ARPR Coordinator no later than seven days after the completion of a reserve assignment on Form APD 229 "Reserve Officer Time and Utilization Report."
- 4.3.7 The SIU commander and/or the ARPR Coordinator have the discretion to make adjustments to the voluntary service hours/details set by the Chief of Police for retired police reserve officers.
- 4.3.8 The SIU commander and/or the ARPR Coordinator have the discretion to make adjustments to the voluntary service hours/details for retired police reserve officers that experience medical impairment. Retired police reserve officers shall be required to submit the appropriate medical documentation to the ARPR Coordinator for consideration.



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- 4.3.9 ARPR members must document voluntary service hours/details using Form APD 229 "Reserve Officer Time and Utilization Report." This form must be signed by an active duty supervisor in the unit where the voluntary service hours were performed. It is the responsibility of the ARPR member to personally deliver the signed form to ARPR Coordinator within *seven days* of the completion of their voluntary service. Only voluntary service hours documented and certified on Form APD 229 "Reserve Officer Time and Utilization Report" shall count towards the voluntary service hour/detail requirement.
- 4.3.10 The ARPR calendar year shall begin on January 1st and end on December 31st at midnight.
- 4.3.11 Retired police reserve officers, regardless of rank at retirement, have no supervisory authority over active or retired police reserve officers.
- 4.3.12 The voluntary service requirement does not become effective for a newly retired police officer until the ARPR calendar year immediately following his or her retirement. If the officer has not received their annual in-service training in one calendar year prior to the date of retirement, they shall be required to attend the ARPR in-service training prior to beginning their volunteer service hours.
- 4.3.13 Retired reserve police officers who operate a city owned vehicle will have a valid Georgia driver's license in their possession.
- 4.3.14 Special Events Requirement
1. All retired police reserve officers (unless otherwise noted in this policy) shall be required to work a minimum of **3 (three)** volunteer service details from Event Group A and **1 (one)** from Event Group B; each year for a total of **4 (four)** events. (Retired police reserve officers age 70 or older, see section 4.3.2 / #2)

Event Group A	Event Group B
Chick-fil-A Peach Bowl Parade	Peachtree Road Race
Georgia Right to Life March	Atlanta Pride Parade
St. Patrick's Day Parade	Martin Luther King Jr. Day March
Atlanta's Finest 5K	
Georgia Police Memorial Ride	
Legal Run-around	
Veterans Day Parade	
Christmas Parade	
Tactical Canvas (See Section 5.7 for Tactical Canvas definition)	

2. The above list may be added to or modified based on the needs of the Department.
3. Retired police reserve officers shall receive credit for one volunteer service detail for each special event worked with the exception of a Tactical Canvas. Two Tactical Canvasses must be completed to receive credit for one volunteer service detail.
4. Retired police reserve officers shall sign up for their volunteer service details (operated by SOS) by using the online portal located at www.atlantapd.org/arpr . Once SOS has reached the maximum number of reservists required for each event, no additional personnel shall be permitted.



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5. SOS shall forward a roster of all individuals who worked a special event to the Staff Inspections Unit Commander and ARPR Coordinator.
6. Retired members that fail to show up to a scheduled detail without prior notification may be subject to suspension of extra job privileges and/or their status in the ARPR.
7. Working a minimum of 4 (four) events from the above list (or other designated detail) shall be a requirement to stay in the ARPR, unless otherwise noted in this policy.

4.4 Retaining Eligibility

- 4.4.1 All retired police reserve officers are required to sign on to their City e-mail account a minimum of once per month to read all emails received. At that time, ARPR members shall reply to or acknowledge any emails for which a response is expected. This will ensure that all members of the ARPR are fully abreast of required training, special events, and other information sent from the ARPR Coordinator regarding the program or the department in general.
- 4.4.2 All retired police reserve officers must complete their Atlanta Police annual in-service training requirement each year in order to maintain their "peace officer" certification as established by the Georgia POST Council.
- 4.4.3 A failure to meet minimum qualifications, including but not limited to, training requirements, firearms proficiency, volunteer services requirements, or adherence to written directives, may result in the loss of membership in the ARPR.
- 4.4.4 Any member of the ARPR who is in jeopardy of not being able to complete their required volunteer service will be placed on early warning. This member will be assigned extra volunteer duty to make up for their lack of service. **Failure to perform the required volunteer duty may result in the loss of membership in the ARPR.**
- 4.4.5 Retired police reserve officers shall be required to conduct themselves in a professional manner governed by city ordinance, state law, written directives, the Law Enforcement Code of Ethics, the Ethics Code of the City of Atlanta, and any other requirements established by the Chief of Police.
- 4.4.6 Retired police reserve officers shall be subject to a progressive disciplinary process, consistent with APD.SOP.2020, "Disciplinary Process," as determined by the SIU commander. In lieu of suspension, the SIU commander may suspend retired officers extra job privileges for one or more days in which they are scheduled to work an approved extra job. The retired officer may also be required to perform additional voluntary service hours in lieu of the suspension day(s).
- 4.4.7 The SIU commander and the ARPR Coordinator shall be responsible for an annual performance evaluation of all reserve police officers. The annual performance evaluation shall review the eligibility requirements listed above. Also, the reserve officer's evaluation shall be based upon compliance with on-site extra job inspections, APD.SOP.2130, "Dress Code" governing personal appearance, and the reserve officer's maintenance of the physical and mental requirements necessary to perform the duties of a law enforcement officer. POST required training and any complaints to OPS shall be reviewed.
 1. The annual evaluation shall be documented on APD Form 273 "Retired Reserve Officer Annual Evaluation Form". Should the reserve officer be rated as "unsatisfactory" or



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“outstanding”, the reviewer is required to provide written comment on the APD Form 273 “Retired Reserve Officer Annual Evaluation Form,” justifying such a rating. Also, the reviewer’s supervisor shall sign the evaluation upon its completion.

2. The reserve officer under review shall be given the opportunity to make written comments that supplement the written review and shall be given the opportunity to sign the completed review. A copy of the completed evaluation shall be made available to the officer. The officer shall be afforded an appeal to the Chief of Police in incidents of contested reviews.
 3. SIU shall retain reserve officer’s reviews for a period of 3 (three) years after the officer’s separation from the ARPR. (CALEA 6th ed. Standard 35.1.5)
- 4.4.8 The SIU commander and ARPR Coordinator shall also be reviewed by their commanding officer regarding the quality of ratings given to reserve officers. (CALEA 6th ed. Standard 35.1.8)
- 4.4.9 Any member of the ARPR may resign from the program at any time with written notice to the Chief of Police, via the SIU commander and the ARPR Coordinator.
- 4.5 Secondary Law Enforcement Employment
- 4.5.1 Retired police reserve officers shall be approved to work extra jobs in accordance with APD.SOP.2060 “Extra Jobs.”
- 4.5.2 Retired police reserve officers must submit an extra job request via the APD Extra Job On-line Application (<https://scheduling.atlantaga.gov/extrajobs>). This procedure is explained in detail in Section 4.6 of APD.SOP.2060 “Extra Jobs.”
- 4.5.3 The ARPR Coordinator shall maintain a database of all extra jobs approved for members of the ARPR. At a minimum, the database must be designed so it can be queried by an officer’s name, address of extra job, beat, and zone.
- 4.5.4 All submitted extra job requests submitted via the APD Extra Job On-line Application (<https://scheduling.atlantaga.gov/extrajobs>) must be approved by the SIU commander, or his or her designee, before the ARPR member can work at the requested location. Any extra job requests approved prior to retirement must be renewed with the SIU commander. All extra job requests expire on the applicant’s date of birth (month and day).
- 4.5.5 Retired police reserve officers must comply with all police department written directives governing sworn employees at the time he or she requests permission to work an extra job and while working the requested extra job.
- 4.5.6 A retired police reserve officer is prohibited from assuming a roll as coordinator of any approved extra job but is permitted to be a “point of contact”.
- 4.5.7 Any retired reserve police officer acting in the roll of “point of contact”, shall have a list of all officers that are employed at the approved worksite where he/she is acting as “point of contact.”
- 4.5.8 Retired police reserve officers engaged in secondary employment that is not law enforcement related, and who do not represent themselves as Atlanta Police officers, are not required to submit extra job requests.
- 4.5.9 A retired police reserve officer may not work for another law enforcement agency.



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4.6 Communications and Radio Numbers

4.6.1 Retired police reserve officers shall use the word "unit" before their assigned 4-digit ID number followed by "X" (Example: Unit 0234X) when transmitting over the radio in the performance of their duties on extra jobs or their volunteer service hours.

4.6.2 The Retired Reserve Police officer will use their assigned city issued radio when working extra jobs and performing volunteer service.

4.7 Uniforms and Equipment

4.7.1 The ARPR duty uniform and equipment shall be identical to the uniform of the active duty police officer, except any reserve and rank insignia as determined by the Chief of Police. The retired police reserve officer shall wear the Atlanta Police uniform in conformance with APD.SOP.2130, "Dress Code."

4.7.2 Retired police reserve officers must carry the department issued identification card, which identifies them as an ARPR member, while wearing the Atlanta Police uniform.

4.7.3 Sworn employees who retire and enter the ARPR shall retain all department-issued equipment in accordance with City Code §98-209 and APD.SOP.2131 "Collection of Department Owned Equipment". Upon separation from the ARPR, the reserve police officer must return department-issued property in accordance with APD.SOP.2131 "Collection of Department Owned Equipment". The SIU commander and ARPR Coordinator shall monitor this process to ensure compliance.

4.7.4 A retired police reserve officer shall retain the highest civil service rank or appointed rank which he or she held at the time they retired from the police department. Members of the ARPR will display the rank at which they retired. Upon retirement, former members of the command staff are no longer allowed to wear the white short sleeve or long sleeve uniform shirt.

4.8 Utilization or Deployment of ARPR Members

4.8.1 Special events handled by the SOS shall be given first priority regarding the use of reserve police officers. The SOS commander shall plan, and the ARPR Coordinator shall coordinate, the hours and duties of the retired police reserve officers during these special events.

4.8.2 Any section commander with a special event planned in his or her area of responsibility may request the assistance of the retired police reserve officers. A written request for assistance must be made 30 days prior to the special event, through the chain of command to the ARPR Coordinator. The written request must state:

1. The number of officers needed;
2. The total number of hours needed;
3. The date(s), time(s), and reporting location;
4. A description of applicable duties; and
5. The person to contact.



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- 4.8.3 Any sworn or civilian supervisor regardless of rank may request the assistance of retired police reserve officers to support any operational mission of the police department. The written request must be sent through the chain of command to the ARPR Coordinator.
- 4.8.4 Members of the ARPR possess a wealth of specialized skills, knowledge, abilities, training, and education. The retired police reserve officers, the ARPR Coordinator, and all active duty commanders should utilize those special individual talents to support the police department's mission and enhance the level of police services.
1. The ARPR Coordinator shall poll the members of the ARPR regarding their special individual talents and establish a database of such.
 2. It is the responsibility of the retired police reserve officers to inform and update the ARPR Coordinator of any special individual talents they possess in order to maximize their work experience and their voluntary service.
5. DEFINITIONS
- 5.1 ARPR Calendar Year: The Atlanta Retired Police Reserve calendar year begins on January 1st and ends on December 31st.
- 5.2 Coordinator: An active duty police officer that engages in the procurement and/or scheduling of other employees for off-duty work. Any person who hires, schedules, supervises, or disciplines Atlanta Police Department employees or ARPR members on behalf of any private employer. Coordinators for Type V extra jobs must be supervisors.
- 5.3 Extra Job: Any employment of a police department employee or retired reserve police officer for which compensation is provided by a person, business, organization, or commercial entity other than the police department.
- 5.4 Point of Contact: an employee who assists an extra job employer or coordinator in scheduling of employees but is not responsible for their employment or their supervision with the extra job employer.
- 5.5 Retired Police Reserve Officer: Any Atlanta Police officer that retires on a police service pension who is certified as a "peace officer" by the Peace Officers Standards and Training (POST) Council of Georgia and is a current member of the Atlanta Retired Police Reserve.
- 5.6 Supervisor: A sworn active duty supervisor of the rank of sergeant and above that can supervise active duty police officers below their rank and all retired police reserve officers regardless of rank. A supervisor shall act to ensure compliance with all departmental written directives.
- 5.7 Tactical Canvas: A thorough search for possible leads in a geographical area around the vicinity of a crime using all available resources and personnel within the department. These personnel resources could include, but are not limited to, Mounted Patrol, Motors, Foot Patrols, CSU, ARPR Members, etc. A tactical canvas would also incorporate the department's media partners and Crime Stoppers to broadcast information related to the crime and solicit tips. The family of the crime victim(s) are encouraged to make an impact statement to the media in hopes of generating additional leads.



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6. CANCELLATIONS

APD.SOP.2190 "Atlanta Retired Police Reserve", issued December 30, 2020.

7. REFERENCES

Georgia Peace Officers Standards and Training Council; Administrative Manual, Chapter 464

City of Atlanta Code of Ordinances, § 98-209, "Police Reserve Program"

City of Atlanta Code of Ordinances, § 114-569 through 114-575

APD.SOP.2060 "Extra Jobs"

APD.SOP.2130 "Dress Code"

APD.SOP.2131 "Collection of Department Owned Equipment"

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standards; 16.1.1, 16.1.2, 16.1.4, 16.1.5, 16.1.6, 16.1.7, 35.1.5, and 35.1.8.

8. SIGNIFICANT CHANGES

Addition to policy: Section 4.3.2 Required Volunteer Service & Section 4.3.14 Special Events Requirements