



Atlanta Police Department – Standard Operating Procedure			
	<b>APD.SOP.5011 – Major Crimes Response Unit</b> <b>Effective Date: May 20<sup>th</sup>, 2025</b>		
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed: 5/20/2025</b>	<b>Renewal Due: 2029</b>

## SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

Significant changes were found during the review and renewal of APD.SOP.5011—Major Crimes Response Unit. We encourage you to read the policy below in its entirety to better understand how the Major Crimes Response Unit:

- Assists Officers with major investigations during their hours of operation.
- Assists with conducting on-scene interviews for victims and witnesses.
- Ensures that all relevant materials are forwarded to the appropriate Investigative Unit.

**Thank you and stay informed!**

**Policy and Standards Section**  
**Planning, Research, and Accreditation Unit**

## TABLE OF CONTENTS

1. <a href="#">PURPOSE</a> .....	3
2. <a href="#">POLICY</a> .....	3
3. <a href="#">RESPONSIBILITIES</a> .....	3
4. <a href="#">ACTION</a> .....	3
4.1 <a href="#">MCRT Conduct</a> .....	3
4.2 <a href="#">MCRT Investigative Response</a> .....	4
4.3 <a href="#">Notifications to MCRT</a> .....	5
5. <a href="#">DEFINITIONS</a> .....	6
6. <a href="#">CANCELLATIONS</a> .....	6
7. <a href="#">REFERENCES</a> .....	6

## **1. PURPOSE**

This directive identifies the responsibilities and investigative process of the Major Crimes Response Team (MCRT).

## **2. POLICY**

The Atlanta Police Department will maintain a Major Crimes Response Team that will be available from midnight until 0800 hours daily. The Major Crimes Response Team will monitor and respond to officers' requests for assistance on calls concerning major crimes.

## **3. RESPONSIBILITIES**

- 3.1 The Homicide Unit Commander will be responsible for the Major Crimes Response Team overall administrative function. In addition, they will act as the liaison with other investigative units and zones to ensure that vital information is communicated, and all documentation is forwarded to the appropriate units.
- 3.2 The Major Crimes Response Team Supervisor is responsible for monitoring the request for investigators from the zones.
- 3.3 The Major Crimes Response Team Supervisor is responsible for submitting a weekly report to the Homicide Unit Commander regarding all the calls for service received by the Major Crimes Response Team.
- 3.4 All Major Crimes Response Team investigators are responsible for responding to requests for assistance on all major crimes that will require extensive investigation, involve a serial felony offender, or one that requires additional investigative expertise.

## **4. ACTION**

### **4.1 MAJOR CRIME RESPONSE TEAM CONDUCT**

- 4.1.1 The Major Crimes Response Team will operate from midnight to 8:00 am, 7 days a week.
- 4.1.2 If a Major Crimes Response Team Investigator is unavailable to immediately respond to a call for service, they will notify the Major Crimes Response Team Supervisor. The Major Crimes Response Team Supervisor will notify the Zone supervisor and ensure that the responding officers complete a detailed report, and the scene is processed properly. The supervisors will subsequently consult with each other to determine if the zone officers can complete the preliminary investigation, or if the crime scene must be held until a Major Crimes Response Team Investigator becomes available.
- 4.1.3 At the scene, the Major Crimes Response Team Investigators will work directly with the responding officer. Major Crimes Response Team Investigations will assist the zone officer with any or all investigative functions pertaining to a crime scene (ex: interviewing witnesses, canvassing area, collecting evidence, etc.).
- 4.1.4 All actions taken by the Major Crimes Response Team Investigators will be documented in a synopsis or a police report prior to the end of their tour of duty. The original complaint number issued to the responding officer for the call must be used on all documents and all evidence logged into the Property Control Unit.
- 4.1.5 Any documentation, videos and evidence generated or collected from an on-scene investigation must be sent within forty-eight (48) hours to the unit handling the case.

- 4.1.6 Major Crimes Response Team Investigators will complete all synopsis, original offense or supplemental police reports and submit them to the Major Crimes Response Team Supervisor prior to the end of their shift. The Major Crimes Response Team Investigator will ensure that all synopsis are also forwarded to the respective investigative units and Major Crimes Unit command before the end of their shift.
- 4.1.7 A Major Crimes Response Team Investigator will respond to all requests made by the zone officers to interview any persons who have been arrested, who have waived their right to counsel and wish to speak with an investigator. Major Crimes Response Team Investigators will respond to any requests to interview persons who wish to provide information on any ongoing investigations.
- 4.1.8 The Major Crimes Response Team Investigator will document all interviews and ensure that the information is sent to the assigned investigator and the assigned investigators unit supervisor. The information will be forwarded to the appropriate investigative unit within forty-eight (48) hours and a copy will be provided to the Major Crimes Response Team Supervisor.
- 4.1.9 At the end of each shift, the Major Crimes Response Team Supervisor, or their designee, will distribute a daily report briefly describing all major crimes scenes responded to during the shift as well as list all advisements handled by the Major Crime Response Team during their shift. This report will be forwarded to all Investigators, Sergeants, Lieutenants and Command Staff of the Atlanta Police Department.

#### **4.2 INVESTIGATIVE RESPONSE**

- 4.2.1 Major Crime Response Team Investigators will respond to the scene for the following:

1. Homicide
2. Deaths from suicide, overdose or unusual circumstances.
3. Kidnappings
4. Robbery
5. Aggravated Assault
6. Rape
7. Child Molestation
8. Critical Missing children & Matties Calls / Amber Alerts
9. Special Investigations

##### **4.2.2 Homicide**

Major Crimes Response Team Investigators and Supervisors will respond to all homicide scenes. The Major Crimes Response Team Supervisor or designee will ensure that the Homicide Unit Commander and the lead Homicide Investigator are notified and respond to the scene. Major Crimes Response Team Investigators & Supervisors will assist the investigation at their direction.

##### **4.2.3 Suicide, Overdose & Unusual circumstance deaths**

The Major Crime Response Team Investigators will respond to all suicides, overdose and unusual circumstance deaths. The Major Crimes Response Team Investigators will ensure the crime scene is secured until it can be determined that a crime was not committed. The Major Crimes Response Team Investigator will ensure the scene is documented properly and will confer with the Medical Examiner to ensure the deceased has no outward signs of trauma. The Major Crimes Response Investigator will notify the Major Crimes Response Supervisor of their findings on scene. The Major Crimes Response Supervisor will be responsible for completing the proper documentation. If a clear determination cannot be made on scene the Major Crimes Response Team Supervisor will notify the Homicide Commander.

#### 4.2.4 **Kidnappings**

The Major Crimes Response Team Supervisor or designee will notify the Homicide Commander on all active kidnappings. The Homicide Unit Commander will determine whether a Homicide Investigator will respond. Major Crimes Response Team Investigators will respond to all reported kidnapping scenes.

#### 4.2.5 **Robbery**

The Major Crimes Response Team Investigators will respond to all robberies, complete an on-scene investigation, ensure all evidence is collected properly and complete a synopsis to be forwarded to the Robbery Unit and the Major Crimes Unit command.

#### 4.2.6 **Aggravated Assault**

The Major Crimes Response Team Investigators will respond to all aggravated assaults that meet the criteria listed below, complete a on scene investigation, ensure all evidence is collected properly and complete a synopsis to be forwarded to the Aggravated Assault Unit and the Major Crimes Unit command.

1. A person or persons has been seriously injured because of the incident.
2. A suspect has been detained and wishes to speak with an investigator.
3. The responding officer needs help with further investigation such as obtaining a search warrant to collect evidence.

#### 4.2.7 **Rape**

The Major Crimes Response Team Investigators will respond to all reported rapes & sexual assaults that involve penetration, complete an on-scene investigation, ensure all evidence is collected properly and complete a police report. The Major Crimes Response Team Investigator will be the primary unit on this call. The completed report will be forwarded to the Special Victims Unit.

#### 4.2.8 **Child Molestation**

A Major Crimes Response Team Investigator will respond to all reported child molestation and severe child abuse calls, complete an on-scene investigation, ensure all evidence is collected properly and complete a police report. The Major Crimes Response Team Investigator will be the primary unit on this call. The completed report will be forwarded to the Special Victims Unit.

#### 4.2.9 **Critical Missing & Matties Call**

Majors Crimes Response Team Investigators and Supervisors will work with the responding officer to ensure the missing person is on the system. Major Crimes Response Team will complete a BOLO and disseminate it properly. The Majors Crimes Response Team Investigator will print out BOLOs to be handed out during the canvass for the missing person. The Major Crimes Response Team Supervisor will ensure all procedures are followed and all documentation and notifications are completed. The Major Crimes Response Team Supervisor will work with the zone supervisor to ensure an ongoing canvass is conducted until the missing person or juvenile is found.

#### 4.2.10 **Special Investigations**

The Major Crimes Response Team will respond to any request of an investigation into any crimes of a serial nature (similar motive, suspects etc.), any crime involving a recovered automatic weapon or any scene involving unusual circumstance that requires additional investigation. The Major Crime Response Team will also respond to assist in interviewing any suspects detained or arrested for any incident if requested by the responding officer and the person has waived the Miranda Rights and wishes to speak to an investigator.

#### 4.3 **INVESTIGATIVE NOTIFICATION**

4.3.1 Major Crimes Response Team will be notified of the following crimes:

1. Burglary & Larceny calls
2. Missing Persons
3. Disputes
4. Any crimes that may require investigative assistance

#### 4.3.2 **Burglary & Larceny**

Major Crimes Response Team Investigators will only respond to burglary & larceny calls that meet the following criteria:

1. The items stolen can be actively electronically tracked.
2. The crimes are serial in nature and match recent burglaries/ larcenies.

#### 4.3.3 **Missing Persons**

The Major Crimes Response Team will work with the responding officer to ensure that the officer places the missing person on GCIC. The Major Crimes Response Team Investigator will complete a BOLO of the person and ensure it is disseminated properly. The Major Crimes Response Team Investigator will ensure that the missing person does not meet the criteria for a Matties call or Amber alert. If investigative assistance is needed on scene or there are any suspicious circumstances regarding the missing person, the Major Crimes Response Team Investigator will respond.

4.3.4 The Major Crimes Response Team is responsible for responding to all major crimes listed above during their shift. The response of the Major Crimes Response Team Investigators is dictated by the Major Crimes Response Team Supervisor. The Major Crimes Response Team Supervisor has the discretion to have Major Crimes Response Team Investigators respond or not respond to certain calls during the shift based on major crimes call volume, type and other mitigating circumstances. The Major Crimes Response Team Supervisor is responsible for documenting on the daily report those major crime calls that were not responded to during the shift.

#### 5. **DEFINITIONS**

N/A

#### 6. **CANCELLATIONS**

APD.SOP.5011 "Major Crimes Response Unit," Issued May 15, 2019

#### 7. **REFERENCES**

APD.SOP.5010 Criminal Investigative Division