


Atlanta Police Department – Standard Operating Procedure		
	APD.SOP.5060 Fugitive Operations Effective Date: July 3, 2024	
Chief Darin Schierbaum	Signature by: DS	Date Signed: 7/3/2024

SIGNIFICANT CHANGES

APD.SOP.5060
Fugitive Operations

Policy revisions and highlights:

 1. **Section 4.3**
 Fugitive Warrant Service

APD Staff,

The Policy and Standards Section has changed the “APD.SOP.5060 Fugitive Operations.”

Listed below are some of the notable changes—however, read the entire policy to remain knowledgeable about the department’s procedures.

Addition of an entire section pertaining to Fugitive Warrant Service. The section lays out a procedure to follow when preparing and executing a Fugitive Warrant Service. The procedure was established by the Fugitive Commander to ensure officer safety and effectiveness.

Thank you and stay informed!

Policy and Standards Section
Planning, Research, and Accreditation Unit



TABLE OF CONTENTS

1. PURPOSE	3
2. POLICY	3
3. RESPONSIBILITIES	3
4. ACTION	3
4.1 Warrant Packages	3
4.2 Investigations & Case Management	4
4.3 Fugitive Warrant Service	5
4.4 Fugitive Extraditions & Pickups	5
4.5 Fugitive Unit – Weapons	6
4.6 Requests for Technical Assistance	6
5. DEFINITIONS	7
6. CANCELLATIONS	7
7. REFERENCES	7

1. PURPOSE

The intent of this directive is to establish procedures and guidelines for locating and arresting fugitives wanted by the Atlanta Police Department (APD), by other jurisdictions within the City of Atlanta, or the apprehending of wanted subjects in conjunction with the United States Marshals Service (USMS).

2. POLICY

The Atlanta Police Department shall investigate arrest warrant fugitive packages and apprehend those fugitives promptly and safely. The Fugitive Unit shall assist other agencies in executing their warrants within the City of Atlanta. The Fugitive Unit shall travel to take custody, and transport back to Atlanta any person wanted for a felony by the Department within the State of Georgia; as well as travel outside the state in cases involving extradition of suspects wanted for felonies.

3. RESPONSIBILITIES

- 3.1 Division commanders shall ensure that all employees under their command adhere to and comply with this policy.
- 3.2 The Special Enforcement Section (SES) Commander shall ensure that vital information is communicated with other section commanders.
- 3.3 The Fugitive Unit Commander develops and coordinates investigative strategies in conjunction with the watch supervisor and conducts random audits of the Fugitive Unit database.
- 3.4 The Fugitive Unit supervisors shall inspect investigative case files for completeness and accuracy. They shall ensure that arrest citations and incident reports are forwarded to the appropriate investigators. The Fugitive Units supervisors shall ensure that the Homicide Unit and the Special Victims Unit are forwarded copies of the original reports and arrest citations. The unit supervisors shall maintain the unit database on a daily basis.
- 3.5 Investigators are responsible for properly conducting and completing investigations assigned to them. Investigators shall plan, conduct, and report on investigations. Investigators shall also appear and testify in all required court hearings, as well as assist in the prosecution of cases assigned to them. Investigators are also required to attend a minimum of one (1) roll call per month at their assigned zone and forward a copy of the Watch Commander's Roll Call Checklist (Form APD 641) to their immediate supervisor.

4. ACTION

4.1 WARRANT PACKAGES

- 4.1.1 Warrant packages shall contain the following items:
 - 1. Copy of completed and signed arrest warrants.
 - 2. Signed Wanted Notice (Form APD-608).



3. An Arrest Citation completed with the suspect's biographical information, warrant number and the investigator's unique ID, radio number and a contact number.
4. Suspect's driver's license information.
5. Suspect's criminal history.
6. Incident report and any supplements.
7. Photograph of suspect (current if possible).
8. Initiating investigator's name, assignment and appropriate phone numbers.

4.2 INVESTIGATIONS AND CASE MANAGEMENT

4.2.1 Warrant Investigations

1. The Fugitive Unit shall primarily investigate and serve all arrest warrants involving violent Part 1 Crimes such as homicide, aggravated assaults, robbery, sex crimes, and crimes against children.
2. The Fugitive Unit shall assist other units in investigating warrants for other felonies such as burglary, auto theft, fraud and thefts; when:
 - a. The Field Operations Division (FOD) investigative units have attempted to serve arrest warrants for these generally non-violent crimes at least twice. If forwarded to the Fugitive Unit, the addresses where the warrant executions were attempted must be noted within the warrant package.
 - b. If the suspect listed on the warrant resides outside of the City of Atlanta, the warrant package shall be forwarded to the Fugitive Unit. Any potential addresses of the suspect outside the City of Atlanta need to be noted within the warrant package.
 - c. If the suspect listed on the warrant lives within the City of Atlanta, but out of the zone where the crime occurred. The investigator initiating the warrant is encouraged to coordinate an effort to serve the arrest warrant with zone where the suspect lives.

4.2.2 Case Management

1. Fugitive Unit investigators shall check the status of wanted persons a minimum of three (3) times per week.
2. Upon apprehending wanted subjects whose warrants originate from the Atlanta Police Department; Fugitive Unit investigators shall immediately notify ACIC via radio or phone to verify the warrant and to have the warrant taken off of the system.
3. Fugitive Unit investigators shall arrange for the suspects to be transported to the Fulton County Jail for holding. An Arrest Citation shall be turned in to the jail at the same time.
4. The Fugitive Unit supervisor shall ensure that whenever an APD warrant is served, the appropriate APD investigator or supervisor is notified at the time of arrest for the purpose of



a debriefing. If the appropriate APD investigator or supervisor is unavailable, the Fugitive Unit Commander shall be notified.

5. The initiating APD investigator shall prepare all incident and supplemental reports.

4.3 FUGITIVE WARRANT SERVICE

- 4.3.1 All Fugitive entries, reference cases being worked by the Fugitive Unit, will be executed by the Fugitive Unit.
- 4.3.2 The Fugitive Unit will utilize the Fugitive Unit Tactical Plan for entries reference Fugitive operations (Form APD 684)
- 4.3.3 The Fugitive Unit Tactical Plan (Form APD 684) will be signed by an on-scene sergeant or above, before the warrant is executed.
- 4.3.4 The Fugitive Unit may utilize other high risk entry teams due to dual entries, logistical issues, or other issues that arise.
- 4.3.5 In the event that the Fugitive package is in reference to somebody with explosives, which could require a bomb tech, SWAT will be contacted.
- 4.3.6 In the event that, based on firsthand knowledge, a subject is encountered and is armed with a firearm and becomes barricaded during the course of entry and/or the execution turns into a known hostage situation. When safe for Officers and innocent bystanders the scene will be secured and SWAT will be requested, unless exigent circumstances exist that endanger the safety of the officer, a third party, or the suspect.

4.4 FUGITIVE EXTRADITIONS AND PICK UPS

- 4.4.1 Extraditions (out of the State):
 1. Once the Fugitive Unit is notified that the suspect is indicted, the Unit Commander shall contact the Dekalb, Fulton, or Clayton County Sheriff Departments extradition units and transfer responsibility for retrieving and transporting the suspect to the proper detention facility.
 2. If the wanted suspect is captured outside of the State of Georgia prior to indictment, an indictment shall be obtained as quickly as possible and the appropriate sheriff's department shall arrange extradition.
 3. If the wanted suspect is captured outside of the State of Georgia prior to indictment and an indictment cannot be obtained in a timely manner, the Fugitive Unit shall arrange extradition. This arrangement may include the use of air travel, department vehicles, and any other method deemed appropriate, and must include approval by the Criminal Investigations Division (CID) Commander.
- 4.4.2 Pick Ups: The Fugitive Unit shall retrieve and transport persons that have active arrest warrants and are in custody within the state to the appropriate detention facility (Dekalb, Fulton, or Clayton County.)



Atlanta Police Department – Standard Operating Procedure

APD.SOP.5060 Fugitive Operations Effective Date: July 3, 2024



4.4.3 Travel outside the ten (10) county Atlanta metropolitan area: The Fugitive Unit shall utilize department vehicles when traveling outside the ten-county Atlanta metropolitan area for the following reasons:

1. To pick up wanted fugitives.
2. To obtain warrants for searches and electronic surveillance.
3. To assist other cooperative agencies in serving warrants.
4. To conduct surveillance on persons and locations.
5. To conduct investigations.
6. The travel is limited to locations within the State of Georgia.
7. The travel is for official City of Atlanta business; and
8. A Fugitive Unit supervisor must be notified and approve of the request in advance by signing Form APD 224 "Taking a Vehicle Outside the City".

4.5 FUGITIVE UNIT – WEAPONS

4.5.1 Authorization of the use of weapons by personnel of the Fugitive Unit shall be strictly the decision of the Chief of Police.

4.5.2 The Fugitive Unit personnel shall be authorized to use approved firearms in their operations regarding high-risk felony fugitive apprehension.

4.5.3 Prior to being assigned an approved weapon, Fugitive Unit personnel shall be required to successfully complete the following courses:

1. Atlanta Police Academy's Patrol Rifle Course; and
2. State Certified Sub-machine gun Course.

4.5.4 All Fugitive Unit personnel assigned weapons shall train as a unit on a bi-monthly basis. This training shall be in accordance with any training conducted with the APD Special Weapons and Tactics (SWAT) Team. The training coordinator for these exercises shall be the Fugitive Unit Commander.

4.5.5 Fugitive Unit supervisors shall conduct weapons check of all assigned weapons issued to Fugitive Unit personnel at a minimum of once a month.

4.6 REQUESTS FOR TECHNICAL ASSISTANCE

1. If APD Fugitive Unit requires technical assistance from the Southeast Regional Fugitive Task Force (SERFTF), the unit commander, and section commander will be notified prior to the request for assistance being made.



Atlanta Police Department – Standard Operating Procedure

APD.SOP.5060 Fugitive Operations

Effective Date: July 3, 2024



2. If APD Fugitive Unit requires technical assistance from the United States Secret Service, the unit commander, and section commander will be notified prior to the request for assistance being made.

5. DEFINITIONS

Initiating Investigator/Officer: The investigator who documented the crime, identified the suspect, and submitted the warrant package to the Fugitive Unit.

Ten-County Atlanta Metropolitan Area: Is comprised of the ten counties belonging to the Atlanta Regional Commission and include: Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale Counties.

6. CANCELLATIONS

APD.SOP.5060 "Fugitive Operations", effective August 13, 2020.

7. REFERENCES

APD.SOP.5010 "Criminal Investigations Division"
Form APD 608 "Wanted Notice Form"
Form APD 224 "Taking a Vehicle Outside the City"
Form APD 641 "Watch Commander's Roll Call Checklist"