


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date May 18, 2022		APD.SOP.5100 Pawn Desk
Applicable To: All employees		Review Due: 2026
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 5/18/2022

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1. PURPOSE

To establish guidelines for an electronic data transfer of pawn shops' and precious metal dealer's daily transaction reports to the Atlanta Police Department's Pawn Desk Unit and into the statewide pawn tracking system.

2. POLICY

The Atlanta Police Department shall use available technology to improve the efficiency of the daily reporting procedures and allow more effective transfers of records into the statewide system.

3. RESPONSIBILITIES

- 3.1 The Chief of Police, as authorized by City Code 122-62, shall prescribe the format for pawn shops and precious metal dealers to file daily reports.
- 3.2 The commanders of the Criminal Investigations Division (CID) and Major Crimes Section shall monitor the implementation of this directive.
- 3.3 The commander of the License and Permits Unit shall ensure that personnel assigned to License and Permits adhere to this written directive.
- 3.4 Pawn Desk employees shall manage the electronic data transfer system and assist pawn shops and precious metals dealers in its use.



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- 4. ACTION
 - 4.1 APD Pawn Desk
 - 4.1.1 In compliance with all state laws (O.C.G.A. Title 44, Chapter 12, Article 3, Part 5) and city ordinances (City Ordinance 122-62) governing the operation of pawn shops and precious metal dealers, the Department's Pawn Desk employees shall ensure that pawn shop operators and precious metal dealers, within the City of Atlanta, possess the required permits to operate such businesses.
 - 4.1.2 Pawn Desk employees shall advise pawn shop operators and precious metal dealers within the City of Atlanta, of the method of electronically transferring their business' daily pawn transaction reports upon request.
 - 4.1.3 The Pawn Desk Unit shall insure that all pawn shop and precious metals dealer's daily reports are completed as required by city ordinances. The Pawn Desk Unit shall also ensure that pawn shops operators and precious metal dealer's reports are electronically transmitted into the Department pawn data tracking system.
 - 4.1.4 Pawn Desk employees must be thoroughly familiar with the operation of the Department's approved Leads Online Program.
 - 4.1.5 The Pawn Desk shall be responsible for assuring that pawn shop owners and precious metals dealers obtain pawn data reporting software that complies with the Georgia Criminal Information Center (GCIC) requirements, Official Code of Georgia, and City Ordinance.
 - 4.1.6 Pawn Desk employees shall import pawn shop and precious metal dealer's daily reports into the pawn tracking system Monday through Friday.
 - 4.2 License and Permits Unit
 - 4.2.1 The License and Permits Unit shall advise all prospective pawn shop owners or precious metals dealers of the applicable laws and reporting requirements as defined in the Atlanta City Code of Ordinances, Section 122.
 - 4.2.2 Notification of currently approved methods for transmitting daily reports shall be in writing and will be made upon request for information or at the time of submission of an application for the permit to operate a pawn shop or precious metal business.
 - 4.3 APD Pawn Tracking Software
 - 4.3.1 Pawn Desk employees shall review the data uploaded from the pawn shop and precious metals dealers' reports for errors and compliance to reporting requirements. When errors are found, the appropriate business shall be contacted, advised of the error, and requested to provide the necessary information to correct the error. When instances of noncompliance to reporting requirements are found, appropriate enforcement action will be taken.
 - 4.3.2 Pawn Desk employees shall send pawn data that it receives from local pawn shops and precious metal dealers to the Statewide Pawn System for the purposes of processing, storage, and making it available statewide for law enforcement purposes. The frequency with which data shall be uploaded will be determined by agreements between the Department and the Georgia Criminal Information Center (GCIC). (CALEA 6th ed. Standard 81.2.8)



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- 4.3.3 When pawn data is entered into the Statewide Pawn System, several searches are automatically made through the pawn system and through the Georgia Criminal Information Center (GCIC):
1. Name check against wanted files;
 2. Criminal history check on names of individuals pawning firearms;
 3. Property checks on identifiable items to determine if they have been reported stolen; and
 4. Formatting errors.
- 4.3.4 A report is automatically generated and transmitted back to the sending agency noting "Hits" on wanted persons, persons who have pawned firearms and have criminal histories, hits on stolen property, and formatting errors. Pawn Desk employees will review this report and take the following actions:
1. Wanted person information that appears to have a reasonable likelihood of producing an arrest shall be verified by checking the name and other identifying information on the pawn ticket record against the name and other identifying information on any warrant which may have been issued to assure there is a match; if possible, a criminal history check will be initiated for further verification.
 2. The Pawn Desk investigator shall confirm the validity of the warrant. All information produced by this process will be assembled into an investigative package and forwarded to the appropriate APD investigations unit or outside agency for follow-up.
 3. Criminal history information on names of persons who have pawned firearms shall be checked to verify that there is reasonable likelihood that the person named on the pawn ticket is the person in the criminal history file. The pawn ticket will be checked to verify that a firearm, as defined by current Georgia law was pawned.
- 4.3.5 When formatting errors are noted in the state reports, Pawn Desk employees shall make necessary corrections and resubmit the entry.
- 4.4 Felons Pawning Firearms
- 4.4.1 When verification of the criminal history is made, an investigative package shall be prepared and forwarded to the Gangs and Special Investigations Unit for follow-up investigation. The investigative package will be labeled as one of three categories:
1. Felony conviction verified in the criminal history;
 2. Felony arrest verified in the criminal history but no case disposition; or
 3. Non-verification on criminal history.
- 4.4.2 When there is a reasonable suspicion that the person named on the pawn ticket is the same as the person named in the criminal history and there is a felony conviction, Pawn Desk employees shall immediately notify the pawn shop and place a hold on the weapon. If the follow-up investigation results in criminal prosecution, the case investigator will notify the Pawn Desk that the weapon will be needed as evidence in the prosecution.



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- 4.4.3 Pawn Desk employees shall prepare a release for the investigator to retrieve the weapon from the pawn shop. The investigator shall retrieve the weapon as soon as possible and turn it in to the Property Control Unit to be held as evidence.
- 4.4.4 If the follow-up investigation does not produce sufficient cause to carry forward a prosecution or other cause to hold the weapon, the case investigator will notify the Pawn Desk as soon as possible after the investigation is completed that the weapon shall not be used as evidence and the hold may be released. Pawn Desk employees will notify the pawn shop and release the hold.
- 4.5 Stolen Property
 - 4.5.1 When a stolen "Hit" is received on pawned property, a Pawn Desk employee shall immediately contact the appropriate APD investigative unit or outside agency to verify that the property is still stolen and that they will pursue the investigation.
 - 4.5.2 Once the investigative unit or agency is contacted and it is verified that they shall pursue the investigation, a Pawn Desk employee shall immediately contact the appropriate pawn shop or precious metals dealer to determine if the business still has the property in its possession.
 - 4.5.3 If the property is still in possession of the business, a hold shall be placed on it, and an investigative package shall be prepared and forwarded to the appropriate APD investigative unit or outside agency for follow-up investigation.
 - 4.5.4 The Pawn Desk unit shall notify the appropriate APD investigative unit or outside agency in those instances in which pawned property is no longer in possession of the pawn shop or precious metal dealer due to being redeemed, sold, or melted metals and provide the necessary documents to show proof that the item was pawned.
- 4.6 Pawn Desk "Holds" and Other Requirements
 - 4.6.1 Stolen property that has been placed on hold by the Pawn Desk may only be released to a sworn law enforcement officer. Upon proper request of a sworn law enforcement officer, the Pawn Desk employee will prepare a release form authorizing the pawn shop or precious metals dealer to release the property to the officer. It shall be the responsibility of the officer to retrieve the property and assure that it is returned to the rightful owner.
 - 4.6.2 Pawn Desk employees shall provide assistance to other APD units and outside agencies who wish to search the pawn data files for stolen property, information concerning persons who have made pawn transactions, or any other information that may be contained in the system.
 - 4.6.3 The Pawn Desk shall make a package of all current state law and city ordinances specifically pertaining to the operation of pawn shops and precious metals dealers, and the current requirements for submission of pawn shops daily reports as mandated by the Chief of Police.
- 4.7 Searches of the Pawn Data Tracking System
 - 4.7.1 All requests for data searches of the pawn data tracking system must be made by sworn APD employees or other certified law enforcement officers.
 - 4.7.2 Employees of the Department will not advise citizens to contact the Pawn Desk to request searches of the pawn data files for any reason.



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5. DEFINITIONS

5.1 Pawn: Something given as security for a loan, or pledge or guaranty.

5.3 Pawn Desk: The Atlanta Police Department's liaison between the City of Atlanta and the State of Georgia for pawned and purchased item transactions by pawn shops and precious metals dealers within the City of Atlanta.

5.4 Statewide Pawn System: A database operated by Georgia Criminal Information Center (GCIC) for law enforcement agencies for voluntary contribution of pawn shops and precious metals transactions.

6. CANCELLATIONS

APD.SOP.5100, "Pawn Desk," effective September 15, 2018

7. REFERENCES

City of Atlanta Code of Ordinances Chapter 122

Official Code of Georgia Annotated Title 44, Chapter 12, Article 3, Part 5

City of Atlanta Electronic Mail Retention Policy

Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th Edition, Standard 81.2.8

8. SIGNIFICANT CHANGES

8.1 Section 4.4.1 amended to give this responsibility to the Gangs and Special Investigations Unit.