


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 31, 2022		APD.SOP.5210 Special Victims Unit
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Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 12/30/2022

Table of Content

1.	PURPOSE	1	4.13	Sexual Assault Kits	10
2.	POLICY	1	4.14	Buccal Swabs	11
3.	RESPONSIBILITIES	1	4.15	Grady Rape Crisis Center/Atlanta Victim Assist.	12
4.	ACTION	2	4.16	Response to Calls	13
4.1	Crimes Against Children	2	4.17	Prostitution of Children	14
4.2	Investigation	3	4.18	Child Internet Enticement	15
4.3	Indicators used in gathering information	5	4.19	Child Sexual Abuse Material (CSAM)	15
4.4	Handling Victims of Physical Abuse or Neglect	6	4.20	Training	15
4.5	Interviewing Children/Forensic Interview	6	4.21	Case Preparation	15
4.6	Physical Evidence	7	4.22	Office Administrator	16
4.7	Arrest Warrants	8	5.	DEFINITIONS	16
4.8	Responding to DFACS reports	8	6.	CANCELLATIONS	18
4.9	Sex Crime Cases	8	7.	REFERENCES	18
4.10	Hospital Protocol	9	8.	SIGNIFICANT CHANGES	18
4.11	Collection of Evidence	9			
4.12	Drug Testing	10			

1. PURPOSE

The purpose of this policy is to provide guidelines for supervisors and Investigators when dealing with victims of an alleged sexual assault, juveniles who are abused and/or neglected, child pornography, prostitution, and other child exploitation crimes via the internet.

2. POLICY

The policy of the Atlanta Police Department (APD) is to thoroughly investigate and maintain complete and accurate records of all reports involving the abuse and neglect of juveniles, sex-related crimes, child pornography, child prostitution, and child exploitation via the internet. The apprehension and prosecution of the offender are the goals of a comprehensive investigation.

3. RESPONSIBILITIES

3.1 The Criminal Investigations Division (CID) Commander shall ensure that all employees under their command adhere to and comply with this policy.

3.2 The Major Crimes Section Commander shall ensure that vital information is communicated between other section commanders.

3.3 The Special Victims Unit (SVU) Commander shall develop and coordinate investigative strategies in conjunction with the watch supervisors.



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



- 3.4 The watch supervisors shall inspect investigative case files for completeness and accuracy.
- 3.5 The SVU is comprised of the Sex Crimes Squad, the Crimes Against Children Squad, the Child Exploitation Squad, and the Child Exploitation Online Protection Squad (CEOPS).
1. The Sex Crimes Squad shall investigate sex related crimes committed against adults and conduct the initial investigation of sex related crimes committed against children if no investigator from the Child Exploitation and Online Protection Squad is available.
 2. The Crimes Against Children Squad shall investigate missing, abused, and/or neglected juveniles. Cases involving abuse must be committed by a family member, guardian, caretaker, or other person in a custodial position over the child.
 3. The Child Exploitation Online Protection Squad (CEOPS) shall investigate sex-related crimes, which occur via the internet, committed against children, child pornography, child prostitution, and child exploitation.
 4. The Child Exploitation Squad shall handle all incidents of sexual assault against a child including child molestation, aggravated child molestation, the rape of a juvenile (female 16 years of age or younger), statutory rape, and enticing a child for indecent purposes.
4. ACTION
- 4.1 Crimes Against Children
- 4.1.1 State law (O.C.G.A 19-7-5 and 16-12-100) requires that instances or suspected instances of child abuse or neglect be reported by public and private officials, designated as mandated reporters. Officers shall record and respond to all reports of child abuse, neglect, and abandonment regardless of the source or method of reporting.
- 4.1.2 A preliminary interview shall be conducted with the reporting individual, when known, to determine the basis for the report and to include determination of such factors as:
1. The physical condition of the child
 2. A description of the abusive or neglectful behavior
 3. Evidence of parental disabilities such as alcoholism, drug abuse, mental illness, or other factors that demonstrate or suggest their inability to care for the child
 4. Description of suspicious injuries or conditions
 5. The nature of any statements made by the child concerning parental maltreatment
 6. Any evidence of parental indifference or inattention to the child's physical or emotional needs
 7. The identification of the child, the location of the child, and the identification of the primary caregiver or guardian



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



- 4.1.3 When the source of the report cannot be identified and/or time is not of the essence, a report of the complaint shall be made to the Department of Family and Children Services (DFACS) as mandated by law. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with DFACS.
- 4.1.4 Immediate action shall be taken by officers when:
1. The complaint warrants arrest or criminal prosecution
 2. Child protective personnel are not available, and time is of the essence
 3. The child is in danger and child protective personnel cannot enter the home
 4. The suspected perpetrator takes flight
 5. Police presence is required to maintain order or to protect the safety of child protection officers
 6. A child must be taken into protective custody against parental wishes
 7. There is a potential for continued mistreatment and/or the parent/guardian is unavailable and unable to save the child from harm
- 4.1.5 The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse, or neglect, where the child is in imminent danger of death or serious bodily harm, and time is of the essence, an officer acting in compliance with state law shall remove the child from the home for purposes of protective custody. The assistance of a child welfare authority officer should be sought, if available, in a timely manner. Parental permission should also be sought but is not required in order to remove the child under emergency circumstances.
- 4.1.6 The Department of Family and Children Services (DFACS) shall be notified and a court order for protective custody shall be sought prior to the child's removal in cases where protective custody is warranted, and time permits.
- 4.2 Investigation
- 4.2.1 Investigating complaints of child abuse generally require contact with several sources of information depending upon the nature of the complaint and the scope of abuse. In all but emergency situations, the following sources of information shall generally be contacted prior to interviewing the family and/or the child.
1. An inquiry shall be made to determine whether a court protective order is in force with regard to the child or other members of the family. A criminal history check shall also be performed on the suspect.
 2. Medical personnel, including family practitioners, emergency room staff and medical examiners, often acquire information that confirms or suggests abuse. Medical personnel, including family practitioners, emergency room staff, and medical examiners often acquire information that confirms or suggests abuse. Injuries that are characteristic of physical abuse and incriminating may include:



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



- a. Injuries that may be linked to specific objects “Pattern Injuries” used in an attack such as hot irons, coat hangers, fingertip marks caused by tight gripping, straight, curved, curvilinear; or jagged lesions indicating whipping; bite marks; and scald or peculiar burn marks.
 - b. Injuries to specific body parts such as the genitals, buttocks, or rectum as well as trauma to the torso, upper arms, and thighs in the absence of other common injuries commonly suffered by children in play accidents such as skinned knees, elbows, and forehead.
 - c. Signs of old injuries to various parts of the body in different stages of healing, particularly those that are not common to childhood.
 - d. Small children with bone fractures and related injuries that are inconsistent with the child’s level of maturity and risk of injury such as spinal fractures (suggesting vigorous shaking), fractures to the rear and upper skull (suggesting blows to the head), subdural hematomas without scalp contusions (suggesting violent shaking with resultant head whiplash), and fractures of long bones and joints that are suggestive of violent pulling, twisting, or jerking of the extremities.
 - e. A history, pattern, or extent of injury that does not correlate with the alleged cause of death or means of injury.
 - f. Inordinate delay in seeking medical attention, evidence of administration of home remedies for relatively serious injuries, history of prior visits to different emergency rooms, frequent changes of physicians, and prior diagnosis of “failure to thrive.”
3. Review family history for prior contact with DFACS.
 4. Obtain information from extended family members, a non-custodial parent, and other principal caregiver(s) other than the parent(s) or legal guardians.
 5. Obtain information concerning special needs the child/minor may have (e.g., developmental delays, intellectual disability, physical handicap, language, and/or hearing impairment etc.).
- 4.2.2 Social welfare workers may also provide considerable insight into situations of suspected child abuse as many abusive families have had prior contact with local support agencies. These agencies may provide information on family background, employment, economic and domestic stability, and previous contacts with child protective service agencies.
- 4.2.3 School teachers may also provide some insight into cases of suspected child abuse through records of the child’s attendance, grades, demeanor, socialization, motivation, and perceived emotional stability. Several behavioral indicators are suggestive of child abuse:
1. Recurrent injuries or complaints of parental physical mistreatment
 2. Marked changes in the child’s behavior or level of achievement
 3. Strong antagonisms toward authority
 4. Exaggerated reactions to being touched



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



5. Withdrawals from peers or confrontational behavior
 6. Delinquent acts, running away from home, or truancy
 7. Refusals to dress for physical education or dressing inappropriately
- 4.3 Indicators used in gathering information
- 4.3.1 Based on information generated in the investigation, reasonable suspicion may exist to conduct an interview with the family and the child.
- 4.3.2 If there is reason to believe that charges may be filed against the parents or others, interviews shall be conducted at the APD Headquarters or on scene as a last resort. When appropriate, contact shall be made with the prosecutor's office for participation.
- 4.3.3 A DFACS Child Protective Service case worker should participate with the investigator in the interview; when appropriate.
- 4.3.4 The interview shall be conducted in a non-accusatory, informal, and fact-finding manner. Questions shall be presented in an open-ended format to allow parents or others complete latitude in responding.
- 4.3.5 In determining whether to accept a parent's explanation, officers shall consider the following questions (Findings consistent with those in parentheses may indicate a greater likelihood of abuse).
1. Is it reasonable to believe that the child's injuries were self-inflicted or accidental given the child's maturity, manual dexterity, and ability to walk or stand? (No)
 2. Was the parent's story consistent with other evidence? (No)
 3. Do parents claim ignorance of critical details of the incident? (Yes)
 4. Does the home appear to be clean and well maintained? (No)
 5. Does the family live in a socially isolated environment without the support of neighbors, friends, or family? (Yes)
 6. Do the parents appear to support one another in a positive home environment? (No)
 7. Does there appear to be frequent or ongoing crises in the family? (Yes)
 8. Does the child in question appear to be regarded by the parent(s) in a negative light? (Yes)
 9. Is there a history of unexplained injuries and/or symmetrical injuries inconsistent with the explanation given? (Yes)
 10. Does the child appear healthy, cared for, and appropriately interactive with the parent/guardian? (No)
- 4.3.6 Parents may explain or excuse the incident as a legitimate attempt to discipline the child; however, in order to be reasonable and acceptable, the discipline should:



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



1. Be appropriate to the misbehavior involved but never involve serious bodily injury
2. Be consistent with the child's ability to understand its relevance to acts in question
3. Be administered with prudence and caution rather than recklessly, brutally, or without sufficient regard for the child's power of endurance

4.4 Handling Victims of Physical Abuse or Neglect

4.4.1 Victims of abuse or neglect under the age of eighteen shall be taken to Hughes Spalding Children's Hospital for a medical examination. Victims may request to see a private physician of their choice; however, Hughes Spalding Children's Hospital is the preferred medical facility.

4.4.2 Officers should be familiar with state statutes that define instances of child abuse, neglect, and abandonment. (O.C.G.A 15-11-94, 16-5-72, 19-7-5, 16-5-70 and 19-15-1)

4.4.3 Officers should be familiar with the Fulton, DeKalb, and Clayton County Child Abuse Protocols when responding to and investigating allegations of child abuse and neglect.

4.5 Interviewing Children/Forensic Interview

4.5.1 Investigators conducting interviews with children in suspected child abuse cases shall be trained in child interviewing techniques by a nationally recognized program (e.g., the American Professional Society on the Abuse of Children (APSAC), the National Child Advocacy Center (NCAC), the American Prosecutor's Research Institute (APRI), or the National Institute of Child Health and Human Development (NICHD)). Investigators shall be familiar with policy and applicable laws on interviewing children. Otherwise, a licensed professional shall interview children at the Georgia Center for Child Advocacy.

4.5.2 Investigators shall be familiar with the following when conducting interviews in cases of suspected child abuse:

1. Children should be interviewed separately from their parents.
2. Repeated interviews with the victim shall be avoided whenever possible. Joint interviews with a child protective worker or prosecutor may help to minimize the trauma of these sessions.
3. Interviews of children shall be videotaped (preferred) or audio taped; whenever possible. If video/audio recording is not possible, accurate and complete written records shall be maintained to include the specific questions asked, responses given, and the observed behavioral reactions.
4. Avoid closed-ended questions whenever possible (e.g., questions that can be answered with a "yes" or "no" response or multiple-choice questions). Use open-ended questions and allow the child to respond to questions with as much spontaneous narrative as possible. If a closed-ended question is used, follow up with an opened-ended prompt.
5. Anatomically correct dolls shall be used in accordance with acceptable guidelines established by the APSAC or other qualified agency, and only by investigators specifically trained in the use of anatomical dolls.



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



6. The interview environment shall be child friendly and non-threatening. The interviewer shall sit with the child rather than across a table. Conduct the interview in a casual and supportive manner without being overly solicitous.
7. Avoid potentially bias behaviors and do not lead the child or suggest answers, do not probe, or pressure the child for answers, and do not express concern, shock, or disbelief in response to answers.
8. Reassure the child that he or she is not to blame and is not in trouble for what happened or for being asked questions.
9. When appropriate, a Forensic Interview should be conducted at the Georgia Center for Child Advocacy located at 680 Murphy Ave SW Suite 5091, Atlanta, GA 30310. The telephone number is (678) 904-2880.
10. A written statement is not necessary when a forensic interview is conducted.

4.5.3 An important part of the investigation of sexual offenses committed against children is a Forensic Interview. Trained Forensic Interviewers conduct videotaped question and answer sessions with the children regarding what has happened to them. The investigator monitors the interview from an observation room and gives input to the interviewer. The videotaped interview is admissible in court as evidence. The interviewer retains the original tape and provides a copy to the investigator. The investigator shall turn the videotape in to the Property Control Unit as evidence. The videotape may be reviewed and transcribed by the District Attorney's Office at a later date.

4.5.4 Current practice is to utilize the Georgia Center for Child Advocacy for forensic interviews. Non-emergency interviews are scheduled in advance. Emergency interviews can be scheduled as needed by contacting the Program Manager or the Clinical Director. Non-emergency interviews should be completed within five working days of the request. Emergency interviews should be conducted within 24 hours. Emergency interviews include:

1. Child victims under the age of eight
2. Arrest of a suspect before the interview
3. An acute sexual assault occurred within the last 72 hours
4. Experienced APD investigators trained and certified to conduct Forensic Interviews may conduct the interviews themselves when proper facilities and equipment are available.

4.6 Physical Evidence

4.6.1 Collecting physical evidence to document abuse is very important for prosecuting cases. In this regard, officers shall be aware of the following:

1. Photographs of injuries shall be taken and preserved for evidentiary purposes. They may be taken by medical personnel or by same-sex ID technicians of APD. All injuries shall be described in writing and diagrammed.
2. X-rays shall be taken, if appropriate, and any that have been taken shall be collected and preserved.



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



3. Photographs of home conditions associated with the maltreatment of the victim shall be taken.
4. Any instruments that were used in the physical attack shall be identified, such as guns, knives, drugs, poisons, or related items in possession of the suspected perpetrator. Items associated with the abuse or neglect shall be identified and collected, as well as any clothing that bears evidence such as blood or semen.
5. Location of evidence found shall be noted (e.g., under table in master bedroom, etc.).

4.7 Arrest Warrants

- 4.7.1 When an investigator secures an arrest warrant, the investigator shall place one copy in the warrant file, one copy in the working file and give a copy to the secretary to place in the master file. A copy shall also be given to the supervisor, who shall log it on the Arrest Warrant Log (refer to APD.SOP.5010 "Criminal Investigations Division" and APD.SOP 5060 "Fugitive Operations").
- 4.7.2 The investigator must hand-deliver the original copy of the arrest warrant to the Identification Unit and complete the documents necessary to flag the suspect on ACIC.
- 4.7.3 In addition, if the investigator does not have immediate custody of the suspect and the warrant is for a sexual offense, he or she shall complete a Fugitive Package, and deliver it to the Fugitive Unit. The Fugitive Unit shall be responsible for serving the arrest warrant (refer to APD.SOP.5010 "Criminal Investigations Division" and APD.SOP 5060 "Fugitive Operations").
- 4.7.4 The investigator who secured the warrant must advise the watch supervisor of any change of warrant status. If the suspect was arrested in another jurisdiction and not booked through the county jail where the warrant was issued, the investigator must notify the Fugitive Unit. The Fugitive Unit will transport the person to Clayton, DeKalb, or Fulton County Jail, notify Central Records / ACIC of the warrant being cleared and complete a supplemental report.

4.8 Responding to DFACS reports

Investigators shall respond to each DFACS report that is assigned to them. The investigator shall go to the location where the child may be found and conduct a limited interview with the child (if possible), the reporting person, witnesses, and parents to obtain sufficient information to make a determination of criminal conduct and for the child's welfare and safety. If the investigator determines that there is reasonable suspicion that a crime has occurred, the investigator shall complete an official Incident Report in the Record Management System (RMS) and continue the investigation.

4.9 Sex Crime Cases

- 4.9.1 The primary function of the Sex Crimes Squad is to investigate crimes committed involving the sexual assault of adults.
- 4.9.2 The function of the Child Exploitation and Online Protection Squad is to investigate crimes committed involving the sexual assault of children, including but not limited to:
 1. The rape of a child under the age of 17 years.



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



2. The sexual molestation of a child under the age of 17 years.
3. The pimping or pandering of a child under the age of 18 years, where a victim has been identified.
4. Any crime as outlined in the Georgia Criminal Code, §16-12-100 Sexual Exploitation of Children, O.C.G.A 16-12-100.1 Electronically Furnishing Obscene Material to Minors and O.C.G.A 16-12-100.2 Computer or Electronic Pornography and Child Exploitation Prevention Act of 2007.

4.10 Hospital Protocol

4.10.1 Victims, age 18 years and older shall be taken to Grady Memorial Hospital. Victims of rape, aggravated sodomy, and child molestation, who are under the age of 18, shall be taken to the first floor of Hughes Spalding Children's Hospital. Victims may request to see a private physician; however, Grady Memorial Hospital and Hughes Spalding Children's Hospital are preferred medical facilities. Investigators shall exhibit sensitive treatment and render appropriate assistance to victims at all times. Investigators shall proceed with their investigations with due regard for the victim's mental and medical condition.

4.10.2 During their initial contact with victims, Investigators shall make every effort to ascertain sufficient information for completion of the incident report. This may be done at the crime scene (some victims may be unable to immediately aid in the location of the crime scene, for medical or psychological reasons), at the hospital while victims are waiting to be examined, or after the examination is completed. Investigators shall make every reasonable attempt to locate the crime scene and process it immediately. Photographs shall be taken of the victim by a Crime Scene Investigation Unit (CSI Unit) to document injuries, torn or disheveled clothing, etc. If photographs of the victim are not needed for evidentiary reasons, a photograph of the victim shall still be obtained for the file.

4.10.3 Before the Investigator leaves a victim, every reasonable effort shall be made to obtain items of clothing, which may yield forensic evidence of contact between the suspect and the victim. Underclothing is particularly important as it may reveal the presence of seminal fluid or spermatozoa. It is not uncommon, however, for such evidence to be found on outer clothing. Torn and soiled clothing should also be held for evidence as it may be used to corroborate the use of force against the victim. Clothing on which suspected seminal stains or bloodstains are located should be carefully folded with the stain up to avoid cross contamination. Clothing should then be placed in brown paper evidence bags. Clothing or other items of evidence belonging to a suspect should not be placed in the same bag or container with evidence belonging to a victim, as cross contamination shall result and the evidence shall be of no use. The victim's clothing must be taken as evidence and may be collected prior to hospital transport or upon return from the hospital. Victims must be advised not to bathe prior to the medical examination.

4.11 Collection of Evidence

4.11.1 All evidence shall be logged-in and bar-coded at the Property Control Unit. This includes Sexual Assault Kits and other items that shall then be transported to the GBI Crime Lab for analysis. Sexual Assault Kits should be logged on a separate sheet from other items. If a Sexual Assault Kit has been completed, the GBI shall not accept other items (e.g clothing) for Deoxyribonucleic Acid (DNA) analysis unless the examination of the Sexual Assault Kit reveals that there is no sufficient male DNA present. The Georgia Bureau Of Investigation (GBI) Crime Lab shall make



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



exceptions in cases where there is a chance of recovering a suspect's DNA from an item other than a Sexual Assault Kit and such exceptions need to be approved by the GBI in advance.(APD.SOP.3020,“Search and Seizure”)

- 4.11.2 Brown paper bags shall be utilized when collecting clothing or other evidence that would tend to form moisture if placed in a plastic bag. The bag shall be sealed with evidence tape, properly labeled and turned into the Property Control Unit. Under no circumstances is evidence to be maintained in the investigator's office, desk, file cabinets, or city vehicle.
- 4.12 Drug Testing
 - 4.12.1 Victims who may have been involuntarily drugged as part of the crime committed against them, or feel that they were too intoxicated to consent, shall be asked to provide both blood and urine samples for crime lab analysis. It is best to collect these samples at the earliest opportunity since many drugs are detectable for a few hours after ingestion. The most common “date rape” drug, γ -Hydroxybutyric acid (GHB), also known as 4-hydroxybutanoic acid (GHB), may be detected in the blood four to six hours and in the urine six to eight hours after ingestion. Other drugs are detectable for a much longer period. Therefore, samples shall still be obtained in cases of delayed reporting.
 - 4.12.2 Blood samples taken for drug testing shall be collected in glass tubes (with a gray stopper) provided by the medical facility. These tubes may be given to the investigator in a padded envelope, or they may not be packaged at all. In either case, the tubes shall be placed into a property envelope. The envelope shall be sealed with red evidence tape and taken to the Property Control Unit for bar coding and refrigeration. The blood must be refrigerated, if not immediately transported to the Crime Lab.
 - 4.12.3 Urine samples should be collected in the containers used by the medical facility, then sealed with red evidence tape. The urine should be handled in the same manner as blood (as described above).
- 4.13 Sexual Assault Kits
 - 4.13.1 Physicians at Grady Memorial Hospital and Hughes Spalding Children's Hospital use sexual assault evidence kits during the examination of sexual assault victims. Sexual Assault Kits are usually completed if the sexual assault occurred 10 days or less prior to the exam. There have been rare instances of DNA recovery in kits completed as late as five days after the assault, in situations with exceptional circumstances that allowed for the DNA to remain in or on the victim. The kits contain materials used for the collection of forensic evidence, which is later analyzed by the GBI Crime Laboratory. Because these kits are used for victims from all jurisdictions served by these hospitals, it is imperative that Investigators advise the hospital staff members which jurisdiction should be indicated on the sexual assault evidence kit. When the investigator transports a victim to Grady Memorial Hospital or Hughes Spalding Children's Hospital for the examination, the nurse receiving the patient shall be told that the victim was assaulted in the City of Atlanta, and that this is to be indicated on the sexual assault evidence kit. The investigator shall complete a GBI Evidence Submission Form, attach a copy of the incident report, and transport the kit and forms to the GBI Crime Lab after logging in the kit at the Property Control Unit. The investigator shall log the information in the GBI Evidence Submission Log Book in the Sex Crimes Squad Office.
 - 4.13.2 Whenever possible, Investigators accompanying rape victims to the hospital for a sexual assault examination shall remain with the victim until the examination is completed. Although the



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



- investigator cannot force the victim to take the exam, the investigator shall make every effort to persuade her to remain and take the exam. If the investigator must leave or it is the end of the investigator's shift, another investigator shall come to the hospital and personally relieve the original investigator.
- 4.13.3 If the investigator must leave the hospital prior to the exam and no other investigator is available to stand-by with the victim, the investigator must leave their immediate contact number or method of immediate contact with the social worker, victim advocate, nurse, or other party that shall be standing-by with the victim. The investigator shall advise this person to contact them immediately if the victim decides against having the exam completed. If so notified, the investigator shall make every effort to speak to the victim, by telephone if necessary, and reiterate the necessity of taking the exam before leaving the hospital.
- 4.13.4 Upon completion of the sexual assault examination, the investigator shall enter the information in the GBI Evidence Submission Log Book in the Sex Crimes Squad office and shall turn the sexual assault kit in to the Property Control Unit. If the sexual assault kit is not complete and the investigator needs to leave the hospital, the investigator must leave their immediate contact number or method of immediate contact with the social worker, victim advocate, nurse or other party that shall be standing-by with the victim. All sexual assault kits shall be turned into the Property Control Unit and logged prior to the end of the investigator's tour of duty.
- 4.13.5 All sexual assault kits shall be logged into The Sexual Assault Kit Tracking System (SAKTS) and tracked in accordance with the Sexual Assault Reform Act of 2021.
- 4.13.6 Occasionally, a victim may be treated at a medical facility other than Grady Memorial Hospital or Hughes Spalding Children's Hospital. If it is necessary for the sexual assault kit to be completed at another facility, the Investigator may supply the facility with the kit for the exam or may have to replace the one the facility uses. Investigators shall have kits available for this reason.
- 4.13.7 After the kit has been analyzed by the GBI Crime Laboratory, a report shall be available to the investigator via the GBI website. The GBI does not notify the investigator when the analysis is complete, unless a Combined DNA Index System (CODIS) match results. It is the investigator's responsibility to check the GBI website at least once a week to determine if an analysis report is available. Once the report is available, the investigator shall print it out and add it to the working file. A copy shall be given to the secretary to place in the master file.
- 4.13.8 A Sexual Assault Kit analysis where semen is present shall contain the DNA of the victim and of the suspect(s). In any sexual assault case involving suspect identification from DNA evidence, the GBI Crime Lab shall require confirmatory DNA samples from the victim(s) and /or the suspect(s) whose DNA has been identified from the evidence submitted.
- 4.14 Buccal Swabs
- 4.14.1 Buccal swabs are used to collect skin cells from victims and suspects for DNA comparison purposes. A swab is rubbed against the inside of the mouth cheek.
- 4.14.2 The investigator should obtain buccal swabs from the victim whenever a Sexual Assault Kit is obtained. If a suspect is known and consents, buccal swabs should be obtained from the suspect as well. Depending on the circumstances, a search warrant for the suspect's skin cells may be necessary.



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



- 4.14.3 Buccal swabs shall be turned in as evidence at the Property Control Unit and held there until needed by the GBI Crime Lab.
- 4.15 The Grady Rape Crisis Center/Atlanta Victim Assistance, Inc.
- 4.15.1 The Grady Rape Crisis Center (GRCC) is located in Grady Memorial Hospital. The telephone number is (404) 616-4861. The purpose of this Center is to aid rape victims emotionally and to provide a liaison between Grady Hospital and the Atlanta Police. The Center has proven to be very beneficial in providing supportive services to victims and providing a flow of information between Grady Memorial Hospital and the Special Victims Unit. Counselors can assist Investigators by explaining hospital procedures and by obtaining medical reports to be turned over to the Special Victims Unit. The Center cannot turn over medical reports if the victim refused to sign an authorization form, which authorizes the release of such information. Investigators shall obtain the victim's signature on an Authorization to Release Medical Information form prior to leaving the victim, if possible. Center counselors can also assist Investigators by encouraging victims to prosecute and by attending court with the victims.
- 4.15.2 The Atlanta Victim Assistance Inc. (AVA) is located in the Atlanta Municipal Court Building at 150 Garnett St. SW, Atlanta, Georgia 30303 on the 3rd floor. The purpose of the Atlanta Victim Assistance Inc. is to assist victims of crime, attend court proceedings and provide supportive services to victims, police, courts, and the Rape Crisis Center. The telephone number is (404) 588-4740. An advocate is presently assigned on-site in the Special Victims Unit and is available weekdays from 0800-2000 hours. The advocate shall follow-up with the victim the next working day for crimes occurring outside of these hours. Investigators will notify the Atlanta Victim Assistance Inc. advocate whenever a victim is at the hospital for initial treatment or is scheduled to appear in court during the advocate's working hours, if appropriate. (CALEA 5th ed. standards 55.2.1b & 55.2.4e)
- 4.15.3 First responders and Investigators will refer victims and witnesses of crimes or other traumatic incidents to AVA advocates when it is evident they will need further aid and services beyond the immediate police presence. These referrals will be available to victims and witnesses 24 hours a day. The investigator shall ensure that the following information is provided to victim/witness:
1. Information about applicable services (e.g., counseling, medical attention, compensation programs or emergency financial assistance, and victim advocacy).
 2. Information about what to do if the suspect, the suspect's companion, or family threatens or intimidates the victim.
 3. Information on the case (case number) and the following steps in the process of the case.
 4. The telephone number that the victim/witness may call to report additional information about the case or to receive information about the status of the case. (CALEA 6th ed. Standards 55.2.1b & 55.2.3 and APD.SOP 3100, "Victim Witness Assistance").
- 4.15.4 Hospital personnel shall notify the Rape Crisis Center to send a counselor to remain with the victim throughout the examination process. The presence of a counselor often makes the hospital experience easier for the victim.
- 4.15.5 Investigators shall cooperate with personnel from the Rape Crisis Center. Partnerships must be maintained between the Rape Crisis Center, the Atlanta Victim Assistance Inc. advocate and the Special Victims Unit. If a conflict arises between an investigator and a counselor, it shall be



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



reported to the commander of the Special Victims Unit for resolution. Investigators shall avoid disagreements with counselors in the presence of a victim.

- 4.15.6 The victim is usually the most important witness in a sex crimes investigation. Many victims may be unable to participate extensively in an investigation until given time to recover emotionally from the experience of the crime. Investigators shall make every effort to complete an investigation as soon as possible, always with due regard for the medical and emotional condition of the victim. Investigators risk alienating victims to the point where they are unable to continue cooperating with the investigation if the proper care and considerations are not shown to the victims. Before leaving a victim after the initial contact, Investigators shall make every effort to ensure that the victim is returned to a secure environment.
- 4.16 Response to Calls
- 4.16.1 Sexual Assault Cases (Calls from Radio):
1. Respond to the scene
 2. Coordinate crime scene
 3. Call for the Identification Unit
 4. Obtain statements from witnesses
 5. Obtain outcry statements or the person reporting for the victim
 6. Obtain statements from responding officers
 7. Collect evidence
 8. Once the scene is under control respond to the hospital to interview the victim
 9. Complete incident report
- 4.16.2 Responding to a Hospital:
1. Collect the victim's clothing
 2. Ensure that the sexual assault kit is completed
 3. Obtain statements (victim, EMT's, family, friends and whomever brought victim to the hospital)
 4. Have victim or guardian (juvenile victims) to sign medical release forms
 5. Interview examining physician
 6. Complete incident report
 7. Ensure that the lookout of the suspect is given out city wide by communications if suspect is not in custody



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



8. Make arrest if appropriate (APD.SOP.3030, "Arrest Procedures")

4.16.3 Sexual Assault Cases (Assigned):

1. Contact victim and ensure that they have gone to Grady Memorial Hospital or Hughes Spalding Children's Hospital
2. Request the Identification Unit to process the crime scene if one is known
3. Obtain victim and witnesses (if any) statements
4. Obtain original incident report
5. Set appointment with Georgia Center for Child Advocacy (juvenile victims)
6. Create a photographic line-up if the subject is not known by the victim
7. Have the victim or guardian (juvenile victims) sign medical release form
8. If the crime occurred in Fulton County, consult with the Assistant District Attorney assigned to the Fulton County District Attorney's Special Victims Unit (or, in their absence, the on-call Special Victim's Assistant District Attorney) about developing a disposition for the case

4.17 Prostitution of Children

4.17.1 When investigating prostitution of children cases, an officer shall:

1. Complete the original incident report if possible
2. Obtain outcry (the person reporting for the victim) statements. Develop suspect information (create line-up, description of suspect, etc.)
3. Process crime scene if located, e.g, photographs, physical evidence (APD.SOP.3081, "Crime Scene Investigations")
4. Determine the status of the child (e.g, runaway, missing)
5. Schedule an interview at the Georgia Center for Child Advocacy, if appropriate
6. After the Georgia Center for Child Advocacy's interview, consult with a representative from the District Attorney's office to develop a disposition for the case
7. If the determination is made that an arrest is appropriate, follow the Case intake procedures
8. Create a Fugitive Package (APD.SOP. 5060, "Fugitive Operations")
9. Speak to the child in a secure location, where the child is confident that they cannot be seen by their pimp.
10. Respond to the scene of a crime when requested, if possible. However, if the Investigator is unable to respond at the time, or learns about the incident later, the Investigator shall attempt to interview the child as soon as possible



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



11. Identify and arrest those responsible for the exploitation of the child.

4.18 Child Internet Enticement

4.18.1 The investigator handling the initial Child Internet Enticement case shall endeavor to obtain the following:

1. Originals or copies of any e-mails, chat sessions, or photographs sent to the victim
2. Screen names and user accounts of the victim, along with Internet Service Provider (ISP) information, and account passwords
3. Copies of all electronic correspondence, with full header information in cases of e-mail. Review material and determine if correspondences constitute harassment, child exploitation, and/or child pornography
4. Information from complainant that constitute other forms of harassment, such as phone calls, mail or personal confrontations
5. Consent to search forms for victim's computer or obtain a search warrant (APD.SOP.3020, "Search and Seizure")

4.18.2 Only Investigators who have received specialized training in the legal and privacy issues associated with conducting undercover investigations via the internet and the handling of digital evidence are authorized to conduct online investigations (APD.SOP.5050 Cyber Crimes).

4.19 Child Sexual Abuse Material (CSAM)

4.19.1 Employees investigating cases of CSAM shall use discretion and remain aware of the privacy issues of the victim when collecting physical evidence in CSAM investigations. Collected evidence shall be turned in to the Property Control Unit in a timely manner and care shall be taken to ensure that evidence is not left in plain view.

4.19.2 Digital media and evidence shall be collected with the assistance of the Cyber Crimes Unit, unless the Investigator has received specialized training in the collection and preservation for trial of digital media and evidence (APD.SOP.5050, "Cyber Crimes").

4.20 Training

4.20.1 Investigators assigned to SVU will attend required departmental and outside specialized training to enhance the investigative skills required to implement this policy.

4.20.2 Special Victims Unit training shall take into consideration the policies of the Fulton County, Clayton County and DeKalb County District Attorney offices and the policies of the Georgia Center for Child Advocacy.

4.21 Case Preparation

4.21.1 Investigators shall:



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



1. Maintain an accurate record of daily investigative activities on the Summary of Investigation Form, and/or supplementary offense report form
2. Prepare complete working files
3. Collate all facts relative to the investigation to ensure that logical conclusions shall be drawn
4. Present testimony in court
5. Assist personnel of other APD divisions, sections and units when called upon, especially Field Operations Division (FOD) officers, with the investigation of cases for which they are responsible
6. Make available to other members of the SVU information, occurrences, and sources of information that might aid in other investigations
7. Respond to subpoenas issued by authorities (Subpoenas for civil cases and character witnesses should be immediately brought to the attention of a supervisor)
8. Advise their immediate supervisor, or next higher authority, of matters of importance, unusual arrests or occurrences, or other conditions, which may require their attention
9. Complete the "Investigator's Assignment Record" (Form APD 334). Investigators will refer to and comply with APD.SOP.5010, "Criminal Investigations Division."

4.22 Office Administrator

- 4.22.1 The office administrator is responsible for the efficient and orderly operation of the files and filing of reports.
- 4.22.2 The office administrator shall make master files for all incoming incident reports. The master file shall be maintained in numerical order. Each master file document shall be filed in chronological order. Each file shall contain an index listing the documents contained in the file.
- 4.22.3 The office administrator shall handle the phone, take messages, and assist victims that come into the office. The Office Administrator shall type incident reports, letters, supplements, and other reports for the Investigators and supervisors, if requested to do so.
- 4.22.4 The office administrator shall type the suspect and witness statements while the investigator conducts the interview.
- 4.22.5 The office administrator shall assist the unit in any situation requiring clerical services.
- 4.22.6 When there is a shortage of typists, the Special Victims Unit office administrator shall assist other units in typing statements, supplements, warrants, etc., at the direction of the Special Victims Unit supervisor.

5. DEFINITIONS

- 5.1 Abandonment: Leaving a child alone or in the care of another under circumstances that demonstrate an intentional abdication of parental responsibility.



Atlanta Police Department Policy Manual

APD.SOP.5210
Special Victims Unit



- 5.2 Child: 'Child' means any individual who is:
- (A) Under the age of 18 years
 - (B) Under the age of 17 years when alleged to have committed a delinquent act
 - (C) Under the age of 22 years and in the care of DFCS
 - (D) Under the age of 23 years and eligible for and receiving independent living services through DFCS
 - (E) Under the age of 21 years who committed an act of delinquency before reaching the age of 17 years and who has been placed under the supervision of the court or on probation to the court for the purpose of enforcing orders of the court. (See H.B.242, page 4; and O.C.G.A. 15-11-2)
- 5.3 Child Abuse: Any situation in which parents, guardians or other responsible adults have inflicted physical assaults upon a child, to include sexual abuse; when the child has been exploited for sexual purposes such as through prostitution or pornography; has been subjected to reckless endangerment that has or would likely cause physical harm; or, has been subjected to emotional assault such as close, sustained confinement.
- 5.4 Child Neglect: Any situation in which parents, guardians, or other responsible adults have failed to provide for the essential physical needs of the child to include food, clothing and shelter and that caused or would likely cause serious physical injury, sickness or disability; failure to provide essential medical care necessary to treat or prevent serious physical injury, illness or emotional disability; or failure to provide needed emotional nurturing and stimulation that has or could likely cause emotional injury over time.
- 5.5 Combined Deoxyribonucleic Acid Index System (CODIS): Nationwide database administered locally by the GBI. Repository for DNA profiles of certain known felons and for unknown suspects in crimes where DNA evidence was successfully collected and analyzed.
- 5.6 Failure to Thrive: Is a description applied to children whose current weight or rate of weight gain is significantly below that of other children of similar age and sex. It is important to determine whether the failure to thrive results from medical problems with the child or from psychosocial factors in the environment, such as abuse or neglect.
- 5.7 Outcry Person: The first person a rape victim informs about their rape incident.
- 5.8 Pattern Injuries: Injuries that may be linked to specific objects used in an attack such as hot irons, coat hangers, fingertip marks caused by tight gripping; straight, curved, or curvilinear or jagged lesions indicating whipping; bite marks; and scald or peculiar burn marks.
- 5.9 Rape: Any penetration of the female sex organ by the male sex organ. A person commits the offense of rape when he has carnal knowledge of a female forcibly and against her will; or a female who is less than ten years of age.
- 5.10 Sexual Assault: Includes rape and other forcible, non-consensual sex acts as defined by law, in relation to adult female and male victims. Investigating sexual assaults against juveniles include



Atlanta Police Department Policy Manual

APD.SOP.5210 Special Victims Unit



statutory rape, child molestation, aggravated child molestation, and enticing a child for indecent purposes.

6. CANCELLATIONS

APD.SOP.5210, "Special Victims Unit," dated December 4, 2018.

7. REFERENCES

Federal Law 42 U.S.C. 5780 "National Child Search Assistance Act"

Georgia Criminal Code, Title 15, Chapter 11, Subsection 1, Juvenile Proceedings

Georgia Criminal Code, Title 16 Chapter 5, Subsection 70, Cruelty to Children

Georgia Criminal Code, Title 16, Chapter 5, Subsection 72, Reckless Abandonment

Georgia Criminal Code, Title 16, Chapter 12 Subsection 100 Sexual Exploitation of Children

Georgia Criminal Code, Title 16, Chapter 5, Subsection 100.1, Electronic Furnishing Obscene Material to Minors

Georgia Criminal Code, Title 16, Chapter 5, Subsection 100.2, Computer or electronic pornography and child exploitation prevention

Georgia Criminal Code, Title 17, Chapter 17, Subsections 1-16 Crime Victim's Bill of Rights

Georgia Criminal Code, Title 19, Chapter 7, Subsection 5, Reporting Child Abuse

Georgia House Bill 242, Juvenile Code, Section (10), (A-E)

APD.SOP.5010, "Criminal Investigations Division."

APD.SOP.3030, "Arrest Procedures."

APD.SOP.3085, "Missing Persons."

APD.SOP.5050, "Cyber Crimes"

APD.SOP.5060, "Fugitive Operations"

Commission on Accreditation of Law Enforcement Agencies (CALEA 6TH Edition Standards 55.2.1, 55.2.3, and 55.2.4)

8. SIGNIFICANT CHANGES

The term "Rape Kit" was changed to "Sexual Assault Kit" throughout the policy.

Addition of section 4.13.5 pertaining to The Sexual Assault Tracking System.

Minor grammatical and formatting revisions were made.