

Atlanta Police Department – Standard Operating Procedure		
	<b>APD.SOP.6033 Logistical Support Unit</b> <b>Effective Date: August 13<sup>th</sup>, 2024</b>	
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed:8/13/2024</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 and written directives to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

We have made minor changes to APD.SOP.6033 Logistical Support Unit and the functions of the staff. We encourage you to read the policy below to better understand:

- What the Logistical Support Unit is responsible for.
- How and when to collect ammunition.
- How to change out old or broken gear.

**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> .....	4
4.1 <a href="#">SECURITY</a> .....	4
4.2 <a href="#">SUPPLIES</a> .....	4
4.3 <a href="#">INVENTORY</a> .....	4
4.4 <a href="#">RECORDS</a> .....	5
4.5 <a href="#">EMERGENCY EQUIPMENT READINESS</a> .....	5
5. <a href="#">DEFINITIONS</a> .....	5
6. <a href="#">CANCELLATIONS</a> .....	5
7. <a href="#">REFERENCES</a> .....	6



**1. PURPOSE**

The intent of this directive is to establish procedures for maintaining Department owned property and guidelines for issuing supplies to Atlanta Police Department (APD) employees.

**2. POLICY**

The Atlanta Police Department Logistical Support Unit (LSU) will manage the Department's supplies, equipment, and assigned property by conducting inventories, regular inspections, and ensure that proper procedures are followed. Supplies and equipment will be delivered, inventoried, stored, and distributed by the LSU commander, or designee.

**3. RESPONSIBILITIES**

3.1 The Support Services Division and Information Services Section commanders will monitor the implementation of this directive. Commanders will issue command memorandums as necessary to guide the inventory and supply functions, including the employee responsibilities and the required maintenance of the inventory.

3.2 The LSU is responsible for:

1. Issuing supplies to authorized APD employee.
2. Accounting for the Department's supplies.
3. Maintaining a master inventory list for each cost center in the Department, excluding computer hardware and software, digital and video cameras, radios, surveillance equipment, and vehicles.
4. Auditing all inventory, and
5. Storing ammunition and other tactical equipment assigned to its custody in a state of operational readiness.

3.3 The LSU commander is responsible for the effective implementation of these directives within the unit. The Commander is responsible for:

1. Maintaining the inventory of all property owned by the Department.
2. Acquisition of special purchase items.
3. The retention, storage, and destruction of the Department's records. (APD.SOP.1050 "Records Management and Retention")

3.4 The uniform depot supply office is operational Monday through Friday, except observed holidays, from 7.00A.M to 3.00 P.M. The Logistical Support Unit Commander will post hours of operation in the receiving area. Employees needing access to the Uniform Depot Supply Office will go to the Supply Office for assistance.



#### **4. ACTION**

##### **4.1 SECURITY**

- 4.1.1 The LSU commander controls the building space assigned to the Logistical Support Unit. All property will be stored in secure areas. The LSU employees, when reporting for or leaving from duty must do so at entry/exit points established by The LSU commander. Only LSU employees and persons identified may enter restricted areas unattended, which are posted in writing. Doors and windows allowing entry into these areas will be locked or guarded at all times. The ammunition room will be locked at all times; except when occupied by authorized personnel.
- 4.1.2 The commander of the Logistical Support Unit will ensure that a supervisor is always on duty or will notify the section commander that another employee of lesser rank is in charge. If the commander is not available, they will notify the section commander of who oversees the LSU.
- 4.1.3 All non-Logistical Support Unit employees must request permission to enter secured work areas from an on-duty logistical support supervisor before entering into a secure work area (e.g., the supply area, receiving area, release area, and the supervisor's office). The authorized person will be escorted by an authorized LSU employee to their destination within the work area. These areas are work areas between the counters and restricted area access points.

##### **4.2 SUPPLIES**

- 4.2.1 All supplies will be received and issued through the Logistical Support Unit; except those purchased with petty cash or through the procurement process.
- 4.2.2 The supply technician will promptly fill each properly approved requisition, initial it, and put it in the requisition basket.
- 4.2.3 Each cost center will have at least one designated supply officer, as well as an alternate supply officer who will draw supplies, except as provided in Section 4.2.4. Only these employees will be issued supplies. The commander of each cost center will submit to the LSU on form APD 706 the names and signatures of all persons authorized to requisition supplies. LSU will honor only properly authorized requisitions.
- 4.2.4 Sworn employees who discharge their Firearm and OC Spray on duty may obtain replacements at the supply area by submitting a use-of-force report showing that the weapon was used. The LSU commander must approve the issuance of replacement ammunition.
- 4.2.5 The LSU will account for all supplies issued. On a monthly basis, the LSU commander will compile the cost accounting report, tabulated by cost center, subtotaled by divisions, with year to-date totals. LSU shall keep copies of the reports on file for three years and the requisitions on file for 12 months.
- 4.2.6 Supplies will be issued only on the day watch, Monday through Friday, except in emergencies and then only by an LSU supervisor. A supervisor requesting emergency supplies will state the nature of the emergency on the requisition, which will be in duplicate. A copy of the emergency requisition will be forwarded to the responsible division commander.

##### **4.3 INVENTORY**

- 4.3.1 Logistical Support will keep an inventory of police officer equipment purchased by Logistics in full compliance with City policy and procedures.
- 4.3.2 All equipment shipments should be sent directly to the LSU, excluding motor vehicles.



4.3.3 The Logistical Support Unit will notify:

1. Communications for shipments of radios and related electronic equipment.
2. the intended worksite for large pieces of furniture or heavy equipment.
3. the DIT of delivery of computers and related equipment.

4.3.4 Equipment received by a unit that is no longer needed or is damaged, LSU will contact DEAM for removal or storage at the DEAM warehouse facility.

#### 4.4 RECORDS

4.4.1 The Records Analyst will manage the Department's records management program through the selected Department Record Retention Officers. The Records Analyst will direct the records of historical value to designated areas to be maintained.

4.4.2 The Records Analyst will coordinate the training for the Records Retention Officers.

4.4.3 The Records Analyst will verify the application schedules forms for transfer receipt, destruction, and expired documents to be purged.

#### 4.5. EMERGENCY EQUIPMENT READINESS

4.5.1 The Logistical Support Unit will prepare an annual report of all items in emergency stock and readiness for issuance.

4.5.2 The LSU will ensure the warehouse inventory contains equipment needed for response to civil unrest. This equipment shall include; riot shields, helmets, chemical mask, armored equipment, riot batons, and other miscellaneous items. This equipment will be available for issuance on an as-needed basis and will be accounted for and returned after demobilization.

### 5. DEFINITIONS

Cost Center: The basic component of the Department for the purpose of budgeting and cost accounting. The Department's cost centers are the zones, the sections, the Executive Protection Unit, Taxicabs and Vehicle for Hire Section, the School Detectives Section, the administrative offices of the Department, and the divisions. An additional cost center is used for major equipment purchases.

Inventory: Those items and materials that are owned by the City and assigned to the Department, that are not consumable, such as desks, motor vehicles, and computers. Personal equipment, such as uniforms and handcuffs are not included in "inventory."

Special Purchase Items: Items for which the department has not registered.

Supplies: Those items and materials that are owned by the City and assigned to the Department which is expendable, such as pens, forms, batteries, and gloves (personal equipment is not included in supplies.)

Supply Officer: This is a sworn officer designated by a commander to primarily draw or collect supplies on behalf of the organizational component from an LSU employee.

### 6. CANCELLATIONS

APD.SOP.6033, "Logistical Support Unit", effective March 27, 2024



**7. REFERENCES**

- ❖ APD.SOP 1050, “Records Retention”
- ❖ APD.SOP.6030, “Property and Evidence Control”
- ❖ “Request to Transfer Property/Equipment” APD Form 509
- ❖ “Authorized Supply Signature” APD Form 706