Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date March 28, 2024		APD.SOP 6100 Planning, Research, and Accreditation Unit
Applicable To: All Employees		Review Due: 2028
Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 3/27/2024

1. PURPOSE

This directive establishes the policies and procedures for the Planning, Research, and Accreditation Unit (PRAU). It also summarizes the administrative reporting process, which is designed to ensure the availability of management information to assist in making informed decisions on the operation of the Department. (CALEA 6th ed. Standard 15.1.1)

2. POLICY

The Atlanta Police Department seeks to improve its effectiveness by developing analytical information in support of decision-making, its efficiency through the maintenance of up-to-date written directives and forms, and its professionalism by attainment and maintenance of national accreditation and state certification.

3. RESPONSIBILITIES

3.1 Division, section, and unit commanders are responsible for producing the administrative reports listed below in a timely manner and for distributing analytical reports to the affected organizational components. They will also promptly provide the PRAU with access to all necessary information resources, copies of all applicable written directives, action plans and after-action reports as necessary and per policy.

3.2 The PRAU is responsible for:

1. Assisting the command staff in the planning, research, analysis, and objective setting for the Atlanta Police Department;

2. Preparing the Department for accreditation; and

3. Maintaining the written directive system, forms, library, and national accreditation and state certification.

3.2.1   The Accreditation Manager will receive specialized accreditation manager training within one year of being appointed. (CALEA 6th ed. Standard 33.5.4)

3.2.2   The Accreditation Manager will be responsible for providing appropriate training to other agency personnel assigned to the accreditation process. (CALEA 6th ed. Standard 33.5.4)

4.   ACTION

4.1   Access to Information and Resources

4.1.1   The PRAU will have ready access to the Chief of Police as it concerns the functions and responsibilities of the unit, and the planning and research efforts of the Department. (CALEA 6th ed. Standard 15.1.2)

4.1.2   The PRAU will have direct access to all information resources necessary as it concerns the functions and responsibilities of the unit and the planning and research efforts of the Department.

4.2   Written Directive System and Department Forms

4.2.1   The PRAU will maintain the written directive system in accordance with APD.SOP.1030, "Written Directive System."

4.2.2   The PRAU will maintain forms used by the Department in accordance with APD.SOP.1031, "Forms Management."

4.3   Accreditation and State Certification

4.3.1   The PRAU will be responsible for ensuring that the Department's policies and procedures comply with standards set forth by the standards of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), 6th Edition and State Law Enforcement Certification Program, 5th Edition Standard.

4.3.2   The PRAU will maintain all records, files, compliance proofs, and reports required for accreditation and certification.

4.3.3   The PRAU supervisor will conduct an audit of time-sensitive reports at the end of the first quarter of each year. Upon completion of the audit, requests will be made for all reports that have not been received from the appropriate commander. This process will continue until all reports are received.

4.4   Goals and Objectives

4.4.1   The PRAU will assist the Project Management Director in the development of a strategic plan, (CALEA 6th ed. standard 15.1.3)

4.4.2   The PRAU will assist in the formulation, and annual updating, of Department goals and objectives, for both the Department and for each division and section within the Department, and for providing that information to all employees. (CALEA 6th ed. Standard 15.2.1)

4.4.3   The PRAU will coordinate the evaluation of progress made toward attainment of Department goals and objectives. (CALEA 6th ed. Standard 15.2.2)

4.5   Department Library

4.5.1   The PRAU will serve as the repository for the Department's official documents and published material.

4.5.2   The Library will be secured when not in use, with access limited to the PRAU staff and their chain of command.

4.5.4   The Library will provide access to information, primarily for the programmatic and analytical planning needs of the Planning, Research, and Accreditation Unit. Other APD employees may borrow material from the library on a need-to-know basis and with approval from the unit's commander up to the Chief of Police.

4.6   Time-sensitive Reports

The following tables summarize the time-sensitive reports (inspections, analyses, audits, training, etc.) required by the Commission on Accreditation for Law Enforcement Agencies (CALEA 6th ed., Standards 11.4.1 and 11.4.3) and State Law Enforcement Certification Program, 5th ed. For each administrative report see the associated directive for more information.

4.6.1   Quadrennial:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Job Description Review	NEW TS REQ WD	21.2.2	City Hall	Ensure job descriptions are current	Every 4 years	All Personnel
Workload Assessment Report	APD.SOP.2181	21.2.4	PRAU	Periodic workload *assessment*	Once every 4 years	FOD, ZNC, PRAU
Staff Inspection	APD.SOP.1090	53.2.1e	Staff Inspection Unit	*Formal inspection* of all organizational components	Once every 4 years	CoP, CoS, Cmdrs. of inspected component, PRAU
Temporary Detention Facility-Training	APD.CM.16.13	71.2.1	Airport Section	*Documented* training of newly assigned sworn employees in the operation of the Detention Cell Locks and the Detention Cell Monitoring System, and all sworn quadrennially.	Initial, and once every 4 years	CSD, Airport, PRAU

4.6.2   Biennial:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Code of Ethics Training	APD.SOP.1020	1.1.2	Training	*Documented* training of all personnel	Once every 2 years	TA, PRAU
Use of Force Training-Less Lethal	APD.SOP.3010	4.3.3	Training	*Documented* training of less lethal weapons and weaponless control techniques	Once every 2 years	TA, PRAU

Evaluation of Crime Prevention (CPTED)	APD.SOP.7032	45.1.1c	CSS	*Documented* evaluation of the effectiveness of the crime prevention programs	Once every 2 years	CoP, CoS, DC, ZNC, PRAU
Citizen Attitudes and Opinions Survey	APD.SOP.7032	45.2.2	CSS	*Survey* the community's attitude regarding safety, security, and recommendation to improve	Once every 2 years	CoP, CoS, DC, ZNC, PRAU
Victim/ Witness Review	APD.SOP.3100	55.1.2	AVA (monthly), ZNC &DC (annual), TCAU (year-end)	*Documented* review of the assistance needs and available services for victims and witnesses	Once every 2 years	CoP, CoS, DC, ZNC, PRAU

4.6.3 Annual:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Bias Based Profiling Review	APD.SOP.3080	1.2.9c	OPS	*Review* practices regarding bias-based profiling, including citizen concerns	Annual	CoP, CoS, DC, PRAU, TA
Use of Force Analysis	APD.SOP.3010	4.2.4	TA	*Analysis and review* of Supervisor's Use of Force reports	Annual	CoP, CoS, OPS, PRAU, LAW
Assault on LEO Review		4.2.5	TA	*Review* of all assaults to LEO to determine trends & recomm.	Annual	CoP, CoS, OPS, PRAU, LAW
Use of Force Training-Lethal & ECW	APD.SOP.3010	4.3.3 /1.14(b) State	TA	In-Service *training*: Use of force policies, lethal, & ECW proficiency	Annual	CoP, CoS, OPS, PRAU, LAW
Agency/Major Comp. Goals & Objectives		15.2.1	CoS & DC	*Formulation & annual update* of goals & objectives	Annual	All Personnel
Annual Written Budget		17.2.2	CoS, DC, FU	*Written* annual budget of each major components (operating needs, capital purchase needs, personnel needs.	Annual	CoP, CoS, FU, PRAU
Grievances Analysis	APD.SOP.2040	22.4.3	OPS	*Documented* analysis of employee grievances	Annual	CoP, CoS, DC, PRAU
Statistical Summary of Disciplinary Investigations	APD.SOP.2020	26.2.5	OPS	Statistical *summary* of internal investigations	Annual	All Personnel & Public
Recruitment Plan Analysis	APD.SOP.2070	31.2.2	Background & Recruitment	*Documented* analysis on progress of stated objectives, any needed revisions to plan, demographic data of sworn personnel	Annual	CoP, CoS, SSD, CSS, PRAU
In-Service Annual Training	APD.SOP.2080	33.5.1	TA	All sworn employees complete an annual *retraining* program, including legal updates	Annual	SSD, PRAU
Performance Evaluation	APD.SOP.2090	35.1.2	Supervisors	*Documented* evaluation of all full-time	Annual	CC, SSD, CSS, PSU, PRAU

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
				employees and reservist		
Early Warning	APD.SOP.2022	35.1.9e	OPS & PSU	*Documented* evaluation of the system	Annual	CoP, CoS, OPS, PSU, PRAU
Criminal Intelligence Procedures and Process Review	APD.SOP.5030	40.2.3e	HLS	*Review* of procedures for criminal intelligence collection, processing, and sharing of suspicious incidents	Annual	CID, SES, PRAU
Analysis and Review Vehicle Pursuits	APD.SOP.3050	41.2.2l /5.35 (state)	PRAU	*Documented* annual analysis and review of vehicle pursuit policy	Annual	CoP, CoS, OPS, TA, LAW
Refresher Training for Mentally Ill Report	APD.SOP. 3082	41.2.7e /1.13 (j)- State	TA	*Documented* refresher training on mental illness to all sworn personnel	Annual	SSD, TA, PRAU
Juvenile Enforcement and Prevention Programs	APD.SOP.3190	44.1.3	SSD Commander	*Documented* review and evaluation of juvenile enforcement and prevention programs	Annual	CoP, CoS, DC, PRAU
Training on "All Hazard" Plan	APD.SOP.3181	46.1.9	SOS Commander	*Documented* training on the emergency mobilization plan for affected personnel	Annual	CSD, SSD, TA, PRAU
Active Threats Review		46.1.10e	SOS Commander	*Documented* review of policy & training needs	Annual	CoP, PRAU
Selective Traffic Enforcement Activities		61.1.1f	FOD Commander	*Documented* review of selective traffic enforcement activities	Annual	CoP, PRAU
Temporary Detention Inspection Review		71.4.3	SIU	*Review* of temporary detention areas cleanliness and safety condition	Annual	PRAU
Communications Backup Power	APD.SOP.6010	81.3.2	Communications Director	*Documented* inspection & test of alternate source of power; Full load test annually	Annual (Full)	COM, PRAU
Central Records Computer System Audit	APD.SOP.6050	82.1.6d	AIM, Central Records	*Documented* audit of data back-up, storage, access security, & password audits	Annual	AIM, PRAU
Property Control Audit	APD.SOP.6030	84.1.6c	SIU	*Documented* audit of significant representative sampling including high risk items	Annual	SSD, CSS, PCU, PRAU
Property Control Unannounced Inspection	APD.SOP.6030	84.1.6d	SIU	*Documented* unannounced inspection for accountability & security	Annual	SSD, CSS, PCU, PRAU

4.6.4   Semi-annual:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Property Control Semi-Annual Inspection	APD.SOP.6030	84.1.6a	Property Control Unit Commander	*Documented* semi-annual inspection for adherence to property control procedures	Semi-Annual	SSD, CSS, SIU, PRAU

4.6.5   Quarterly:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Accounting for Cash Funds Report	APD.SOP.6060	17.4.2f	FU	*Accounting* of cash activities	Quarterly	SSD, CSS, SES, PRAU
Entry Level/Reserve Performance Evaluation	APD.SOP.2090	35.1.3	Supervisors	Probationary employees' & reserves' *performance evaluation*	Quarterly	SSD, CSS, PSU, PRAU
Community Involvement Report	APD.SOP.7010	45.2.1	CSD	Community involvement *report* to Chief	Quarterly	CoP, CoS, SSD, FOD, ZNC, PRAU
Critical Incident Equipment Inspection	APD.SOP.3181	46.1.8	SOS, Zones, & Property Control Unit	*Documented* inspection of the readiness of equipment for emergency operations and/or critical incidents	Quarterly	FOD, CSD, SSD, CSS, PRAU

4.6.6   Monthly:

Action	Directive	Standard	Responsibility	Purpose	Frequency	Distribution
Fiscal Status Reports	APD.SOP.6060	17.4.1	Fiscal Unit	Initial funds, balance at beginning of month, expenditures & encumbrances, unencumbered balance	Monthly	SSD, CSS, PRAU
Communications Backup Power	APD.SOP.6010	81.3.2	Communications Director	*Documented* inspection & test of alternate source of power; Full load test annually	Monthly	COM, PRAU

4.6.7   Per Incident:

Action	Directives	Standard	Responsibility	Purpose	Frequency	Distribution
Supervisor's Use of Force Report	APD.SOP.3010	4.2.1	Supervisors	*Documented* report of all use of force (less lethal & lethal)	Incident	CC, CRU, OPS, PRAU
Supervisor's Use of Force Review	APD.SOP.3010	4.2.2	Supervisors	*Documented* administrative review of all use of force reports	Incident	CC, CRU, PRAU
Pursuit Report & Review	APD.SOP.3050	41.2.2k	Supervisors	*Documented* report and review of all vehicle pursuits	Incident	CC, CRU, PRAU

Roadblocks & Forcible Stops Review	APD.SOP.4010 APD.SOP.4011	41.2.3e	SOS Commander	*Documented* administrative review of roadblocks and forcible stops (see standard 1.3.6)	Incident	CSD, FOD, TA, PRAU
After Action Report for Critical Incidents	APD.SOP.3180 APD.SOP.3181	46.1.3i	Incident Commander	*Documented* response to a critical incident	Incident	CoP, Cos, DC, FU, PRAU
Escape of Prisoner During Transport Report	APD.SOP.3030	70.1.7b	Transporting Officer	*Documented* report on the escape of a prisoner while being transported	Incident	CC, OPS, PRAU
Change in Property/ Evidence Custodian Audit	APD.SOP.6030	84.1.6b	Property Control Unit Commander	*Documented* audit of representative sampling of property/evidence when new custodian is assigned	Incident	SSD, CSS, SIU, PRAU

4.6.8   Required by Accreditation and State Certification

The PRAU commander is responsible for ensuring that all reports, reviews, and other activities required by accreditation standards are accomplished and that appropriate documentation is maintained in the accreditation files to demonstrate proof of compliance. (CALEA 6th ed. Standard 11.4.3)

4.7   Not Required by Accreditation and State Certification

Report	Directive	Std	Responsibility	Purpose	Frequency	Distribution
Directives in Effect	APD.SOP.1030, § 4.11.1	12.2.1e	PRAU Commander	*Document* status of directives	Annual	COS, DC's, section commanders
Command Memoranda in Effect	APD.SOP.1030, § 4.11.2		CoS, Division, Section Commanders	*Document* status of command memoranda	Annual	Subordinate commander, PRAU
Overtime report	APD.SOP.2050, § 4.17.10	NA	Fiscal Unit Commander	*Summary* of overtime hours paid	Monthly	CoP
Overtime use plan	APD.SOP.2050, § 4.17.11	NA	Division Commanders	*Plan* for the use of overtime	Quarterly	CoP
Training annual report	APD.SOP.2080,	NA	Training Academy	*Analyze and document* training issues	Annual	Not stated
Roll Call Training Report	APD.SOP.2080,	NA	Watch Commanders	*Document* delivery of roll call training	Monthly	DC, TA
Atlanta Retired Police Reserve	APD.SOP.2190,	NA	ARPR Coordinator, SIU	*Analyze and document* activity of Reserve	Annual	CoP
Repeat offender report	APD.SOP.3031	NA	FOD and CID section commanders	*Report* on repeat offender activity	Monthly	FOD, CID
Pursuit Policy report	APD.SOP.3050, §4.22	41.2.2i	Communications Commander PRAU	*Document* pursuits handled by Communications	Monthly	CoP, CoS, DC's, OPS, TA, PRAU

Report	Directive	Std	Responsibility	Purpose	Frequency	Distribution
Bias crime Data reporting	APD.SOP.3066,	NA	SES Commander	*Statistical summary* of bias crimes	Quarterly	CoP, GLBT, PRAU, FBI, Municipal Court, Public Library
Gang Data Reporting	APD.SOP.3067	NA	Intelligence Commander	*Analyze* gang activity and enforcement efforts	Annual	CoP, CRU, PRAU
Crime Scene Investigation	APD.SOP.3081,	NA	Crime Scene Technicians	Guidelines to preservation of evidence	Quarterly	Not stated
GCIC and NCIC Information (Criminal History Log)	APD.SOP.3110,	NA	Terminal Agency Coordinator	Verify proper use of GCIC criminal history information	Periodically	Not stated
GCIC and NCIC Information (Validation of entries on GCIC)	APD.SOP.3110,	NA	Section commanders	Validate entries on GCIC	Monthly	Communications commander
Take-Home Car report	APD.SOP.3151,	NA	FOD section commanders, FOD, and DC	*Document* activity in take-home car program	Monthly	FOD, AC
Emergency Operations Plan	APD.SOP.3181,	NA	SOS Commander and Training commander	Update the plans for unusual occurrences, evaluating effectiveness Incident command System (ICS).	Annual	FOD, CoP SSD
Emergency Operations Plan Intra-Departmental Tabletop Exercise	APD.SOP.3181,	NA	Not stated	Practice procedures for emergency response	Every one to three years, depending on threat level	Not stated
Traffic	APD.SOP.4010	NA	Traffic Analysis Unit	Traffic, selective enforcement and collision *data analysis*	Annually	Not stated
Stolen vehicle report of vehicle equipped with LoJack	APD.SOP.4010,	NA	Auto Theft Unit Commander	*Analyze* efficacy of LoJack	Quarterly	CID Commander
DUI Countermeasures Report	APD.SOP.4040,	NA	DUI supervisor	*Document* activity of DUI counter measures program	Weekly and monthly	SOS
Investigator's monthly report	APD.SOP.5010,	NA	Investigators	*Report* on progress and outcome of investigations	Monthly	Supervisor
Investigative Unit Monthly Report	APD.SOP.5010, § 3.2.1	NA	Division commander	*Document* the work of the unit	Monthly	Section commander

Report	Directive	Std	Responsibility	Purpose	Frequency	Distribution
Intelligence report	APD.SOP.5030,		SES Commander	*Report* on activity of gangs, organized crime, etc.	Quarterly	CoP
Audit Intelligence Information	APD.SOP.5030,	NA	SES Commander	*Review* information for declassification or purging	Annual	Not stated
Inventory of Technical and Surveillance Equipment	APD.SOP.5030,	NA	Intelligence Unit	Maintain *inventory* of specialized equipment	Annual	CC to CoP
Accounting for Confidential Funds	APD.SOP.5150, APD.SOP.6060,	NA	Fiscal Unit	*Audit* the use of the confidential funds	Quarterly	SSD, CSS, and SES commanders
Accounting for Confidential Funds	APD.SOP.5150,	NA	Independent accounting authority	*Audit* the use of the confidential funds	Annual	Not stated
Investigator's Activity Log for Confidential Funds Form 346 and Form 347	APD.SOP.5150,	NA	Investigators and officers utilizing the confidential fund	*Document* use of confidential funds	Monthly	Confidential Fund custodians
Accounting for Confidential Funds	APD.SOP.5150,	NA	Confidential Fund custodians	*Document* use of confidential funds	Monthly	Not stated
Audit of Southeast Regional Fugitive Task Force (SERFTF) results	APD.SOP.5191,	NA	Major Crimes Section (MCS) commander	Annual *audit* of task force results and continued necessity	Annual	SES COMMANDER and PRAU
Community Policing Report	APD.SOP.6010,	NA	Communications Commander	*Document* community policing events	Weekly	FOD, CoP
Monthly Crime Report	APD.SOP.6020,	NA	Central Records Unit	*Document* the previous month's reported crime	Monthly	CoP, FBI, GCIC, others
Alcoholic Beverage Disposition Report	APD.SOP.6030,	NA	Supervisor assigned to the Disposal component	*Report* on alcoholic beverages destroyed or transported to the Department of Revenue	Monthly	PCU
Cash Audit Report	APD.SOP.6060,	NA	Fiscal Unit	*Document* cash-handling activity	Monthly	CoP, AC, DC's, revenue-receiving units
Audit Revenue-Receiving Units	APD.SOP.6060,	NA	Fiscal Unit	*Audit* the handling of money	At least annually	Not stated

Report	Directive	Std	Responsibility	Purpose	Frequency	Distribution
POST Quarterly Expense Report	APD.SOP.6060,	NA	Fiscal Unit	*Document* training expenses for reimbursement	Quarterly	TA, POST
Fulton County and School Detectives Reports	APD.SOP.6060,	NA	Fiscal Unit fiscal officer	*Document* personnel expenses for reimbursement	Monthly	Finance Department, Revenue Division
Revenue Report	APD.SOP.6061,	NA	Supervisor of revenue-receiving unit	*Summarize* the month's revenue activity	Monthly	Not stated
Daily revenue report	APD.SOP.6061,	NA	Supervisor of revenue-receiving unit	*Document* the day's revenue	Daily	PCU
Grant Project Report	APD.SOP.6070,	NA	Grant project director	*Document* activity in the grant-funded program	Monthly	CoP, SSD
Distribution of Personnel	APD.SOP.6080,	NA	Personnel Services commander, CSS Commander	*Report* the distribution of personnel by rank, race, and gender	Annual	CoP
Chaplaincy program Report	APD.SOP.6110,	NA	Director of chaplaincy	*Operation* of the Chaplaincy program	Monthly	CoP

5.   DEFINITIONS

5.1   Administrative Review: A documented review of an incident or occurrence prepared by or for the Chief of Police or his/her designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

5.2   Analysis: A systematic, structured process for dissecting an event into its basic parts to identify any patterns or trends. Analysis should reveal patterns or trends that could be predictive or could indicate program effectiveness, training needs, equipment upgrade needs and/or policy modification needs.

5.3   Evaluation: A careful appraisal and study to determine the significance and/or worth or condition, and to draw conclusions pertaining to an item, project, or undertaking.

5.5   Organizational components: A subdivision of the Department, such as a bureau, division, section, unit, squad or a position that is established and staffed on a full-time basis to provide a specific function.

5.7   Review: To examine or study; less formal than an analysis.

6.   CANCELLATION

APD.SOP.6100 "Planning Research and Accreditation Unit", effective June 4, 2021.

7.   REFERENCES

The Commission on Accreditation for Law Enforcement Agencies (CALEA) 6th ed. Standards; 1.1.2, 1.2.9c, 4.2.1, 4.2.2, 4.2.4, 4.2.5, 4.3.3, 11.4.1, 11.4.3, 15.1.1, 15.1.2, 15.1.3, 15.2.1, 15.2.2, 17.2.2, 17.4.1, 17.4.2f, 21.2.2, 21.2.4, 22.4.3, 26.2.5, 31.2.2, 33.5.1, 33.5.4, 35.1.2, 35.1.3, 35.1.9e, 40.2.3e, 41.2.2k, 41.2.3e, 41.2.7e, 44.1.3, 45.1.1c, 45.2.1, 45.2.2, 46.1.3i, 46.1.8, 46.1.9, 46.1.10e, 53.2.1e, 55.1.2, 61.1.1f, 70.1.7b, 71.2.1, 71.4.3, 81.3.2, 82.1.6d, 84.1.6.

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State Law Enforcement Certification Program, 5th Edition Standard

APD.SOP.1030 "Forms Management"
APD.SOP.1031 "Written Directive System"

8.   SIGNIFICANT CHANGES

8.1   The following section were revised to read:

8.1.1   Revised Language, Section 3.2.1

"The Accreditation Manager will receive specialized accreditation manager training within one year of being appointed."

8.1.2   Revised Language, Section 3.2.2

"The Accreditation Manager will be responsible for providing appropriate training to other agency personnel assigned to the accreditation process. (CALEA 6th ed. Standard 33.5.4)"