


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date December 27, 2022		APD.SOP.6150 The Atlanta Police Club
Applicable To: All employees		Review Due: 2026
Approval Authority: Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 12/23/2022

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1. PURPOSE

This directive establishes the guidelines and operating procedures for the Atlanta Police Club.

2. POLICY

The Atlanta Police Department (APD) shall provide for the establishment and creation of an association for benevolent purposes among the employees of the department in accordance with City Ordinance 98-43. This association is known as the Atlanta Police Club.

3. RESPONSIBILITIES

3.1 The Chief of Police shall provide an opportunity for an annual election of a Board of Directors for the Atlanta Police Club.

3.2 The Assistant Chief of Police, or designee, shall oversee the operation of the Atlanta Police Club.

3.3 The Board of Directors of the Atlanta Police Club shall direct the use of its revenues for purposes that benefit all APD employees.

4. ACTION

4.1 The Board of Directors

4.1.1 Election of the Board of Directors

1. Five trustees or directors of the Atlanta Police Club shall be elected from the employees of the Atlanta Police Department. (Atlanta Code Section 98-43. a.)

2. The Assistant Chief of Police, or designee, shall hold an annual election for the selection of the Board of Directors of the Atlanta Police Club.



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3. The members of the Board of Directors shall serve for a period of two years. In order to ensure continuity on the board; the terms shall be staggered. In the first year of operation, five board members shall be elected, thereafter; three successors shall be elected in the even-numbered years and two successors during the odd-numbered years. If a member resigns or otherwise leaves the committee, the remaining members shall ensure a suitable replacement is named. The replacement shall only serve the remaining time left on the resigning director's term, unless re-elected in the next election.

4.1.2 Nominations

1. Nominations shall be accepted from any APD employee.
2. Nominations shall be in writing and submitted to the Assistant Chief of Police within thirty days of the election.
3. Board of Director nominees can be either sworn or civilian. Assistant Chief of Police, or designee, shall encourage a board consisting of sworn and civilian members.
4. The names of the nominees shall be published and placed on the election ballot.
5. In the event no nominations are received appointments to the board shall be made at the discretion of the Assistant Chief of Police, or designee.

4.1.3 Responsibilities of the Board of Directors

1. The Board of Directors members shall direct the use of revenue from the Atlanta Police Club. (Atlanta Code Section 98-43. c.)
2. The Board of Directors shall create by-laws to establish policies concerning the operation of the Atlanta Police Club.
3. The Board of Directors shall meet at the call of the chairperson. More than half of the members shall be a quorum and may transact all business. All members present can vote on issues and the majority rules. In the case of a split vote, the Assistant Chief of Police, or designee, shall cast the deciding vote.
4. The Board of Directors shall designate the chairperson of the board.
5. The chairperson or designee shall assume responsibility for all revenue from the Atlanta Police Club. This is to include but not limited to, bookkeeping and the completion and timely submission of all financial reports.

4.2 Duties and Services

4.2.1 Duties and Services

1. Upon the death of an active employee, the Atlanta Police Club will be responsible for providing flowers.



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2. When an officer or civilian is killed in the line of duty, a floral arrangement in the shape of the Atlanta Police Badge shall be sent. The floral arrangement shall be in the shape of an Atlanta Police Badge in white carnation flowers with blue border and the word "HONOR" in place of badge number.
3. The Atlanta Police Club Board shall choose the florist to use when ordering flowers for the Atlanta Police Club on behalf of the Atlanta Police Department.
4. The Atlanta Police Club shall operate the club store and keep it stocked with APD-related merchandise for sale.
5. The Atlanta Police Club may set up a booth at local law enforcement conferences and other events approved by the Assistant Chief of Police, or designee, to sell APD-related merchandise.

4.2.2 Revenue

1. All revenues collected from vending machines located in police facilities shall be deposited into the Atlanta Police Club account.
2. All revenues generated from the Atlanta Police Club store shall be deposited into the Atlanta Police Club account.
3. All revenues generated from outside sales at seminars, conferences, etc. shall be deposited into the Atlanta Police Club account.

4.2.3 Reporting Requirements

1. The Board of Directors shall prepare and submit a monthly financial report to the Chief of Police and the Assistant Chief of Police, or designee.
2. These financial reports shall include beginning and ending balances to include a detailed breakdown of all deposits and expenditures.

4.2.4 The Atlanta Police Club is authorized by the Atlanta Police Department to use the actual and/or likeness of the official Atlanta Police Department patch on all APD related merchandise offered for sale.

4.2.5 The Chief of Police, or designee, shall have final approval of all new APD related merchandise to be offered for sale.

5. DEFINITIONS

APD Related Merchandise: Any item bearing the patch, logo, and/or name of the Atlanta Police Department.

6. CANCELLATIONS

APD.SOP.6150 "The Atlanta Police Club", effective July 1, 2017.

7. REFERENCES



Atlanta Police Department Policy Manual

APD.SOP.6150
The Atlanta Police Club



Atlanta Code Section 98-43, Police Benevolent Association

8. SIGNIFICANT CHANGES

Deletion of Sections 4.2.1 – 1,2,3 & 7