


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date February 19, 2020		APD.SOP.6170 Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Liaison Unit
Applicable To: All employees		Review Due: 2023
Approval Authority: Chief Erika Shields		
Signature: Signed by ES		Date Signed: 2/19/2020

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1. PURPOSE

This directive establishes the guidelines and operating procedures for the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Liaison Unit and departmental employees' interaction with LGBTQ individuals, community, and employees of the Atlanta Police Department.

2. POLICY

The Atlanta Police Department is committed to establishing, providing and maintaining a direct channel of communication to address and resolve matters pertaining to the LGBTQ community and to LGBTQ employees of the Atlanta Police Department. The LGBTQ Liaison shall provide an internal source of support to employees on LGBTQ matters. The LGBTQ Liaison shall promote cooperation between the Atlanta Police Department and the community, while taking a leading role in building a vital link between the police and the LGBTQ community. To that aim, the unit shall collaborate with community leaders, residents and businesses within the City of Atlanta to design and implement public safety projects and programs.

3. RESPONSIBILITIES

3.1 The Chief of Police is responsible for the Department's written directive system. This responsibility includes the authority to issue, modify and approve special orders and standard operating procedures pertaining to the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Liaison Unit.

3.2 The Community Oriented Policing Section (COPS) Commander or their designee shall monitor the implementation of this written directive and review the monthly and annual reports on LGBTQ Liaison Unit activities, and significant incidents and events pertaining to the LGBTQ community. The COPS Commander or their designee shall ensure the LGBTQ Liaison Unit is responsive to the LGBTQ community and keep Departmental Commanders informed of LGBTQ significant events and incidents occurring in their area of responsibility.



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- 3.3 The LGBTQ Liaison Unit shall request crime data from the Crime Analysis Unit regarding incidents identified as bias and hate crimes against any person in the LGBTQ community.
- 3.4 The Central Records Unit shall be responsible for providing the LGBTQ Liaison Unit with copies of all bias and hate crime reports and incidents against any person of the LGBTQ community.
- 3.5 All Commanders shall actively ensure that all incidents of bias and hate crime against any person of the LGBTQ community are reported to the LGBTQ Liaison Unit within 24 hours of occurrence.
- 3.6 The LGBTQ Liaison position(s) shall be fulfilled by APD sworn personnel appointed by the Chief of Police and assigned to the Community Oriented Policing Section (COPS) of the Community Services Division (CSD). The appointee(s) shall be responsible for adhering to this written directive and ensuring a productive working relationship between the Atlanta Police Department and the LGBTQ community within the scope of their law enforcement duties.
- 3.7 All police personnel are responsible for ensuring that members of the LGBTQ community are treated with professionalism and respect, while actively working to identify crimes affecting the LGBTQ community's quality of life.
- 3.8 Sworn personnel responding to a suspected bias or hate crime scene against any person of the LGBTQ community shall contact the on-call LGBTQ Liaison Unit and inform them of their findings. The responding officer will contact Communications via radio. Communications will contact the on-call LGBTQ Liaison who will respond to the scene. If after speaking with the officer on scene, it is determined that the incident is not a bias crime the LGBTQ Liaison may follow-up via phone as necessary.
- 4. ACTION
 - 4.1 Duties of the LGBTQ Liaison
 - 4.1.1 The LGBTQ Liaison shall represent the Atlanta Police Department at LGBTQ social and community advocacy functions in a professional and courteous manner.
 - 4.1.2 The LGBTQ Liaison shall identify, through crime data and patrol efforts, areas where bias and hate crimes against the LGBTQ community have occurred and inform the LGBTQ community through awareness seminars.
 - 4.1.3 Upon responding to the scene of a critical incident, the LGBTQ Liaison shall adhere to their sworn duties and Departmental procedures when responding to a crime scene.
 - 4.2 Special Events and Significant Incidents
 - 4.2.1 The LGBTQ Liaison shall provide the COPS Commander, or their designee, the information for LGBTQ-related events. They shall make arrangements to attend these functions.
 - 4.2.2 The LGBTQ Liaison shall monitor statistical and reporting data regarding bias and hate crimes against the LGBTQ community and relay significant changes to the COPS Commander and the LGBTQ community.



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- 4.3 Community Seminars and Employee Training
 - 4.3.1 The LGBTQ Liaison Unit shall conduct crime prevention and business safety seminars in the City of Atlanta, particularly in neighborhoods where LGBTQ businesses and residents are concentrated. An agenda of these seminars shall be submitted to the COPS Commander for approval prior to the event.
 - 4.3.2 Any seminar conducted outside of the City of Atlanta must receive prior approval from the COPS Commander or their designee.
 - 4.3.3 The LGBTQ Liaison Unit and the Hispanic Liaison Officer shall provide bilingual crime-prevention information and programs to the LGBTQ community.
 - 4.3.4 The LGBTQ Liaison Unit shall provide training and educational material to all sworn personnel to educate them about working with the LGBTQ community. The training material shall emphasize identifying elements of bias and hate crime and their prevention through information attained during field contacts, traffic stops, search and seizures, and interviews.
 - 4.3.5 The LGBTQ Liaison Unit shall host meetings to allow business owners, residents, and community activists to meet with officials from their neighborhood precincts.
- 4.4 Interaction with the Media
 - 4.4.1 The LGBTQ Liaison Unit, with the approval of the COPS Commander or their designee, shall participate in requested media-sponsored forums. These forums may include, but are not limited to, radio talk shows, television interviews, print media interviews, town meetings, press conferences and briefings.
 - 4.4.2 The LGBTQ Liaison Unit shall notify the Public Affairs Unit of any information that needs to be disseminated regarding crime prevention initiatives and proactive police activities related to the LGBTQ community. The COPS Commander, or their designee, shall approve any press releases prior to their publication.
- 4.5 Documentation and Report Requirements
 - 4.5.1 The LGBTQ Liaison Unit shall document all bias and hate crimes, brought to their attention, committed against the LGBTQ community, its individuals or businesses. This documentation shall be forwarded to the COPS Commander and the Commander of the affected work site.
 - 4.5.2 The LGBTQ Liaison Unit shall be responsible for submitting a monthly report to COPS Commander or their designee, documenting the location, date, and times of all community meetings attended; the names of any business owners met, along with the dates, time, purpose of the meeting, any incidents emerging in the LGBTQ community, and any other information the LGBTQ Liaison deems significant. The monthly report shall be due by the 7th day of the month.
 - 4.5.3 The LGBTQ Liaison Unit shall complete a year-end report, which shall provide a comprehensive overview of the activities of the LGBTQ Liaison Unit; a review of any significant incidents involving the LGBTQ community, a summary of criminal activity impacting the LGBTQ community, and a plan of action for the upcoming year. This report shall be submitted to the COPS Commander by January 31st.



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- 4.5.4 The LGBTQ Annual Report shall be submitted to the COPS Commander, the Planning and Research Unit and The Office of Professional Standards. The report shall be retained on file for five consecutive years and subsequently shredded.

5. DEFINITIONS

- 5.1 Bias and Hate Crime: Criminal offenses motivated in part or singularly by a personal prejudice against others because of diversity: race, sexual orientation, religion, ethnicity, national origin, age, or disability.
- 5.2 Bias and Hate Crime Data: Data on incidents which involve any criminal offence that has been identified as a possible bias and hate crime.
- 5.3 Bisexuality: Sexual behavior or physical attraction to both sexes (male & female), or a bisexual orientation.
- 5.4 Cisgender: Denoting or relating to a person whose sense of personal identity and gender corresponds with their birth sex.
- 5.5 COPS: Community Oriented Policing Section of the Community Services Division of the Atlanta Police Department.
- 5.6 CSD: Community Services Division of the Atlanta Police Department.
- 5.7 Gay: Reference to people, practices, and culture associated with homosexuality.
- 5.8 LGBTQ: Lesbian, Gay, Bisexual, Transgender, and Queer.
- 5.9 Lesbian: A terminology most often used in the English language to describe sexual and romantic desire between females.
- 5.10 Queer: An umbrella term for sexual and gender minorities who are not heterosexual or are not cisgender.
- 5.11 Sexual Orientation: A sexual attraction towards members of one's own sex or opposite sex (e.g. gay, lesbian, bisexual, transgender, and heterosexual).
- 5.12 Transgender: A general term applied to a variety of individuals, behaviors, and groups involving tendencies that diverge from normative gender role (woman or man) commonly, but not always assigned at birth, as well as gender roles traditionally held by society. Transgender is also the state of one's gender identity not matching one assigned sex.

6. CANCELLATIONS

APD.SOP.6170 "Gay, Lesbian, Bisexual, and Transgender (LGBT) Liaison Unit," July 15, 2015

7. REFERENCES

APD.SOP 3066 "Bias Crime Data Reporting"
APD.SOP 3080 "General Procedures"

Oxford English Dictionary



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8. SIGNIFICANT CHANGES

LGBT was revised to include the initial "Q", which represents the term "Queer".