


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date September 7, 2021		APD.SOP.2085 Atlanta Police Leadership Institute
Applicable to: All employees		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: Signed by RB		Date Signed: 9/7/2021

Table of Content

1.	PURPOSE	1	4.4	Structure	3
			4.5	Dress Code	4
2.	POLICY	1	5.	DEFINITIONS	4
3.	RESPONSIBILITIES	1	6.	CANCELLATIONS	4
4.	ACTION	2	7.	REFERENCES	4
4.1	Qualifications	2	8.	SIGNIFICANT CHANGES	4
4.2	Training	3			
4.3	Attendance	3			

1. PURPOSE

To establish the policy and responsibilities for implementation of the Atlanta Police Leadership Institute (APLI).

2. POLICY

The Atlanta Police Leadership Institute shall work closely with the Atlanta Police Foundation (APF) to support and guide this initiative of the department. APLI shall provide structured rank-tiered leadership training which will assist the department in identifying and developing skilled leaders. The mission of the Atlanta Police Leadership Institute is to identify, prepare, and select future leaders within the department and to provide an avenue for employee development through advanced leadership development training. For the purpose of this directive the Atlanta Police Leadership Institute shall be referred to as the APLI. (CALEA 6th ed. Standard 33.8.3)

3. RESPONSIBILITIES

3.1 All committee and board members of the APLI serve at the discretion of the Chief of Police.

3.2 The Professional Development Division Commander, the Deputy Chief Administrative Officer, the APLI Director, the APD Public Affairs Manager, and any designees appointed by the Chief of Police shall serve on the Atlanta Police Leadership Governance Board (APLGB) and will be responsible for oversight of all APLI Program development and policy.

3.3 The Atlanta Police Leadership Institute Director shall determine what functions and training curriculum are appropriate for the APLI. The APLI Director shall maintain a database of all training records associated with APLI certifications.

3.4 The Training Academy Director shall implement this policy and shall designate an employee to act as a liaison to facilitate communications between the APLI and the Training Section.



Atlanta Police Department Policy Manual

APD.SOP.2085

Atlanta Police Leadership Institute



- 3.5 The Atlanta Police Leadership Institute Director shall be responsible for supervision of the APLI program and for reporting the program's progress to the Chief of Police.
- 3.6 The Department shall select an employee to serve as the APLI Director. The APLI Director shall be responsible for:
1. Management of all aspects of the APLI program, including initial development, implementation, execution, and evaluation.
 2. Maintaining leadership portfolios and data for officers participating in the APLI, to include development and identification of program tracking systems or tools.
 3. Managing registration for APLI training.
 4. Serving as manager of APLI mentorship, matching mentors and protégés who need to be paired, and ensuring that mentorship requirements are met including meeting regularly and developing career timelines and goals.
 5. Program evaluation, data collection and analysis (in conjunction with participating academic institutions).
 6. Providing necessary staffing to both the Atlanta Police Leadership Institute Governance Board (APLIGB) as well as the Atlanta Police Leadership Institute Selection Committee (APLISC).
 7. Proactively reporting APLI status, outcomes, and achievements.
 8. Organizing program logistics.
 9. Maintaining special project archives.
4. ACTION
- 4.1 Qualifications
(CALEA 6th ed. Standard 33.8.2)
- 4.1.1 APLI is required training to qualify for promotion. Sworn personnel must meet all promotional requirements as prescribed in city ordinance 98-70 "Qualification of Eligibility" and 114-236 "Minimum qualifications to compete." All candidates for Tiers 1, 2, and 3 are eligible for acceptance into the APLI.
- 4.1.2 Sworn Police Officers, Senior Police Officers, and Investigators must successfully complete Tier 2 training to be eligible to compete in the promotional exam for the rank of Police Sergeant.
- 4.1.3 All candidates shall complete and submit an APLI Application to the APLI Program Director.
- 4.1.4 Tier 3 candidates must hold the rank of Sergeant at the time the APLI application period closes.
- 4.1.5 Tier 4 candidates must hold the rank of Lieutenant at the time the APLI application period closes. Atlanta Police Leadership Institute Selection Committee (APLISC) will select Tier 4 and Tier 5 candidates for program admission.



Atlanta Police Department Policy Manual

APD.SOP.2085

Atlanta Police Leadership Institute



4.2 Training

4.2.1 The APLI Director shall manage admission into APLI tiered leadership training programs in accordance with policy guidelines.

4.2.2 The APLI Director shall certify the successful completion of training and submit recommendations for APLI certification to the Chief of Police.

4.3 Attendance

4.3.1 The APLI Director is responsible for documenting attendance at training and maintaining attendance records.

4.3.2 Employees who are scheduled for training shall follow the policies and procedures established by the APLI Director. Employees shall attend all training when scheduled, report on time for all training classes, and comply with applicable rules and regulations regarding conduct, dress, and participation.

4.3.3 Any absence from training must be approved and excused by the APLI Director and all attendance is governed by Peace Officer Standards and Training Council (POST) Uniform Academy Regulations (Sections 1.2 and 10.2).

4.3.4 Attendance to all required modules is mandatory for full APLI certification.

4.4 Structure

4.4.1 Tier 1 (Recruit), 8-hour Course – Mandatory training in the Atlanta Police Academy

4.4.2 Tier 2 (Officer/SPO/Investigator) – Required training for Officers seeking promotion to Sergeant

4.4.3 Tier 3 (Sergeant), 140-hour Course – Required training for Sergeants seeking promotion to Lieutenant or newly appointed Sergeants, and candidates who rank within the 25th position on the Sergeant's promotional eligibility ranking list at the start of the APLI semester. APLI Tier 3 is also extended to Civilians who hold a Managerial position or seeking a Managerial position.

4.4.4 Tier 4 (Lieutenant), 140-hour Course – Required training for Lieutenants seeking appointment to Captain or newly appointed Lieutenants and candidates who rank within the 25th position on the Lieutenant's promotional eligibility ranking list at the start of the APLI semester. APLI Tier 4 is also extended to Civilians who hold a Director position or seeking a Director position.

4.4.5 Tier 5 (Captain/Major), 140-hour Course – Training for Captains seeking appointment to Major (not required) and Majors seeking appointment to Deputy Chief (required).

4.4.6 Shared Leaders Program

1. The goal of the Shared Leaders Program is to link our Lieutenants and Senior Civilian employees with senior leaders (Captain and above, and managers) from outside our agency.
2. The Shared Leaders Program shall give some understanding of the challenges other agencies face, and how their leaders make decisions, influence, motivate, and function in their day-to-day capacity. The Shared Leaders Program shall also look at how these outside



Atlanta Police Department Policy Manual
APD.SOP.2085
Atlanta Police Leadership Institute



agencies successfully manage their challenges, and how they strengthen their relationships with the community.

4.5 Dress Code

- 4.5.1 When attending the APLI leadership program, members shall dress in a business attire that would be acceptable in an office, business, or professional environment. Appropriate dress is defined as business suit or trousers with a sports jacket, a collared dress shirt and ties for male employees, and suits, dresses or coordinated pants, skirts, or skirt outfits for female employees.

5. DEFINITIONS

- 5.1 APLIGB: Atlanta Police Leadership Institute Governance Board whose primary responsibility will be to guide and manage the activities and/or affairs of the APLI, and to support the training program as set forth by the APLI Director.
- 5.2 APLIQC: Atlanta Police Leadership Institute Operational Committee, chaired by APLI Director, whose responsibilities include the day-to-day functions of the program.
- 5.3 APLISC: Atlanta Police Leadership Institute Selection Committee, chaired by the Chief of Police, whose responsibilities include selecting participants for Tier 4 and Tier 5 level courses.

6. CANCELLATIONS

APD.SOP.2085 "Atlanta Police Leadership Institute," effective March 10, 2020

7. REFERENCES

City of Atlanta Ordinance Chapter 98 Article II, Division II, 98-70 and 114-236

City of Atlanta Ordinance 15-0-1172 (Amends Chapter 98, Article II, 98-61, 98-70, 114-226, and 114-236)

Commission on Accreditation for Law Enforcement Agencies, (CALEA) 6th ed., Standards 33.8.2, 33.8.3

Georgia Peace Officer Standards and Training Council (POST) Uniform Academy Regulations, Sections 1.2, 10.2

8. SIGNIFICANT CHANGES

- 8.1 Sections 4.4.3 - 4.4.5 updated with new course length and eligibility requirements.