Cobb County Police Department
Policy Manual

Table of Contents
05/01/2016

Mission Statement	Preface
Code of Ethics	Preface
Oath of Honor	Preface
Non-Sworn Code of Ethics	Preface
CALEA and Cobb PD	Preface
Organizational Chart (05/01/2016)	Preface

ORGANIZATION MANAGEMENT	ONE	DATE
Policy Manual, Written Directives, and Electronic Communications	1.01	12/15/2013
Policy Review and Revision	1.02	01/12/2013
Organization of the Department	1.03	05/01/2016
Chain of Command	1.04	01/12/2013
Inspections	1.05	11/11/2011
Goals and Objectives	1.06	11/11/2011
Administrative Reporting	1.07	12/15/2013

PERSONNEL	TWO	DATE
Military Deployment and Reintegration	2.01	05/01/2016
Secondary Employment	2.02	05/01/2016
(open)	2.03	07/23/2008
(open)	2.04	11/11/2011
Promotions and Command Staff Appointments	2.05	10/04/2012
Exposure to Infectious Disease	2.06	01/12/2013
Grooming Standards	2.07	02/01/2015
Uniform Dress Standards	2.08	11/11/2011
Injury and Death Notification	2.09	11/11/2011
(open)	2.10	07/23/2008
Uniform Patrol Staffing	2.11	01/12/2013
Transfers and Specialized Assignment Requests	2.12	05/01/2016
Disciplinary Investigations	2.13	05/01/2016

Disciplinary Actions	**2.14**	**05/01/2016**
Recognition and Awards	**2.15**	**11/11/2011**
Court Appearance Procedures	**2.16**	**11/11/2011**
Physical Fitness and Wellness	**2.17**	**07/20/2012**

ADMINISTRATION	**THREE**	**DATE**
Internal Security	**3.01**	**05/01/2016**
Temporary Detention Rooms	**3.02**	**05/01/2016**
Department Vehicles	**3.03**	**05/01/2016**
Assigned Vehicles	**3.03a**	**05/01/2016**
Department Vehicle Traffic Crashes	**3.04**	**01/12/2013**
Special Purpose Vehicles	**3.05**	**05/01/2016**
Issued Equipment	**3.06**	**05/01/2016**
Department Weapons	**3.07**	**05/01/2016**
In-Car / Body-Worn Cameras	**3.08**	**05/01/2016**
Automatic License Plate Recognition (LPR) Devices	**3.09**	**05/01/2016**
Rapid ID	**3.10**	**05/01/2016**
Property/Evidence Unit Operations	**3.11**	**12/15/2013**
Property/Evidence Classification	**3.12**	**12/15/2013**
Property/Evidence Documentation	**3.13**	**12/15/2013**
Property/Evidence Packaging and Storage	**3.14**	**05/01/2016**
Property/Evidence Disposal	**3.15**	**12/15/2013**
Ceremonial Details	**3.16**	**07/20/2012**
Confidential Informants	**3.17**	**07/20/2012**
Surveillance, Undercover, and Decoy Operations	**3.18**	**05/01/2016**
Criminal History Records	**3.19**	**05/01/2016**
Records Management	**3.20**	**05/01/2016**

CRITICAL INCIDENT MANAGEMENT	**FOUR**	**DATE**
Critical Incident Management	**4.01**	**05/01/2016**
On-Scene Commander Teams	**4.02**	**05/01/2016**
Special Teams	**4.03**	**05/01/2016**
Canine Unit	**4.04**	**05/01/2016**
Bomb Threats and Destructive Devices	**4.05**	**05/01/2016**
Hostage and Barricaded Subjects	**4.06**	**05/01/2016**
Active Threats	**4.07**	**05/01/2016**
Civil Disorders	**4.08**	**05/01/2016**
Strikes and Labor Disputes	**4.09**	**05/01/2016**

Aircraft Crashes	4.10	05/01/2016
Emergency Mobilization	4.11	05/01/2016
Mutual Aid	4.12	05/01/2016
Protective Services	4.13	05/01/2016
Special Events	4.14	05/01/2016

FIELD OPERATIONS	FIVE	DATE
Call and Incident Response	5.01	05/01/2016
(open)	5.02	08/08/2010
Family Violence	5.03	02/01/2015
Missing Persons	5.04	05/01/2016
Mental Illness	5.05	02/01/2015
(open)	5.06	05/01/2016
Entry into Private Premises	5.07	01/12/2013
Field Interviews	5.08	01/09/2011
Suspect Identification	5.09	05/01/2016
Interrogations and Confessions	5.10	05/01/2016
Arrest Procedures	5.11	02/01/2015
Immunity from Arrest	5.12	12/15/2013
Prisoner Transports	5.13	02/01/2015
Hospitalized Prisoner Guard Duty	5.14	05/01/2016
(open)	5.15	07/23/2008
(open)	5.16	07/23/2008
Vehicle Pursuits	5.17	05/01/2016
Traffic Enforcement	5.18	05/01/2016
Traffic Safety Checkpoints	5.19	01/12/2013
Traffic Crashes and Other Road Hazards	5.20	01/12/2013
Vehicle Impounds	5.21	12/15/2013
Use of Force	5.22	12/15/2013
Legal Process	5.23	01/09/2011
Search and Seizure	5.24	01/12/2013
Search Warrants	5.25	01/09/2011
(open)	5.26	01/09/2011
Juvenile Procedures	5.27	05/01/2016
Community Policing	5.28	05/01/2016
Mobile Data Terminal (MDT) Procedures	5.29	12/15/2013
Bias Free Policing	5.30	05/01/2016
Use of Force/Less Lethal Munitions	5.31	01/12/2013
Use of Force/Conducted Electrical Weapons	5.32	05/01/2016

SUPPORT SERVICES	SIX	DATE
Detective Operations	6.01	07/20/2012
Training	6.02	12/15/2013
Public Information	6.03	01/12/2013
Police Chaplain Program	6.04	07/20/2012
Victim/Witness Assistance	6.05	07/20/2012
(open)	6.06	02/01/2015
Animal Control	6.07	07/20/2012
Crime Analysis Function	6.08	12/15/2013
Field Training Officers	6.09	05/01/2016
Ride-Along Program	6.10	01/12/2013
Reserve Police Officer (RPO) Program	6.11	02/01/2015

Back to Top

MISSION STATEMENT

The Cobb County Police Department is committed to serving our community. We will demonstrate professional excellence in our Department by utilizing proven police methodology, new technology, and superb training. We will aggressively enforce all laws in an impartial manner wherever people live, work, or visit, to enhance public safety and to reduce the fear and incidence of crime. We are entrusted with the sacred obligation of protecting Cobb County, and we will do so with honor, integrity, and respect for the dignity of all citizens. The Cobb County Police Department will execute all its duties and tasks in a skillful, proficient and professional manner and we will be responsive to the changing needs of our community.

Back to Top

Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in any official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromises for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - Law Enforcement.

Back to Top

Law Enforcement Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public trust.

I will always have
the courage to hold myself
and others accountable for our actions.

I will always uphold the constitution
and community I serve.

Honor means that one's word is given as a guarantee.

Betray is defined as breaking faith with the public trust.

Badge is the symbol of your office.

Integrity is being the same person in both private and public life.

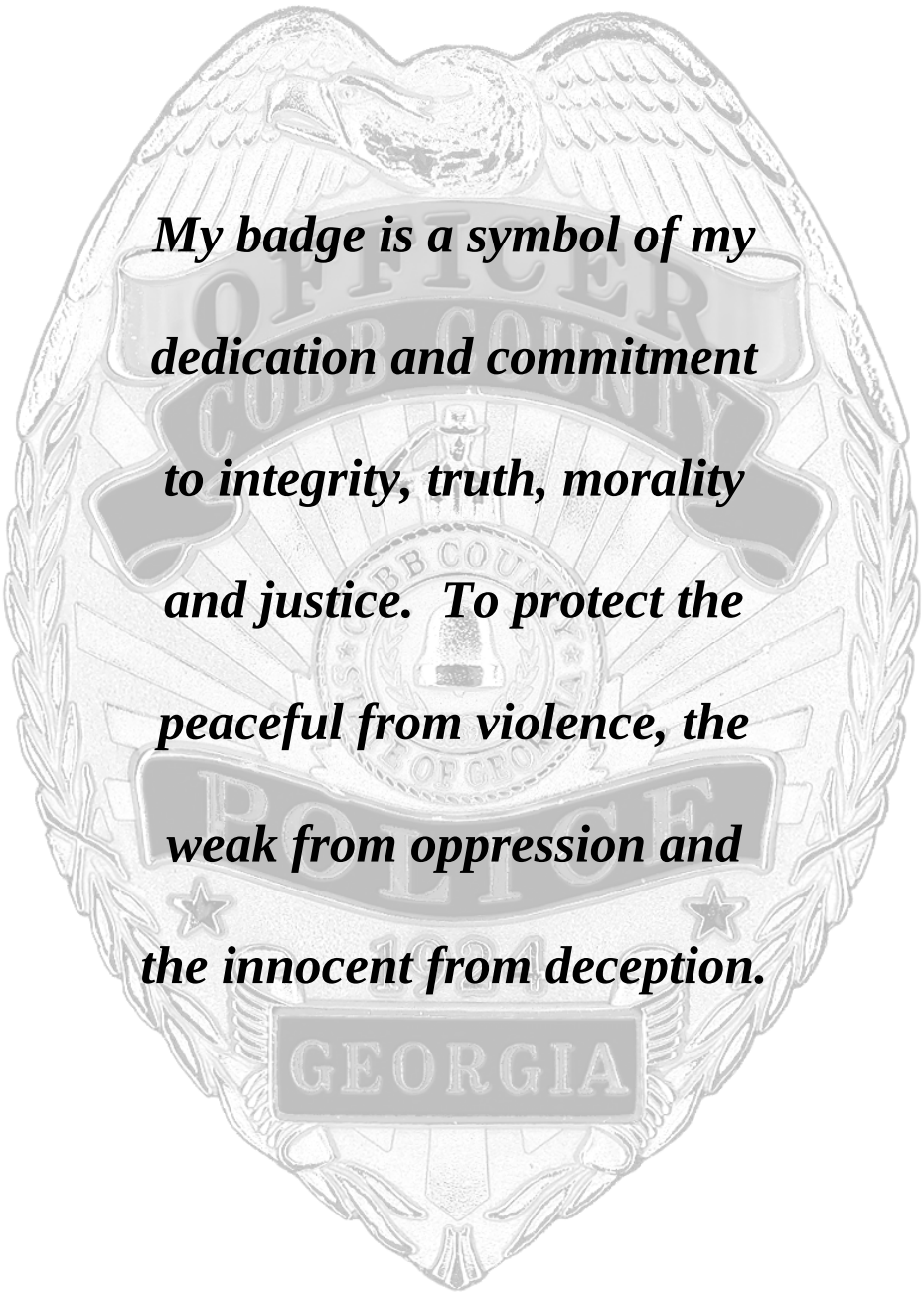
Character means the qualities that distinguish an individual.

Public trust is a charge of duty imposed in faith toward those you serve.

Courage is having the strength to withstand unethical pressure, fear or danger.

Accountability means that you are answerable and responsible to your oath of office.

Community is the jurisdiction and citizens served.



My badge is a symbol of my dedication and commitment to integrity, truth, morality and justice. To protect the peaceful from violence, the weak from oppression and the innocent from deception.

Back to Top

Non-Sworn Code of Ethics

As an employee of the Cobb County Police Department, I regard myself as a member of an important and honorable profession. With that in mind, I will:

Keep myself in a state of physical and mental condition that allows me to perform my assigned duties.

Perform my duties with efficiency to the best of my ability.

Be truthful at all times, my conduct and performance of duties will be accomplished in an honest manner, and I will comply with the law; Local, County, State and Country.

Not use my official position for unethical advantage or personal profit.
Recognize at all times that, I am a public safety employee, and that ultimately I am responsible to the public.

Give the most efficient and impartial service of which I am capable at all times.

Be courteous and respectful in all my contacts with the public and fellow employees.

Be loyal to my fellow employees, my supervisors, and my agency. Accept responsibility for my actions.

Strive to do only those things that will reflect honor on my fellow employees, my agency and myself.

Back to Top

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Cobb County Police Department

The Cobb County Police Department is proud to be nationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA). Below is information pertaining to the history of accreditation, the standards and the process.

History of Accreditation

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) was formed in 1979, by the IACP, NOBLE, NSA, and PERF, to establish a body of standards designed to:

- Increase law enforcement agency capabilities to prevent and control crime;
- Increase agency effectiveness and efficiency in the delivery of law enforcement services;
- Increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system; and
- Increase citizen and employee confidence in the goals, objectives, policies, and practices of the agency.

In addition, the Commission was formed to develop an accreditation process that provides law enforcement agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards. The final draft standards were approved on May 1, 1982. The standards have changed many times since then.

The Accreditation Standards

The Standards Manual contains several hundred standards, organized into many different chapters, or topic areas. In the Commission's view, the standards reflect the best professional requirements and practices for a law enforcement agency. The standards' requirements provide a description of "*what*" must be accomplished by the applicant agency but allows that agency wide latitude in determining "*how*" it will achieve its compliance with each applicable standard. This approach allows independence and is the key to understanding the universal nature and flexibility of the standards approved by the Commission. The Standards Manual is amended at regular intervals - new standards added, old ones revised or deleted, chapter introduction and glossary items changed, etc. Since initial approval, the standards have undergone many interpretations, adjustments, and amendments. Each standard is composed of three parts: the *standard statement*, the *commentary*, and the *levels of compliance*.

- The ***standard statement*** is a declarative sentence that places a clear – cut requirement, or multiple requirements, on an agency.
- The ***commentary*** supports the standard statement but is not binding.

- The ***levels of compliance*** indicate whether a given standard is mandatory **(M)**, other-than-mandatory **(O)**, or not applicable due to size **(N/A)**. The fourth letter at the end of each standard refers to Cobb County's level of compliance **(**M M M **M).**

The Accreditation Process

There are five general phases or steps in the accreditation process:

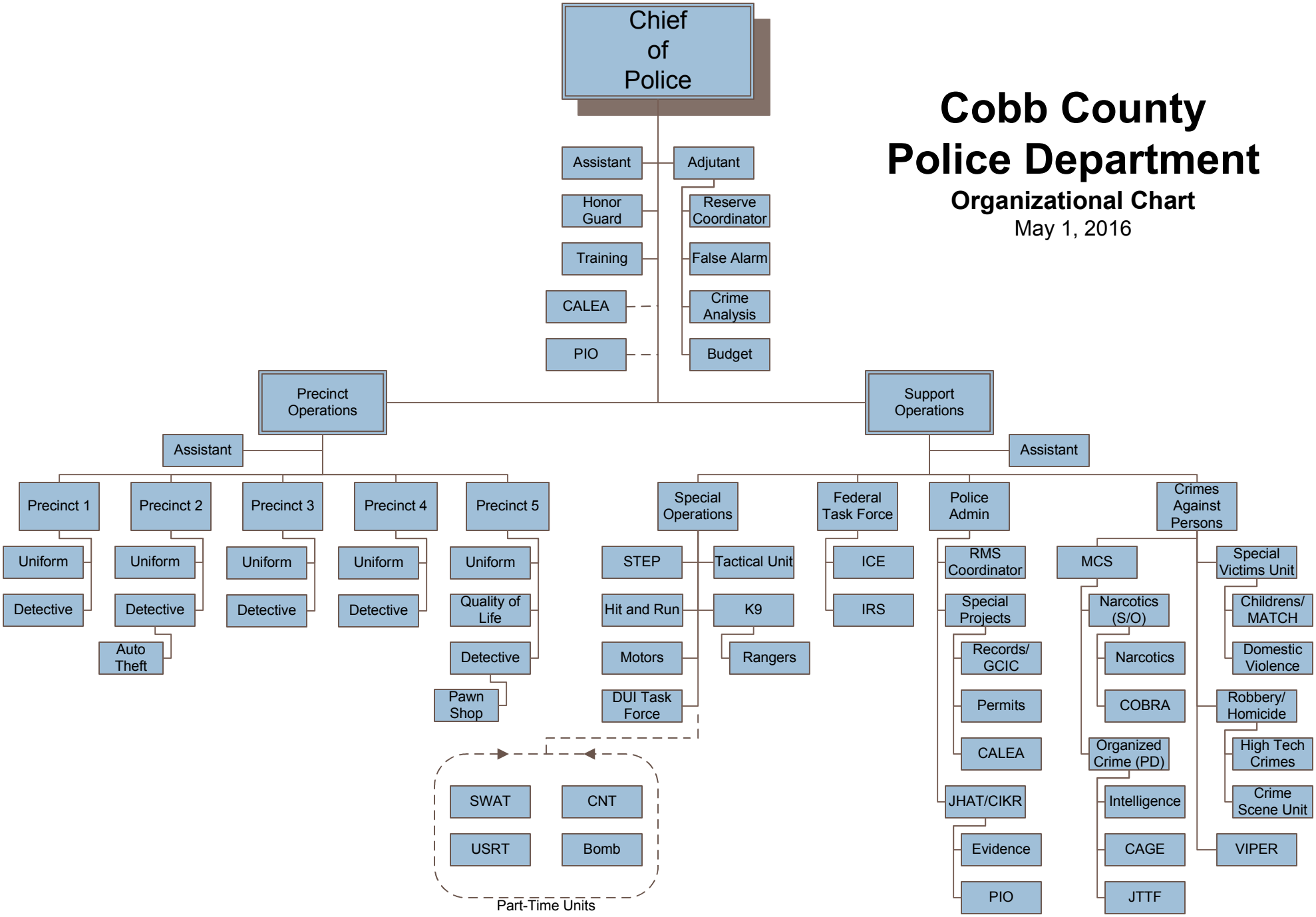
1. **APPLICATION:** The accreditation process begins when an agency applies to the Commission for applicant status. Entry into the program is voluntary, and the application form requires the signature of the agency's chief executive officer. The Cobb County Police Department signed an application with CALEA in August 2001.
2. **SELF-ASSESSMENT:** Agency self-assessment involves a thorough examination by the agency to determine whether it complies with all applicable standards. The agency creates policy and prepares "proofs of compliance" for applicable standards.
3. **ON-SITE ASSESSMENT:** The Commission selects and trains a team of assessors free of conflict with the candidate agency, and schedules an on-site review of the agency. During the on-site visit, the assessors, acting as representatives of the Commission, review all standards and, in particular, verify the agency's compliance with all applicable standards. The assessors submit a formal, written report of their on-site activities and findings. The first on-site assessment of the Cobb County Police Department occurred in January 2005.
4. **COMMISSION REVIEW:** The Commission reviews the final report and receives testimony from agency personnel, assessors, staff, or others. If satisfied that the agency has met all compliance requirements, the Commission awards the agency accredited status. We were awarded [initial] accredited status by the Commission in March 2005 at the Birmingham (Spring) Conference.
5. **MAINTAINING COMPLIANCE AND REACCREDITATION:** Accreditation is for a three-year period. To maintain accredited status, the accredited agency must remain in compliance with all applicable standards. At the conclusion of the three-year period, the Commission offers the agency an opportunity to repeat the process and continue accredited status into the future. The Department regularly revises policy and gathers documents to prove our continued compliance with the standards.

Back to Top

Cobb County Police Department

Organizational Chart

May 1, 2016



Back to Top

Cobb County Police Department

Policy 1.01

POLICY MANUAL, WRITTEN DIRECTIVES, AND ELECTRONIC COMMUNICATIONS

Effective Date: December 15, 2013	
Rescinds: Policy 1.01 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to implement the Policy Manual and other documents which define or regulate the activities of employees of the Cobb County Police Department.

I. POLICY MANUAL

Every employee is responsible for reading and understanding the policies, procedures, directives, memos, SOP's, and other communications disseminated from the Chief's Office or through the chain of command. Should a question arise about any such order, the employee's supervisor should be contacted as soon as possible for clarification.

A. The Special Projects Unit shall maintain a master Policy Manual on the Department's intranet system that is accessible to every employee. Additionally:

1. Policy Manual books will be provided at work areas for each organizational component of the Department (e.g. precincts, Crimes Against Children, etc.).

2. Upon request, an employee may be issued a copy of the Policy Manual in printed or electronic format.

3. New employees will be issued a Policy Manual during initial training.

B. Any revision, deletion, or addition to the manual will be distributed to Department personnel in electronic format. This master Policy Manual will be updated immediately when the Chief of Police authorizes a new or revised policy. Any discrepancy between policies will be interpreted in favor of the master Policy Manual on the Department's intranet system (Resource Site).

1. All revisions to the Policy Manual will carry a revision date. The most current date will be considered the valid policy. When revisions are made, the policy that is rescinded will be indicated by the date of that policy.

2. It is the employee's responsibility to maintain policy updates.

3. Unit commanders are responsible for updating Policy Manual books within their organizational components. Each policy will be placed in ascending numerical order within the manual.

4. Supervisors will conduct roll-call training with all subordinates on all new or revised policies.

5. All Policy Manuals and CD-ROMs are the property of the Cobb County Police Department. When a new manual or CD-ROM is issued, the old manual or CD-ROMs should be destroyed or returned to the Special Projects Unit for destruction.

C. Each affected employee shall acknowledge receipt and review of his Policy Manual and for all new, revised, or rescinded policies. The acknowledgement may be in the form of a written Acknowledgement Receipt form, or by electronic sign-off. When a written Acknowledgement Receipt form is utilized, supervisors shall ensure that employees sign the Acknowledgment Receipt. Supervisors shall then forward the Acknowledgement Receipt sheet to the Department of Public Safety Personnel Unit.

D. Each policy shall be formatted to include the following:

1. Cobb County Police Department header;
2. Unique policy number;
3. Policy title;
4. Effective date of the policy;
5. Policy number which is being replaced (if any);
6. Related orders;
7. Name of issuing person;
8. Gender clarity statement;
9. Description of the purpose of the policy;
10. Definitions as necessary which apply to the policy;
11. Policy statement.

II. TYPES OF WRITTEN DIRECTIVES

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Policy Manual

The Policy Manual provides guidance to employees of the Cobb County Police Department for the performance of their duties. Policies are promulgated by the Chief of Police.

B. Code of Conduct

The Code of Conduct is a list of rules governing the personal and professional conduct of all Cobb County Police Department employees. Code of Conduct rules are promulgated by the Director of Public Safety.

C. Law Enforcement Code of Ethics

The Law Enforcement Code of Ethics applies to all sworn officers who shall abide by these ethics and maintain the highest standard of conduct, both on and off duty.

D. Law Enforcement Oath of Honor

The Law Enforcement Oath of Honor applies to all Cobb County Police Department employees, who shall abide by this Oath and maintain the highest ethical standards.

E. Oath of Office

All officers of the Cobb County Police Department will be required, before assuming sworn status, to take the State of Georgia required Oath of Office. This oath shall be administered by the Chief of Police or his appointed designee. All sworn officers shall be expected to abide by their stated Oath of Office.

F. Mission Statement

All personnel of the Cobb County Police Department shall be issued a copy of the Mission Statement for this Department. This statement will be issued as part of the Policy Manual.

G. Cobb County Department of Public Safety Policies

DPS issues polices and procedures which affect all personnel in the various departments. These policies will be distributed by DPS, when appropriate. The Special Projects Unit will maintain these policies on the Department's intranet system (Resource Site).

H. Cobb County Policies

Cobb County Human Resources issues polices and procedures which affect personnel in the various departments of the County. These policies will be distributed by HR when appropriate. They are maintained on the County intranet system (CobbWeb).

I. Standard Operating Procedures (SOP)

1. Standard Operating Procedures are rules and guidelines for the day-to-day activities of personnel in specific job assignments or for personnel during

unusual circumstances. Personnel are responsible for knowing and following the Standard Operating Procedures of their respective units. Commanders of units and precincts have the authority to develop Standard Operating Procedures. The Standard Operating Procedure will be reviewed by the appropriate Deputy Chief and the Special Projects Unit to ensure that there are no conflicts with the Policy Manual, Accreditation Standards, or State Certification Standards. **All SOPs will receive final approval by the Chief of Police <u>prior</u> to implementation.**

2. Standard Operating Procedures will be formatted in similar form as the Policy Manual. All Standard Operating Procedures will note the issuing employee, the effective date, if there are any Standard Operating Procedures being rescinded, and the approval date by the Chief of Police.

3. Once the Chief of Police has approved the Standard Operating Procedure, he will forward the original SOP to the Special Projects Unit. The Special Projects Unit will assign the SOP a unique number and coordinate publishing and distribution. (NOTE: The Special Projects Unit will maintain the original signed master copy of all Departmental SOPs.)

4. The Special Projects Unit will ensure that a copy of the Standard Operating Procedure is archived for future reference.

J. Memorandum Orders

Memorandum Orders are issued as temporary additions or modifications to policies, procedures, or specific orders which provide operational guidance to employees and may subject an employee to disciplinary action if not obeyed.

1. Memorandum Orders may be issued from any supervisory level within a chain of command and will be adhered to by all serving under that chain of command. The issuing authority will maintain the order at the unit level according to subject matter and date of issue.

2. Memorandum Orders that modify an existing policy or SOP must be issued by the Chief of Police.

3. All written memorandums will be formatted in accordance with the approved memo format of the Department, and disseminated to all affected personnel with acknowledgment of receipt.

4. Except for employee assignment orders and training orders, Memorandum Orders will remain in effect for a period of no more than one calendar year. Memorandum Orders will note the effective date of the order, and (when applicable) the date the order is to be rescinded.

5. A copy of any issued Memorandum Order will be forwarded to the Special Projects Unit to be archived.

K. Verbal Orders

Nothing contained in this policy will excuse an employee for failing to promptly obey a lawful verbal order given by a superior of the Cobb County Police Department

L. Electronic Communications

Employees are required to check their e-mail once per shift. However, the Department recognizes that from time to time workload demands may prohibit the employee from checking his e-mail during his shift. In such instances the employee should check his e-mail as soon as practical.

1. An employee shall contact his supervisor for clarification when a question arises concerning an e-mail.

2. Prior to sending an e-mail to a large distribution group (i.e.: police sworn, police non-sworn, DPS, or other similar group) an employee must have approval from the Deputy Chief of his bureau, or the Major/Captain of his unit if there is no Deputy Chief (e.g. – Training/MCS/IA/etc.).

III. DUPLICATION

Employees may duplicate policies, SOPs, and memorandums for personal use in their Departmental duties. Any request for duplication or release to the public should be directed to the Police Records Custodian.

Back to Top

Cobb County Police Department

Policy 1.02

POLICY REVIEW AND REVISION

Effective Date: January 12, 2013	
Rescinds: Policy 1.02 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide a method and manner in which Department policy can be changed or revised. These methods should ensure timely revision and review of all policies while affording all employees opportunity for input.

I. POLICY REVIEW

A. The Special Projects Unit will periodically review all Department policies for accuracy, applicability, and conformity to changes of the criminal code of Georgia.

B. The policies shall also be subjected to review for conformance to any and all certification and accreditation standards issued by the State of Georgia and the Commission on Accreditation for Law Enforcement Agencies.

II. POLICY REVISION

A. A request or suggestion for the revision, deletion, or addition to policy may be generated from any level within the Police Department and submitted through the chain of command to the Special Projects Unit for consideration. Personnel submitting requests for policy action will receive a reply when appropriate.

B. The Special Projects Unit is responsible for drafting all proposed policy actions. Prior to promulgation, proposed policies will be reviewed as stated in this policy. Further review may be required by:

1. Units affected by the policy
2. Command staff
3. Director of Public Safety
4. Human Resources
5. County Attorney's Office

Proposed policy actions sent out for review will include a "return by" date.

C. All policy actions must be approved by the Chief of Police prior to implementation. Upon approval by the Chief of Police, the policy action will be implemented. All policy actions will be recorded and maintained by the Special Projects Unit.

III. DEPARTMENTAL FORMS

The Department utilizes numerous forms in its day to day operations. Each component of the Department is responsible for making sure an adequate number of forms are on hand for personnel to use. Electronic forms are available on the Cobb County intranet (CobbWeb), and the Department's intranet system (Resource Site). Any forms not available electronically are generally available from the DPS Supply Unit.

This policy addresses the forms that are primarily used by all members of the Department in their daily operations.

A. Development / Modification

If any personnel have a need to update, amend, rescind, or create a new form, then the original form, along with the revised copy (indicating the revisions) will be sent through the chain of command to the Special Projects Unit. The Special Projects Unit will ensure that the form is not redundant, and input should be received from areas that may use the form.

B. Review

Forms will be reviewed on an as needed basis to ensure that they are current and meet the needs of the Department.

C. Approval

Final approval of all forms will rest with the Chief of Police.

Back to Top

Cobb County Police Department

Policy 1.03

ORGANIZATION OF THE DEPARTMENT

Effective Date: May 1, 2016	
Rescinds: Policy 1.03 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 11**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline the structure and responsibility of the components that make up the Cobb County Police Department.

I. GENERAL

A. The rank of a supervisor assigned to command is commensurate with the number of employees assigned and the complexity of the tasks. Personnel shall not be given the responsibility for a function without the commensurate authority to carry it out.

B. Each component of the Department is under the command of only one supervisor. Every employee within a component of the Department, under normal circumstances, is immediately accountable to only one supervisor.

C. Sworn investigative positions within the Department are the same in rank and grades as in the Uniform Patrol Bureau.

II. OFFICE OF THE CHIEF OF POLICE

A. Chief of Police

The Chief of Police is the Commander of the Cobb County Police Department. He is appointed by the Cobb County Board of Commissioners.

The Chief of Police may grant or delegate authority to ranking members of the Department as necessary for the efficient operation of the Department. He has the ultimate responsibility for the preservation of life, property, order, investigation of crime, suppression of criminal activity, and enforcement of state laws and county ordinances. These objectives are accomplished through written and oral orders, policies, procedures, guidelines and directives, as well as personal leadership exerted through subordinate commanders and officers.

The general duties and responsibilities of the Chief of Police are planning, directing, coordinating, controlling, and staffing of the operational, administrative, and staff activities of the Department. The Chief is responsible for ensuring the written goals and objectives for the agency and each organizational component in the agency are formulated and updated on an annual basis. He is responsible for making appointments to key managerial positions as well as those supervisory positions authorized by Civil Service. He administers the Oath of Office to all newly hired sworn personnel. The Chief is ultimately responsible for the enforcement of all rules and regulations.

B. Deputy Chiefs of Police

The Deputy Chiefs of Police are appointed by the Chief of Police. They report directly to the Chief and act on his behalf in his absence.

The authority of the Deputy Chiefs is subject to the direction of the Chief, and pursuant to the laws of the State of Georgia, the ordinances of Cobb County and the policies and rules of the Police Department. The Deputy Chiefs exercise authority over all components of the Department and confer regularly with the Chief on operational and administrative matters.

C. Adjutant Office

The Chief's Office is assigned an Adjutant. He is responsible for assisting the Chief and Deputy Chiefs, and completing administrative projects as assigned.

1. Reserve Coordinator

The Reserve Coordinator reports to the Adjutant. He is responsible for coordinating the activities of all Reserve Police Officers and other duties as requested.

2. False Alarm Reduction Unit

Personnel assigned to the False Alarm Reduction Unit report to the Adjutant. The responsibilities of the Unit are to educate the public on the alarm ordinances, maintain the no-response alarm list, and reduce the incidents of residential and commercial false alarms.

3. Budget Coordinator

The Budget Coordinator is a part time position that reports to the Adjutant. He is responsible for monitoring and analyzing the current and future budgets; as well as tracking expenditures, facilitating Department purchases, and assisting on other financial projects as needed.

4. Crime Analysis

Crime Analysis personnel report to the Adjutant. Their mission is to provide current Crime Analysis for the Department. They will generate periodic status reports as well as other reports on request.

D. Cobb County Public Safety Training Center and Police Academy

The Police Academy is responsible for the administration of the Georgia Peace Officers Standards and Training Council Mandate Basic Training Program for new police recruits. It acts as the training function of the Police Department by maintaining training records on personnel. Other police-related sections include Physical Fitness, Firing Range, Advanced Training, and Specialized Training. The Academy Director reports to the Chief of Police, or his designee.

III. PRECINCT OPERATIONS

The Precinct Commanders report to the Precinct Operations Adjutant, who reports directly to the Precinct Operations Deputy Chief. Each Precinct Commander is responsible for the preservation of life, property, order, investigation of crimes, suppression of criminal activity, and enforcement of state law and county ordinances within his area of operation.

A. Patrol Shifts

Patrol shifts are established to prevent crime, enforce laws, and respond to calls for service 24 hours a day, seven days a week. The commander of each patrol shift reports to the Precinct Commander.

B. Criminal Investigation Units

Each precinct is assigned a Criminal Investigation Unit (CIU). The CIU Commander reports to the Precinct Commander. The CIU assigned to each precinct is responsible for investigating the following:

- Burglary – both residential and commercial;
- Theft – felony and misdemeanor, and incidents of shoplifting;
- Impersonating a Police Officer;
- Discharging of Firearms/No Injury;
- Pawned stolen property (responsibility of Pawn Shop Squad); and
- Vehicle Theft – to include autos, motorcycles, boats and aircraft (responsibility of Auto Theft Squad).

C. Quality of Life Unit

The Quality of Life Unit supervisor reports to the Commander of Precinct 5. The primary mission of the Quality of Life Unit is to enhance the quality of life for the citizens of Cobb County by enforcement of state law and county ordinances. The Unit focuses on neighborhoods and enforces existing ordinances related to

property maintenance, littering, illegal car sales and any other laws pertaining to quality of life issues.

IV. SUPPORT OPERATIONS

A. Crimes Against Persons Division

The Crimes Against Persons Division Commander reports directly to the Support Operations Deputy Chief.

1. Robbery/Homicide Unit

The shift commanders of the Robbery/Homicide Unit report directly to the Crimes Against Persons Division Commander. This unit is responsible for the investigation of the following:

- Deaths – homicides, suicides, natural, accidental (except traffic fatalities), and others as requested;
- Assault/Battery – including those against children shot or stabbed, but excluding cases of Family Violence;
- Sex offenses – involving victims over the age of 17 years;
- Kidnapping – except parental "snatching" or incidents involving the sexual assault of a juvenile;
- Missing Persons;
- Extortion;
- Harassing, obscene, or threatening telephone calls;
- Product Tampering;
- Terroristic Threats; and
- Robberies (except intimidation between juveniles)

a. High Tech Crime Squad (HTCS)

The supervisor of the HTCS reports to the designated shift commander of the Robbery/Homicide Unit. The HTCS is responsible for investigating computer crimes or cases involving computer evidence, as well as providing support for the forensic analysis of electronic devices.

b. Crime Scene Technicians

The Crime Scene Technicians reports to the designated shift commander of the Robbery/Homicide Unit. They are responsible for the collection of evidence at crime scenes, conducting forensic analysis as requested, and operation of the Department's Automated Fingerprint Identification System (AFIS).

2. Special Victims Unit

The commander of the Special Victims Unit reports directly to the Crimes Against Persons Division Commander.

a. Crimes Against Children (CAC) Unit

The CAC supervisors report directly to the Special Victims Unit Commander. This unit is responsible for the investigation of the following incidents:

- Investigation of child abuse/neglect of persons under the age of 18.
- Sexual offenses where either the perpetrator or victim is a juvenile.
- Domestic snatching (parental kidnapping), and juvenile missing persons (if foul play is evident, the Homicide/Persons Unit will investigate).
- All aggravated assault and/or aggravated battery involving persons under the age of 17 (unless death appears imminent, then the Homicide/Persons Unit will investigate).
- Family Violence cases involving a juvenile victim.
- Robbery involving intimidation between juveniles.
- Offenses on school property which involve illegal drugs.

b. Domestic Violence/Stalking (DVS) Unit

This DVS supervisors report directly to the Special Victims Unit Commander. The unit is responsible for investigation of the following incidents.

- Domestic Violence
- Stalking
- Family Violence cases involving Department employees, or sworn officers from other jurisdictions
- Family Violence cases involving in-patient hospitalization, serious injury, or other specific factors, will be referred to the DVS unit.

3. Violent Incident Prevention and Early Response (VIPER) Unit

The commander of VIPER reports to the Crimes Against Persons Commander. The primary mission of the VIPER Unit is to reduce the occurrences of street level violent crimes.

B. Administrative Services Division

The Administrative Services Division Commander reports directly to the Support Operations Deputy Chief. He is responsible for general administrative activities for the Department to include legal research. He also serves as a liaison to government and community agencies on behalf of the Department. The Public Information Officers and the Special Projects Unit report to the Administrative Services Division Commander for administrative purposes.

1. Special Projects

The Special Projects manager reports directly to the Administrative Services Division Commander. The Special Projects manager is responsible for policy development, conducting planning and research, and other projects as assigned.

a. Central Records Unit

The manager of the Central Records Unit reports directly to the Special Projects manager. The Central Records Unit maintains files, records, and documents submitted to the Records Unit for processing, retention and storage. The Central Records Unit is responsible for disseminating reports in accordance with Open Records Laws. The National Crime Information Center (NCIC) and Georgia Crime Information Center (GCIC) computer system is also maintained and operated by this unit.

b. Permits Unit

The supervisor of the Permits Unit reports directly to the Special Projects manager. The Permits Unit is responsible for licensing and enforcement in any activity regulated by Cobb County Ordinances (alcohol beverage sales, wrecker services, etc.).

c. Accreditation/Certification

Personnel assigned to Accreditation/Certification report to the Special Projects manager. However, they have the authority to report directly to the Chief of Police in all matters regarding unit assignments. The unit is responsible for accreditation and certification management. The unit provides administrative support to other components of the Department when requested to do so by the Chief of Police or his designee.

2. JHAT/CIKR

The Joint Hazard Assessment Team (JHAT) / Critical Infrastructure Key Resource (CIKR) manager reports directly to the Administrative Services Division Commander. The JHAT/CIKR manager is responsible for helping to prevent acts of terrorism against both public and private

partners and stakeholders in the County. This includes assessing and prioritizing Critical Infrastructure and Key Resources vital to the County and local community. Additional roles include providing security and protection training to local partners and acting as a liaison to the public.

a. Property and Evidence Unit

The supervisor of the Property and Evidence Unit reports directly to the JHAT/CIKR manager. The Property and Evidence Unit is responsible for the storage and return of property recovered by the Police Department. This unit is responsible for the handling, storage, processing and disposition of all evidence.

b. Public Information Office

The supervisor of the Public Information Office reports directly to the JHAT/CIKR manager. However, PIOs have the authority to report directly to the Chief of Police on media and public relations issues. The Public Information Office is the primary point of contact for the dissemination of information from the Department to the media and general public. The Public Information Office is also responsible for the Community Education / Crime Prevention Function. Personnel conduct crime prevention seminars and training, and coordinate similar activities conducted by the precincts and special units.

3. RMS Coordinator

The RMS Coordinator reports to the manager of the Central Records Unit. The RMS Coordinator is responsible for monitoring the system functions of the Department's records management computer system, examining work process to ensure quality control, and providing technical support as necessary.

C. Special Operations

The Special Operations Commander reports directly to the Support Operations Deputy Chief. Special Operations is responsible for dedicated police operations designed to meet specific law enforcement objectives within the County.

1. Selective Traffic Enforcement Program (STEP)

The Selective Traffic Enforcement Program (STEP) Commander reports directly to the Special Operations Commander. STEP is responsible for investigating fatal traffic crashes and enforcement of traffic laws in those areas which analysis indicates an elevated mean of traffic crashes and disregard for traffic laws, administration and execution of the Motor Carrier Safety Assistance Program, special security details, and

investigation of traffic crashes involving Department vehicles when requested.

a. Motor Unit

The Motor Unit supervisors report to the STEP Commander. Motorcycle officers are utilized for investigating traffic complaint areas, Motor Carrier Safety Assistance Program enforcement, extended traffic direction details, and police escorts.

b. Hit and Run

Hit and Run is assigned to STEP. The unit investigates traffic crashes in which an involved party fails to report the crash or leaves the scene.

2. Driving Under the Influence (DUI) Task Force

The commander of the DUI Task Force reports to the Special Operations Commander. The DUI Task Force is responsible for enforcement of laws governing DUI.

3. Tactical Unit

The commander of the Tactical Unit reports directly to the Special Operations Commander. The Tactical Unit supports both Precinct and Support Operations. The unit provides directed patrols in high crime areas, high risk warrant service and covert surveillance of entities likely to be victims of violent crimes.

4. Canine Unit

The commander of the Canine Unit reports to the Special Operations Commander. Canines are used for the detection and apprehension of criminals, detection of contraband, and any other duties which deters criminal activity or supports the welfare of the community.

a. Ranger Unit

The Ranger Unit reports to the commander of the K9 Unit. The primary mission of the Ranger Unit is the enforcement of state laws and Cobb County Ordinances on Cobb County Park properties, and at other installations and locations at the direction of the Chief of Police.

V. SPECIAL UNITS

Members of the following units are assigned to regular duties in the Department. They

report to these specialized units when a request for services is initiated. For administrative purposes the CNT, USRT, SWAT, and Bomb Squad report to the Special Operations Commander; and the commander of the Honor Guard reports to the Chief of Police. During operations, or at a critical incident, the units will follow their internal chain of command and report to their unit leader or the On-Scene Commander.

A. Underwater Search and Recovery Team (USRT)

Personnel assigned to the USRT are qualified divers. They have the responsibility for the recovery of persons, property, or evidence known or believed to be located in a body of water within Cobb County. Upon the request of other agencies, the team will respond outside Cobb County at the direction of the Chief of Police or his designee.

B. Special Weapons and Tactics Team (SWAT)

Personnel assigned to the SWAT Team respond to the following incidents when requested by a Department supervisor:

1. A dangerous felon(s) or escaped prisoner(s) have fled or are known to be in an area too large for an effective perimeter by on-duty personnel. An element of danger must be present which makes immediate apprehension necessary.

2. A suspect has taken hostages and/or is barricaded in a position after having used force or threatened to use force on themselves or others.

3. High risk and/or “no knock” warrant service.

Upon the request of other agencies, the team will respond outside Cobb County at the direction of the Chief of Police or his designee.

C. Bomb Squad

Personnel assigned to the Bomb Squad respond to incidents where a suspected explosive device is discovered. It is the duty of the assigned personnel to handle, transport, and/or render safe any explosive device.

D. Crisis Negotiation Team (CNT)

Crisis Negotiators respond to incidents involving hostage/barricaded subject incidents. Crisis Negotiators will also respond to any other incidents at the request of a supervisor where their skills and capabilities are of use in resolving an incident or situation.

E. Honor Guard

The Honor Guard represents the Department when a ceremonial display of colors

or respect is required as directed by the Chief of Police.

VI. MARIETTA-COBB-SMYRNA (MCS) ORGANIZED CRIME UNIT

MCS is sub-divided into two separate units (Narcotics and Intelligence), each with its own unit commander, personnel and responsibilities. The Department participates in this organization by providing both supervisory and non-supervisory personnel. All complaints of drug, vice or other organized crime activity that can not be investigated by field personnel (due to the complexity of the investigation) will be forwarded to the MCS Organized Crime Unit. The Intelligence Unit commander reports administratively to the Support Operations Deputy Chief.

A. Criminal Apprehension and Gang Enforcement (CAGE) Unit

The CAGE Commander reports to the MCS Intelligence Lieutenant. The purpose of the CAGE Unit is to identify gangs, gang activity, and gang members in Cobb County. They will investigate illegal activity conducted by gangs and gang members, and pursue charges based upon gang related statutes. The CAGE Unit will also perform a community education role by educating the public on gang activity.

VII. DEPARTMENT OF PUBLIC SAFETY SUPPORT

The Department of Public Safety administers several support components essential to the success of the Police Department. These components and their duties are:

A. Recruitment Unit

The Recruitment Unit actively seeks potential sworn employees for the Police Department through public information presentations. The unit consists of sworn officers.

B. Internal Affairs Unit

This unit investigates the background status and conducts other hiring requirements for new personnel. The unit investigates and/or refers complaints concerning possible policy or rules violations by members of the Police Department. Non-rated sworn officers assigned to this unit are designated as Investigators. Rated officers will maintain their respective rank designations.

C. Personnel Administration Section

This section is responsible for maintaining personnel files for all employees of the Police Department. It is also responsible for maintaining salary accounts, benefits programs, and other employee-related procedures. This section is staffed by civilian employees.

D. Communications Center

The Communications Center is responsible for radio communications with all police units. The Center maintains and operates the 911 emergency system for Cobb County. It is under the supervision of a civilian director.

E. Property Maintenance and Supply Units

These units are under the supervision of civilians and are responsible for building maintenance, office supplies, and uniform and equipment issuance for the Police Department.

VIII. CIVILIAN POSITIONS

The Cobb County Police Department utilizes civilian personnel in various support functions within the agency. Civilian positions may be added or deleted to accommodate the needs of the Department at the discretion of the Chief of Police.

Back to Top

Cobb County Police Department

Policy 1.04

CHAIN OF COMMAND

Effective Date: January 12, 2013	
Rescinds: Policy 1.04 (June 10, 2009)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The chain of command is based upon the concept that management, supervision and staff must communicate in order to be effective. All Police Department personnel will observe the chain of command as set forth in this policy.

I. AUTHORITY AND RESPONSIBILITY

A. Each supervisor of the Department is accountable for the performance of the employees assigned to his command.

B. Each employee of the Department is vested with the authority to make a decision to accomplish the assigned task. Each member, in whom delegated authority is vested, is accountable for the use of such delegated authority, as well as the failure to use it.

II. CHAIN OF COMMAND

A. The chain of command, according to rank, shall be as follows:

1. Sergeant
2. Lieutenant
3. Captain
4. Major
5. Deputy Chief
6. Chief

Above the rank of Chief the chain of command continues to the Department of Public Safety through the Director, when authorized or required.

B. If a person is assigned to a special unit or function which does not have all ranks of the chain of command, he would be expected to utilize those ranks which are assigned to the unit. For example, if a unit is commanded by a Lieutenant, but has no Sergeant in the chain of command, the Lieutenant would be the first in the chain.

III. CHAIN OF COMMAND INVOLVING MORE THAN ONE SECTION

In police incidents, there are often occasions when personnel of different Bureaus or Units of the Department are at a scene. When situations such as these arise, the highest ranking officer assuming responsibility of the incident will be in charge of the incident. However, the ranking official may defer authority to the Bureau or Unit with primary responsibility of the specific incident to be in command (i.e., at the scene of a homicide, the ranking Detective; at a traffic fatality scene, ranking S.T.E.P. Officer, etc.). This highest ranking officer, even if deferring authority to a lower ranking officer, shall always be responsible and accountable for the supervision of the incident.

In the event two or more Department members of the same rank are present at an incident, the member having primary responsibility of the scene will be in charge of the incident. (e.g. if the on-duty supervisor (Sergeant) and the S.T.E.P. supervisor (Sergeant) are present at a traffic fatality scene, the S.T.E.P. supervisor will be in charge.)

IV. ISSUES OUTSIDE THE CHAIN OF COMMAND

If an employee in one chain of command needs to formally communicate a matter of administration or operations to an employee in a different chain of command, the matter should go to the highest level necessary in one chain before transfer to another chain. For example, when an employee has a formal complaint against an employee in another precinct, he should forward it through his chain to his precinct commander, who will forward the issue to the appropriate precinct commander.

V. CIRCUMVENTING THE CHAIN OF COMMAND

Circumstances may arise which make it necessary to alter the traditional chain of command (e.g. – illegal, immoral, or improper conduct by a superior officer; matters which, if reported through the proper chain of command, might hold the reporting employee up to ridicule, retaliation, or other such actions; emergency situations, crime scenes, etc.).

A. Should it become necessary or appropriate to alter the chain of command and proceed past a specific person, the employee will notify his immediate supervisor as soon as possible, if appropriate. A higher member of the chain of command may relieve the employee of that responsibility.

B. Employees should not circumvent the chain of command by falsely disguising any operational or official issues directly impacting the Department as a “personal matter” or matter of urgency. Employees must realize that efficient operation is paramount and personal lives are often impacted by the work schedules and events inherent in the law enforcement profession. Issues regarding work schedules, assignments, equipment problems, etc., should be addressed to the immediate supervisor and handled by the chain of command.

C. Employees of the Department should not construe this policy to mean that they are prohibited from greeting or otherwise engaging in causal conversation any superior officer in this Department or any official outside this Department.

VI. WRITTEN COMMUNICATIONS

A. Written communication shall be directed up the chain of command using the following example:

MEMORANDUM

TO: Chief

FROM: Officer

THRU: Deputy Chief
Major
Captain
Lieutenant
Sergeant

SUBJECT: Transfer

DATE: January 1, 2000

B. Written communication using this format must actually be sent through each level specified in the memorandum. It is not permissible to send the original to the "TO" with copies to persons in the "THRU" line. Copies may be sent to persons outside the chain of command who have a need for the information.

C. Any person in the "THRU" line, with valid cause, has the option to refuse to forward the communication on through the chain of command. Such action would dictate returning the memorandum to the sender with an explanation of why it is not being forwarded through the chain of command. This explanation must be written.

D. Written correspondence should be addressed to the person responsible for taking action on the subject. Not all correspondence needs to go to the Chief of Police.

Back to Top

Cobb County Police Department

Policy 1.05

INSPECTIONS

Effective Date: November 11, 2011	
Rescinds: Policy 1.05 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy establishes and defines guidelines to be followed in conducting inspections of agency personnel, equipment, and all organizational components within the Department.

The purpose of inspections is to examine and evaluate the quality of the operations of the Cobb County Police Department, ensuring that the Department's goals are being pursued, identifying the need for additional resources, and ensuring that control is maintained throughout the agency.

I. POLICY

All property belonging to the Department is subject to inspection at any time without notice since there is no expectation of privacy. Property owned by the Department includes, but is not limited to, government vehicles, desks, containers, files, storage lockers, as well as assigned equipment and clothing.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Line Inspections

Inspections conducted by personnel in control of the persons, facilities, procedures, or other elements being inspected. Line inspections may be carried out by any supervisor within the chain of command and is often conducted by supervisory personnel who may also be responsible for ensuring that any substandard conditions revealed in the inspection are corrected.

B. Staff Inspections

Inspections conducted by personnel who do not have control of the persons, facilities, or procedures being inspected. Staff inspectors are generally members of a specialized component responsible for conducting inspections throughout the agency.

The results of staff inspections are usually reported to the chief.

C. Unusual Occurrence Equipment Inspections

Inspections conducted to ensure the readiness of equipment and supplies to be used in support of emergency operations or unusual occurrences.

III. LINE INSPECTIONS

Line inspections and correction of deficiencies are ongoing activities and are a primary responsibility at every level of supervision. Line inspections provide a mechanism for achieving accountability within the Department.

A. Supervisors will conduct inspections of facilities, vehicles, equipment, and personnel on a daily basis. Daily line inspections may be conducted in a formal military manner or informally, at the discretion of the supervisor.

1. Facilities and furniture should be inspected for general condition and cleanliness, the status of holding cells should be verified, an adequate supply of paperwork should be observed, log books examined, etc.

2. Vehicles should be inspected for overall condition of the vehicle and emergency equipment.

3. Shared equipment should be visually inspected and accounted for.

4. Personnel should be inspected for compliance with grooming and dress standards, general appearance, readiness for duty, and general condition of equipment.

B. At least once per month, a shift/unit supervisor will conduct a formal inspection of unit facilities, vehicles, equipment, and personnel. Formal inspections will be documented on a Formal Line Inspection Form and attached to the Monthly Report.

C. At any time a supervisor may direct a special purpose line inspection. Examples of a special purpose inspection may include: employee policy and procedure manuals; uniforms and equipment; assigned lockers on loan for employee use; training manuals; property/evidence room audits, etc.

D. Whenever a deficiency is found, the supervisor will immediately take corrective action, if possible. Problems that cannot be corrected by the supervisor should be reported to the respective precinct/unit commander, in writing, describing the problem and recommending a solution.

E. Any supervisor reporting a deficiency that he can not correct, will be responsible for follow-up to ensure that corrective action has been taken.

IV. STAFF INSPECTIONS

Staff inspections complement and augment the line inspection function. Ideally, the focus of staff inspections should be on how things are being done, not necessarily on the people who are doing them. The staff inspection function in the police profession is similar to the quality control process in the private sector.

A. Staff Inspector

The Chief of Police will designate a subordinate commander(s) to conduct staff inspections.

B. Staff Inspection Procedures

1. Notification to the unit being inspected may be made prior to initiating any inspection, but is not necessary.

2. Staff inspections will be conducted with as little disruption of routine unit activity as possible. The operation of the unit being inspected should not be unnecessarily restricted.

3. Staff inspections should include, but not be limited to, the following:

    - Examination of the individual or standard operating procedures
    - Examination of mandated records and files
    - Observation of operating procedures
    - Examination of equipment and work areas
    - Interviews with selected personnel

4. Staff inspections should provide answers to questions of vital importance, such as:

    - Are established policies, procedures, and rules being followed and in the spirit for which they were intended?
    - Are these policies, procedures, and rules adequate to attain the desired results?
    - Are the resources at the Department's disposal, both personnel and equipment, being utilized to the fullest extent?
    - Are the resources adequate to carry out Departmental goals and objectives?
    - Does or could there exist any deficiency in personnel, training, morale, supervision or policy which should be corrected or removed?
    - How accurate and reliable is the data that the Department collects?
    - Of what quality are the responses to calls for services and the reporting system?

C. Report of Findings

At the completion of the inspection, the inspector(s) will discuss with the commanding officer the results of the inspection and recommendations being made. The inspector(s) will then prepare a written report for submission to the Chief of Police. The report will summarize the staff inspection activities, discuss strengths and weaknesses identified, and make any recommendations for improvement. All reports should be clear and concise and conclusions should be supported with appropriate documentation.

D. Staff Inspection Follow Up

The results of the staff inspection will be discussed with the Chief of Police, Deputy Chief, inspector(s), and affected precinct/unit commander. The precinct/unit commander will be responsible for preparing a written report for noted deficiencies that were not immediately corrected. The Chief of Police may require a follow-up inspection of areas with noted deficiencies.

E. Frequency of Staff Inspections

All organizational components will receive a staff inspection at least once every three (3) years. The Chief of Police may direct more frequent staff inspections as needed.

V. UNUSUAL OCCURRENCE EQUIPMENT INSPECTION PROCEDURES

Each month, all equipment designed for use in unusual occurrence situations is inspected for operational readiness

A. Specialized unit commanders will be responsible for conducting the inspection of their respective equipment. Equipment shall include that which is issued to the unit as well as unit equipment issued to individual officers.

B. Precinct commanders will be responsible for conducting the inspection of the equipment assigned to their respective precinct. This shall not include items issued to individual officers.

C. A report on the results of the above listed inspections will be included in the monthly report.

D. Should it be discovered that any special purpose vehicle or equipment designated for use in an unusual occurrence is inoperable, the inspector or unit commander of the assigned equipment will immediately notify the designated on-scene commander who will, in turn, notify the Chief of Police.

Back to Top

Cobb County Police Department

Policy 1.06

GOALS AND OBJECTIVES

Effective Date: November 11, 2011	
Rescinds: Policy 1.06 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Planning requires the identification of Departmental goals and objectives and the pursuit of those goals and objectives by the most effective means. External factors that influence planning strategies may include increases in calls for service, land or building development, economics, increases and decreases in population density, changes in crime trends, and recidivism. Internal factors may include existing resources (manpower and equipment), approved budget items, hiring and promotion policies.

I. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Goals: Generalized statements of direction for the Department. Departmental goals may include targets such as increased productivity through automation, reduction in overall crime, reduction in traffic crashes, saving lives, increasing and enhancing employee knowledge through training and education, and a means of evaluating overall productivity and its responsiveness to the needs of the community.

B. Objectives: Objectives are more specific than Goals, in that objectives lead to measurable results that are to be achieved within a specific time. The accomplishment of objectives leads to the achievement of Goals. Objectives may include Goals such as shorter dispatch and response times, reduction of specific trends, crimes, or hazards in specified areas, or the in-service training of employees in specific fields.

II. REQUIREMENTS

A. Establishing Goals and Objectives

The annual Goals and Objectives form a framework for developing programs in various functional areas for enforcement efforts, strategic approaches, and Departmental planning.

During January each year, each organizational component will be required to submit its Goals and Objectives for that year to its Commander. The Commander will submit to the Chief of Police, or his designee, through the chain of command, the Goals and Objectives for the year for his respective command.

B. Line Input into Goals and Objectives

It is important for all employees to have an opportunity to offer input in formulating Departmental Goals and Objectives. Each Commander, while determining Goals and Objectives, will solicit the input from all units and personnel under his command for ideas and suggestions pertaining to Departmental Goals and Objectives. All ideas and suggestions will be reviewed by the immediate supervisor of each unit. Specialized units will review and comment on Goals and Objectives that impact upon their operation.

By involving employees of the Department, it encourages all members to participate in planning future courses of action.

C. Review

The Commanders will review all comments and suggestions for their merit and will compile a report and forward it through the chain of command to the Chief, or his designee. Upon review by the Chief of Police, these Goals and Objectives will be returned to the submitting Commander for implementation and distribution to all personnel under his command.

III. PROGRESS REPORTS OF GOALS AND OBJECTIVES ATTAINMENT

Each supervisor will maintain documentation to help determine the progress made toward attaining the yearly Goals and Objectives established for their areas of responsibility. It shall be the responsibility of each Commander when formulating the Goals and Objectives for the next year, to review the Goals and Objectives for the past year.

Back to Top

Cobb County Police Department

Policy 1.07

ADMINISTRATIVE REPORTING

Effective Date: December 15, 2013	
Rescinds: Policy 1.07 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

I. PURPOSE

Effective administrative practices ensure the efficient flow information within the Department; assisting management in making decisions that are based on the best available information. A good administrative reporting system includes the flow of information between individuals, units, sections, divisions, and the Office of the Chief of Police. This system includes reports of the law enforcement function, such as incidents, arrests, traffic crashes, and reports relating to personnel activities and needs. The administrative reporting system will be utilized for, but not limited to, determining personnel allocation and needs, resource needs, predicting workloads, and preparing budgets.

II. REPORTING

Each component of the Department will adhere to an administrative reporting system whereby statistical and data summaries of pertinent and relative information are reported and forwarded to the appropriate authority as listed below. All administrative reporting will be conducted by using the following methods:

A. Monthly Report

The monthly report provides management an opportunity to account for activities in their specific precinct/unit during the previous month. All monthly reports will be compiled by the precinct/unit commander and forwarded, through the chain of command, to the Chief of Police by the 14th of each month. Monthly reports should contain:

1. Summaries of data related to the specific component.

2. Comparative data on:

    a. Activities of the previous month;

b. Activities of the same month in the previous year; and
c. Year-to-date statistics.

3. Administrative matters that may allow management to identify needs and objectives for the upcoming months(s).

4. Progress toward attainment of the component's stated annual objectives.

B. Annual Report

The annual report is a summary of all monthly reports of the year. Each precinct/unit shall produce an annual report by the last day of January and forward it, through the chain of command, to the Chief of Police. This report should provide:

1. An accounting for the activities of the entire component;

2. Comparative data and statistics from the previous years and the activities from the current year; and

3. A written evaluation of the progress made toward the attainment of each of the component's goals and objectives.

III. REPORT MANAGEMENT

The Special Projects Unit will maintain a system to identify all administrative and accreditation/certification reports, reviews, and inspections that are time sensitive. A schedule of required reports is listed in the table at the end of this chapter. It shall be the respective precinct/unit commander's responsibility to ensure that all reports assigned to their division be submitted prior to their respective due date. All reports will be sent through the chain of command to the designated individual.

ADMINISTRATIVE REPORTING

Frequency	Description	Action	Standard	Policy	Assigned To	Sent To
Annual	Bias based profiling*	Report	1.2.9	5.30	Chief's Office	Chief
Incident	Use of force occurrence*	Report	1.3.6	5.22	Officers	Training
Incident	Review of use of force reports*	Review	1.3.7	5.22	Supervisors	Training
Annual	Analysis of use of force activities, polices, practices*	Analysis	1.3.13	5.22	Training	Chief
Monthly	Unit monthly reports	Report	11.4.1	1.07	Unit Commanders	Chief
Annual	Unit annual reports	Report	11.4.1	1.07	Unit Commanders	Chief
Annual	Updating written goals and objectives for agency and each organizational component*	Report	15.2.1	1.06	Command Staff	Chief
Monthly	Analysis of crime data*	Analysis	15.3.1	6.08	Crime Analysis Personnel	Chief
Triennial	Periodic workload assessments*	Analysis	16.1.2		Special Projects	Chief
Annual	Budget recommendations by major functions*	Report	17.2.2	1.06	Command Staff	Chief
Annual	Analysis of grievances*	Analysis	25.1.3		Chief's Office	Chief
Annual	Analysis of recruitment plan*	Analysis	31.2.2		Internal Affairs	Director
Annual	Performance evaluation*	Evaluation	35.1.2		Supervisors	HR
Quarterly	Probationary employee observation report*	Evaluation	35.1.3	6.02	Supervisors	Chief
Annual	Evaluation of early warning system*	Report	35.1.9	9.01	Internal Affairs	Director
Incident	Review of pursuit report*	Review	41.2.2	5.17	Supervisors	Training
Annual	Documented analysis of review of pursuit reports, policies, and reporting procedures*	Analysis	41.2.2	5.17	Training	Chief
Incident	Review of pursuit intervention tactics*	Review	41.2.3	5.17	Supervisors	Training
Annual	Criminal intelligence procedures and process*	Review	42.1.6		MCS Intelligence	Internal
Triennial	Evaluating effectiveness of crime prevention*	Evaluation	45.1.1		Community Education	Chief
Triennial	Citizen survey summary*	Report	45.2.5		Special Projects	Chief
Incident	After action report (critical incidents)*	Report	46.1.3	4.01	On-Scene Commander	Chief
Monthly	Unusual occurrence equipment readiness*	Inspection	46.1.8	1.05	Unit Commanders	Chief

ADMINISTRATIVE REPORTING

Frequency	Description	Action	Standard	Policy	Assigned To	Sent To
Incident	VIP security plans*	Plan	46.2.6	4.15	Special Operations	Affected personnel
Incident	Special event plans*	Plan	46.2.7	4.16	Special Operations	Affected personnel
Annual	IA investigations statistical summary*	Report	52.1.5		Internal Affairs	Director
Monthly	Line inspections*	Report	53.1.1	1.05	Shift/Unit Supervisors	Chief
Triennial	Staff inspection of all organizational components*	Report(s)	53.2.1	1.05	Special Projects	Chief
Triennial	Review of victim/witness needs and services*	Report	55.1.2		Victim/Witness Unit	Internal
Incident	Reports to be prepared concerning escape of prisoners being transported*	Report	70.1.7	5.13	Officer	Supervisor
Monthly	Documented holding cell inspections*	Inspection	71.4.3	3.02	Unit Commanders	Chief
Triennial	Administrative review of temporary detention facilities and procedures*	Report	71.4.3	3.02	Special Projects	Chief
Annual	Annual audit of diverted controlled substances, weapons, and explosives*	Report	84.1.4	3.15	Evidence Custodian	Chief
Semiannual	Property control procedures by evidence/property custodian*	Inspection	84.1.6	3.11	Evidence Custodian	Internal
Incident	Inventory all evidence/property when new custodian takes over*	Inventory	84.1.6	3.11	New Evidence Custodian	Chief
Annual	By supervisor not directly connected to function*	Audit	84.1.6	3.11	Auditing Supervisor	Chief
Annual	Unannounced inspection of property storage areas*	Inspection	84.1.6	3.11	Inspecting Officer	Chief
Annual	CALEA annual report*	Report			Special Projects	CALEA
Annual	CALEA statistical tables*	Report			Special Projects	CALEA
Annual	GACP annual pursuit report**	Report	5.35		Special Projects	GACP
Annual	GACP state certification annual report**	Report			Special Projects	GACP

*CALEA Required **GACP Required

Back to Top

Cobb County Police Department

Policy 2.01

MILITARY DEPLOYMENT AND REINTEGRATION

Effective Date: May 1, 2016	
Rescinds: None	
Related Orders: Cobb County Military Leave Policy	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of the policy is to provide procedures for Department of Public Safety (DPS) employees who face military deployments including service of 30 days or less; service of 31 to 180 days and long term service of more than 180 days. This policy shall apply to employees in any branch of military service covered under the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301 et seq. (USERRA).

I. PRE-DEPLOYMENT PROCEDURES

A. An employee seeking a military leave of absence to deploy shall provide a copy of his military orders or appropriate documentation to his supervisor and the DPS Personnel Office as soon as possible, unless advance notice is precluded by military necessity or is otherwise impossible or unreasonable, considering all relevant circumstances.

B. For all military deployments, the DPS Personnel Office will serve as the employee's point of contact with the County for all personnel matters.

C. For military deployments exceeding 180 days, the employee should be assigned a Department liaison to assist the DPS Personnel Office. The Department may assign a liaison for shorter deployments at the discretion of the Department Head.

D. For military deployments exceeding 180 days, a pre-deployment interview will be conducted with the employee by the Department Head or his designee. During the pre-deployment interview, the storage of agency owned equipment during deployment will be discussed.

II. DEPLOYMENT PROCEDURES

During the deployed employee's absence, the employee should maintain periodic contact with the Department liaison (if one has been assigned) and DPS Personnel Office, if possible.

III. REINTEGRATION PROCEDURES

A. All employees subject to military activation are entitled to reemployment as set forth in USERRA, 38 U.S.C. § 4312 and 4313. For reemployment, notice shall be provided to the Department liaison (if one has been assigned) and DPS Personal Office as set forth in 38 U.S.C. § 4312 (e)(1):

1. For periods of less than 31 days, not later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight hours after a period allowing for safe transportation.

2. For period of more 30 days but less than 181 days, by submitting an application for reemployment with the employer not later than 14 days after the completion of the period of service.

3. For periods of more than 180 days, by submitting an application for reemployment with the Department not later than 90 days after the completion of the period of service.

B. In addition to the above, any employee who is returning from a military deployment exceeding 180 days shall notify the DPS Personnel Office and his Department supervisor as soon as possible, unless otherwise impossible or unreasonable, considering all relevant circumstances.

C. For military deployments exceeding 180 days, upon reemployment, the returning employee shall meet with his Department Head or designee as soon as is possible after returning to full duty.

1. If deployment paperwork was not previously submitted (e.g., due to an emergency deployment), and was not provided with the reemployment application, it must be provided during the post-deployment meeting with the Department Head.

2. Reemployment is subject to provisions set forth in 38 U.S.C. § 4313 regarding qualifications and specific employment in the position the employee held before deployment, or a position of like seniority, status and pay.

3. Upon reemployment, the returning employee along with the Department liaison (if one has been assigned) shall be responsible for coordinating with the Personnel Office and any necessary Divisions of the Department to ensure that the returning employee has:

   - All necessary clothing and equipment to perform his assignment;
   - An up-to-date copy of all policies and procedures;
   - Current identification and Kronos cards;

- Access to his email, as well as necessary computers/software; and
- Any required training, certifications, and/or weapons qualifications that are necessary for the position (including devising a schedule to accomplish the above).

D. The returning employee may be required to complete a short term assignment with a Field Training Officer for refresher training.

IV. POLICY LIMITATIONS

Provisions of this policy are not intended to provide rights in excess of those allowed under USERRA, unless expressly stated herein.

Back to Top

Cobb County Police Department

Policy 2.02

SECONDARY EMPLOYMENT

Effective Date: May 1, 2016	
Rescinds: Policy 2.02 (July 20, 2012)	
Related Orders: Code of Conduct	
Issued By: Chief J.R. Houser	**Page 1 of 8**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all Employees of the Department.	

The purpose of this policy is to establish procedures pertaining to the Secondary Employment of Department Personnel.

I. POLICY

Employees of this Department, to include sworn Employees assigned to the Cobb County Department of Public Safety, the Marietta-Cobb-Smyrna Organized Crime Task Force, or any other assignment, may be permitted to work for secondary employers during off-duty hours, provided the employment does not present a conflict of interest for the Employee and the Department.

II. DEFINITIONS

As used in this policy, the following words and terms are applicable:

A. **Compensation:** Any form of payment, or any act or service of value to the Employee, either directly or indirectly.

B. **Department:** The Cobb County Police Department.

C. **Duty Hours:** Hours worked for the Department, which includes the Employee's regularly scheduled shift, special details, court appearance time, and overtime.

D. **Employee/Personnel:** Any person who is employed full or part-time with the Department or any sworn member of the Department assigned to the Department of Public Safety.

E. **Phase II:** That stage of training where the sworn officer is with a Field Training Officer, after completion of the Georgia Peace Officer Standards and Training Council certification requirements and training standards.

F. **Point of Contact:** A Department Employee acting as the coordinator of a specific law-enforcement-related Secondary Employment job (i.e. – a movie theater, a mall, etc.). The Point of Contact is generally responsible for the scheduling of Personnel, obtaining the employer criminal history, and maintaining liaison with the Secondary Employment management on issues involving the Secondary Employment. A Point of Contact is not required for all Secondary Employment.

G. **Secondary Employment:** Any outside activity, including self-employment, in which an Employee engages himself for the purpose of Compensation. This definition shall include those jobs where the actual or potential use of law enforcement powers is anticipated, as well as those jobs where the use of these powers is not anticipated.

H. **Traffic Direction:** The controlling or restricting of movement of any motor vehicle that is traveling on any county-maintained road or state or federal highway within the county.

III. LIMITATIONS

Employees of the Department will schedule all Secondary Employment so as to be in compliance with the following procedures:

A. Generally, no more than 70 combined hours of Duty Hours and Secondary Employment will be allowed in the seven-day work cycle of Sunday through Saturday. Additional hours may be approved by a supervisor on a case-by-case basis.

1. Military reserve duty performed will account for 8 hours of Secondary Employment for each duty day served.

2. Apartment security will be counted as 1 hour of Secondary Employment per day and 7 hours total per week.

B. Employees are prohibited from using sick leave for the purpose of working Secondary Employment.

C. Employees who miss duty due to personal illness are restricted from performing Secondary Employment for a period of 8 hours immediately after the conclusion of the shift they were regularly scheduled to work.

D. Employees on “suspension”, “light duty”, or “administrative leave” are prohibited from working Secondary Employment that involves the use of law-enforcement powers. Employees on “administrative leave” are further prohibited from working any Secondary Employment during assigned “administrative leave” work hours.

IV. QUALIFICATIONS

A. Normally, only those officers who have been certified as peace officers by the

Georgia POST Council, and have completed a minimum of Phase II of the Field Training Officer program of this Department, will be allowed to apply for Secondary Employment. Lateral entry officers may be granted permission to work Secondary Employment prior to release from Phase II on a case by case basis.

B. Civilian probationary Employees may apply for Secondary Employment as long as it is not with another unit of Cobb County Government and does not interfere with their job performance.

V. APPROVAL PROCESS

A. Employees must make a request to work any type of Secondary Employment. The Secondary Employment Request Form will be utilized for this purpose. This request must include all significant aspects of the Employee's duties. The request will then be sent through the chain of command to the Chief's Office. The Chief of Police, or his designee, will ensure that the form is properly completed and all Departmental polices are being adhered to prior to granting approval.

1. At the discretion of a supervisor, the Point of Contact may be requested to run a criminal history on the secondary employer. Examples of where a criminal history might be appropriate would include, but not be limited to: a private party, VIP security, etc.

    a. Only the Point of Contact need run the criminal history. All other requests for the same employer and location should refer to the Department Point of Contact on the application.

    b. The criminal history will be done under purpose code "P." The owner/manager must sign the Secondary Employment Request authorizing the criminal history request.

    c. Whenever a conviction is listed the criminal history "printout" will be attached to the Secondary Employment Request. Upon receipt of the Secondary Employment Request by the Chief's Office, the criminal history document will be shredded.

2. If an Employee seeks Secondary Employment at a business that holds a license for the sale or distribution of alcoholic beverages, or at an event where alcoholic beverages will be served, the following guidelines will be followed:

    a. The <u>primary function</u> of the business or event can not be the direct sale or distribution of alcoholic beverages (commonly referred to as a "bar" or "package store"). Examples of permissible employment would be a grocery store, convenience store, bowling alley, theme park, family type restaurant, a wedding, etc.

b. Prior to submitting the Secondary Employment Request through the chain of command, the Point of Contact is responsible for contacting the Permits Unit to ensure the business does not have a pattern of violations.

c. The Permits Unit should monitor the list of approved secondary employers. The Chief of Police should be notified of any secondary employer who establishes a pattern of violations.

3. Law enforcement related Secondary Employment that would take an Employee outside the corporate limits of Cobb County may be approved under the following circumstances:

a. Law enforcement related employment with the Cobb County School Board;

b. Dignitary protection or similar details. A memorandum describing the dignitary protection or similar duties must accompany the Secondary Employment Request.

4. When the primary function of the Secondary Employment is Traffic Direction, the following provisions apply:

a. The Traffic Direction must enhance the flow of all traffic in the area and add to the safety of the pedestrian and motoring traffic. It cannot be for the sole purpose of enhancing the business of the company or individual involved.

b. All Traffic Direction employment for a period of two or more days per week must be approved by the Cobb County Department of Transportation. The Point of Contact is responsible gaining D.O.T. approval.

c. All Traffic Direction employment requests not sponsored by a division of Cobb County Government (e.g. – Cobb County Parks and Recreation and Cobb County D.O.T.) must have the Worker's Compensation section of the Secondary Employment Request filled out and signed by a representative of the business or organization seeking the traffic services. The representative must be authorized to make that request and grant the company's Employee benefits, in particular worker's compensation benefits. The Point of Contact is responsible for gaining the workers' compensation approval from the representative.

5. All Secondary Employment requests involving interstate lane closures must

have the Worker's Compensation section of the Secondary Employment Request filled out and signed by a representative of the business or organization seeking the traffic services. The representative must be authorized to make that request and grant the company's Employee benefits, in particular worker's compensation benefits. The Point of Contact is responsible for gaining the workers' compensation approval from the representative.

B. In the event that the Secondary Employment opportunity is a last-minute offering that does not allow for prior final approval through the chain of command, the officer shall obtain approval from his immediate supervisor. This may be a verbal approval. This does not relieve the officer of complying with this policy in its entirety; the officer shall submit the appropriate documentation for the Secondary Employment at the earliest opportunity.

1. Final approval from the appropriate Deputy Chief must be received prior to working any Secondary Employment involving:

   a. alcoholic beverages;
   b. dignitary protection or similar details outside the corporate limits of Cobb County.

   <u>There will be no verbal approval for these types of employment.</u>

2. An officer may work Traffic Direction Secondary Employment with approval from his immediate supervisor, provided that the Secondary Employment Request Form has been signed by a Department supervisor, and the Worker's Compensation section has been signed by the secondary employer.

C. All approved Secondary Employment is subject to review and evaluation at any time by superior officers. Failure to comply with all policies and procedures regarding Secondary Employment (refer also to the Code of Conduct) may result in the suspension/revocation of Secondary Employment privileges, in addition to disciplinary action.

D. All Secondary Employment approvals expire on December 31st of each calendar year. Employees may renew their request beginning 45 days from the yearly expiration.

VI. PROHIBITED ACTIVITIES

A. In addition to the prohibitions listed in the Code of Conduct, and elsewhere in this policy, Employees shall not seek employment with:

1. Pawn Brokers
2. Precious Metal Dealers
3. Contracted Wrecker Services

4. Employers known to have a lawsuit or administrative hearing pending involving Cobb County or the State of Georgia

B. Personnel shall not sign any employment agreements/contracts (for law enforcement Secondary Employment):

1. Detailing services to be provided; or
2. Indemnifying the secondary employer of any losses, claims damages, expenses or any other liabilities.

Note: Employees are permitted to sign the Cobb County Board of Education's employment contract so long as the Hold Harmless portion provides an exemption for law enforcement officers.

VII. CONDUCT AND SUPERVISION

When Secondary Employment involves the use of the Employee's authority and powers as a police officer, officers are subject to all rules, regulations, policies and procedures currently in effect by the Cobb County Police Department. Officers are subject to disciplinary action for infractions of these rules, regulations, policies and procedures. In addition, when Secondary Employment involves the use of law enforcement authority:

A. Officers must conform to the same standards of conduct that applies to their on-duty activities. Officers are not bound by private rules or restrictions which an employer may wish to enforce for his own purposes.

B. At the discretion of the appropriate Deputy Chief, Secondary Employment may require the presence of a supervisor.

1. This would typically apply when the Secondary Employment involves:

   a. Four or more officers working at the same time and location (example: four officers working at a football game).
   b. A special event that requires supervisory planning and oversight.
   c. Any other circumstance deemed appropriate by the Chief's Office.

2. If a Department supervisor does not want to work the Secondary Employment, the appropriate Deputy Chief may waive this requirement.

3. If a supervisor is normally scheduled to work the Secondary Employment, but due to illness or other reason can not work the Secondary Employment, an officer may "fill in" for the supervisor. This does not convey supervisory authority to the officer.

C. Officers should be aware of applicable laws beyond criminal and traffic code violations (e.g. – state fire code, applicable ordinances, etc.).

D. The primary duty, obligation, and responsibility are to the Department. Officers are expected to respond to any lawful request for service. Should a response be detrimental to the responsibilities of the Secondary Employment, the officer should notify radio so a unit may be dispatched. An officer who avoids performing his duty is subject to losing his permission to work Secondary Employment, in addition to other adverse disciplinary action.

VIII. USE OF DEPARTMENTAL VEHICLES

A. The use of Departmental vehicles for Secondary Employment will be strictly limited and monitored. Each request to use a Departmental vehicle must be justified by the Point of Contact. Approval will be based on the following criteria:

1. Officer Safety and Public Safety

   The use of a Departmental vehicle must enhance the safety of the officer as well as the general public. Examples would include: increased visibility of the officer to the motoring public while directing traffic or blocking the roadway (for construction or repairs); using a police vehicle to serve as a visible notice that a police officer is on the scene of a high crime area (as a deterrent to crime); etc.

2. Patrol Functions

   When Secondary Employment requires that an officer patrol large areas such as neighborhoods or shopping complexes, a vehicle may be authorized. The officer working in this type of Secondary Employment will be responsible to answer any calls for police assistance within his area of responsibility. A benefit to the on-duty police function must be demonstrated.

B. Precinct, unit or shift supervisors may restrict the use of Departmental vehicles, even if prior approval has been granted, to meet the operational needs of the Department. Only fully equipped police vehicles with all emergency equipment in a functional status should be used for Secondary Employment.

C. The vehicle used for Secondary Employment should be from the precinct where the job is located. However, due to availability, a vehicle from another precinct/unit may be used with supervisory approval.

D. Officers using a Departmental vehicle for Secondary Employment will:

1. Receive approval for use of the vehicle from the on-duty supervisor.
2. Complete and turn in an Officer's Daily Report.
3. Ensure that the vehicle is refueled and cleaned before turning the vehicle in.

E. Officers with assigned vehicles may use those vehicles for Secondary Employment under the following circumstances.

1. If the officer is in an on-call status, the officer may utilize his assigned vehicle, even if the Secondary Employment Request does not approve the use of a vehicle.

2. If the officer is not in an on-call status, but will be going directly to his Departmental work assignment, or is coming directly from his Departmental work assignment (incidental use), the officer may utilize his assigned vehicle, even if the Secondary Employment Request does not approve the use of a vehicle.

3. If the officer is not in an on-call status, and will not be going directly to, or coming directly from his Department work assignment, then the vehicle may only be used when the Secondary Employment Request approves the use of a vehicle.

IX. PART-TIME DEPARTMENT CIVILIAN EMPLOYEES

Part-time civilian Employees are not required to submit Secondary Employment Requests. However, part-time civilian Employees are not permitted to work for an entity described in this policy or the Code of Conduct. All part-time Employees will keep their supervision advised, in writing, of all other current employment.

Back to Top

Cobb County Police Department

Policy 2.05

PROMOTIONS AND COMMAND STAFF APPOINTMENTS

Effective Date: October 4, 2012	
Rescinds: Policy 2.05 (July 20, 2012)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 10**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish policies and procedures pertaining to the Department's promotional system for Police Sergeant and Police Lieutenant and Command Staff Appointments.

I. APPLICABILITY

These procedures apply to qualified sworn personnel who wish to participate in the promotional process for the ranks of Police Sergeant and Police Lieutenant, and who are eligible for Command Staff Appointments.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. **Continuous Service:** Uninterrupted employment by the Cobb County Police Department (breaks in service for military duty, medical purposes, family emergencies, or kindred purposes authorized by the Department, shall not be construed as interruptions of continuous service).

B. **Department:** The Cobb County Police Department.

C. **Department Test Coordinator:** An identified person/position within the Police Department who assists Human Resources with the administration of the promotional process. This task is normally assigned to the commander of the Cobb County Public Safety Training Center.

D. **Formal Disciplinary Action:** Any Code of Conduct or Policy Manual procedure violation which results in a loss of rank or a suspension without pay for more than three days, or a pattern of three or more incidents which results in a formal reprimand or suspension.

E. Human Resources: The Cobb County Department of Human Resources (not the Department of Public Safety Personnel Unit).

F. Sworn Officer: An officer of the Cobb County Police Department designated as a Police Officer II or Police Officer III.

G. Test Consultant: A service provider contracted by the County to provide job-related, non-discriminatory test(s) and scoring used for the evaluation of promotional candidates.

III. PRE-EXAMINATION PROCEDURES FOR SERGEANTS AND LIEUTENANTS

A. Notification of Promotional Exam

Announcements of an upcoming promotional process will be made electronically to all officers of the Department. Additionally, unit commanders shall post printed copies of the notification announcement in prominent places (such as bulletin boards).

1. At least 60 days prior to the date of the written test, Human Resources will announce the opening and closing dates for registering for the promotional exam.

2. The announcement will contain other pertinent facts related to the exam, to include:

    a. A list of all test resource materials and recommended study materials;
    b. Registration process requirements;
    c. Weights assigned to test components; and
    d. The projected number of participants in the assessment center.

B. Qualification of Applicants

Human Resources shall be responsible for qualifying applicants who meet the minimum requirements for an announced promotional exam. A waiver of qualifications for eligibility is not granted to applicants erroneously permitted to participate in the promotional exam process.

The following minimum qualifications must be met to compete in the promotional process.

1. Police Sergeant

    To compete for the rank of Police Sergeant, candidates must meet the following minimum requirements prior to the effective date of the promotional roster:

a. Have a minimum of five years of total service as a Sworn Officer with the Department, prior to the effective date of the promotional roster. Three of the above five years must be of Continuous Service with the Department immediately prior to the effective date of the promotional roster.

b. Have completed the Georgia POST Field Training Officer (FTO) course.

2. Police Lieutenant

To compete for the rank of Police Lieutenant, candidates must have three years Continuous Service as a Police Sergeant with the Cobb County Police Department immediately prior to the effective date of the promotional roster.

C. Registration for Promotional Exam

1. Candidates must complete an application through the Cobb County Human Resources Department in order to register for the promotional exam.

2. Candidates on active military duty will be afforded an opportunity to participate per the Uniformed Services Employment and Reemployment Rights Act (USERRA).

D. Administration of Promotional Exams

1. Promotional exams for Police Sergeant and Police Lieutenant shall be administered by, or under the direction of, Human Resources, with the assistance of the Department Test Coordinator.

2. The Department Test Coordinator will ensure that the Cobb County Superior Court, the Cobb County State Court, the Cobb County Magistrate Court, the Cobb County District Attorney's Office and the Cobb County Solicitor General's Office are notified of the testing dates and times as they become available.

3. Should a candidate receive a subpoena which requires his appearance in court at the time of the written test or the assessment center, he should immediately contact the Department Test Coordinator. The Department Test Coordinator will assist in resolving the conflict by:

a. Determining the feasibility of re-scheduling the candidate's appearance in court;

b. Determining the feasibility of re-scheduling the candidate's time for taking the written test or assessment center; or

c. Any other reasonable means for ensuring that the candidate is able to fully participate in the promotional process.

IV. EXAMINATION PROCEDURES FOR SERGEANTS AND LIEUTENANTS

The Police Sergeant and Police Lieutenant promotional processes are normally administered every two years.

A. Promotional Exam Components

The Police Sergeant and Police Lieutenant promotional exams are comprised of the written test and the assessment center.

1. Written Test

a. The written test will consist of a battery of 80 to 120 multiple choice questions, based on a 100 point scale. These questions will be developed from the resource materials and reading list provided to the candidates.

b. Police Sergeant and Police Lieutenant Candidates will receive their results prior to the commencement of the assessment center.

2. Assessment Center

The assessment center is comprised of job-related exercises during and/or after which each participant's performance is evaluated by two or more trained assessors.

a. Qualifications for Advancement to the Assessment Center

All candidates who sit for the written test and who sign up for the assessment center by the deadline date provided will be allowed to continue forward to the assessment center.

b. Administration of Assessment Center

1. Use of Assessors

Multiple assessors will be used in each exercise of the assessment center. All assessors will be selected from police departments other than the Cobb County Police Department. Should an assessor have to withdraw during the assessment center, the process will continue with the

remaining assessors. Generally, there will be a subject matter expert from Cobb County Police Department available to answer questions for the assessors regarding appropriate protocols used by Cobb County Police Department. This expert will not be involved in the scoring.

2. Qualifications of Assessors

Assessors for the assessment center must be at least equal in rank and responsibility to the rank being evaluated. Assessors will be trained by the Test Consultant for their duties in the promotional process. Considerations for assessors include availability, experience, and diversity.

3. Examination of Candidates

Assessment center candidates shall be presented to the assessor panel in an order determined necessary to maintain adequate staffing of the Police Department. Final grading by the assessor panel shall be accomplished outside the presence of the candidate.

Each candidate will receive performance feedback based on scores for each exercise in the assessment center.

4. Receipt of Results

Candidates will receive assessment center results by or through the Human Resources Department.

B. List of Eligible Candidates

Following the examination process, a list of eligible candidates will be established. The list will remain in effect for two calendar years from the date of establishment. If the list of eligible candidates is exhausted prior to its expiration date, a new list may be established immediately following a new examination process.

1. Final Score

The final score is determined by:

a. The written test score (by weight) and the assessment center score (by weight).

b. The Human Resources Department will include the weights of each test component in the test announcement.

c. For a candidate to be placed on the list of eligible candidates, the final score must be 70% or above.

2. Candidates will be placed on the list of eligible candidates in order based upon their final score.

C. Grounds for Applicant Disqualification

Applicants disqualified from the promotional process will not be entitled to continue in the promotional exam process, which includes the establishment of any subsequent list of eligible candidates from remaining candidates when a current list of eligible candidates is exhausted. Grounds for disqualification are, but are not limited to:

1. Failure to participate in any phase of a promotional exam;
2. Achieving an overall score of less than 70% on the entire process;
3. Arriving at a test site after the appointed starting time for any part of an exam; or
4. Cheating on any part of the promotional exam.

V. POST-EXAMINATION PROCEDURES FOR SERGEANTS & LIEUTENANTS

A. Notification to Candidates of Testing Results

Each candidate for Police Sergeant and Police Lieutenant will be notified of the results of his promotional exams by the Human Resources Department.

B. Appeal Procedures

1. Upon completion of the test

A candidate may appeal testing conditions during the test or before leaving the test site. Improper testing conditions include: incorrect or incomplete instructions given, testing material that is not readable, or environmental conditions that would interfere with the candidate's ability to take the exam.

Upon completion of the test, each candidate will be escorted to a copy machine and provided with a copy of his test answer sheet. The candidate will then proceed to a designated area where there will be an opportunity to view the intended test answer key and self-score the photocopied answer sheet. At the test site, candidates will be provided detailed information on how to appeal or rebut an item, any test question(s), or keyed answer(s). Appeals will be published without the name of the

appellant so that other interested candidates may support or file a rebuttal. Once appeals are posted, candidates may submit a rebuttal to an appealed test item/keyed answer and give reason(s) and documentation supporting why the test item should stand as is or the answer remain as keyed. An Exam Review Committee (comprised of subject matter experts) will review the appealed item(s) and rebuttal(s). The Exam Review Committee, without knowledge of the name of the individual appealing or rebutting the item(s), will review all appeals using the five-pronged test below. Their decision will be final.

a. Does the question come from the cited source?
b. Is the question taken correctly from the cited source?
c. Is the keyed answer correct according to the cited source?
d. According to the cited source, is one or more of the distracters an equally correct answer?
e. According to the cited source, does one or more of the distracters create so much ambiguity that it is not possible to choose a best answer?

An answer of "no" to questions "a" – "c" or an answer of "yes" to questions "d" or "e" could result in the test item being either re-keyed with a different answer; re-keyed with more than one answer; or everyone being given credit.

Cobb County Human Resources will notify all candidates of the outcomes of the appeals/rebuttals process via e-mail.

2. After the written test notices have been sent

A candidate may appeal miscalculated scores. A candidate may file an appeal to the Director of Human Resources by written letter or by e-mail. The appeal must be received by the Director of Human Resources within 10 calendar days from the date that notices were postmarked or sent electronically. The Director of Human Resources, or his designee, will notify the candidate of his receipt of the appeal.

3. Immediately following the administration of the assessment center

A candidate may appeal the assessment center because the candidate believed that there were unfair or improper testing conditions or if the candidate had concerns about the administration of or how the assessment center process was conducted. Before leaving the assessment center, the candidate may complete the provided appeals form listing any concerns that the candidate had about the process.

4. After the final test notices have been sent

A candidate may file an appeal to the Director of Human Resources by written letter or by e-mail. The appeal must be received by the Director of Human Resources within 10 calendar days from the date that notices were postmarked or sent electronically. The Director of Human Resources, or his designee, will notify the candidate of his receipt of the appeal.

The Director of Human Resources is the final decision maker regarding the granting or denial of an appeal. The Director of Human Resources, or his designee, will notify the candidate in writing or electronically of the results of the appeal for each of the appeal periods. The final list of candidates for promotions will not be provided to the Chief of Police until all appeals to Human Resources have been resolved.

C. Location of Promotional Exam Records

All records pertinent to any promotional exam process shall be maintained by Human Resources, and as specified by any applicable laws.

VI. FILLING POSITION VACANCIES FROM LIST OF ELIGIBLE CANDIDATES

A. Selection of Most Suited Applicant

1. In selecting the most suited applicant for a vacancy, the Chief of Police shall consider the following factors:

    a. Candidate examination score;
    b. Candidate annual evaluations;
    c. Candidate disciplinary history;
    d. Candidate training history/experience;
    e. Candidate education;
    f. Candidate resumes (when requested by the Chief of Police); and
    g. Counsel and advice of the Deputy Chiefs and the Command Staff.

2. The Chief of Police is not under any obligation to select a promotional candidate in order of test ranking.

3. Prior to appointment or promotion, the Chief shall conduct a final interview with the candidate.

4. Written documentation regarding the Chief of Police's reasons for a selection shall be submitted to Human Resources.

B. Test Results for List of Eligible Candidates

Written test and assessment center scores must be certified by Human Resources, at which point the candidates will be placed on a promotional list. The promotional list will become active when the prior promotional list expires.

C. Candidate Who Receives Formal Disciplinary Action

1. A candidate eligible for promotion who receives Formal Disciplinary Action after becoming eligible may become ineligible for promotion, and the Chief may remove his name from the promotional roster.

2. A candidate removed from the list for cause will be eligible to test and participate in the next promotional cycle.

VII. PROHIBITED CONDUCT AND SECURITY PROCEDURES

A. Applicability to All Personnel

This section applies to all Department personnel, whether or not such persons are participating in any part of a promotional process.

B. Security of Written Test and Assessment Center Materials

1. Upon receipt from the Test Consultant, promotional materials will be secured in accordance with Human Resources written procedures.

2. The Department's promotional examinations are considered proprietary and highly confidential. Therefore, personnel participating in any aspect of a promotional examination may be required to sign a confidentiality agreement, which requires that the contents of that examination not be disclosed to anyone, except as provided for by law or policy regarding formal testimony or inquiry. Failure to sign a confidentiality agreement will render a candidate ineligible to continue in any promotional process. Failure to uphold the confidentiality agreement may result in disciplinary action up to, and including, termination.

3. During the course of the promotional testing process, no candidate or subject matter expert with knowledge of the test material shall give or receive assistance, insight, or information of any kind regarding any aspect of that promotional process.

4. Personnel will not alter or change, or cause to be altered or changed, any device, apparatus, equipment, or material being used in a promotional exam process without prior approval from appropriate supervisory personnel.

5. Any employee who has knowledge of any violation of this policy is mandated to promptly report this information to the Department Test Coordinator, bypassing the chain of command. Any violation of this policy may result in disciplinary action, up to and including termination.

VIII. COMMAND STAFF APPOINTMENTS

Appointment to a rank above Lieutenant shall be made by the Chief of Police, who will be the appointing authority. A written announcement of the process will be provided to eligible personnel. The process may vary according to rank and grade, and may consist of elements such as interviews; review of prior performance evaluations, fitness scores, and education; as well as length of time in grade, etc. The Chief of Police shall conduct an oral interview with the candidate prior to the appointment.

Back to Top

Cobb County Police Department

Policy 2.06

EXPOSURE TO INFECTIOUS DISEASE

Effective Date: January 12, 2013	
Rescinds: Policy 2.06 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Police officers and other employees of this Department may, in the line of duty, come into contact with persons who are known or suspected carriers of infectious diseases. The purpose of this policy is to establish guidelines for reducing the risk of exposure or actual infection by such diseases, while still providing effective service to the community.

I. GENERAL

No Department employee shall discriminate against a person because that person is or may be an infectious disease carrier. That is, no employee may fail to provide appropriate police service to a person due to that person's status as a known or suspected disease carrier. However, all Department employees have a duty to take reasonable precautions to protect themselves, their fellow employees, and the public from exposure to infectious diseases.

II. AREAS OF RESPONSIBILITY

A. The Department of Public Safety Training Unit is responsible for disseminating to all employees current information on the identification and handling of infectious disease carriers and disinfection procedures, as well as information on various infectious diseases themselves.

B. Each unit and shift commander is responsible for ensuring that adequate supplies are available within their respective units for infectious disease control.

C. E**ach supervisor is responsible for the following:**

1. Ensuring that subordinates take proper precautions when facing exposure to infectious diseases.

2. Observing proper disinfection procedures when exposure occurs.

3. Treating any direct contact between an infectious disease carrier and

Department personnel as a line-of-duty injury.

D. Each Department employee shall:

1. Take reasonable precautions to prevent exposing himself and others to infectious diseases.

2. Truthfully and accurately notify other involved support personnel (firefighters, paramedics, deputy sheriffs, hospital personnel, etc.) whenever it is known or reasonably believed that a person in custody, or receiving emergency service, is an infectious disease carrier. Department personnel are cautioned against making medical diagnoses. However, transmission of accurate information regarding medical symptoms, condition, or status is permitted.

3. Promptly report to a supervisor any direct exposure to infectious disease.

III. PROCEDURES FOLLOWING EXPOSURE

Exposure shall mean direct contact with bodily fluids or excretions (blood, saliva, urine, etc.) from a person known or reasonably suspected to be a carrier of an infectious disease.

A. Equipment Exposure

1. Vehicles

When a county vehicle has been exposed, the vehicle shall be driven or towed to Cobb County Fleet Maintenance headquarters for disinfection. A Fleet Maintenance supervisor shall be notified that the vehicle in question is contaminated. The wrecker service must be advised of the condition of the vehicle.

2. Equipment and Evidence

Any equipment or evidence which has been exposed shall be promptly and properly secured, labeled as contaminated, and delivered to the Property and Evidence Unit as soon as possible for storage or disposal.

B. Personnel Exposure

Any Department employee who is exposed shall immediately notify his supervisor of the exposure. The supervisor shall consider this exposure to be a line-of-duty injury and shall coordinate the response and investigation of the incident.

1. External Exposure (non-broken skin)

An external exposure occurs when the bodily fluids of a suspected carrier of an infectious disease carrier comes into contact with the intact skin of an employee. The probability of contracting a disease through this type of contact is minimal. As soon as practical, the employee should wash the affected area with soap and water. The employee's supervisor shall prepare a First Report of Injury and proper supporting documents.

2. Internal Exposure (broken skin)

An internal exposure occurs when bodily fluids of a suspected carrier of an infectious disease carrier penetrates the skin of an employee. This could be due to a puncture by needle, a cut from a bloody knife, or as a result of an altercation where both the suspect and employee have open wounds. The employee's supervisor shall prepare a First Report of Injury and any additional supporting documents.

a. Special Investigative Actions

1. When an internal exposure occurs, the employee will immediately notify his supervisor.

2. The supervisor will contact the Crimes Against Persons Unit to investigate the incident and coordinate an acceptable method of testing the subject's blood for infectious disease.

3. The supervisor will ensure that EMS responds to the incident location. The supervisor will coordinate treatment of the officer with EMS (on-scene treatment of treatment at an emergency room).

b. Follow-Up Medical Treatment

Follow-up medical treatment of the affected employee will be coordinated with the Cobb County Department of Public Safety and the Cobb County Fire Department and Emergency Medical Services.

3. Inhalation

Certain types of infectious diseases (such as tuberculosis) are airborne. It is possible that an employee could be exposed to the disease while in a confined space with the carrier. If an employee believes that he has been exposed to an airborne disease, he should notify his supervisor immediately. The employee's supervisor shall prepare a First Report of Injury and any additional supporting documents.

Back to Top

Cobb County Police Department

Policy 2.07

GROOMING STANDARDS

Effective Date: February 1, 2015	
Rescinds: Policy 2.07 (December 15, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Grooming standards are based on several elements including neatness, cleanliness, safety, and appearance. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable image of the Department. Any difference between men's and women's policies recognizes the difference between the sexes and is not a factor in assuring equal opportunity.

I. GENERAL APPEARANCE

A. Men. Men shall be well-groomed at all times and meet the following requirements:

1. Hair. Hair shall be kept clean, neat, and present a professional image.

a. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized.

b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

c. Hair above the ears and around the neck shall be tapered from the lower hairline to blend with the hairstyle. The neck will be clean-shaven and clear of hair or stubble.

d. Hair should not touch the ears or collar. It must not extend below the eyebrows and must not interfere with the wearing of headgear.

2. Sideburns. Sideburns shall be kept neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the middle of the ear, shall be of even width (not flared), and shall end with a clean-shaven, horizontal line.

3. Facial Hair. The face shall be clean shaven, but mustaches are permitted.

A mustache will be neatly and closely trimmed.

a. No portion of the mustache shall extend below the lip line of the upper lip.

b. It will not go beyond a horizontal line extending across the corners of the mouth, and no more than l/4 inch beyond a vertical line drawn from the corner of the mouth.

c. Handlebar mustaches are not permitted.

4. **Fingernails.** Fingernails will not extend past the fingertips. They shall be kept clean.

5. **Jewelry**. Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:

a. Rings. Only one ring per hand is authorized.

b. Earrings. Earrings are not authorized for male officers.

c. Body Piercing. No article shall be attached to or through exposed body parts.

d. Necklaces. No necklaces shall be worn so as to be visible.

e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized.

B. **Women.** Women shall be well-groomed at all times and meet the following requirements:

1. **Hair.** Hair shall be kept clean, neat, and present a professional image.

a. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized.

b. The bulk of hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

c. Hair on the back of the head may touch, but not fall below, the lower edge of the collar. Hair which is longer shall be neatly and inconspicuously fastened, pinned, or secured to the head.

d. Afro, natural, bouffant, and other similar styles are permitted but must not interfere with the wearing of headgear.

e. Braids and plaited hair are permitted if secured to the head. Ends of the hair which are pinned up may not dangle free or protrude from the head.

2. **Hair Ornaments**. Conspicuous rubber bands, combs, and pins are not allowed. Hair ornaments shall be similar in color to the individual's hair color. Ornaments should not present a safety hazard.

3. **Cosmetics**. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment the uniform.

4. **Fingernails**. Fingernails will not extend past the fingertips. They shall be kept clean. Nail polish shall compliment skin tone. Bright colored polish is not authorized.

5. **Jewelry**. Jewelry is authorized for all personnel. It shall not present a safety hazard and shall be worn in accordance with the following guidelines:

a. Rings. Only one ring per hand is authorized. An engagement/wedding ring set shall be considered as one ring for the purpose of this procedure.

b. Earrings. One earring per ear may be worn. Earrings shall be 6 mm ball (approximately l/4 inch diameter), plain gold or silver with a matte or shiny finish, or a 6 mm pearl or diamond type stone.

c. Body Piercing. No article shall be attached to or through exposed body parts except for authorized earrings.

d. Necklaces. No necklaces shall be worn so as to be visible.

e. Wristwatch and bracelets. Only one watch or bracelet per arm is authorized.

II. UNDERGARMENTS

Unless the nature of the assignment dictates otherwise, appropriate undergarments will be worn at all times while on duty to preserve the dignity and appearance of employees.

III. HAIRPIECES

Wigs or hairpieces may be worn by personnel while in uniform for cosmetic reasons to cover natural baldness or physical disfigurations. They shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations. Hairpieces or wigs shall not interfere with the proper wearing of headgear or present a safety hazard.

IV. TATTOOS/BRANDING

When on duty, in uniform, or readily identifiable as a police officer, employees shall adhere to the following guidelines:

A. The display of any unprofessional or offensive tattoo or brand is prohibited. The following list includes, but is not limited to, the types of items prohibited by this policy:

- Depictions of nudity or violence;
- Sexually explicit or vulgar art, words, phrases or profane language;
- Symbols likely to incite a strong negative reaction in any group (i.e. swastikas, pentagrams, etc.);
- Initials or acronyms that represent criminal or historically oppressive organizations (i.e., KKK, SS, street gang names, numbers, and/or symbols).

B. More than one tattoo/brand displayed on each arm or leg is prohibited.

C. The display of any tattoo/brand below the elbow which is larger than 3” by 4” is prohibited.

D. The Department does not allow tattoos or branding on the head, face, neck, scalp, hands, or fingers. However, a tattoo that resembles a wedding ring is permitted on the traditional finger a wedding ring is worn, so long as the ring tattoo does not violate any other section of this policy.

E. Existing employees are prohibited from obtaining any further tattoos and/or brands that are in violation of this policy. Employees that were employed on or before May 1, 2013 are permitted to wear their current tattoos in an exposed manner, however, any further tattoos or brands in violation of this policy are prohibited.

F. Any tattoo/brand that detracts from the appearance of the uniform is prohibited.

The final authority as to the prohibition of a tattoo/brand shall be with the Chief of Police, or his designee.

Back to Top

Cobb County Police Department

Policy 2.08

UNIFORM DRESS STANDARDS

Effective Date: November 11, 2011	
Rescinds: Policy 2.08 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 12**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline procedures that must be followed when wearing the uniforms of the Department, and identify those items which are issued or authorized by the Department. The Chief of Police, or his designee, is authorized to modify the uniform appearance/requirements of personnel.

I. UNIFORM ISSUE

A. Sworn and civilian personnel who are required to wear specific uniform clothing will be issued these articles within the guidelines of the Uniform Supply Unit.

1. An annual clothing allowance is established for each uniformed officer in order to maintain the uniform to the standards required by the Department.

2. A civilian clothing allowance is established by assignment.

3. Uniforms damaged in the line of duty are replaced without charge to the employee's clothing allowance.

B. Detective personnel will be given an annual clothing allowance in order to purchase civilian clothing required to be worn in the performance of their duties. Detective personnel are also required to maintain a Class A (Dress) Uniform and are only permitted to exchange worn-out/unserviceable uniform items.

II. UNIFORM DRESS

A. Class A (Dress) Uniform

The Class A (Dress) Uniform is the standard issue police uniform. Officers, corporals, sergeants, and lieutenants assigned to field duty will wear the Class A (Dress) Uniform on a daily basis. Command staff members will wear this uniform as appropriate.

1. The following items are issued by the Department and will be worn at all times when in the Class A (Dress) Uniform:

    - Long/short sleeve navy blue dress shirt
    - French blue pants with black stripe
    - Navy blue motorcycle pants with black stripe (motors only)
    - Brass badge
    - Name plate
    - Collar brass
    - Rank insignia
    - Service stripes
    - Black leather basket weave duty belt and accessories
    - Protective body armor
    - Black shoes/boots
    - Black motorcycle boots (motors only)

2. The following items are issued by the Department and may be worn with the Class A (Dress) Uniform, but are not required unless otherwise specified:

    - French blue tie/black turtleneck (with long sleeve shirt only)
    - Police windbreaker/winter coat/leather jacket
    - Black gloves
    - Reflective raingear
    - Departmental awards bars
    - Specialty insignia
    - Dress hat/winter cap

3. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class A (Dress) Uniform:

    - Black crew neck tee-shirt
    - Black/navy blue socks
    - Writing instruments
    - Time keeping device (watch, phone, pager, etc.)

B. Class B (Callout) Uniform

The Class B (Callout) Uniform shall only be worn by units authorized by the Chief of Police, and when engaging in specific assignments where a more rugged uniform is required (i.e. – canine duties, truck inspections, SWAT/Bomb/fatality callouts, certain training exercises, etc.). Unless authorized by the Chief of Police, the Class B (Callout) Uniform shall not be worn on a daily basis to substitute the Class A (Dress) Uniform.

1. The following items are issued by the Department and will be worn at all times when in the Class B (Callout) Uniform:

    - Long/short sleeve navy blue BDU utility shirt
    - Navy blue BDU utility pants
    - Cloth badge
    - Name plate
    - Rank insignia
    - Black nylon duty belt and accessories
    - Protective body armor
    - Black boots

2. The following items are issued by the Department and may be worn with the Class B (Callout) Uniform, but are not required unless otherwise specified:

    - Black turtleneck (with long sleeve shirt only)
    - Police windbreaker/winter coat/leather jacket
    - Black gloves
    - Reflective raingear
    - Navy blue BDU utility cap/winter cap

3. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class B (Callout) Uniform:

    - Black crew neck tee-shirt
    - Black/navy blue socks
    - Writing instruments
    - Time keeping device (watch, phone, pager, etc.)

C. Class C (Casual) Uniform

The Class C (Casual) Uniform shall only be worn by personnel authorized by the Chief of Police, and under circumstances where a casual appearance would be appropriate. Unless authorized by the Chief of Police, the Class C (Casual) Uniform shall not be worn on a daily basis to substitute the Class A (Dress) Uniform.

1. The following items are issued by the Department and will be worn at all times when in the Class C (Casual) Uniform:

    - Embroidered navy blue polo/oxford shirt
    - Gray/tan utility pants
    - Brass badge
    - Black leather belt

- Black leather holster and firearm
- Black leather pouch with extra magazine and handcuffs
- Black boots
- Police windbreaker (as appropriate)

2. The following items are not issued by the Department but will be purchased at the expense of the officer and worn at all times when in the Class C (Casual) Uniform:

   - Black crew neck tee-shirt
   - Black/navy blue socks
   - Writing instruments
   - Time keeping device (watch, phone, pager, etc.)

III. WEARING THE UNIFORM

Uniforms shall be kept clean and pressed and with devices and insignia bright and free of tarnish, corrosion, and scratches. Insignia, badges, and name plates will be cleaned with non-abrasive chemicals or solvents which do not diminish or injure the brass finish on the item.

A. Shirt

1. Class A (Dress) and Class B (Callout) Uniform shirts will have the Cobb County Police Department patch on each sleeve sewn 1" from the shoulder/seam and centered on the crease.

2. Long sleeve shirts will be buttoned at the wrist. Sleeves will not be worn rolled up or under while in view of the public (long sleeve BDU shirt exempted).

B. Trousers

The Class A (Dress) Uniform trousers will cover the top of the shoe by approximately 1" at the heel with no more than a slight break on the front of the pants at the top of the shoe.

C. Badge

1. The Cobb County Police Department badge will be worn on the left side of the Class A (Dress) and Class B (Callout) uniform shirt and on the outer garment (a cloth badge is permissible on the cold weather jacket, but a brass badge is required on the leather jacket).

2. The Cobb County Police Department badge will be worn on the belt of the Class C (Casual) Uniform.

D. Name Plate

The format of the name on the plate shall be first and middle initials and last name. No titles, ranks, or positions will be noted on the name plate. The name of the officer shall be easily read by anyone at normal conversational distance.

1. A brass name plate shall be worn on the Class A (Dress) Uniform shirt, centered on the right breast pocket and positioned with the fastening prongs inserted directly on the bottom stitch line at the top of the pocket flap. The name of the officer shall be engraved in black ink.

2. A cloth name plate shall be worn on the Class B (Callout) Uniform, centered and just above the top of the right breast pocket flap. The name of the officer shall be embroidered in gold stitching.

E. Collar Brass

Sergeants and below will wear the "C.C." and "P.D." collar brass on the collar of the Class A (Dress) Uniform shirt. The "C.C." will be placed on the wearer's right collar, and the "P.D." will be placed on the wearer's left collar.

1. Short sleeve shirt & long sleeve shirt without tie: The bottom edge of the collar brass should rest on the lower seam of the collar. The collar brass should also be centered between the tip of the collar and the collar connection point to the shirt.

2. Long sleeve shirt with tie: The collar brass should be placed 1.5" above the tip of the collar. The bottom edge of the "C.C." and "P.D." collar brass should be parallel to the ground and appear to be on the same horizontal line.

F. Rank Insignia

1. Lieutenants and above will wear brass rank insignia on the collar of the Class A (Dress) Uniform shirt.

2. Corporals and sergeants will wear cloth rank insignia on each sleeve of the Class A (Dress) Uniform shirt. Chevrons will be centered below the Cobb County Police Department Patch.

3. Corporals and above will wear cloth rank insignia on each epaulet of the Class B (Callout) Uniform, sewn just above the shoulder/seam. The bottom of the rank insignia will be closest to the seam.

G. Service Stripes

Service stripes will be worn on the left sleeve of the Class A (Dress) long sleeve shirt

and shall be French blue. Each service stripe shall represent four years of full-time service with a law enforcement agency. Service stripes will, at all times, be kept current with the years of service.

H. Duty Belt and Accessories

The Department-issued under-belt, duty belt, weapons, and accessories will be worn with the Class A (Dress) or Class B (Callout) Uniforms.

1. Weapons and accessories shall consist of:

   - Firearms (see section I) and holsters
   - Magazines and pouches
   - E.C.D. and holster (if equipped)
   - O.C. and holster (if equipped)
   - ASP baton and holster
   - Handcuffs and handcuff case(s)
   - Flashlight with holster
   - Portable radio and holster
   - Transmitter pouch and transmitter (if equipped)

2. Officers may wear a folding knife with case, a latex glove pouch, key ring, pager, cellular phone, and flashlight ring. These items may be personally purchased or Department-issued.

3. This order shall not prohibit an employee from removing the duty belt and accessories while in areas of a Department building which is not in view of the public (i.e. squad rooms, break rooms, offices, etc) so long as this does not hinder the ability to respond to calls and effectively perform assigned duties. Additionally, all weapons will be stored in a manner that makes them inaccessible to inmates or other non-police personnel who may be in the building.

I. Firearms

1. The primary weapon (Glock 22) shall be carried in a loaded configuration while on duty (fully loaded magazine inserted and a cartridge in the chamber).

2. The secondary weapon (Glock 27) shall be carried by sergeants and below who are on duty and assigned to field functions. It shall be carried in a loaded configuration (fully loaded magazine inserted and a cartridge in the chamber). The secondary weapon will be worn in a holster, concealed from view.

3. Officers of the rank of Captain or above, and those assigned to staff or administrative functions, may carry their firearm in a detective style holster unless their assignment requires them to perform duties in the field where enforcement activities can be expected.

   a. With permission of their commanding officer, administrative officers may wear the secondary weapon (Glock 27) as their primary weapon, in a detective style holster.

   b. One extra magazine with ammunition and handcuffs will be carried when a detective style holster is authorized.

J. Protective Body Armor

Protective body armor will be worn at all times when in the Class A (Dress) or Class B (Callout) Uniforms.

Note: The Chief of Police may grant exceptions to this order on a case by case basis. However, no exemptions will be granted for personnel engaged in patrol/field functions, law enforcement secondary employment, or pre-planned and/or high-risk situations. These situations include, but are not limited to SWAT/CNT callouts, warrant service, drug raids, VIP security, etc.

K. Footwear

Only shoes and/or boots issued/authorized by the Department will be worn. Employees must maintain the footwear in a highly polished appearance clean of dirt, mud, or residue at all times.

L. Departmental Awards Bars

Bars representing Departmental awards for valor, lifesaving, the Blue Star, marksmanship, physical fitness, FBINA Service Bar, Field Training Officer, Director of Public Safety Meritorious Action Commendation, or other approved awards bars will be worn centered on the left breast pocket with the attachment prongs secured directly on the bottom stitch line on the top of the shirt pocket flap. If more than one Departmental award pin is worn, they shall be centered in line on the pocket as a unit. The Field Training Officer pin will only be worn while the officer is an active FTO.

M. Specialty Insignia

The following specialty insignias are authorized for wear for officers who are currently assigned to the following units. Officers who have formerly served on the following units with the Cobb County Police Department are also authorized to wear the following specialty insignia. Only one specialty insignia may be worn at a time and it will be worn centered and 1” above the right shirt pocket.

- Explosive Ordinance Disposal (EOD) Pin
- Motorcycle Wings
- SWAT Pin
- Dive Pin
- CNT Pin

N. Additional Pins

Other than the badge, collar brass, nameplate, and Departmental awards, up to two additional optional pins are authorized. The additional pins must conform to the following conditions:

- Be an American Flag pin
- Represent a religious organization
- Be a bona fide law enforcement association pin
- Represent a Department-sanctioned training achievement
- Officer memorial pin as authorized by the Chief of Police.

Additional pins must be worn on the right shirt pocket flap. The left shirt pocket flap is reserved for Departmental Awards Bars.

O. Headgear

Only Department-issued headgear may be worn, complete with decorative roping and strap (if applicable). The strap will be adjusted properly so that it is functional in maintaining the hat on the head. When worn, headgear shall rest squarely on the head with no hair showing under the front brim.

IV. SPECIALITY UNITS

The uniform of the day for specialty units will be determined by the unit supervisor as the incident or operation dictates. Nothing in this order will prohibit a specialty unit supervisor from altering the uniform to suit the particular detail, to include plainclothes for undercover details.

A. Motorcycle Unit

The following items are issued by the Department and may be worn as appropriate, but are not required unless otherwise specified:

- Motorcycle helmet (in accordance with applicable law)
- Motorcycle jacket
- Thermal pants and top
- Winter/summer motorcycle gloves

- Motorcycle rain pants and jacket
- Polar mask
- Navy jumpsuit
- Ball cap with Motor Wing insignia

B. Bicycle Patrol

The following items are issued to officers assigned to conduct bicycle patrol duties. They will be worn at all times when conducting such duties, unless otherwise noted.

- Royal blue long/short sleeve polo shirt
- Black turtleneck (with long sleeve polo only)
- Navy blue cycling pants/shorts
- Cycling shoes
- Royal blue jacket (as appropriate)
- Black nylon weapon belt and other belt mounted gear holders
- Protective helmet /police ball cap

C. MCS Personnel

Personnel assigned to the Narcotics and Organized Crime Units are specifically exempted from the provisions of this policy. Unit commanders will approve or disapprove all forms of dress for these detectives.

D. Honor Guard

The following items are issued by the Department. They will be worn when performing Honor Guard details. Specifics will be decided after the detail has been surveyed and the requirements are determined.

- Long sleeve white shirt with navy blue dress jacket, or long sleeve blue shirt
- French blue trousers with gold seam stripe
- Black Clarino low-quarter shoes
- White vinyl cap
- Patent leather belt with holster, magazine pouch and handcuff case
- White gloves
- French blue ascot
- French blue shoulder cord
- Navy blue, calf-length rain overcoat (for use in inclement weather)

V. PROFESSIONAL BUSINESS DRESS

A. General Requirements

Detectives, command staff, and other sworn employees of the Department who are

scheduled to work in an office-type environment are authorized to dress in a manner that would be considered acceptable and appropriate in a professional business environment. This would include, but is not limited to:

- Business suits
- Shirt and tie/blouse
- Dress slacks (no skirts)
- Sport coat/blazer
- Dress shoes (no high-heels)

B. Weapons and Accessories

1. The primary weapon (Glock 22) shall be carried in a loaded configuration while on duty (fully loaded magazine inserted and a cartridge in the chamber). It will be secured in a holster approved by the Weapons Training Unit.

   a. The secondary weapon (Glock 27) may be carried in an approved ankle holster.

   b. With permission of their commanding officer, personnel in professional business dress may wear the secondary weapon (Glock 27) as their primary weapon.

2. One extra magazine with ammunition will be carried while on duty.

3. Handcuffs will be carried while on duty.

C. Protective Body Armor

Personnel wearing professional business attire are not required to wear body armor, but it should be immediately available if circumstances require its use.

Note: No exemptions will be granted for personnel engaged in pre-planned, high-risk situations. These situations include, but are not limited to warrant service, drug raids, VIP security, etc.

D. Jackets and Coats

Either the Department-issued windbreaker or a business appropriate jacket/coat may be worn with civilian attire.

E. Headgear

Ivy hats, fedoras, and other suitable business-style hats may be worn.

VI. LATERAL ENTRY OFFICERS

Lateral entry officers will wear the following issued items until completion of the Georgia mandated Police Officer Program:

- Blue BDU pants
- Blue sweatshirt/tee-shirt
- Blue sweatpants/shorts
- Police ball cap
- Black leather boots

VII. POLICE RECRUITS

Police recruits will wear the following issued items until completion of the Basic Mandate Training course:

- Blue BDU pants
- Gray sweatshirt/tee-shirt
- Gray sweatpants/shorts
- Police ball cap
- Black leather boots

VIII. CIVILIAN/NON-SWORN GUIDELINES

A. Employees who are issued uniform clothing for daily wear are expected to give the same attention to appearance as the sworn personnel. Personnel must maintain the highest standards of smartness in uniform appearance. The following items are issued by the Department and will be worn at all times while on duty.

1. Administrative and Records Personnel

    - Polo/Oxford shirt
    - Khaki pants
    - Black belt
    - Black court shoes
    - Sweater/jacket (as appropriate)

2. Evidence Unit

    - Long/short sleeve polo shirt
    - BDU utility pants
    - Black belt
    - Black boots
    - Windbreaker/winter coat

B. Personal clothing will consist of dress, sport or polo (golf) shirts without logos, pictures or other inappropriate words or phrases. Neat dress blouses and/or sweaters may be worn by female employees. Casual, dress, or suit trousers will be worn. Jeans (denim or designer) will not be permitted.

IX. RESTRICTIONS

A. No uniform items may be worn with civilian attire.

B. No Department-issued or uniform shall be worn by a civilian. This shall not prohibit an officer from temporarily using a uniform item of clothing to protect or assist a victim or citizen.

C. If an officer rides a personally owned motorcycle to and from work while in uniform, he will wear a standard motorcycle helmet with no markings or emblems which would detract from the professional appearance of the uniform or which would reflect poorly on the Department.

D. No items shall be worn on the uniform or person of the officer which would tend to present a distraction to the general appearance of the uniform.

Back to Top

Cobb County Police Department

Policy 2.09

INJURY AND DEATH NOTIFICATION

Effective Date: November 11, 2011	
Rescinds: Policy 2.09 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The Cobb County Police Department will provide assistance to the Family Member(s) of employees upon injury or death. This policy provides procedural guidelines to be followed in the notification of the Family Member(s).

I. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. **Death:** The death of an employee by accident or felonious means while performing police functions on-duty or off-duty.

B. **Employee Emergency Contact Form:** A confidential file maintained by the Department of Public Safety (DPS) Personnel Unit. Information within this file is available to the chain of command upon implementation of this policy.

C. **Family Member(s):** Includes spouse, children, parents, siblings, fiancé and or significant other.

D. **Injury:** An injury in which the employee is unable to contact the Family Member(s) and requires or requests assistance.

II. ASSIGNMENTS

The key words for implementing this policy are professionalism and compassion. Coordination of assistance is paramount; therefore the assigned duties will be accomplished by the Deputy Chief of the Bureau to whom the injured or deceased officer is assigned.

A. Notification Officer: The Employee Emergency Contact Form maintained in the DPS Personnel Unit provides a designated person who is to be contacted first in case of an emergency. The first line supervisor is responsible for contacting the Bureau Commander who will contact the DPS Personnel Unit and obtain information

concerning the contact person. (If the emergency occurs after normal office hours the supervisor should contact the manager of the DPS Personnel Unit at the after hours telephone number listed in the RMS computer).

1. If the contact person is a Cobb County Police Department employee, this person shall then be designated the Notification Officer, if he is able to be contacted within a reasonable time.

2. If the designated person is not available, or the contact person is not a Police Department employee, the first line supervisor of the injured or deceased employee will assume the duties of the Notification Officer, contingent on the approval of the Chief of Police.

   a. The decision to utilize the designated person (based upon availability) or complete the notification via first line supervisor is the responsibility of the Chief of Police or Deputy Chief.

   b. The Notification Officer also serves as the Family Liaison.

   c. The Notification Officer will contact the Departmental Chaplain Coordinator to provide clergy assistance.

B. Hospital Liaison Officer: The Deputy Chief selects a Hospital Liaison Officer as needed.

C. Department Liaison Officer: The Commander of the unit to which the employee is assigned will normally serve as the Department Liaison Officer when available. The Deputy Chief can, however, assign this position to another officer if circumstances dictate.

D. Benefits Coordinator: The Deputy Chief selects a benefits coordinator to work with the DPS Personnel Unit and the Family Member(s).

E. Chaplain Coordinator: A designated member of the Department who is responsible for contacting the Senior Chaplain assigned to the deceased or injured officer's unit. Upon notification, the Senior Chaplain will assist in the notification process and meet the officer's family at the hospital. Associate Chaplains may also be utilized if needed.

III. PROCEDURE

Upon the serious Injury or Death of an employee, the following tasks will be accomplished:

A. The first line supervisor will notify his superior. Then each person in the chain of command is responsible for notifying his superior of the incident information.

B. Notification will be made in person, unless the Family Member(s) live outside a 100-mile radius of the county.

1. The Notification Officer will be accompanied by a member of the chain of command and a Police Department Chaplain, if possible.

2. If a medical problem with the Family Member(s) is known, medical personnel should be available at the time of notification.

3. The Notification Officer should ask to be admitted into the residence of the Family Member(s). Inform the Family Member(s) slowly and clearly of the information available. Use the employee's name, provide specifics, and do not provide false hope. Be truthful and if an employee has died, relay that information.

4. If the Family Member(s) want to visit the hospital, the Notification Officer is authorized to transport the Family Member(s) by police vehicle.

5. If young children are at home, the Notification Officer may assist in arranging for child care. The Notification Officer may transport children to a relative's home or call upon police employees and/or spouses for assistance.

6. Prior to departing for the hospital, the Notification Officer will contact the Deputy Chief. The Deputy Chief will advise the Hospital Liaison Officer that the family is en route.

   The Notification Officer will also advise the Deputy Chief of any out-of-state or local area notifications that should be made to the other Family Member(s). The Department Liaison will accomplish this duty.

C. Communications regarding notifications and follow-up details will be restricted to telephone.

D. The Hospital Liaison Officer will be responsible for coordinating the activities at the hospital as follows:

1. Coordinate with hospital personnel the waiting facility for the family and Department personnel.

2. Ensure medical personnel provide up-to-date medical condition information to the Family Member(s) before any other parties are informed.

3. Assist the Family Member(s) in gaining access to the injured or deceased.

4. Coordinate with hospital personnel to ensure all billing on medical services are directed to the DPS Personnel Unit and <u>not</u> to the Family Member(s).

5. Arrange transportation for the Family Member(s) as required.

6. Establish a press staging area for the Department Public Information Officer (PIO)

7. Assist in liaison with funeral home if required.

E. The Department Liaison Officer will be responsible for the following duties:

1. Contact the out-of-state or local area Family Member(s).

2. Provide control of information for PIO and inquiries.

3. Provide supervision of travel and lodging arrangements for the out-of-town Family Member(s).

4. Coordinate all official law enforcement notifications.

5. Ensure residence security checks of the Family Member(s) are initiated and continued as long as reasonable.

6. Ensure completion of requirements in the Cobb County Employee Safety Manual.

7. Coordinate ceremonial details.

F. The Benefits Coordinator will be responsible for the following duties:

1. Ensure the workman's compensation claim is complete and filed with DPS Personnel Unit.

2. Present benefits briefing to the Family Member(s).

3. Establish mechanism for receipt of public contributions or donations to the Family Member(s).

4. Prepare documents for payments due to the Family Member(s).

5. Provide the Family Member(s) with documentation and explanation of all benefits, including nature and amount of benefits to be received by each beneficiary, schedule of payments, and point of contact at each benefit office.

G. The Departmental Chaplain is responsible for the following duties:

1. Assign a Senior Chaplain and any Associate Chaplains as necessary, to assist

the family in any way possible.

2. Serve as part of the notification process.

3. Contact family clergy if requested by the officer or his family.

IV. CONTINUED SUPPORT

The Notification Officer will remain as the pillar of continued support for the Family Member(s):

A. He will maintain long-term liaison with the Family Member(s) to ensure family needs are addressed with the chain of command.

B. He will provide guidance to the chain of command on sensitive matters such as holidays, anniversary of Injury or Death, and Law Enforcement Memorial Day, and will advise on how the Department can assist the Family Member(s) through these troubled times.

C. He will provide information to the family on court proceedings, investigative updates, legal proceedings, victim assistance specialist, and continued police accessibility.

Back to Top

Cobb County Police Department

Policy 2.11

UNIFORM PATROL STAFFING

Effective Date: January 12, 2013	
Rescinds: Policy 2.11 ”Field Operations Staffing” (November 11, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The main function of the Department is to provide twenty-four (24) hour police patrol and related duties to the citizens of Cobb County. To help accomplish this task Cobb County is divided into precincts. This policy establishes the shift schedules and personnel assignment of the precincts.

I. STAFFING

A. Patrol Watches

In order to provide the maximum effective police service on a 24-hour basis, there will be three patrol watches: Day, Evening, and Morning, which will be 8 hours in length. Work times for watches are as follows:

Day Watch:	0630 to 1430 hours
Evening Watch:	1430 to 2230 hours
Morning Watch:	2230 to 0630 hours

Each watch will have designated officers to handle late occurring calls during the shift transition. The officers designated as "late cars" should be clearly indicated on the work schedule.

B. Watch Assignment

The assignment of personnel to precincts rests with the Bureau Commander. The assignment of personnel to watches rests with the Precinct Commanders. Determination of manpower allocation to each precinct and watch will be based upon the overall workload for each precinct/watch.

Personnel will be assigned to a patrol watch where there is a vacancy. Two areas are considered when making assignments; (1) the Department's needs and (2) the employee's choice. The final determination will always be to assign personnel to a watch that provides the most effective patrol coverage.

C. Beat Assignments

Assignment of officers to particular beats will be made by the watch commander. Officers should be kept in the same beat as long as possible in order to enhance officer/citizen relationships. A shift supervisor may rotate personnel to different beats during his respective watch as necessary.

D. Off Days

The watch commander will schedule the off days of personnel to ensure adequate coverage and fit the needs of the shift. Generally, personnel should work on a five (5) day per week schedule, with two (2) consecutive days off.

E. Special Staffing Needs

Nothing contained in this policy shall prohibit a precinct commander or the Bureau Commander from adjusting the schedules of personnel as appropriate.

II. WATCH PROCEDURES / GUIDELINES

A. Roll call will be held daily on each watch. It should include, but not be limited to:

1. Personnel assignments.
2. Inspections of personnel and equipment.
3. Dissemination of BOLO's and current or unusual activities.
4. Roll call training, including policy/procedure changes, safety instruction, etc.

A supervisor may forego roll call and immediately deploy his shift if workload levels demand.

B. At the completion of roll call, officers will immediately proceed to their patrol vehicles to inspect them and be ready to accept calls for service.

C. All beat officers will be considered to be in service and subject to dispatch until properly relieved by a supervisor.

D. A Daily Work Roster will be completed for each shift, containing the names and beat assignments of on-duty personnel, as well as the status of off-duty personnel.

Back to Top

Cobb County Police Department

Policy 2.12

TRANSFERS AND SPECIALIZED ASSIGNMENT REQUESTS

Effective Date: May 1, 2016	
Rescinds: Policy 2.12 (November 11, 2011)	
Related Orders: Policy 1.03 "Organization of the Department"	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish policies and procedures pertaining to transfer and specialized assignment requests within the Department.

I. PRECINCT TRANSFERS

A. Shift to Shift

Individuals requesting transfer from one shift to another within a precinct should submit a request in writing to their respective precinct/unit commander through the chain of command.

B. Precinct to Precinct

Individuals requesting transfer from one precinct to another should submit a request in writing to their respective Deputy Chief through the chain of command.

II. SPECIALIZED ASSIGNMENT TRANSFERS/REQUESTS

Specialized assignments are characterized by increased levels of responsibility and specialized training (e.g. - STEP, SWAT, etc.). As with all other assignments, specialized assignments are considered temporary assignments. Personnel assigned to any field will serve in that capacity at the pleasure of the Chief of Police; there are no set rotational periods. For a complete listing of specialized assignments see Policy 1.03 "Organization of the Department."

Individuals interested in applying for a specialized assignment should submit a request, in writing, to the Chief of Police, or his designee, through the chain of command.

A. Advertising Openings

As appropriate, the Chief of Police, or his designee, will issue an announcement to all personnel advertising openings for specialized assignments. However, for

security reasons, the agency may not announce openings for undercover or similar assignments.

B. Selection Criteria

1. Normally, an officer must possess a minimum of three (3) years police experience with the Cobb County Police Department before qualifying for a specialized duty assignment. The Chief of Police may exempt certain personnel from the time requirement under certain circumstances (e.g. – specialized skills, knowledge, education, and/or experience possessed by individuals).

2. The Chief of Police, or his designee, may select assessment techniques he feels most appropriate to judge the candidates. These may include interviews, practical exercises, written tests, etc.

3. The following criteria should be considered for selection to the Bomb Squad, SWAT Team, Crisis Negotiations Team, K9 Unit, and Underwater Search and Recovery Team:

   - Ability to handle stressful situations
   - Physical fitness
   - Firearms proficiency
   - Verbal communication and problem solving skills
   - Availability for call outs at all hours of the day and night

4. In addition, the following criteria may be considered:

   - Length of service with the Department;
   - Interest and attitude toward their current assignment;
   - A review of comments from the employee's supervisors; and
   - Level of performance as determined by the review of performance evaluations, discipline records, employees daily activity records and other material deemed appropriate.

Note: The Chief of Police reserves the right to nullify the above qualifications and appoint any member of this agency into any specialized or investigative position he sees fit.

III. EXPIRATION OF ASSIGNMENT REQUESTS

Each unfulfilled request will expire on December 31st annually.

IV. PERSONNEL DOCUMENTATION

Upon receipt of a transfer order, an employee's new supervisor should make contact with the employee's current supervisor and discuss the employee's past performance, and any

issues that may be of future concern. The conference may be done by phone or in person. It shall be the responsibility of the employee's current supervisor to ensure that the employee's local personnel file is delivered to the new supervisor as soon as possible.

Back to Top

Cobb County Police Department

Policy 2.13

DISCIPLINARY INVESTIGATIONS

Effective Date: May 1, 2016	
Rescinds: Policy 2.13 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to outline procedures to be used in the investigation of disciplinary issues.

I. POLICY

All complaints against the agency or its employees will be investigated, to include anonymous complaints.

II. AUTHORITY

Discipline is a function of command. All supervisors are responsible for enforcing all Department policies and rules and for taking appropriate action when violations occur.

A. All allegations of serious employee misconduct (criminal activity, excessive force, sexual harassment, fitness for duty, drug/alcohol violations, etc.) shall be referred directly to the Department of Public Safety Internal Affairs Unit for investigation.

1. As soon as possible, the Chief of Police will be notified, through the chain of command, of allegations of serious employee misconduct. The IA Commander has the authority to report directly to the Chief of Police.

2. When an investigation is referred to Internal Affairs, the IA Commander will have the authority to decide if the alleged violation is to be handled by Internal Affairs, returned to the chain of command for investigation, and/or investigated by another appropriate authority.

B. Less serious infractions (courtesy, vehicle operations, report writing, etc.) shall be handled by the appropriate chain of command. If a question arises concerning the proper investigative authority in a particular case, the matter shall be referred to the Commander of the Internal Affairs Unit.

C. Concerns about a policy or practice of the Cobb County Police Department will be directed to the Special Projects Unit.

III. ADMINISTRATIVE INVESTIGATIVE LEAVE

A. A supervisor has the authority to relieve a subordinate of duty and place him on administrative leave with pay for no more than one complete shift. An employee should be relieved of duty and placed on administrative leave with pay only in emergency situations, where continuing the employee on duty would constitute a danger to the employee or others (e.g., an employee who cannot stay awake or who is believed to be under the influence of intoxicants). In such cases, the involved supervisor shall, before the employee's next regular shift, notify the chain of command.

B. The Chief of Police, Deputy Chief of Police, or the Commander of the Internal Affairs Unit may place an employee on administrative leave in accordance with the Civil Service Board Rules and Regulations. Examples include, but are not limited to:

1. When an employee must be relieved of duty pending the results of an investigation into allegations of misconduct;

2. Fitness for duty; or

3. An incident involving serious bodily injury or death.

Prior to release from administrative leave, the Chief of Police will be informed as to the progress and details of the investigation.

IV. COMPLAINT RECEIPT PROCEDURE

Supervisors will receive, evaluate, and appropriately investigate (or refer) complaints against the agency or its employees, to include anonymous complaints. Generally, questions or disagreements about valid charges are not considered a complaint.

A. A complaint can be taken by any supervisor, regardless of the assignment of the employee(s) being complained on.

1. A complainant should not be sent to another location to file a complaint. Advise the complainant that you can take their complaint and forward their information to the appropriate supervisor. The complainant may choose to file the complaint directly with the employee's supervision.

2. If a supervisor is not available to take the complaint at that time, non-supervisory personnel should take the complaint and immediately forward the information to their supervisor. The supervisor will be responsible for the investigation, or forwarding the information to the appropriate supervisor to be investigated as soon as possible.

B. A complaint can be taken in person, by phone, by mail or email, and can be submitted verbally or in any form of writing. The complainant can be made anonymously if the complainant chooses; it will be investigated regardless.

C. The complainant, if known, shall be notified of the receipt of the complaint. Notification will be made by the investigating supervisor, and may be done in person, by phone, or in writing (email or letter). Documentation of notification will be included with the investigation.

D. Prior to beginning an investigation, the receiving supervisor will enter the complaint into the Citizen Complaint module of the PISTOL Records Management System (RMS).

1. A brief synopsis of the complaint should be entered into the "Complaint" section under the "Page 1" tab.

2. Each complaint will receive a System ID Number (not each employee or complainant). The System ID Number is automatically generated by RMS.

   Example: If two citizens complain about the same officer for the same actions, this is one complaint and it receives one System ID Number. The same holds true for one complainant making accusations against multiple officers arising from the same incident.

V. INVESTIGATIONS

Any member of the Police Department or Internal Affairs Unit charged with investigating a complaint will have open access to all areas in the Department in relation to the investigation.

A. Purpose of Investigations

The purpose of investigations is to:

1. Clear the innocent.

2. Allow the Department to assist employees in job functions without resorting to disciplinary actions.

3. Establish guilt of employees engaged in misconduct.

4. Facilitate prompt and just disciplinary action.

5. Expose policies or procedures which have been found to be defective.

B. Interviews with Employees

All personnel will ensure the following guidelines are adhered to when interviewing employees of the Department:

1. The rights and privacy of all involved employees will be protected at all times. Employees will not be threatened or subjected to offensive or abusive language; they will be treated with respect and dignity.

2. Interviews with employees will take place at a location designated by the investigating officer and at a reasonable hour (unless the urgency of the investigation dictates otherwise).

3. The employee will be advised of the nature of the investigation and the name of the complaining party in the matter before the interview begins.

4. The interview will be conducted only for a reasonable length of time. Breaks will be taken for personal necessities, meals, and rest if requested by the employee, and if such requests are made at reasonable intervals.

5. Interviews may be recorded. The employee being interviewed will be told he may take notes and is also allowed to audio record the interview, but his tape will remain in the custody of the investigating authority. Upon conclusion of the investigation and disposition of the case, the tape will be authorized for release to the employee.

6. Any employee being interviewed by Internal Affairs:

   a. May request to have his attorney present during the interview. The attorney may be allowed to sit in during the interview, but will not be allowed to participate in any way.

      If the lawyer does not respect the guidelines established by Internal Affairs, he will be removed from the interview and the employee told that the refusal to answer questions without the attorney could subject him to disciplinary action, including dismissal from the Department.

   b. Will be advised of the administrative nature of the investigation and will be advised of their Garrity Rights.

   c. Will be asked to swear to the truthfulness of the statement given and ordered not to discuss the incident or the interview with anyone outside the Internal Affairs Unit.

C. Periodic Status Reports

Should an investigation take longer than ten (10) business days, the complainant, if known, shall be notified that the investigation is still on-going. Other periodic notifications should be made as needed. Notifications may be done by phone or in writing (email or letter), but will be included with the documentation of the investigation.

D. Investigative Results

1. A detailed synopsis of the investigation will be entered into the "Supervisor's Actions" section under the "Page 2" tab.

2. Completed investigations shall be categorized according to the result of the investigation.

   a. Unfounded

      The investigation reveals the allegation is false or was not factually based. No disciplinary action is warranted.

   b. Exonerated

      The incident complained of did occur, but was lawful or proper. No disciplinary action is warranted.

   c. Not Sustained

      There is insufficient evidence to either prove or disprove the allegation. No negative discipline may result, but positive discipline in the form of training, counseling, etc., may be appropriate.

   d. Sustained

      The allegation is supported by sufficient evidence. Appropriate disciplinary action is warranted.

3. The complainant, if known, shall be notified of the results of the investigation upon its conclusion. Notification will be of the category only, not the discipline administered. Notification may be done by phone or in writing (email or letter), but will be included with the documentation of the investigation.

4. When a completed Internal Affairs investigation is submitted to the chain of command for review, the unit captain/major will be responsible for ensuring a synopsis of the investigation is completed, and each charge in the investigation has been categorized (unfounded, exonerated, not sustained, sustained).

5. Completed investigations, and all associated investigative materials (video/audio, witness statements, investigative synopsis, etc.) will be forwarded through the chain of command to the Bureau Deputy Chief.

6. After review by the Chief's Office, completed investigations will be forwarded to Internal Affairs for retention purposes. Records will be stored in a secure area with limited access to protect confidentiality.

Back to Top

Cobb County Police Department

Policy 2.14

DISCIPLINARY ACTIONS

Effective Date: May 1, 2016	
Rescinds: Policy 2.14 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The actions established by this policy will be utilized to ensure accountability for the conduct of all members of the Department.

I. POLICY

It is the policy of the Cobb County Police Department that discipline be administered in a fair and consistent method to promote good order and morale. Discipline will be administered as a function of the command responsibility to ensure compliance with directives established by the Department and its subordinate units.

Disciplinary Actions will be administered in accordance with the Progressive Discipline Policy and with the procedures set forth in the Rules and Standards of the Cobb County Civil Service Board.

II. SUPERVISORY ROLE

The role of first line supervisors is particularly crucial. These supervisors have the best opportunity to observe the actions and conduct of members of the Police Department. Additionally, they are best able to detect those instances where disciplinary actions are warranted.

A. Supervisors should talk to each subordinate informally, at least once each month, concerning work performance. While the performance evaluation system assists in communicating approval of progress and work accomplished, it should not take the place of communication between supervisors and employees.

B. Superior officers of the Department shall be responsible for both their appropriate use of discipline, and also for supporting and assisting supervisors under their command in the appropriate use of discipline.

III. FORMS OF DISCIPLINE

The following are examples of different forms of discipline which may be utilized solely or in conjunction with one another.

A. Counseling of Employees

Counseling may be used by supervisors to reinforce good performance by an employee, or to correct the actions of an employee for minor conduct violations or performance related issues. It may also be utilized to notify the employee that his continued actions or conduct may result in progressive disciplinary action. Counseling may be done in either a verbal or written manner.

1. Counseling is most often performed by first line supervisors. It should be done as soon as practical after gaining knowledge of the conduct or performance related issue.

2. Notes related to counseling and/or the Critical Incident Reminder form are not formal disciplinary documents; they are generally used to address issues during the performance evaluation process. However, in certain circumstances counseling notes and/or the Critical Incident Reminder form may become part of a formal disciplinary action or fitness for duty document.

3. When a Critical Incident Reminder form is completed, it will be signed by the employee and his supervisor. A copy of the Critical Incident Reminder will be forwarded electronically through the Chain of Command to the appropriate Deputy Chief. If there are no electronic means to do so, it will be forwarded via inter-department mail.

B. Training

Training actions may be utilized by supervisors to enhance the skills of an employee. It may also be used to correct inadvertent actions or conduct by an employee that violates directives or procedures.

1. <u>Recommendations for Training</u>: Training recommendations may be part of the performance appraisal for an employee, or be used to prepare an employee for new or potential assignments.

2. <u>Directed Training</u>: An employee may be directed by a supervisor to attend training to improve his knowledge, skills, or abilities. The attendance of the employee at the training will be coordinated by the supervisor, through his appropriate chain of command and the Cobb County Public Safety Training Center. An employee who is directed to attend training may be relieved from official duties pending the successful completion of the training.

3. Training actions may be utilized with other disciplinary actions in support of improving the employee's conduct or skills.

C. Punitive Actions

Punitive actions may be applied to any employee for any misconduct, or pattern of misconduct, where other means of discipline have not been successful, or are not appropriate. Punitive actions are most often applied in those instances of employee actions or conduct that represent willful misconduct and disregard for the directives of the Department. Additionally, it may be applied in those instances of employee misconduct that constitute a potential high liability situation for the Department. Punitive actions may be used solely or in conjunction with one another and consist of written reprimands, suspensions, demotions, and dismissals. For more information, refer to the Cobb County Progressive Discipline Policy.

1. Supervisors are responsible for recommending punitive actions appropriate to the offense(s) and circumstances thereof. However, all punitive actions must be approved by the Chief of Police, or his designee.

2. In all circumstances where punitive action is to be taken or recommended, the employee's Internal Affairs file and permanent personnel record should be reviewed.

3. Although written reprimands are not appealable to the Civil Service board, they may be appealed to the Chief of Police.

4. During a suspension, an employee will not conduct any official Department business, other than those functions he is directed to perform by a superior officer (such as court appearances). If the employee is directed to perform Department business during his suspension, he will be compensated for those hours worked, or in accordance with the United States Department of Labor, Fair Labor and Standards Act (FLSA). The employee may be required to surrender Department credentials and equipment during his suspension.

5. Any employee who is dismissed will be provided with a formal letter citing the reason for termination and the effective date of the termination. Additionally, the Cobb County Department of Public Safety Personnel Unit will prepare a written statement as to Cobb County benefit status, and retirement status.

IV. EMPLOYEE VIOLATION FORM

The Employee Violation Form (EVF) will be used to document all formal disciplinary recommendations (i.e. – training, punitive actions, other recommendations, etc.).

A. Normally, neither the counseling of employees, nor the Critical Incident Reminder, requires the completion of an EVF.

B. A System ID Number will be included on the EVF where indicated.

1. If the EVF was initiated due to a citizen complaint, the System ID Number from the Complaint Form will be used.

2. If the EVF was initiated by supervision, and not via a citizen complaint, the investigating supervisor will obtain a System ID Number from the PISTOL Records Management System.

3. If the EVF was initiated due to an Internal Affairs investigation, the Internal Affairs case number will be used.

C. Part 1 of the EVF will be used to document the specific charge(s) against the employee. This form should not be used to re-state the entire investigation. (If you were to equate the investigation to an incident report, you would likewise equate Part 1 of the EVF to a warrant.)

D. Part 2 of the EVF will be completed by the accused employee.

E. Part 3 of the EVF will be completed after review of Parts 1 & 2, and will not be presented to the accused employee.

V. DISCIPLINARY RECORDS - RETENTION PROCEDURES

The original documentation concerning any disciplinary action will be forwarded through the chain of command to the Chief of Police. After review by the Chief's Office, the documentation will be forwarded to Internal Affairs for retention in accordance with the Georgia Records Retention Schedule. Records will be stored in a secure area with limited access to protect confidentiality. A copy of any letters relating to disciplinary action will be forwarded to the DPS Personnel Unit for inclusion in the employee's personnel file.

Back to Top

Cobb County Police Department

Policy 2.15

RECOGNITION AND AWARDS

Effective Date: November 11, 2011	
Rescinds: Policy 2.15 (January 9, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to establish criteria and procedures for recognizing and awarding employees and others who have accomplished some task or handled some incident wherein outstanding personal performance requires recognition.

I. POLICY

It is the policy of the Department to recognize those who have performed in an exemplary or heroic manner.

II. PUBLIC/DOCUMENTED PRAISE

An employee whose actions or conduct has exceeded expectations or goals, but did not rise to the requirements for a Department or other award listed below, should be recognized and commended. It is suggested that such acknowledgment be done in public, and documentation placed in the employee's personnel file.

III. DEPARTMENT AWARDS

A. Types of Awards

1. Medal of Valor

Any employee who, in the performance of duty, risked his life in a manner exceeding the expectations of normal duty may be nominated to receive the Medal of Valor. The nominee need not have suffered an injury.

2. Police Blue Star

Any employee who, in the performance of duty, receives a significant physical injury which precludes the employee from engaging in any employment-related activities for an extended period of time may be nominated to receive the Police Blue Star. The injury must be the result of

an assault upon the employee, from physical combat with a violent aggressor, or serious injuries sustained from a non-preventable traffic crash.

3. Lifesaving Award

Any employee who, either on duty or off duty, was instrumental in the act(s) of saving a human life, either on or off duty may be nominated to receive the Lifesaving Award.

4. Chief's Award

Any employee or citizen who has made an outstanding contribution to the County, provided extraordinary effort in the performance of duty, or demonstrated unusual initiative, dedication, skill, or excellence is eligible to receive the Chief's Award.

5. Bureau Commendation Certificate

Any employee who, either on duty or off duty, has performed a meritorious deed(s) to the benefit of the Department and/or the citizens of Cobb County, and/or has accomplished some task or handled some incident wherein some outstanding personal performance requires recognition, may be nominated to receive a Bureau Commendation Certificate. Recognizable acts are not necessarily limited to law enforcement functions. Other activities of a superior or outstanding nature can be considered.

6. Commendation of Excellence

Any employee who, in the performance of duty, performs a highly creditable or unusual police accomplishment involving demonstration of ability, initiative, responsibility, and energy is eligible to receive a Commendation of Excellence.

7. Meritorious Service Award

Any member of a public safety agency, other than the Cobb County Police Department, who has performed a meritorious deed(s) to the benefit of the Department and/or the citizens of Cobb County, and/or has accomplished some task or handled some incident wherein some outstanding personal performance requires recognition, may be nominated to receive the Meritorious Service Award. Recognizable acts are not necessarily limited to law enforcement functions. Other activities of a superior or outstanding nature can be considered.

8. Department Commendation Certificate

Any citizen who has handled some incident, wherein outstanding personal performance requires recognition, may be nominated to receive the Department Commendation Certificate.

B. Submissions for Department Awards

All nominations should detail the meritorious actions of the nominee, and why the award should be approved. The nomination should also be accompanied by a copy of the completed Field Investigation Report, if available, for which the award request is being made. Additionally, any other supportive documentation (e.g.- Fire/EMS reports or statements, witness statements, supplemental reports, video footage, photographs, etc.) which the nominating person wishes to be considered should accompany the request.

1. Nominations for the Medal of Valor, Police Blue Star, Lifesaving Award, Bureau Commendation Certificate, Meritorious Service Award, and Department Commendation Certificate must be submitted to the Recognition Awards Committee on the Recommendation for Department Award form.

2. Nominations for the Chief's Award and Commendation of Excellence must be sent to the Chief of Police, through the chain of command. The selection of recipients for these two awards will be at the sole discretion of the Chief of Police. However, the Chief of Police may ask the Recognition Awards Committee to review selections.

C. General Guidelines for Department Awards

1. Only one Department award shall be granted to any employee for any one act. In the event an officer's actions in any one particular incident qualifies him for more than one award (i.e., Medal of Valor, Police Blue Star), then the highest ranking medal shall be awarded with qualifications for the lesser medal being used as supporting documentation.

2. In the event an officer's actions in separate incidents qualify him for a subsequent Police Blue Star Medal, he will be awarded a new informal breast pocket bar which exhibits an additional white enameled star indicating the number of additional awards given.

3. If an officer receives an award which includes both a formal and informal device, only one shall be worn on the uniform at a time.

D. Presentation of Awards

1. Generally, the Medal of Valor, Police Blue Star, Lifesaving Award, Bureau Commendation Certificate, Meritorious Service Award, and Department Commendation Certificate will be presented annually at an appropriate awards function.

2. The Chief's Award and Commendation of Excellence may be issued at an established award ceremony, or other time and place deemed appropriate by the Chief of Police.

IV. RECOGNITION AWARDS COMMITTEE

A. The Recognition Awards Committee will be composed of no more than seven (7) members.

1. The Chief of Police shall appoint a Committee Chairman.

2. The Chairman shall make recommendations for the selection of remaining committee members; with input from the current committee, if possible. Committee members must be of a supervisory rank.

3. Recommendations for committee members will be presented to the Chief of Police for appointment to the Awards Committee.

B. The Committee will meet as necessary to review all letters submitted to them for Department awards. Each award nomination received by the Committee will be voted on by all committee members (except the chairman). The chairman will vote only in the case of a tie.

C. The results and recommendations of each committee meeting shall be prepared and delivered to the Chief of Police for approval.

V. OTHER AWARDS

Supervisors and other personnel are encouraged to nominate employees for awards available from outside organizations (e.g. – 4H Club, Cobb Chamber of Commerce, etc.).

A. Nominations for outside awards may be submitted either in addition to, or separate from Department awards. There is no requirement that an employee either be nominated for, or receive, a Department award before they can be nominated to receive an outside award.

B. Nominations for outside awards will be done in accordance with the submission procedures for the award requested.

Back to Top

Cobb County Police Department

Policy 2.16

COURT APPEARANCE PROCEDURES

Effective Date: November 11, 2011	
Rescinds: Policy 2.16 (August 8, 2010)	
Related Orders: Jury Duty Policy	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide clarity for officers eligible to receive pay for Court.

I. DEFINITIONS

As used in this policy, the following words and terms will have the meaning ascribed:

A. **Court Appearance:** refers to time that the officer spends appearing in court and would qualify for monetary compensation.

B. **Court Leave:** refers to the days that an officer is not available for court, and a Court Leave Request has been properly submitted.

C. **Court On-Call (or On-Call):** refers to the hours when an employee must be reachable by phone/pager, and may be required to respond to court.

II. SUBPOENAS

When an officer receives a subpoena, he will acknowledge its receipt in writing and return the appropriate acknowledgements to the Department subpoena coordinator.

A. If the subpoena is a Must-Appear subpoena, the officer will appear in the appropriate court at the assigned date and time.

At the discretion of the court, a Must-Appear subpoena may be changed verbally to an On-Call subpoena. If the Must-Appear subpoena is changed to an On-Call subpoena, the employee will note on the subpoena the name of the authorizing court official, date, and time that the subpoena was changed. Must-Appear subpoenas changed to On-Call subpoenas will be valid for only one day of On-Call unless directed otherwise by the court.

B. If the subpoena is an On-Call subpoena, the officer will forward to the court his

appropriate contact numbers. The officer will be available to respond to a call from the court within twenty (20) minutes of receiving the call. The employee must report to court within one (1) hour of responding to the notification.

C. Certain Cobb County Courts issue electronic subpoenas (eSubpoenas). eSubpoenas are sent to the employee via email and are official subpoenas.

1. Official service occurs when the eSubpoena is delivered to the officer's county email account and the officer has a workday. Officers will not be required to check their email on their off days, when off duty, or on Court Leave. A regularly scheduled shift and/or in-service training at the DPS Training Center are considered workdays.

2. Upon receipt of an eSubpoena, the officer shall contact the appropriate Victim/Witness Unit to provide their phone numbers, as directed on the bottom of the eSubpoena. This takes the place of the tear off signature card at the bottom of the paper subpoenas.

III. APPEARANCE GUIDELINES

Appearance in court is considered a duty assignment. Officers will appear in either the Class A (Dress) Uniform or professional business attire as described by policy. At the discretion of the Chief, certain personnel may be exempted from this requirement due to the nature of their assignment.

IV. PAYROLL PROCEDURES

Court Appearance time and Court On-Call time will be documented with the appropriate subpoenas and pay slips. This documentation will be turned into the employee's immediate supervisor for approval and archiving at the precinct and unit level. All court documentation (subpoenas, pay slips, releases, etc.) shall be maintained at the precinct or unit level for a period of six months.

A. Court Appearances

When an officer appears in court on a Must-Appear subpoena, or is called to court for an On-Call subpoena, the officer will be paid from portal to portal. (The officer will be paid from the time he leaves his home to the time he returns home.)

1. If the Court Appearance is for Grand Jury, Superior Court or Juvenile Court (felony case), the Court Appearance pay will be charged to the District Attorney's Office for payroll purposes.

2. If the Court Appearance is for Magistrate Court, State Court, Traffic Court or Juvenile Court (misdemeanor case), the Court Appearance pay will be charged to the Solicitor's Office for payroll purposes.

3. If the officer's regular duty shift begins while he is in court, the Court Appearance pay time ends when his regular duty time begins.

B. Court On-Call

When an officer is On-Call for court, he will receive two hours On-Call pay for the hours of 0800 to 1500, Monday through Friday, after being properly subpoenaed. While On-Call, it is the officer's responsibility to check his status each day (to include off days). Upon notification of release from On-Call status, the officer is no longer eligible to receive On-Call pay for that particular case.

1. If the court that the officer is On-Call for is the Grand Jury, Superior Court or Juvenile Court (felony), the Court On-Call pay will be charged to the District Attorney's Office for payroll purposes.

2. If the court that the officer is On-Call for is the Magistrate Court, State Court, Traffic Court or Juvenile Court (misdemeanor case), the Court On-Call pay will be charged to the Solicitor's Office for payroll purposes.

3. If an officer is On-Call for both the District Attorney's Office and the Solicitor's Office within a single day, the officer will charge one hour of On-Call pay to the District Attorney's Office and one hour of On-Call pay to the Solicitor's Office.

4. An officer is only allowed to receive a maximum of two hours Court On-Call pay per day, regardless of the number of courts that he is On-Call for.

C. Multiple Subpoenas

An officer may appear in one or more courts and be On-Call for another court or courts. The officer will receive pay for the time of his appearance in the courts as stated in this policy. He may also be eligible to receive On-Call pay for the hours listed above.

1. If an officer appears in court for the entire hours listed above, he will not be eligible for On-Call pay in any court.

2. If an officer does not appear in any court, he will receive two hours Court On-Call pay for that day.

3. If an officer appears in court for a total of three hours and is On-Call for the rest of the court day in another court, he will receive the three hours Court Appearance pay from the court(s) he appeared in and two hours Court On-Call pay for the court(s) that he was On-Call for.

D. The least that the officer will receive in one day is two hours pay when On-Call for court.

E. Court Appearance time and Court On-Call time may be subject to flexing by the chain of command.

F, Personnel assigned as Key Managerial shall not be eligible to receive pay for Court On-Call. Any Court Appearance shall be considered duty time and shall be accommodated by the employee's shift schedule as appropriate.

V. COURT LEAVE

A. Officers shall submit a Court Leave Request when unavailable for court due to the following circumstances:

1. Annual Leave
2. Sick Leave with advance notice (e.g. – surgery, birth of a child, etc.)
3. Training Leave (advanced classes, travel training, conferences, etc.)

B. The Court Leave Request should be submitted as far in advance as possible and prior to the issuance of a subpoena.

C. Officers will rescind a long-term (more than 10 consecutive working days) Court Leave Request when the leave has been cancelled or rescheduled. A short-term request (less than 10 consecutive working days) does not need to be rescinded.

VI. CIVIL SUBPOENAS / COURT APPEARANCES IN OTHER JURISDICTIONS

A. Employees must honor any legally served subpoenas.

B. If the employee receives a subpoena for jury duty, he will be paid in accordance with the County's Jury Duty Policy.

C. When an employee receives a lawfully served subpoena from another jurisdiction, other than jury duty, the following criteria will be used to determine whether the employee will be paid by the County.

1. If the subpoena is related to duties performed for the County, the employee will be paid by the County as hours worked. The employee must notify his Deputy Chief via the chain of command if the subpoena if for a court outside of the metro-Atlanta area. If the officer receives a witness fee from the court or any party, he should remit that fee to the County.

2. If the subpoena is not related to duties for the County, or the employee is testifying as a professional witness, then the employee must utilize annual leave or off-duty time.

Back to Top

Cobb County Police Department

Policy 2.17

PHYSICAL FITNESS AND WELLNESS

Effective Date: July 20, 2012	
Rescinds: Policy 2.17 "Physical Fitness" (September 30, 2007)	
Related Orders: DPS 9.01 "Fitness for Duty"	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

I. POLICY

The Department shall provide a mechanism for measuring individual physical performance and fitness, and assist employees in maintaining their physiological readiness to perform duties required as members of the Cobb County Police Department.

II. ELEMENTS AND GUIDELINES

Elements and guidelines for the administration of the Physical Abilities Test (PAT), Physical Performance Test (PPT), and Physical Fitness Assessment (PFA) programs are available upon request from the Physical Fitness Training Unit.

III. GENERAL GUIDELINES FOR PHYSICAL PERFORMANCE TESTING

A. Required Participation

1. Every police recruit/sworn employee of the Department is required to participate in PPTs as defined by the Department of Public Safety Physical Fitness Training Unit. Generally, PPT tests are given:

    a. During mandate;
    b. Near the end of the working test period; and
    c. Annually, during annual training.

2. Any employee who cannot complete a PPT on his scheduled date due to injury or illness must coordinate an alternative date with the Physical Fitness Training Unit.

    a. The alternative date should be within 30 calendar days of the initial scheduled date.

b. This does not relieve the employee of the responsibility to remain fit for duty, and does not relieve that employee of the responsibility of participating in the PPT.

B. Scoring of Physical Performance Tests

1. Exercise Scores

Each of the six (6) exercises is ranked on a quarter point scale, from 0-3 points. The rankings are listed below.

Points	Score	Standard
3	At or above the averaged 95th percentile	Exceeds
2-2.75	At or above the averaged 50th percentile	Meets
1-1.75	At or above the averaged 10th percentile	Needs Improvement
0-0.75	Below the averaged 10th percentile	Exercise Failure

2. Overall Test Score

Ranking of the overall PPT score is determined by adding the six (6) individual exercise scores. The rankings are listed below.

Total Points	Physical Fitness Ranking	Overall Evaluation
16 to 18	Exceeds County Standard	Excellent
11 to 15.75	Meets County Standard	Acceptable
10.75 or less	Does Not Meet County Standard	Unacceptable

Any employee who receives less than one (1) point on any individual exercise, will receive an overall evaluation of "Unacceptable" regardless of the employee's total score.

3. In addition to the PPT, the Physical Fitness Training Unit also will assess each participating employee's PFA using a "Fitness" rating system. This will give employees knowledge of their personal fitness levels based on their age and gender. Knowing this information not only will allow the Unit to design personal workout programs, but will also identify employees who may need medical evaluations.

C. Test Failure / Failure to Test

1. An employee who does not complete the required annual PPT by the established deadline will receive an overall evaluation of "Unacceptable."

2. Excluding the PPTs administered during mandate, an employee who receives less than eleven (11) total points on a required PPT, or less than one (1) point on any given exercise that is part of a required PPT, may request to:

a. Re-take the PPT at a later date; or
b. Take the PAT.

A passing score on either test will satisfy the requirements of this policy. The selected re-test/PAT should be completed within 30 calendar days after failing the PPT. Individuals electing to fulfill their annual PPT requirements through performance on a PAT will not be considered eligible for Departmental physical fitness awards/recognition.

3. A probationary employee who does not meet standards on the PPT re-take/PAT administered near the end of the working test period may have his probationary period extended and/or be subject to discipline, up to and including termination.

D. Physical Performance Test Re-Takes

Any employee may re-take the annual PPT in its entirety prior to that year's end of testing date.

E. Recognition for Excellence

1. Those individuals achieving an overall "Exceeds Standard" on their annual PPT will receive an award, approved by the Chief's Office, and administered by the Physical Fitness Training Unit.

2. Those individuals participating in the Department's age and gender specific annual PFA may earn recognition based upon the following guidelines:

a. Gold Fitness Bar

1. Achieve the maximum average score of 6.0 points; and
2. Achieve an "Exceeds County Standard" on the PPT, with a minimum of two (2) points on every PPT exercise.

b. Blue Fitness Bar

1. Achieve an average score between 5.5-6.0 points; and
2. Achieve, at a minimum, a "Meets County Standard" on the PPT, with a minimum of two (2) points on every PPT exercise.

IV. GENERAL GUIDELINES FOR PHYSICAL ABILITIES TESTING

A. At the time of the Civil Service Examination, a detailed written description of the PAT will be given to each applicant, to include minimum standards. In addition, applicants will be notified of any practice session dates and times.

B. All candidates must successfully complete the PAT for further consideration for employment. Candidates who do not successfully complete the PAT may not re-take the test until they become re-eligible through the selection process.

V. VOLUNTARY REMEDIAL PHYSICAL FITNESS PROGRAM

When any sworn employee scores a rating of "Unacceptable" on a required PPT, the sworn employee's supervisor should be requested to provide observations of the employee's ability to perform every essential and/or non-essential duty of the employee's current job classification. The PPT results and the supervisor's observations may be used to make a threshold determination of whether the employee is fit for duty, pursuant to the Department of Public Safety's Fitness for Duty policy.

A. Program Initiation

The Physical Fitness Training Unit may recommend that a sworn employee who scores a rating of "Unacceptable" participate in a voluntary remedial physical fitness program to improve his physical fitness.

1. The Physical Fitness Training Unit will notify by memorandum the Academy Director of the unit's recommendation that a sworn employee participate in a voluntary remedial physical fitness program. The memorandum will outline the fitness program.

2. The Academy Director will notify the Chief of Police by memorandum of the unit's recommendation.

3. The Chief of Police will notify the sworn employee through his chain of command, of the Physical Fitness Training Unit's recommendation.

4. The sworn employee will be permitted to participate in a voluntary remedial physical fitness program that is designed and administered by the Physical Fitness Training Unit. The sworn employee will be compensated for time spent while participating in the program. The sworn employee's work assignment will be his priority. If the demands of the sworn employee's assignment do not permit these sessions to take place on duty, the employee shall attend the sessions off duty. Any instances which result in overtime pay must be pre-approved by a supervisor.

5. A medical examination by a licensed physician will be provided at County expense for any employee entering a voluntary remedial physical fitness program, if in the opinion of the Physical Fitness Training Unit, there may be underlying health issues that need to be addressed.

B. Program Termination

The Physical Fitness Training Unit will, at its discretion, determine when it is no longer necessary for the sworn employee to participate in a voluntary remedial physical fitness program administered by the unit. The Physical Fitness Training Unit may take into consideration the sworn employee's improved physical fitness, or lack of improvement, as justification for this decision.

1. The Physical Fitness Training Unit will notify by memorandum the Academy Director of the unit's recommendation that it is no longer necessary for a sworn employee to participate in a voluntary remedial physical fitness program. The memorandum will outline the justification for this decision.

2. The Academy Director will notify the Chief of Police by memorandum of the unit's recommendation.

3. The Chief of Police will notify the sworn employee through his chain of command of the Physical Fitness Training Unit's determination that it is no longer necessary for him to participate in a voluntary physical fitness program administered by the Physical Fitness Training Unit.

4. Once the sworn employee is no longer participating in a voluntary remedial workout administered by the Physical Fitness Training Unit, the sworn employee will no longer be compensated for time spent in fitness training.

5. The sworn employee may withdraw from the voluntary fitness and or wellness program at any time. In such instance, the sworn employee shall advise the Chief of Police by memorandum through his chain of command that he will no longer participate in the program.

VI. ADDITIONAL PROGRAM INFORMATION

A. Program Coordinator

The Physical Fitness and Wellness Program is coordinated by the Physical Fitness Training Unit. The program coordinator will be trained in proper dietary and exercise philosophies.

B. Individual Health Screenings

Individual health screenings are included as part of the PPT (i.e. – blood pressure, pulse rate, and body fat percentage). Employees not required to participate in the PPT may contact the Physical Fitness Training Unit to request an individual health screening. In addition, all employees are also encouraged to receive an annual physical from their doctor.

C. Individual Education and Goal Setting

1. The Physical Fitness Training Unit provides nutritional and wellness training to police recruits during mandate training. Additional training classes are offered periodically at the Department's police academy, as well as other regional police academies. All employees are encouraged to attend advanced fitness and wellness training classes.

2. Personnel from the Physical Fitness Training Unit are available by appointment for any employee who wishes to discuss individual education and goal setting.

D. Ongoing Support and Evaluation

1. The Physical Fitness Training Unit provides ongoing fitness and wellness support in the form of a monthly newsletter. Personnel from the unit are also available for individualized ongoing support when possible.

2. The Department's Physical Fitness and Wellness Program is evaluated annually by the Physical Fitness Training Unit. Overall PPT/PFA scores are compiled and examined to determine the overall physical fitness and wellness of the Department and its personnel. Changes to the program are made as necessary.

Back to Top

Cobb County Police Department

Policy 3.01

INTERNAL SECURITY

Effective Date: May 1, 2016	
Rescinds: Policy 3.01 (July 20, 2012)	
Related Orders: Cobb County Finance Department "Cash Handling Manual"; Cobb County Sheriff's Department Prison Unit "Inmate Supervisor Orientation Handbook"	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish a system for internal security of all Cobb County Police Department facilities and the protection of the civilian and sworn personnel while in those facilities.

I. POLICY

All personnel of the Police Department are responsible for maintaining the security of Police Department facilities. Any employee observing suspicious persons or activities in or around Police Department facilities shall immediately notify a supervisor.

II. GENERAL SECURITY OF FACILITIES

A. Doors

Secured doors, which are regularly kept locked, shall not be propped open or otherwise compromised. An exception to this rule may be made when:

1. Large items (furniture, large items of evidence, etc.) must be moved through a secured door.

2. The HVAC system is not properly working, or some other type of health hazard exists, where doors must to be left open to allow for ventilation.

Should a secure door need to remain open, an employee should provide constant monitoring during the time the door(s) are opened. The door(s) must be promptly re-secured once the reason no longer exists.

B. Keys/Card Key System

Each employee is responsible for custody and control of keys (electronic or otherwise) issued to him for access to Police Department buildings, offices, and other secure areas.

1. No employee shall duplicate an issued key without permission from his supervisor. No employee shall cause to be duplicated, any issued card key.

2. Loss of any issued keys/card key shall be promptly reported to the employee's supervisor.

3. The supervisor shall maintain a record of issued keys. The Permits Unit shall maintain a record of issued card keys.

C. Identification

Each employee will be issued a Department identification card that contains, at a minimum, the employee's name and photograph. Employees entering the secure area of any Cobb County Police Department facility, who are not in a Cobb County Police uniform, are required to have on their person either their Cobb County Police picture I.D. or their Cobb County Government picture I.D.

III. DETAINEE

A. Any detained person who is brought into a Police Department facility shall remain in the physical custody of the detaining officer. The term "detaining officer" shall mean the arresting officer or another officer who subsequently takes custody of the detainee.

B. No detaining officer shall leave a detainee unsupervised at any time while inside a precinct or other police facility, unless the detainee is in a secured temporary detention room.

C. It is the preferred method of the Department that prisoners remain handcuffed at all times (unless secured in a temporary detention room). However, there are certain circumstances when a prisoner may not be handcuffed, such as Intoxilyzer testing or other processing. Therefore, while interacting with prisoners in unsecure processing or testing areas, officers will ensure that all weapons are properly fastened in their holsters, or placed in a secure location not accessible to prisoners. Additionally, officers will have their portable radios immediately available.

IV. VISITORS

A. All visitors to police facilities should remain in the lobby until they can be escorted in by an employee.

1. Visitors should not be allowed to travel about Department facilities unescorted.

2. Any employee who has a visitor in any Police Department facility shall be responsible for the actions of that visitor and shall remain with the visitor throughout the stay, or provide an appropriate escort.

B. If an employee observes a person in any Police Department facility whom the employee does not recognize and who is not escorted by a member of the Department, the employee should ask that person for identification and a statement of purpose.

V. CASH HANDLING

The only units authorized to accept and disperse cash funds are the Records Unit and the Permits Unit. Only individuals assigned to those units will be authorized to accept and disperse monies on behalf of the unit. For more information on cash handling see the Cobb County Finance Department's "Cash Handling Manual."

VI. USE OF CUSTODIAL INMATE LABOR AT POLICE FACILITIES

All personnel involved with supervising inmates shall read the rules and regulations set forth in the Inmate Supervisor Orientation Handbook issued by the Cobb County Sheriff's Department Prison Unit.

A. Inmates should be checked prior to each transport to ensure that they are not in possession of any contraband.

B. Inmates will be assigned to a "supervisor" to report to and receive assigned tasks. The "supervisor" will be a sworn officer, but does not have to be a Department supervisor.

C. Each inmate will report to his "supervisor" at regular intervals to verify his presence.

D. In addition to the restrictions set forth by the Prison Unit, inmates will not socialize with Department personnel, watch television, or use fitness equipment while working at a police facility.

E. Inmates should not be outside a building without direct supervision of an officer.

VII. CONTROLLED SUBSTANCES, WEAPONS, AND EXPLOSIVES

A. Certain units may have the need for maintaining controlled substances, weapons, or explosives for investigative or training purposes. If these items were obtained from an agency that has specific security and accountability procedures (e.g. – ATF regulations on the storage of explosives), then those procedures will be followed. Otherwise, units that maintain any items listed above shall:

- Store those items in a secure area (i.e. – locked room or cabinet) when not in use
- Only authorized persons shall have access to the secure storage area
- Document all expenditures/removals from the storage area
- Complete an audit, at least quarterly, of all controlled substances, weapons and/or explosives used for investigative or training purposes

B. If a discrepancy is noted during the audit the unit commander will be immediately notified.

C. This policy shall not prohibit units from developing more stringent standards for the security and accountability of these items.

VIII. DEPARTMENT COMPUTERS

A. Software

Employees shall not manipulate or alter current software running on County-owned mobile, desktop, or handheld computers, unless approved by Information Services. This does not preclude employees from using software for its intended purpose.

B. Data Disks

Before opening files on portable data disks, employees should scan the incoming disk(s) for viruses by using the approved anti-virus software installed on the local personal computer. The program can be set to immediately scan only the specified disk. Data disks of an unknown origin should only be introduced into computers by the High Tech Crime Squad.

Back to Top

Cobb County Police Department

Policy 3.02

TEMPORARY DETENTION ROOMS

Effective Date: May 1, 2016	
Rescinds: Policy 3.02 "Temporary Detention Facilities" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to establish guidelines for the management and administration of Temporary Detention Rooms to include the security, control, and care of persons placed therein.

I. POLICY

The Cobb County Sheriff's Office Adult Detention Center is the primary holding facility for prisoners of the Cobb County Police Department. It is the policy of this Department to provide secure Temporary Detention Rooms for subjects awaiting transfer to the Adult Detention Center or other administrative procedures, and to maintain these facilities in a sanitary and safe manner. As such, personnel using Temporary Detention Rooms shall adhere to the following procedures and shall be alert to any problems or conditions that may compromise security, safety, or the well-being of detained persons.

II. DEFINITIONS

A. **Temporary Detention**: Temporary detention is measured in hours and does not involve housing or feeding detainees except in extenuating circumstances.

B. **Temporary Detention Administrator**: The officer who places an individual(s) into a Temporary Detention Room; or an individual assigned by a supervisor.

C. **Temporary Detention Room:** Any locked room or area into which a subject is detained and unable to leave of his own accord. Examples include holding cells and interview rooms when a subject is locked inside.

III. ADMINISTRATION

A. The unit commander will ensure that a documented monthly inspection of Temporary Detention Rooms is conducted to ensure proper safety and security. The inspection will include, but is not limited to:

1. A visual inspection of the smoke and fire alarm system in the area of the Temporary Detention Room, as well as fire suppression apparatus (fire extinguishers or sprinklers); and

2. An inspection of any contents within the room (toilets, sinks, bedding, furniture, etc.).

B. In order to reduce the risk of fire, the area near Temporary Detention Rooms will not be used as storage area. If stored materials are discovered during the monthly inspections, the unit commander will ensure that the items are removed immediately.

C. A book containing Detention Log Sheets will be maintained near each Temporary Detention Room. Log sheets shall be retained by the precinct/unit for a minimum of 36 months.

D. An administrative review of Temporary Detention Rooms and policies/procedures will be conducted at least once every three years. The Chief of Police will designate an individual to conduct the review.

IV. PROCEDURES

A. A Detention Log Sheet will be competed for each person placed in a Temporary Detention Room. At a minimum, the following information will be recorded for each detainee:

- Name of detainee
- Reason for detention
- Date and time in and out of the facility
- Meals, if any, that were provided

B. The Temporary Detention Administrator will be responsible for the processing, searching, and Temporary Detention of the individual.

1. Other officers may assist as requested. However, this shall not relieve the Temporary Detention Administrator of responsibility.

2. The Temporary Detention Administrator will notify his supervisor if he is no longer able to assume responsibility of an individual. The supervisor will ensure that another officer assumes the role as Temporary Detention Administrator.

C. The Temporary Detention Room will be searched immediately before and immediately after an individual is detained within the facility to ensure that no weapons or contraband are present.

D. Prior to placing a prisoner in a Temporary Detention Room:

1. The prisoner will be searched; and

2. All shoelaces, belts, knives, flammables, fire-producing devices, and any other articles with which a prisoner may attempt to harm himself or others will be removed from the prisoner. Personal items should also be removed (e.g. – wallets, watches, phones, etc.). The Temporary Detention Administrator will be responsible for any items removed from an individual.

E. The Temporary Detention Administrator is required to provide the detainee reasonable access to water, restrooms, and other needs.

F. Detainees should not be restrained by securing them to a fixed or immovable object unless it is designed and intended for such use.

G. Male and female detainees who are placed in Temporary Detention Rooms will be separated by sight and sound, unless the subjects are known to each other prior to arrest and are non-violent. Opposite sex detainees placed in the same Temporary Detention Room should be monitored at all times.

H. Generally, juveniles will not be placed in a Temporary Detention Room. If a juvenile is detained in a Temporary Detention Room, an Intake Officer of the Juvenile Court will be notified by the detaining officer. Juvenile and adult detainees who are placed in Temporary Detention Rooms will be separated by sight and sound.

I. If a person is to be in a sustained lockdown period for more than four consecutive hours, a supervisor will be notified.

V. SECURITY CONCERNS

A. Personnel will ensure that all firearms are secured in their security level holsters, or other secure place not accessible to detainees, prior to entering a Temporary Detention Room.

B. Personnel will ensure they have immediate access to a functioning portable radio while interacting with detainees in a Temporary Detention Room.

C. Generally, only police personnel will be allowed access to a detainee or a Temporary Detention Room while in use. However, the Temporary Detention Administrator or a supervisor may allow others access on a limited, as-needed, basis (e.g. – a spouse, parent, etc.).

D. Personnel will escort detainees at all times in order to ensure that opportunities for escape are reduced. Prior to leaving detainees unattended in a Temporary Detention Room, personnel will ensure the door is locked.

E. The Temporary Detention Administrator is responsible for ensuring face-to-face visual observation is made of his detainee at least every thirty (30) minutes. If any audio/video devices are available to monitor the detainee between the thirty minute face-to-face visual observations, they will also be used to monitor the detainee.

F. Placing an individual with suicidal tendencies or conditions that present a danger to themselves (e.g. – extremely high alcohol/drug content) into a Temporary Detention Room requires the explicit permission of a supervisor. These individuals should be monitored at all times while in a Temporary Detention Room.

G. In case of fire or other emergencies, the Temporary Detention Administrator will be responsible for getting the detainee to safety, extinguishing the fire (if possible), requesting any other assistance needed, and notifying supervision. If an emergency involves the death of a detainee, the supervisor will notify detectives, internal affairs, and the precinct commander, and the scene will be treated as any other crime scene.

VI. TRAINING

The Cobb County Public Safety Training Center will be responsible for conducting training in the use of Temporary Detention Rooms as follows:

- To all new sworn personnel
- Retraining a minimum of once every three years.

This training will include methods for handcuffing and securing prisoners, and the responsibilities for detainees in temporary custody.

Back to Top

Cobb County Police Department

Policy 3.03

DEPARTMENT VEHICLES

Effective Date: May 1, 2016	
Rescinds: Policy 3.03 (February 1, 2015)	
Related Orders: Policy 6.10 "Ride-Along Program"	
Issued By: Chief J.R. Houser	**Page 1 of 8**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy is issued for the purpose of providing guidelines and establishing rules governing the operation of Department vehicles. The provisions of this policy are applicable to every employee of the Department who operates a Department vehicle in the performance of official duties.

I. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. **Code 1:** Emergency response to a call for service using blue lights and siren.

B. **Code 2:** An expedited response, using blue lights and siren only when traffic or other factors would cause extraordinary delay.

C. **Code 3:** A non-emergency response, without blue lights and siren.

D. **Emergency Signaling Devices:** Devices placed in/on vehicles that emit audible or visual signals in order to warn others that public safety services are in the process of being delivered (OCGA 40-8-92; 40-8-94).

E. **Emergency Vehicle:** An authorized emergency vehicle (OCGA 40-1-1(5)) equipped with Emergency Signaling Devices as required by law, and used during emergency response situations.

II. BASIC EQUIPMENT FOR PATROL VEHICLES

A. The amount and type of equipment carried in Department vehicles depends on the task at hand. Generally, patrol officers need certain equipment to handle emergencies and preliminary investigations effectively.

1. Mandatory equipment for all patrol vehicles:

- Emergency Signaling Devices
- 800 MHz radio
- Public address system
- Car video recording equipment
- Road flares
- First aid kit
- Fire extinguisher
- Bio-hazard bags

2. Optional equipment:

- MDT
- Traffic cones
- Fingerprint kit
- Jumper cables/battery pack
- Polaroid/35 mm/digital camera
- Spotlight
- Map book

B. When an officer discovers that he is in need of replenishing any of the mandatory items listed, he will obtain the equipment from the unit/precinct supplies. If the officer has a need for optional equipment, he will notify his chain of command so the items may be requisitioned. It is the responsibility of the unit commander to maintain sufficient supplies of vehicle equipment at the unit level to conduct day to day operations.

III. GENERAL OPERATING PROCEDURES

Safe operation of motor vehicles, including proper recording of maintenance and repair activities is the responsibility of all personnel who drive vehicles belonging to the Department.

A. Inspection

Prior to driving a Department vehicle, employees will check the exterior for damage and will also check the operation of all equipment (lights, seat belts, etc.) and Emergency Signaling Devices (siren, emergency lights) if equipped. If a Daily Activity Report is completed by the employee, the results of the inspection will be noted on the report.

1. Vehicles not permanently assigned will be inspected by the operator each time the vehicle is checked out, prior to departure from the unit's parking facilities.

2. Vehicles assigned to individuals on a permanent basis will be inspected by the assignee on a daily basis.

3. All vehicles used to transport any person(s) in custody, will be thoroughly searched prior to being operated as well as prior to and after each transport situation.

In the event that any damage is noted, contraband and/or weapons are found, or any deficiency is noted in the vehicle, the operator will immediately notify his supervisor.

B. Seat Belts

Seat belts must be worn by drivers and passengers.

C. Passenger Restrictions

Employees operating a Department vehicle will not permit persons other than authorized Department personnel to ride in the vehicle except in the performance of duties or in conjunction with Departmental programs. Exceptions may be made by supervisors for certain assigned vehicles.

1. Ride-a-longs

   Ride-alongs are governed by Policy 6.10 “Ride-Along Program”.

2. Courtesy Transports

   a. When transporting someone who is not a prisoner, the individual will be subject to standard searching procedures before being allowed to enter the transport vehicle. If the subject refuses to be searched the courtesy transport will not take place until the individual submits to searching procedures.

   b. At the beginning of the transport, Communications will be advised of the starting location, the final destination, the number and sex of those being transported, and if any are juveniles.

   c. If anyone being transported is of the opposite sex of the transporting officer, or is a juvenile, the odometer reading will be given at the beginning and at the end of the courtesy transport.

D. Parking

1. Prior to the time at which the vehicle will no longer be used by the operator, it will be the responsibility of the operator to refuel and inspect the unit.

   a. The operator shall check the oil level of the vehicle they are

driving every time the vehicle is fueled. Oil shall be added as needed.

b. The operator will also replace any expended equipment or supplies.

c. If the vehicle is not operating properly, the operator will be responsible for having the vehicle turned in for maintenance.

d. No operator will knowingly leave a vehicle available for another Department employee to drive that is unsafe, or that contains any weapon or contraband.

2. When feasible, vehicles will be backed into parking spaces.

E. Backing

Whenever any large truck/vehicle/RV is operated in reverse mode (backing) a spotter should be used to guide the movements of the vehicle, even if the vehicle is equipped with electronic equipment to assist in backing.

F. In-Use Vehicle Malfunctions

In the event of mechanical/electrical trouble with a vehicle/equipment when in use, the vehicle shall be stopped immediately and a supervisor notified.

1. If the vehicle can be safely driven the supervisor shall make a decision as to the disposition of the vehicle.

2. If the vehicle must be towed the county authorized wrecker service will be called to take charge of the vehicle.

3. The employee in charge of routine maintenance for the vehicle should be notified of the issue.

G. Alteration of Parts and/or Equipment

Any alteration or addition of any vehicle part, equipment, tag, or sticker, other than a C.B. Radio, must be approved by the Deputy Chief.

1. Vehicles assigned permanently may have a C.B. and antenna installed with permanent or portable mounts.

2. Vehicles not assigned permanently may have a C.B. and antenna installed with portable mounts only.

3. The C.B. will be installed so as not to pose any safety hazards.

4. C.B. Radios are to be used for police business only and employees will comply with the Federal Communications Commission (FCC) regulations.

IV. NORMAL DRIVING CONDITIONS

Employees on regular patrol, responding Code 3 to an assigned call, engaged in administrative activities, or otherwise operating in a non-emergency status will obey all traffic laws.

A. Most calls for police service require only a Code 3 response. However, an officer may change his response code (Code 1 or Code 2) if the situation justifies a heightened response.

B. A supervisor has the authority to change the response code of units.

V. RESPONSE TO PRIORITY CALLS

The driver of an authorized Emergency Vehicle or law enforcement vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in, and in accordance with, OCGA 40-6-6.

A. Response to Incidents

1. Officers may activate Emergency Signaling Devices when required to assist in handling any perceived emergency situation. During an emergency response Emergency Signaling Devices shall be activated as required by law.

2. The nature of certain crimes in progress may call for the use Emergency Signaling Devices to be discontinued upon close approach to the location of the occurrence and, although such action is permitted by authority of this order, vehicle operation under these conditions requires extreme caution.

    a. Officers may deactivate Emergency Signaling Devices at a reasonable distance from the scene (to be determined by the vehicle operator) so as to not alert subjects to law enforcement proximity.

    b. When Emergency Signaling Devices are deactivated, the operator of the Emergency Vehicle shall comply with posted speed limits, obey all traffic control devices and signals, and proceed in a manner consistent with normal traffic flow.

3. When a situation no longer requires an emergency response, operators of Emergency Vehicles should deactivate Emergency Signaling Devices as soon as possible.

B. Prohibited Activities

1. Police vehicles should not be used to escort an Emergency Vehicle which has its own Emergency Signaling Devices unless authorized by a supervisor or the failure to do so could result in the potential loss of life or extensive property damage. Situations may include, but are not limited to:

   a. The operator of an Emergency Vehicle is unfamiliar with the route to a destination; or

   b. The Emergency Signaling Devices of the other Emergency Vehicle are inoperative.

   This policy shall not prohibit police officers from facilitating the movement of other Emergency Vehicles by assisting with traffic control.

2. Private vehicles will not be escorted in emergency escorts. Officers will request EMS personnel for medical emergencies.

3. During an emergency response, four-way flashers should not be used when the Emergency Vehicle is in motion, because they may interfere with brake lights and turn signals.

4. Officers should not use electronic devices (e.g. – cell phones, PDA's, etc.) other than the 800 MHz radio while operating under a Code 1 response.

5. Non-sworn personnel should not operate emergency equipment unless directed to do so by a sworn officer.

6. The spotlight is primarily utilized to facilitate building and stationary vehicle checks and shall at no time be directed at the windshield or vision of oncoming traffic.

VI. OTHER USE OF EMERGENCY SIGNALING DEVICES

In other than emergency situations law enforcement officers may activate Emergency Signaling Devices for a variety of reasons. Such examples include, but are not limited to:

A. Traffic Congestion

Officers may activate Emergency Signaling Devices to allow orderly and safe transit through heavily congested roadways when expediency is required to effectively eliminate a potential hazard to the public or fellow officers.

B. Emergency Beacons

Examples of when emergency lights may be used as "beacons" are, but are not limited to, the following

- To protect disabled motorists;
- To protect traffic crash/crime scenes or other perimeter; or
- When necessary to use Emergency Vehicles as protective barriers.

C. Vehicle Escorts

1. Funeral escorts are provided when requested, and when personnel are available. Escorts will only be provided by marked uniform patrol cars or motorcycles which will utilize Emergency Signaling Devices at all times during the escort. The marked vehicle, with its escort, may proceed past a red traffic signal or a stop sign in accordance with applicable law. If possible, assistance should be obtained by other police officers to block traffic.

   Approval for funeral escorts will be made by the unit commander affected by the escort.

2. Requests to escort public officials or dignitaries will be directed to Special Operations.

3. Oversize vehicle escorts will be performed by marked Department vehicles equipped with operational Emergency Signaling Devices.

   a. Oversize vehicle escorts requested by or through Cobb County Code Enforcement, Cobb County DOT, or Georgia DOT are pre-approved by the Department, whether performed in an on-duty or off-duty status.

   b. All other oversize vehicle escorts must be approved by the appropriate Deputy Chief.

4. Should an officer desire to perform a vehicle escort off-duty, he will submit a secondary employment request for this purpose.

VII. SPEEDOMETER CALIBRATION

All vehicles used for routine patrol will have their speedometers certified annually. Precinct/unit commanders will be responsible for vehicles assigned to their precinct/unit/personnel. Generally, this will be completed on a dynamometer by an approved vendor. Vehicles that can not be placed on a dynamometer (the all-wheel-drive Ford Interceptor sedans and Ford Interceptor sport utility vehicles) will be calibrated by

Department personnel using the distance per time method (recommended by the vehicle manufacturer) in accordance with the procedures listed below:

A. Two officers will be in the car conducting the check. One officer will drive the vehicle and the other officer will operate the stopwatch, calculate and record the results, and ensure the instructions are properly followed.

B. The calibration check will be conducted on the one-mile course on the East-West Connector set up by the Cobb County Department of Transportation. Two passes will be recorded at 30 mph, and two passes will be recorded at 45 mph.

1. The driver will reach and maintain the target speed prior to reaching the starting point (green marker). The timing officer will start the stopwatch as soon as the vehicle begins to pass the green marker.

2. The driver will maintain the target speed until after the vehicle has passed the ending point (red marker). The timing officer will stop the stopwatch as soon as soon as the vehicle begins to pass the red marker.

C. The calibration sheet will be completed and submitted to the precinct/unit commander. The precinct/unit commander will maintain calibration records for the current calendar year plus the preceding three calendar years.

(Ref. Ford Police Modifier Bulletin P-002)

Back to Top

Cobb County Police Department

Policy 3.03a

ASSIGNED VEHICLES

Effective Date: May 1, 2016	
Rescinds: None	
Related Orders: Cobb County Personnel Payroll Policy; Cobb County Vehicle and Equipment Use Policy; Policy 2.11 "Uniform Patrol Staffing"; Policy 2.16 "Court Appearance Procedures"; Policy 3.03 "Department Vehicles"; Policy 3.08 "In-Car/Body-Worn Cameras."	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to set forth the qualifications for assigning take-home vehicles to non-command staff personnel, as well as requirements for and use of assigned vehicles.

I. SCOPE

This policy applies to officers, sergeants, and lieutenants of the Cobb County Police Department, including the aforementioned personnel who are assigned to the Department of Public Safety.

II. ASSIGNMENT OF VEHICLES

A. Vehicle assignments will be made upon approval of the Chief of Police or his designee.

B. Vehicle assigned to personnel under this policy will be considered "Exclusive Assignment – Restricted" in accordance with the Cobb County Vehicle and Equipment Use Policy, II-6.1, which allows commuting to and from home and "*de minimis*" personal use.

III. QUALIFICATIONS FOR ASSIGNMENT

A. The following minimum qualifications must be met by an employee before the employee will be considered for a vehicle assignment:

1. The employee must be released from Phase II of the field training program; and

2. The employee must have received an overall "Meets" or better on the two most recent annual performance appraisals; and

3. The employee must not have received more than 40 hours of disciplinary suspension within the past 36 months [excluding discipline resulting from traffic accidents]; and

4. If the employee resides outside a 25 mile perimeter of 100 Cherokee Street, Marietta, GA, the employee has received permission to park both his personal vehicle and a government vehicle at a government facility that is within the 25 mile requirement, subject to the following requirements:

   a. The government facility must be manned 24/7/365. Police precincts/stations, as well as manned fire stations, meet this requirement, even though personnel may be periodically absent due to calls for service.

   b. Permission must be received from both the Cobb County Police Department Chief of Police or designee, and a manager of the government facility who has authority to grant such permission.

B. Any officer who is otherwise qualified, but has had more than two at fault accidents within the last 24 months, is subject to additional review by the Chief of Police or designee. Assignment of a vehicle for the officer who has had more than two at fault accidents within the last 24 months is discretionary, subject to the review.

IV. SELECTION PROCESS AND ASSIGNMENT

Vehicles will be assigned based upon the responsibilities of the employee's position, efficiency of the unit, and overall needs of the Department. Vehicles are not to be considered benefits of employment to which any employee is entitled.

A. Generally, the following criteria will be considered when making vehicle assignments (as compared to other employees in the same unit and on the same shift):

1. Time in service with the Cobb County Police Department
2. Annual performance evaluation ratings
3. Specialty team assignment
4. Residence location
5. Rank of officer

B. The precinct/unit commander is solely responsible for making the assignment of specific vehicles to qualified individuals within their precinct/unit.

C. The Chief of Police, or designee, can alter, suspend, or revoke the privilege of any vehicle assignments at any time.

D. A signed "Assigned Vehicle Acknowledgement" form will be filled out by each employee upon receipt of an assigned vehicle.

E. Vehicle Assignment Roster

1. A current roster of vehicle assignments will be maintained by each precinct/unit commander.

2. A comprehensive roster of all assigned vehicles will be maintained by the Chief of Police or designee.

V. COMMUTING PROCEDURES

A. Employees assigned vehicles are expected to comply with all Departmental policies including, but not limited to, Policy 3.03 "Department Vehicles" and Policy 3.08 "In-Car/Body-Worn Cameras."

B. Employees commuting to work in assigned vehicles are expected to report to work or a designed assignment in accordance with Policy 2.11 "Uniform Patrol Staffing."

C. Employees commuting to or from their duty assignments, who are not acting in an official capacity as a police officer, will not be compensated for their commute, and are not eligible for Worker's Compensation or Line of Duty Death Benefits resulting from traffic accidents or other incidents.

1. An officer who encounters an emergency situation requiring law enforcement action while commuting will be compensated for the duration of the call or need. The officer should immediately notify radio dispatch of his involvement in the law enforcement action.

2. An officer commuting to court as the result of a subpoena will be paid consistent with Policy 2.16 "Court Appearance Procedures."

3. An officer who is off duty in standby status and is called back to duty will be paid consistent with the Cobb County Personnel Payroll Policy IV, E.

4. An officer involved in a traffic crash will be compensated when the officer is requested to submit to drug/alcohol testing by a Department/County official in accordance with Department/County policy.

D. Officers may use assigned vehicles at all approved secondary employment that potentially involves the use of law enforcement powers.

E. If, at the end of the workday, an officer parks his assigned vehicle at an authorized location other than his residence (as set forth above in Section III, A, 4), all weapons should be removed from the vehicle and safely secured.

VI. REVOCATION OF ASSIGNED VEHICLE STATUS

A. An employee who receives an overall "Needs Improvement" or "Does Not Meet" may be subject to revocation of the privilege to an assigned vehicle until such time as the employee receives an overall "Meets" or better on a subsequent annual performance appraisal.

B. Transfer to a different precinct or unit may subject an officer to revocation of the privilege to an assigned vehicle if the receiving unit does not have an adequate number of vehicles to assign.

C. Disciplinary action may result in the revocation of the privilege to an assigned vehicle.

Back to Top

Cobb County Police Department

Policy 3.04

DEPARTMENT VEHICLE TRAFFIC CRASHES

Effective Date: January 12, 2013	
Rescinds: Policy 3.04 (August 8, 2010)	
Related Orders: Cobb County Employee Safety Handbook	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines and responsibilities for investigating and reporting traffic crashes involving vehicles from the Cobb County Police Department and the Department of Public Safety (excluding Fire Department). Personnel from these departments involved in traffic crashes will follow the procedures set forth in this policy.

I. REPORTING TRAFFIC CRASHES

All traffic crashes involving vehicles from the Police Department and Department of Public Safety (excluding Fire Department) shall be immediately reported to the proper authority for investigation.

II. TRAFFIC CRASH JURISDICTION

A. Normally, traffic crashes involving vehicles covered by this policy, occurring in the unincorporated area of Cobb County, will be investigated by the involved employee's supervisor, or the supervisor's designee.

B. The STEP Unit will investigate the traffic crash if:

1. Serious injury or death of civilian or police personnel has occurred.
2. The supervisor requests STEP's involvement for technical assistance.

C. If the traffic crash occurs in an incorporated area of Cobb County, the shift or unit supervisor will summon either the local municipal police department or the STEP Unit to investigate the traffic crash.

D. If the traffic crash occurs outside of Cobb County, the local law enforcement agency will be notified to investigate the traffic crash. The employee will also notify his supervisor.

III. REPORTS

A. The involved employee shall complete a written statement on the traffic crash and attach the Accident Report.

B. The involved employee's supervisor will complete a Supervisor's Report on each traffic crash, even if another jurisdiction or STEP investigates.

C. Copies of all documentation will be sent through the chain of command to the appropriate Deputy Chief within three days for review. Copies of documentation involving Department of Public Safety traffic crashes (excluding Fire Department) will be sent to the Chairman of the Department Safety Review Board.

D. The Deputy Chief shall promptly forward all pertinent reports to the County Risk Management Department.

Back to Top

Cobb County Police Department

Policy 3.05

SPECIAL PURPOSE VEHICLES

Effective Date: May 1, 2016	
Rescinds: Policy 3.05 (December 15, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 9**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The Cobb County Police Department performs many special functions that often require officer transportation needs that go beyond the traditional patrol car. The purpose of this policy is to outline the special requirements and procedures used in operating Special Purpose Vehicles.

I. DEFINITION

Special Purpose Vehicle: A vehicle that requires special training or authorization for deployment. This includes, but is not limited to: SWAT trucks, bomb disposal vehicles, mobile command posts, aircraft, watercraft, and motorcycles. Bicycles, all-terrain vehicles, snowmobiles, and Segways may fall under the definition of a special purpose vehicle, if the agency or law requires special licensing or training prior to their use.

II. SPECIAL PURPOSE VEHICLES

A. Motorcycles

1. Conditions and Limitations of Use

   Officers authorized to operate motorcycles will do so within the scope of their employment and strictly per their assigned duties. Duties include, but are not limited to:

   a. To provide for a means of maneuvering through heavy traffic in emergency situations

   b. To provide for vehicles that have been proven statistically to be the highest profile law enforcement vehicle, resulting in the most voluntary compliance of traffic laws when it is present

   c. To provide for a more professional public image during special events, such as funerals, parades, and VIP escorts

d. To provide for the most efficient means of traffic enforcement; getting into and out of traffic most expediently

e. To provide a means of maneuvering through Cobb County parks and trails more efficiently

f. To access areas where terrain is difficult to negotiate with a patrol car

2. Authorization

Motorcycles will be authorized for use in the performance of duties of Motor Unit and Ranger Unit officers, or by direction of the Deputy Chief of Support Operations. Ranger Unit motorcycles will only become involved in traffic enforcement or become involved in a vehicle pursuit under the most extreme circumstances.

3. Qualifications and Training

All officers authorized to operate a Motor Unit motorcycle will be required to possess a valid state of Georgia motorcycle operator's license, and must have completed a motorcycle operations course approved by the Georgia P.O.S.T.

All officers authorized to operate a Ranger Unit motorcycle will be required to possess a valid state of Georgia motorcycle operator's license and must have received on the job training from current Ranger unit personnel.

4. Maintenance Responsibility

The officer to whom the motorcycle is assigned to will be responsible at all times for the condition and maintenance of the motorcycle. Maintenance/repairs will be performed only by persons authorized by Fleet Maintenance or as otherwise directed by the Support Operations Deputy Chief.

5. Equipment

Each motorcycle will be equipped with police markings, emergency lights, and a siren. Additionally, Motor Unit motorcycles will be equipped a mobile radio.

B. SWAT Equipment Vehicles

1. Conditions and Limitations of Use

The Cobb County Police Department SWAT Team is issued vehicles that

have been adapted for use to transport equipment and personnel when responding to various tactical or unusual occurrence incidents.

2. Authorization

The operation of SWAT Equipment Vehicles shall be limited to SWAT personnel. Authorization for use shall be approved by the SWAT Commander or the Deputy Chief of Support Operations.

3. Qualifications and Training

SWAT Equipment Vehicles require possession of a valid state of Georgia class "C" operator's license.

4. Maintenance Responsibility and Equipment

It shall be the responsibility of the SWAT Commander to ensure the vehicles are maintained in a state of readiness.

5. Equipment

The SWAT Commander will maintain a list of items that are to be pre-loaded on the SWAT Equipment Vehicles. Any necessary equipment not on the SWAT Equipment Vehicels will be loaded vehicle according to the needs of the incident. Regular equipment includes:

- 800 MHz radio
- Public address system
- Emergency signaling devices
- Battery cut-off switch
- Locking doors

C. SWAT Armored Vehicles (APC/LAV/Bearcat)

1. Conditions and Limitations of Use

The SWAT Team is assigned armored vehicles for use in various incidents and tactical situations. Use of these vehicles allows for officer protection at incidents, downed officer retrieval, breaching capabilities, or other situations as directed by the SWAT Commander.

2. Authorization

The operation of the SWAT Armored Vehicles shall be limited to SWAT personnel. Authorization for use shall be approved by the SWAT Commander or the Deputy Chief of Support Operations.

3. Qualifications and Training

The SWAT Armored Vehicles require possession of a valid state of Georgia class "C" operator's license.

4. Maintenance Responsibility

It shall be the responsibility of the SWAT Commander to ensure the vehicles are maintained in a state of operational readiness.

5. Equipment

Due to the various functions of the vehicles, equipment will be loaded into the vehicles according to the needs of the incident. Generally, the vehicles are equipped with:

- Four-wheel Drive (APC/Bearcat) / Six-wheel Drive (LAV)
- Turret
- Winch (APC/Bearcat)
- Ram/breach assembly
- Emergency signaling devices
- Rear camera
- Battery cut-off (APC only)

D. Command/Crisis Negotiation Vehicle (Homeland Security)

1. Conditions and Limitations of Use

The Command Crisis Negotiation Vehicle is a multi purpose vehicle designed to support a variety of police and critical incident operations. The primary purpose of the vehicle is to serve as a police command post during a critical incident. If the critical incident involves crisis negotiation, the vehicle will be utilized by the Crisis Negotiation Team for that purpose, and not as the police incident command post.

a. The vehicle may also be utilized on major or large crime scenes in support of the crime technician, detectives or officers involved in the processing of the crime scene.

b. The vehicle may be utilized for public relations or training functions as requested.

c. Additionally, the vehicle is available to other agencies as requested in support of Mutual Aid and Homeland Security commitments.

2. Authorization

The operation of the Command Vehicle shall be limited to selected personnel assigned to the Crimes Against Persons Unit or the Crisis Negotiation Team. Authorization for other uses shall be approved by Crimes Against Persons Unit Commander, Deputy Chief, or Chief of Police.

3. Qualifications and Training

The Command Vehicle requires possession of a valid state of Georgia class "C" operator's license.

4. Maintenance Responsibility

It shall be the responsibility of the Crimes Against Persons Unit Commander to ensure that the vehicle is maintained in a state of readiness.

5. Equipment

Due to the various functions of the vehicle, equipment will be loaded into the vehicle according to the needs of the incident. Generally, the vehicle is equipped with:

- Perimeter cameras
- Covert surveillance equipment
- Tactical robots
- Computer/computer data link
- Hostage/barricaded subject telephone
- Exterior wash station
- Hydraulic stabilizing jack
- 800 MHz radios
- Emergency lights

E. Golf Cart, UTV, and ATV

1. Conditions and Limitations of Use

The Golf Cart, UTV, and ATV are utilized in park facilities where close citizen contact is desired.

2. Authorization

Golf Cart, UTV, and ATV deployment may be accomplished by obtaining the authorization from a Ranger Unit supervisor.

3. Qualifications and Training

Personnel who operate the vehicles shall receive on the job training in

Golf Cart, UTV, and ATV operations.

4. Maintenance Responsibility

Personnel who utilize the Golf Cart, UTV, and ATV shall be responsible for the condition and maintenance of the Golf Cart, UTV, and ATV. Periodic maintenance will be performed by or as directed by Fleet Maintenance.

5. Equipment

The UTV is equipped with a blue light and other equipment necessary to carry out the function.

F. USRT Watercraft

1. Conditions and Limitations of Use

The agency uses watercraft for occurrences that exceed the limitations normally imposed on field units and for specialized functions such as search and recovery missions.

2. Authorization

Requests for vessel support shall be directed to the USRT Commander. Agency vessels shall be staffed by and operated as authorized by the USRT Commander, Deputy Chief, or Chief of Police.

3. Qualifications and Training

Assigned personnel shall be familiar with the specialized operating characteristics of the vessels used and shall be familiar with all boating laws and regulations.

4. Maintenance Responsibility

The USRT Commander shall be responsible for the periodic and scheduled maintenance of agency vessels as performed by or coordinated with Fleet Maintenance.

5. Equipment

Each vessel will be equipped in accordance with United States Coast Guard regulations pertaining to vessel class. Should the need arise for the use of a vessel to patrol waterways; it will be equipped with appropriate Department markings, lights, siren and 800 MHz radio.

G. USRT Van

1. Conditions and Limitations of Use

   The USRT van is authorized for use by USRT for deployments and support operations, training, public display or other agency functions authorized by the USRT Commander, Deputy Chief or Chief of Police.

2. Authorization

   The USRT van may only be operated by personnel assigned to the USRT, or as directed by the USRT Commander, Deputy Chief or Chief of Police.

3. Training and Qualifications

   The operation of the USRT Van requires possession of a valid state of Georgia class "C" operator's license.

4. Maintenance Responsibility

   It shall be the responsibility of the USRT Commander to ensure the vehicle is maintained in a state of readiness.

5. Equipment

   Due to the various functions of the vehicle, equipment will be loaded into the vehicle according to the needs of the incident. Generally, the vehicle is equipped with:

   - Team member dive bag
   - Regulators
   - Kirby Morgan Mark 37 Dive Helmet
   - Weights
   - Additional air tanks
   - First aid kit (to include oxygen)
   - Equipment repair maintenance box
   - Portable generator
   - Awning
   - Wet suits (9)
   - Dry suits (9)
   - Hard line communication system
   - Police radio
   - Emergency lights and siren

H. Bomb Squad Vehicles

1. Conditions and Limitations of Use

Bomb Squad trucks/trailers are to be utilized in conjunction with Bomb Squad responses to incidents where hazardous devices may be located. Trucks/trailers may also be deployed by members of the Bomb Squad for training purposes, public relation events, or in response to mutual aid requests or Homeland Security objectives. Additionally, the Bomb Squad vehicles and robots may be deployed to other critical incidents where their use would be beneficial.

2. Authorization

The vehicles may only be operated by members of the Bomb Squad, or as authorized by the Chief of Police or his designee.

3. Training and Qualifications

The operation of the bomb truck and bomb trailer requires the possession of a state of Georgia class "B" operator's license.

4. Maintenance Responsibility

It shall be the responsibility of the Bomb Squad Commander to ensure that the vehicles are maintained in a state of readiness.

5. Equipment

Due to the various functions of the vehicles, equipment for response to the various situations will be maintained in a secure area of the Bomb Squad truck(s). The robots will normally be stored on a truck. The vehicles will be pre-loaded with equipment needed for routine deployments, as directed by the Bomb Squad Commander. Additional equipment will be will be loaded into the vehicles as necessary according to the needs of a particular incident.

I. Canine Team Vehicle

1. Conditions and Limitations of Use

The Canine Team vehicle is to be used to transport the Canine Team during patrol and to call-outs. The vehicle may also be used to transport the canine for administrative duties such as training activities, community relations activities, and veterinarian appointments.

2. Authorization

Canine Team vehicles will normally only be operated by a member of the Canine Unit. The Special Operations Commander or the Deputy Chief of Support Operations may authorize the use of the vehicle by other employees of the Department. Department canines should be under the

control of the canine's handler or a certified Canine Team member while in a duty status.

3. Training and Qualifications

The operation of the canine vehicle requires the possession of a state of Georgia class "C" operator's license.

4. Maintenance Responsibility

The maintenance of the canine vehicle, and the responsibility to ensure that the Canine Team is ready to perform duty requirements is the responsibility of the Canine Handler assigned to the vehicle and the canine.

5. Equipment

The vehicle is equipped with:

- Muzzle
- Dog leashes
- Bite sleeve
- Tracking harness
- Peroxide and syrup of ipecac
- Water
- Rear seat kennel
- Bullet resistant vest for the canine
- Items required by policy for patrol duty

Back to Top

Cobb County Police Department

Policy 3.06

ISSUED EQUIPMENT

Effective Date: May 1, 2016	
Rescinds: Policy 3.07 "Issued Equipment" (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for the accountability and responsibility for Department issued equipment, and to establish procedures for reporting unserviceable or damaged equipment.

I. POLICY

A. It is the responsibility of employees to use, maintain, care for, and store all issued equipment in the manner prescribed by policy, the manufacturer, and/or as instructed by authorized Department representatives (i.e. – instructors, specialists, etc.).

B. Maintaining stored agency equipment in a state of operational readiness is the responsibility of the person or unit to which equipment is assigned. This includes care and cleaning, preventative maintenance, repair, workability, and responsiveness.

II. INDIVIDUALLY ISSUED EQUIPMENT

Employees are issued the equipment necessary to complete their assigned tasks. All issued equipment is provided in good condition and is serviceable at the time of issue.

A. It is each employee's responsibility to periodically inspect individually issued equipment in order to assure serviceability and check for damage.

B. All usable equipment returned by employees will be re-issued to personnel as necessary and appropriate (e.g. – firearms, handcuffs, flashlights, etc.). Items that are not subject to re-issue include footwear, ballistic vests, undergarments, and any other item deemed not suitable for use. The same rules and responsibilities apply to re-issued equipment as to new.

III. SHARED OR JOINT USE EQUIPMENT

Items needed to complete the job tasks may be used or shared by several employees (e.g. – vehicles, shotguns, alco-sensors, etc.). It is the responsibility of all employees who share equipment to:

A. Inspect the shared equipment prior to use in order to assure serviceability, check for damage, and maintain accountability.

B. Maintain the equipment in serviceable condition.

IV. SPECIAL ISSUE EQUIPMENT

Employees assigned to specialized units or functions may have additional equipment issued necessary to perform their duties (e.g. – surveillance or undercover equipment).

A. Authorization for the use of such equipment should be obtained from the employee's immediate supervisor.

B. All special issue equipment shall be turned in at the completion of the assignment. The return of this equipment should be timely and should not exceed one week unless approved by the officer's supervisor.

V. BADGES OF OFFICE/POLICE IDENTIFICATION

A. Each employee is issued a Cobb County Police Department Photo ID. In addition, sworn personnel will be issued badges appropriate to one's rank.

B. Whenever an employee discovers his badge is lost or stolen, he should immediately (within 24 hours) report it to his chain of command. The employee will file an incident report with the appropriate jurisdiction and the badge should be entered on GCIC/NCIC as missing or stolen.

C. Retired Identification Cards/Badges

1. An officer who, in good standing, separates from service with the Cobb County Police Department is authorized to receive a retired police officer identification card. Before such separation, the officer must have served as a Cobb County Police Officer for an aggregate of 10 years or more (18 USC 926).

2. An officer who, after completing any applicable probationary period, separates from service with the Cobb County Police Department due to a service-connected disability (as determined by the Department) is authorized to receive a retired police officer identification card (18 USC 926).

3. An officer who, in good standing, separates from service with the Cobb County Police Department with an aggregate of 25 years or more of service as a Cobb County Police Officer is authorized to receive a retired

police officer identification card and building access card. Anything beyond basic level access must be approved by the chief of police. Additionally, this officer may retain the badges of office assigned to him during his tenure with the Department.

4. A non-sworn employee who, in good standing, separates from service with the Cobb County Police Department with an aggregate of 20 years or more of service as an employee of the Department is authorized to receive a retired non-sworn identification card.

VI. RESPONSIBILITY FOR ISSUED EQUIPMENT

Employees are responsible for taking the necessary precautions to safeguard all issued equipment. Employees should not leave issued equipment unattended, placed in a manner that would encourage theft, or is likely to cause damage (e.g., leaving a portable radio in plain view in an unattended vehicle, or leaving equipment on the outside of a vehicle in a place or manner where it is likely to fall or be damaged).

A. Any stolen, lost, damaged, or unserviceable equipment should be reported to the employee's supervisor as soon as possible upon discovery.

1. The reason for the theft/loss, damage, or non-operability of Department equipment should be investigated by the supervisor of the individual to whom the equipment was assigned when the loss/damage occurred. The findings of which should be reported to the precinct/unit commander through the chain of command.

2. Supervision will notify the chain of command as soon as possible on all lost/stolen firearms.

3. The employee will complete an incident report on the circumstances of the loss/damage, or how the loss/damage was discovered if the reason is unknown.

Note: This policy does not apply to uniform items which are being exchanged through the Uniform Supply Unit via the use of an officer's uniform clothing allowance.

B. Any employee who is negligent, abusive, loses, or misplaces Department equipment may be responsible for the replacement cost of that equipment and/or be subjected to other discipline deemed appropriate by the employee's chain of command.

1. All cases of equipment damage or loss subject to employee replacement cost will be reviewed by the Chief's office, and the employee will be given an opportunity to provide input prior to any final disposition. Fair market value may be taken into consideration when calculating replacement cost.

2. Equipment that is lost or damaged due to exigent circumstances, or duty-related activities out of the control of the employee, will not be subject to replacement cost.

VII. ACCOUNTABILITY FOR ISSUED EQUIPMENT

A. Generally, issued equipment should be tracked by the issuing authority as follows:

- Type of equipment (alco-sensor, LASER, etc.)
- Unique identification number (or make, model, serial number) of equipment
- Employee to whom equipment is issued
- Date of issuance
- Time of issuance (if shared/joint use)

B. Supervisors should conduct periodic inventories of the individually issued equipment assigned to their personnel, as well as joint and special use equipment assigned to their precinct/unit.

Back to Top

Cobb County Police Department

Policy 3.07

DEPARTMENT WEAPONS

Effective Date: May 1, 2016	
Rescinds: Policy 3.08 "Department Weapons" (February 1, 2015)	
Related Orders: Code of Conduct	
Issued By: Chief J.R. Houser	**Page 1 of 8**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide for various rules and requirements that pertain to Department Weapons utilized by sworn personnel of the Cobb County Police Department.

I. POLICY

Only Weapons and ammunition authorized by the Department may be used by Department personnel in the performance of their responsibilities. This directive shall apply to Weapons and ammunition carried both on and off duty.

II. DEFINITIONS

A. **Department Armorer** shall mean any properly trained and qualified person designated as such by the Chief of Police or the Weapons Training Unit.

B. **Joint-use** shall mean Weapons that are signed-out by officers, typically on a daily basis.

C. **Patrol Rifle** shall mean any Department issued/authorized rifle, owned by an individual officer, assigned to an individual officer, or issued on a daily basis.

D. **Primary Firearm** shall mean the Department issued Glock 22.

E. **Secondary Firearm** shall mean the Department issued Glock 27.

F. **Weapons** shall mean all weapons issued/authorized by the Department. This shall include those weapons issued to officers, and Joint-use weapons. Weapons shall include all firearms, less-lethal weapons, and electronic control weapons.

G. **Weapons Training Unit** shall mean the Weapons Training Unit at the Cobb County Department of Public Safety Training Center.

III. DEPARTMENT CONTROL OF WEAPONS

A. Types and Specifications

1. The Weapons Training Unit will maintain a list of the types and specifications of all lethal and less-lethal Weapons approved for use, including those Weapons used by members of tactical teams or other specialized personnel.

2. The Weapons Training Unit will maintain a list of the types and specifications of ammunition approved for use, including ammunition used in specialized Weapons for members of tactical teams or other specialized personnel.

3. All tactical teams and other specialized personnel will ensure the Weapons Training Unit has an up-to-date list of all approved Weapons and ammunition used by said unit.

B. Inspections

Department-authorized Weapons will be subject to inspection at any time by a supervisor, member of the Internal Affairs Unit, or a Department Armorer.

1. All Weapons will be inspected by a Department Armorer or qualified weapons instructor prior to being issued to officers, or units for Joint-use.

2. All issued/authorized Weapons should be periodically inspected for serviceability. Joint-use Weapons should be inspected when checked out.

3. All Weapons returned to the Department for storage will be inspected for serviceability and maintenance.

4. Defective, damaged, unsafe, functionally unreliable, or improperly modified Weapons will be removed from service immediately.

    a. Repairs that can be made at the precinct/unit level will be made and the Weapon returned to service.

    b. For repairs that cannot be made, the following procedures will be followed:

        1. If the Weapon is necessary for duty (i.e. – Primary or Secondary Firearm) the officer will proceed to the Weapons Training Unit for consultation. If after-hours, a replacement Weapon will be issued by the Evidence Unit and the officer will contact the Weapons Training Unit the next business day.

2. If the Weapon is not necessary for duty, it will be taken to the Weapons Training Unit for repair/replacement during their operational hours.

C. Maintenance

Department-authorized Weapons will be maintained by the officer in accordance with the manufacturer's instructions, and guidance provided by the Weapons Training Unit.

D. Modification of Weapons

Only authorized Department Armorers or weapons instructors may modify a Department issued/authorized firearm or other Weapon.

E. Records

The Weapons Training Unit, or its designee, will maintain a record of each Weapon authorized by the agency for official capacity use. Each record shall contain at a minimum:

1. Make, model, and serial number (if applicable) of the Weapon;

2. Dates and reason the Weapon was taken out of service, repairs or modifications made, and date returned to service; and

3. Names of officers/units of assignment and dates of issuance/return.

F. Security and Storage

All Department Weapons shall be stored in such a fashion as to promote safety. When not in use, they should be placed in a secure environment.

1. When a Department Weapon is left in an unattended vehicle, it should be placed in a location that provides the best security.

   a. Department Weapons should not be stored in a vehicle during extended absences (e.g. while off duty, on vacation, etc.) unless the vehicle is parked in the garage at the officer's residence.

   b. Department Weapons will be removed from the vehicle before the vehicle is left at a location for maintenance/repair.

   c. Officers should not leave Department Weapons in a vehicle that cannot be fully secured (i.e.: Jeeps or other similar vehicles).

2. Firearms that are being stored at Department facilities (e.g. – Joint-use

Weapons, unassigned Weapons, etc.) should be stored in an unloaded configuration.

3. Officers shall not transport Department issued rifles or shotguns while riding a personal motorcycle.

G. Unauthorized Use

At no time will an officer allow civilian personnel to handle, control, or fire a Department-issued firearm. The exceptions are:

1. A training function authorized by the Department.

2. Repair of the Weapon by a civilian gunsmith approved and authorized by the Department.

3. Evidence Technicians approved and authorized by the Department.

IV. TRAINING AND PROFICIENCY

All Department personnel authorized to carry lethal and less-lethal Weapons will be issued copies of and be instructed in the Department's use of force policies before being authorized to carry a Weapon. The issuance and instruction shall be documented.

The Weapons Training Unit shall be responsible for providing training for all authorized lethal and less-lethal Weapons.

A. Only Department personnel demonstrating proficiency in the use of Department-authorized Weapons will be approved to carry such Weapons.

B. At least annually, all Department personnel authorized to carry Weapons are required to receive in-service training on the Department's use of force policies and demonstrate proficiency with all approved lethal Weapons and electronic controlled Weapons that the employee is authorized to use. In-service training for other less-lethal Weapons and weaponless control techniques shall occur at least biennially.

1. Proficiency training must be monitored by a certified weapons or tactics instructor.

2. Training and proficiency must be documented.

C. Should an officer fail to meet training and proficiency standards with a Department authorized Weapon, the authority to carry that Weapon shall be **IMMEDIATELY REVOKED** by the Training Unit Commander, and written notification shall be sent through the officer's chain of command to the Chief of Police.

D. Officers whose authority to carry a Primary or Secondary Firearm (Glock 22/27) has been revoked shall be reassigned to administrative duty for a period not to exceed 10 days. During this period, the officer must report to the Weapons Training Unit for remedial training.

1. Officers who demonstrate proficiency during remedial training will be reinstated to full duty. However, they may be required to attend open range dates, as determined by the Weapons Training Unit, for a period not to exceed one year from the date of revocation.

2. Officers who fail to demonstrate proficiency after attending remedial training will be placed on administrative suspension without pay. They shall be subject to disciplinary action, up to and including termination. Such action shall be initiated by the Chief of Police, or his designee.

V. CARRYING FIREARMS OFF-DUTY

While carrying a firearm off duty is optional, officers are encouraged to do so and may carry either the Primary Firearm or Secondary Firearm for this purpose, subject to the following:

A. If an officer is carrying a firearm off duty he shall not consume any alcoholic beverages or take any medication that may impair his motor skills or judgment. He shall also comply with all federal and state laws and applicable Department policy.

B. The off-duty firearm will be carried in an inconspicuous manner.

C. When an officer is off duty and operating a Department vehicle, the Primary and/or Secondary Firearm will be utilized.

D. If an officer carries a personally owned firearm off duty, he will comply with O.C.G.A 16-11-130.

VI. PATROL RIFLES

A. Carry Mode

1. The Patrol Rifle should be carried with a loaded magazine in the magazine well, bolt forward on an empty chamber, and the safety on when not in actual use; this is known as patrol ready.

2. When not in actual use, the rifle should be in an approved Department carry case and secured in the patrol car trunk, or in a vehicle electronic security rack.

3. Upon deployment, a round can be chambered with the safety on. The safety selector should remain in the safe position until the decision to fire the rifle has been determined.

4. Prior to the rifle being placed back in the patrol car after deployment, the chambered round should be removed and the rifle should be returned to patrol ready.

5. Patrol Rifles shall not be carried by officers on police motorcycles, bicycles, etc. unless requested by a supervisor, and only when an emergency situation justifies the immediate need for the rifle.

B. Security and Storage

1. Security of Patrol Rifles is governed by Section III, Subsection F of this policy.

2. Except for an officer's personal commute, Department-owned Patrol Rifles may only be transported out of the greater metropolitan area for official use and training purposes. The training should be specifically related to the use of the Patrol Rifle and approved by the officer's supervision.

C. Personally Owned Rifles

1. Sworn police officers may elect to purchase and carry a personally owned Patrol Rifle while in the performance of duty, subject to all requirements of this policy.

   a. The rifle must be of the same make, model, caliber, and specifications as the Department Patrol Rifle.

   b. The rifle must be outfitted with the same make/model/finish accessories, installed in the same configuration as the Department Patrol Rifle.

   c. The rifle should be dedicated to duty use only. While proficiency practice is acceptable, it should not be used for recreational activity such as hunting or sport competition unless the activity has been sponsored by a law enforcement organization. Department issued ammunition is not required at such functions.

   d. Patrol officers will be obligated to carry their rifles while on duty. Joint-use rifles will be for personnel who have not purchased a rifle.

2. Prior to carrying a personally owned Patrol Rifle in the performance of

duty:

a. The Patrol Rifle must be inspected and approved by a qualified weapons instructor or armorer assigned to the Weapons Training Unit.

b. The officer must meet training and qualification requirements as set forth in this policy.

c. Rifle ammunition will be issued by the Weapons Training Unit. Only Department authorized ammunition will be carried while on duty.

3. Personally owned Patrol Rifles will be subject to inspection/investigation at any time in accordance with this and other applicable policies and procedures.

a. Personally owned Patrol Rifles will be inspected by the owner each duty day, if possible, prior to going in service.

b. Personally owned Patrol Rifles that are defective, damaged, unsafe, or functionally unreliable will be taken out of service immediately and brought to the Weapons Training Unit for inspection/repair.

1. Normal wear and tear items may be serviced/repaired by the Weapons Training Unit.

2. Damage due to negligence will be the responsibility of the owner to repair at his own expense. Once repaired, the Patrol Rifle must be inspected and approved by a qualified weapons instructor or armorer assigned to the Weapons Training Unit, prior to deployment in the line of duty.

D. Revocation

Authorization to carry a Patrol Rifle in the performance of duty can be revoked at any time, with or without cause, by the Weapons Training Unit or the chain of command. Immediately upon revocation, written notification to the precinct/unit commander will be made by the revoking authority.

VII. RETIRED OFFICER WEAPONS

Based upon a Cobb County Board of Commissioners Resolution on December 13, 1994, the presentation of a Departmental service Weapon is authorized to sworn police officers who retire after 25 years of continuous service with the Cobb County Police Department. Officers may choose between the Primary or Secondary Firearm. Additionally, the

Department authorizes the purchase of either the Primary or Secondary Firearm by the aforementioned individuals.

Back to Top

Cobb County Police Department

Policy 3.08

IN-CAR / BODY-WORN CAMERAS

Effective Date: May 1, 2016	
Rescinds: Policy 3.06 "Car Video Recording Equipment" (December 15, 2013)	
Related Orders: Code of Conduct	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for the use of Department authorized in-car and body-worn cameras, and the disposition of their recordings. This policy does not govern the use of surreptitious recordings or devices used in undercover operations.

I. POLICY

The routine use of in-car and body-worn cameras is for the purpose of recording specified interactions between police personnel and the public and to collect video evidence for criminal proceedings. The use of these cameras will allow for increased accuracy in documentation of police-public contacts, arrests, and critical incidents, as well as for the enhancement of accuracy with police reports and courtroom testimony. Officers (or other personnel using cameras) are required to activate recording devices when such use is appropriate for the proper performance of duties and in accordance with this policy.

II. ACTIVATION/DEACTIVATION OF EQUIPMENT

A. While operating a camera equipped police vehicle, or conducting law enforcement duties (to include law-enforcement related secondary employment), officers are to ensure they are signed in to their assigned in-car and/or body-worn camera(s) under their authorized user name and password.

B. Officers are to engage in-car and body-worn cameras on all self-initiated activity, calls for service, and other official contacts (e.g. – interviews, complaints, etc.).

1. Any associated peripheral devices (e.g. – audio transmitters) are to be worn on the person and activated/utilized whenever the system has been activated.

2. Cameras and associated peripheral devices (e.g. – audio transmitters) are to remain activated until the law enforcement incident is concluded. The equipment may be manually deactivated during non-enforcement activities such as protecting traffic crash scenes from other traffic or protecting a

crime scene perimeter. Recordings are to be re-activated when the officer re-engages in a law enforcement incident, such as confronting someone at the crime scene perimeter.

3. Officers are not required to inform the public of in-car and body-worn cameras, but are to disclose their use upon inquiry.

4. Absent special circumstances (e.g. – someone using the rest room, patients during a medical or psychological evaluation, attorney client communications, etc.), officers have no obligation to stop recording in response to a citizen's request when the recording is pursuant to an investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary (e.g., potential disorderly conduct).

5. Cameras should not be used to record:

   a. Personal interactions with other officers or discussions with confidential informants engaged in undercover operations;

   b. Any non-police business; and

   c. Special circumstances as described above.

C. Each day, officers are to check to see if all audio/video they captured is uploaded by the end of their tour of duty. Officers are to notify supervision of any issues with the recording upload.

III. REDACTION OF CAPTURED RECORDINGS

In the event that a recording has been made of matters addressed under above Section II B 5, that portion of the recording may be redacted from the original video. Such redaction requires a written request through the chain of command to the deputy chief. The usable recording will be labeled as "redacted" and the redacted portion of the recording is to be preserved separately.

IV. CRIMINAL AND ADMINISTRATIVE USE OF CAPTURED DATA

The use of in-car and body-worn cameras within the general law enforcement environment provides a valuable resource for law enforcement agencies in the delivery of services. Additionally, information collected through this technology can be critical in the investigation and prosecution of criminal incidents, the investigation of complaints against employees, and the enhancement of agency training.

Unless otherwise directed, personnel are to have access to view data from in-car and body-worn cameras, and make copies as needed for court, evidence, reports, or training purposes. Under no circumstances is an employee to make a copy of a video for personal use.

V. DATA STORAGE AND RETENTION REQUIREMENTS

A. Digital data from video recording equipment is to be uploaded (automatically via wifi or manually by an administrator) to a secure server for storage. VHS/DVD recordings will be maintained by the Department Records Custodian.

B. Digital data, as well as any VHS/DVD recordings, are to be maintained in accordance with the Georgia Records Retention Schedule.

C. All recordings captured by video recording equipment are subject to the rules and regulations of the Georgia Open Records Act (OCGA 50-18-70 et. seq.). Requests for copies of data or audio/video are to be directed to the Department Records Custodian or his designee. This paragraph shall not preclude an employee from providing a copy to the court at its request.

VI. EQUIPMENT MAINTENANCE AND INSPECTION REQUIREMENTS

A. Officers are to inspect their in-car and body-worn camera systems on a daily basis. This includes checking for all associated peripheral devices (e.g. – audio transmitters), and checking to see that equipment designed to activate automatically is operational. The officer is to report any problems with equipment to supervision as soon as possible.

B. Officers may correct obvious problems with equipment (e.g. – disconnected wires) but should not change any settings or perform any other action which would be more appropriate for an authorized service technician to complete. Equipment repair or maintenance is to be performed by authorized service personnel only.

C. Information services, system technicians and command staff are to have full access rights to in-car and body-worn camera systems, including managing the systems, assigning user access rights, managing files within the systems, conducting routine audits, and maintaining and updating the systems as needed.

VII. TRAINING REQUIREMENTS

Officers and supervisors who operate in-car and/or body-worn cameras, to include those who only have access to the collected data, will receive training appropriate for their use of cameras or review of data. Training may be conducted on-the-job and/or in a formal classroom environment. Training is to include Department policy and procedures relating to in-car and body-worn cameras, general operating instructions, and how to upload and review video.

VIII. DOCUMENTED REVIEW OF CAPTURED DATA

Each month, recordings captured by in-car/body-worn cameras are to be reviewed. The reviews should focus on officer/citizen interactions, officer safety, driving behavior, and use of equipment in accordance with policy.

A. Supervisors are responsible for reviewing at least one (1) random recording from each subordinate who has utilized in-car and/or body-worn cameras.

B. Shift/unit commanders are responsible for reviewing at least four (4) random in-car and/or body-worn camera recordings from personnel assigned to their shift/unit. Shift/unit commanders are also responsible for reviewing at least one (1) random recording from each supervisor under his command who has utilized in-car and/or body-worn cameras.

C. Any policy, procedure, or other issue discovered during the review is to be addressed by supervision and/or elevated in accordance with policy.

D. All random reviews are to be documented on a Video Review Form and included with the precinct/unit monthly report.

Back to Top

Cobb County Police Department

Policy 3.09

AUTOMATIC LICENSE PLATE RECOGNITION (LPR) DEVICES

Effective Date: May 1, 2016	
Rescinds: None	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to establish requirements for the use of automatic License Plate Recognition (LPR) devices and access to LPR data.

I. POLICY

LPR devices and information contained within LPR databases will be utilized for law enforcement purposes only.

II. USE

A. Prior to operating a vehicle with an LPR device, officers will perform an inspection of the equipment. The inspection will include, but not be limited to, ensuring cameras are positioned properly and securely, the system is working properly, and there is no damage to components.

1. If damage is discovered or a system malfunction is evident, a supervisor will be notified and the device will not be utilized until repairs can be made.

2. If loose components cannot be secured/removed, the vehicle will not be used until repairs can be made.

3. Only authorized personnel may conduct repairs to malfunctioning/ damaged components. Operators may use the software to reposition cameras if they should come out of alignment.

B. To prevent damage to the LPR cameras, they should be removed before the vehicle is taken through any automated car wash.

C. Personnel will exercise due care and caution when utilizing an LPR device and operating a vehicle.

D. Personnel will ensure they are logged into the LPR system under the username assigned to them.

E. An officer may not detain an individual based on an alert from the LPR system unless the officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of circumstances presented therein. The following are general guidelines only, but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.

1. The officer will visually verify that the scanned plate matches the alert information with regard to plate letters, numbers, and the issuing state.

2. Once the state and all characters of the tag have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:

   a. **Expired Tags, Insurance and Other Suspensions** – Officers should verify the status of the tag on GCIC to establish reasonable suspicion.

   b. **Stolen Vehicles and Stolen Licence Plates** –An alert alone is generally sufficient to establish reasonable suspicion.

   c. **Wanted Person** – A wanted person alert may be utilized as reasonable suspicion unless the officer has information that the wanted subject is not inside the vehicle.

   d. **BOLO Only** – This alert is information only for officers, and reasonable suspicion may or may not exist based on the alert alone. The narrative of the alert will assist officers in determining the level of reasonable suspicion. Independent reasonable suspicion may or may not be required in order to detain.

   e. **CPIC Data** – These alerts contain information from the Canadian Police Information Centre. These alerts vary widely and should be read to determine the existence of reasonable suspicion.

   f. **Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only** – These alerts are information only for officers. Reasonable suspicion should be obtained in order to detain.

F. In order to enter a tag into the Local Hotlist (database containing Cobb County alerts), an officer should have reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.), officer information alert, or criminal activity.

1. Once the officer has sufficient evidence based on the above, an entry into the local hotlist may be made through the Cobb County GCIC/NCIC operator utilizing the Department LPR Entry/Removal Request Form. If a tag has been, or will be, entered into GCIC/NCIC or the Department of Revenue hotlist, it should generally not be entered into the Local Hotlist.

2. Only complete tag numbers will be entered into the system. Requests to enter partial tags will be rejected.

3. Officers requesting entry should be cognizant that alerts expire 30 days after entry. Should the officer require renewal of the entry, such renewal may be made through the Cobb County GCIC/NCIC operator utilizing the Department LPR Entry/Removal Request Form.

4. Once the entering officer is made aware that the alert is no longer valid, he should immediately request the tag to be removed from the system. Removal may be made through the Cobb County GCIC/NCIC operator utilizing the Department LPR Entry/Removal Request Form.

III. DATA SECURITY AND ACCESS

LPR devices/databases will be utilized/accessed for law enforcement purposes only.

A. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual.

B. When conducting investigative queries into the National Vehicle Locator System (NVLS) or the Law Enforcement Archival and Reporting Network (LEARN), a requestor, case number (if available), and reason will be entered associated with the search. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number. All investigative queries into the National Vehicle Locator System (NVLS) or the Law Enforcement Archival and Reporting Network (LEARN) should only be made through the Cobb County Network.

C. Personnel will not release any information obtained by the LPR devices to non-law enforcement personnel unless required by law.

D. Sample audits will be conducted at least annually to ensure compliance with these requirements. The LPR System Administrator or his designee will be responsible for the audit and retention of audit records.

IV. OPERATOR TRAINING

Prior to using the LPR system, officers will complete the Department approved training and demonstrate proficiency based on the manufacturer's recommendations.

V. DATA STORAGE, RETENTION, AND SHARING

A. The database retention period for all data collected will be 2 years or as required by state or federal law.

B. Sharing of data will be at the discretion of the Chief of Police or his designee with approval of the Director of Public Safety.

Back to Top

Cobb County Police Department

Policy 3.10

Rapid ID

Effective Date: May 1, 2016	
Rescinds: None	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for the issuance, training, and use of the Mobile Biometric Fingerprint Identification (Rapid ID) device.

I. POLICY

A. A Rapid ID device will be issued only to officers that have had training on the operation of the unit.

B. The Rapid ID device will only be used for law enforcement purposes in the performance of official duties, and in accordance with state and federal statutory and case law.

C. Information obtained through the device will be treated as any Criminal History information.

II. ACCESS

All officers utilizing the Rapid ID system will be issued their own unique username and password. Those operating the device will only do so using their own individual username and password.

III. GUIDELINES FOR USE

A. The Rapid ID device may be used when the subject to be fingerprinted voluntarily submits to the use the device.

B. The Rapid ID device may be used when reasonable suspicion can be articulated that the subject to be printed has committed, or is about to commit a criminal act, when there is a justifiable and reasonable belief that such printing via the Rapid ID device will either establish or nullify the subject's connection with that crime.

C. The Rapid ID Device may be used when the subject to be printed would otherwise

be required to give traditional fingerprint samples (e.g. - search warrant, court order, etc).

D. Any use of the Rapid ID device not covered above shall require notification and authorization by the officer's immediate supervisor. Examples include:

1. Request from an outside agency to fingerprint a suspect in custody (as long as the requesting agency complies with the procedures set forth in this policy).

2. In a death or traffic homicide investigation in which there is no other identifying paperwork for the victim;

3. To identify an unconscious or otherwise incapacitated subject who cannot be identified by any other means; or

4. To identify a mentally impaired person for purposes of safekeeping and locating a caretaker.

Back to Top

Cobb County Police Department

Policy 3.11

PROPERTY/EVIDENCE UNIT OPERATIONS

Effective Date: December 15, 2013	
Rescinds: Policy 3.11 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline the procedures for the daily operation of the Cobb County Police Department Property and Evidence Unit as it relates to service to both the public and the Department.

I. POLICY

All property that is taken control of by the Cobb County Police Department will be handled with the utmost care. All officers handling property are responsible for the proper management, documentation, packaging, and storage of the property while in their possession. Officers shall not retain recovered property or evidence for their own use.

II. SERVICE TO THE DEPARTMENT

In order to maintain security and control, the Property and Evidence Unit will be considered a secured area and will remain so at all times. The Property and Evidence Unit will respond to requests from officers at any time during normal business hours and from supervisory requests when in an on-call status. All officers are requested to telephone prior to coming to the facility to allow the technician time to respond to the request. These types of requests would routinely include the temporary release of property and evidence for Department purposes, such as use in court, or for victim identification of property and evidence. If an emergency exists and a technician cannot be reached by telephone, the Communications Center can contact the on-call technician.

III. SERVICE TO THE PUBLIC

The Property and Evidence Unit is available to the public, but, whenever possible, property will be released by appointment. Normally, when members of the public inquire about property pickup they will be assigned an appointment time to meet with a technician for release of their property. Employees are requested to instruct the public to telephone the Property and Evidence Unit to arrange for pickup of property. If an emergency situation arises where property needs release prior to normal public appointment, the on-call evidence technician should be requested by a supervisor to make

arrangements for the release.

IV. PROPERTY PICKUP

A. During Working Hours

Evidence personnel will make regularly scheduled pickups of property from all unit locations, and will be available, with prior notification, to receive walk-in property/evidence from all personnel during normal working hours.

B. After Hours

An evidence technician is on call after normal working hours to respond to evidence and property pickup when an item cannot be handled by precinct vehicles, or is too large to secure in a precinct or temporary storage locker.

V. PROPERTY DISCREPANCY DOCUMENTATION

If proper procedures in packaging and documentation have not been followed by the collecting officer, the evidence technician will notify the officer of the discrepancy via email. The email will state the problem found and the measures needed to correct the discrepancies. Upon receipt, the correction will be made at the Property and Evidence Unit by the end of the officer's tour of duty.

VI. INSPECTIONS AND INVENTORIES

Inspections and inventories of the Property and Evidence Unit shall be conducted to ensure the continuity and integrity of the unit, not to require an accounting for every item of property. All discrepancies, as well as other results of the inspections, shall be recorded and submitted to the Chief of Police and the Records Unit Commander.

Inspections shall be conducted as follows:

A. The supervisor of the Property and Evidence Unit, or his designee, shall conduct semi-annual inspections of the unit to ensure the following requirements are being met:

1. The property room is being maintained in a clean and orderly fashion.

2. The integrity of the property is being maintained.

3. Provisions of Department orders or directives concerning property and evidence management system are being followed.

4. Property is being protected from damage or deterioration.

5. Proper accountability procedures are being maintained.

6. Evidence which is no longer of value to any criminal case, or property which has met the maximum storage requirements, is being disposed of properly.

B. An audit of property shall be conducted whenever there is a change of assignment involving the evidence custodian. When such change occurs, the new evidence custodian, along with a designee of the Chief of Police, will:

1. Account for a selection of high risk items (i.e. – cash, precious metals, jewelry, firearms, and drugs);

2. Account for a sufficient number of other evidence and non-agency property; and

3. Ensure that records are correct and properly annotated.

A two-tailed random sampling method should be applied; tracing evidence from the item to the records, and accounting for items listed in records. If the sampling reveals a discrepancy rate greater than 4%, a 100% inventory must be completed on all high risk items, and additional sampling of items in general storage to the satisfaction of the CEO, to re-establish the accuracy of all records.

C. An annual audit of property will be made by a supervisor not routinely or directly connected with the functions of the Property and Evidence Unit. The audit will consist of a significant representative sampling of property including high risk items.

D. Unannounced inspections of the Property and Evidence Unit storage areas shall be conducted as directed by the Chief of Police, at least once a year.

Back to Top

Cobb County Police Department

Policy 3.12

PROPERTY/EVIDENCE CLASSIFICATION

Effective Date: December 15, 2013	
Rescinds: Policy 3.12 "Property Classification" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to give guidelines to employees in the correct classification of property which comes into the possession of the Department.

I. POLICY

When property comes into an officer's possession, it will be classified in one of six ways. Each different classification of property, as well as certain other types of property, will be recorded on a separate Property/Evidence Control Record, even if they came from the same incident.

II. CLASSIFICATIONS

A. Evidence

Property classified as evidence is an item which can be used in court to prove or support the charge of a criminal act. The chain of custody must be documented on the Property/Evidence Control Record, or as directed by the Property and Evidence Unit commander.

B. Hold Property (90 Days)

Ninety day hold property is an item that has the potential of becoming evidence or recovered stolen property. If it is determined during the 90-day period that the property can be used for evidence in the prosecution of a crime, the Property and Evidence Unit must be contacted and a request be made to change the status of the property to evidence. If it is determined that the property can not be used for prosecution purposes, a property release authorization or an e-mail must be sent to the Property and Evidence Unit advising as to the disposition of the property. If, at the end of 90 days, the officer has not advised the Property and Evidence Unit of any change in disposition, the property will be released to the listed owner or disposed of.

C. Safekeeping Property

Property which has a known owner and which has been taken control of by an officer to ensure its protection, is classified as Safekeeping Property. Property that has been taken control of by an officer to protect the owner or others from harm due to the situation, is also classified as Safekeeping Property. An example of the latter would be the seizure of a firearm from the scene of a domestic dispute. Safekeeping property will not be accepted without the owner's information listed on the Property/Evidence Control Record.

D. Found Property

Items of monetary value, other than contraband or evidence, found by an employee of the Department or turned over to an employee by a citizen fall into this category. An example would be a briefcase filled with business papers, whether or not the owner can be identified by its contents. If the owner is known, his information should be listed on the Property/Evidence Control Record to assist in the notification and release of his property.

E. Send to Crime Lab

Property which is evidence in a criminal charge and needs to be scientifically tested or analyzed should be marked with this designation. Items needing testing or analysis should be submitted to the Georgia Bureau of Investigation (or other) crime lab in accordance with the accepted delivery procedures set forth by the receiving crime lab. Normally, the evidence unit will be responsible for the delivery and pick-up of crime lab items.

F. Destroy

Items of contraband that have been seized, and no criminal charges have been filed, can be sent to the Property and Evidence Unit to be destroyed.

Back to Top

Cobb County Police Department

Policy 3.13

PROPERTY/EVIDENCE DOCUMENTATION

Effective Date: December 15, 2013	
Rescinds: Policy 3.13 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to inform employees of the documentation requirements whenever property comes into the possession of the Department.

I. DOCUMENTATION

All property taken control of by the Department must be thoroughly documented by having the following paperwork completed:

A. Incident Report

Incident reports do not have to accompany the property for storage but will be written regarding the circumstances surrounding any property seizures. The reports will have all information listed as to a description of the property and/or evidence collected, the finder of the property and or evidence, owner of the property, suspects for criminal case, etc.

B. Property/Evidence Control Record

Property/Evidence Control Records will accompany every piece of property taken. The records will be filled out with complete information on all owners, finders, and suspects, including addresses, zip codes, and phone numbers, and a description of the property and/or evidence collected. The officer shall sign each record and print his name under his signature. All original Property/Evidence Control Records will be forwarded to the Property and Evidence Unit.

C. Property/Evidence Information Slip

A Property/Evidence Information Slip will be placed in every clear plastic bag containing seized property. The Property/Evidence Information Slip will be easily read without having to open the bag, and will contain information such as the current date, case number, Property/Evidence Control Record number,

submitting officer information, type of property, complete list of contents of the bag, and any other information requested.

D. Property Control Tags

Tags, which are color coded to correspond with the different types of property, will be placed on all packages that do not have pre-printed information areas or attached to items that are not submitted in packaging. These tags will contain a description of the property, case number of the incident, name of the collecting officer, and corresponding Property/Evidence Control Record number:

1. White tags denote Evidence.
2. Red tags denote Found Property.
3. Green tags denote Safekeeping.
4. Blue tags denote 90-Day Hold.

These tags are used to determine the storage location for the property and to correlate the property packages with the filed property records.

II. CHAIN OF CUSTODY

The Chain of Custody section must be completely filled out on the Property/Evidence Control Record anytime possession of the property changes. If the Property and Evidence Unit has taken possession of an item and it is to be checked out by an employee, or submitted to a crime lab, a copy of the Property/Evidence Control Record will be made to accompany the item in order to document the chain of custody. When the item is released or turned back in to the Property and Evidence Unit, the copy will be attached to the original Property/Evidence Control Record. The original Property/Evidence Control Record will always remain in the Property and Evidence Unit.

III. RECORDS RETENTION

Temporary storage locker log books will be maintained at the precinct/unit level for a minimum period of three years, after which they can be disposed of in accordance with the Records Retention Schedule.

Back to Top

Cobb County Police Department

Policy 3.14

PROPERTY/EVIDENCE PACKAGING AND STORAGE

Effective Date: May 1, 2016	
Rescinds: Policy 3.14 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 10**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for employees when packaging and storing property or evidence taken control of by the Department.

I. GENERAL PACKAGING PROCEDURES

The following procedures are to be followed whenever packaging or storing property and/or evidence:

A. Packaging Receptacles

1. Unless size or other specific attributes dictate differently, items will be packaged in 10" X 13" plastic submission bags.

2. All property in the submission bag will be documented on an Property/Evidence Information Slip which will be placed inside the bag in such a manner that it can be read without opening the bag.

3. The submitting officer will initial the bag seal.

4. Property too large to fit into the plastic submission bags will be packaged in a suitable paper bag or box and made as compact as possible. A Property Control Tag should be fastened to the package and a Property/Evidence Control Record completed.

B. Large/Bulk Property

1. Large and/or bulky items will not be packaged if they can be handled in a safe manner by personnel. A Property/Evidence Control Record will accompany the item and the item will be tagged with the appropriate Property Control Tag. Anchor points, cables, and padlocks have been provided for items that can not be secured in a temporary storage locker

2. The Property and Evidence Unit will be requested to pick up items that cannot be handled by precinct vehicles, or are too large to secure in a precinct or temporary storage locker. After hours, the on-call evidence technician should be requested by a Department supervisor through the Communications Center. No items, regardless of classification, will be left unsecured on the precinct/unit evidence room floor.

C. Wet Items

Unless otherwise specified, wet items should be placed in an unsealed plastic bag, in the lowest temporary storage locker. All paperwork should remain outside of the plastic bag.

II. PROCEDURES FOR SPECIFIC ITEMS

A. Found/Abandoned Property

1. Property that is reported as abandoned and has no evidentiary, monetary, or serviceable value should not be collected by the Department. Examples of items not normally collected, unless they pose a safety hazard, are newspaper boxes, cardboard boxes, abandoned appliances, broken televisions, real estate signs, traffic barrels, traffic cones, etc.

2. Property with a monetary value, or items that appear to be stolen property, will be recovered. The employee must make a substantial effort to determine the owner of the property. If an owner is identified he must be contacted to pick up the property. If property needs to be shipped or mailed to the owner, the Property and Evidence Unit will assist in getting this accomplished.

B. Currency

Currency is the metal or paper medium, domestic or foreign, used for the exchange of goods or services (change/coins, dollar, euro, franc, etc.).

1. Currency, no matter the amount, must be packaged in plastic submission bags separately from other property.

2. Currency will be counted by the seizing officer and verified by a second employee. Both the seizing officer and witness will sign, date, and record the currency total on the Property/Evidence Currency Slip prior to it being placed inside the submission bag. The Property/Evidence Currency Slip will take the place of a Property/Evidence Information Slip for currency.

3. Both the seizing officer and witness will initial the bag seal.

4. Currency will be documented on the Property/Evidence Control Record by the totaled amount only.

5. Currency amounts of $5000 or less can be secured in a precinct or unit evidence locker. Amounts greater than $5000 will be turned over to an evidence technician for immediate storage in the Property and Evidence Unit.

6. Counterfeit currency shall be handled in the same manner as authentic currency.

C. Controlled Substances

All seizures of drugs or contraband will be documented and turned into the Property and Evidence Unit, regardless of amount or if an arrest is made. If items seized are not to be used as evidence, authorization to destroy the items will be indicated on the Property/Evidence Control Record.

1. All drugs will be packaged in the 10" X 13" plastic submission bags. The only exception will be light sensitive LSD or green, moist botanical material. These items will be packaged in a paper container. Drug evidence, drugs for testing, and drug paraphernalia will be packaged and recorded separately from each other.

2. If items are to be sent to the State Crime Laboratory for testing, each individual item must be packaged in a small zip-lock plastic bag before being placed in the 10" X 13"plastic submission bag. Light sensitive items, such as LSD, will be put in a small paper bag prior to being secured in the 10' X 13" plastic submission bag. The plastic submission bag must be sealed with evidence tape and the seal initialed by the submitting officer.

3. When multiple drug items are packaged together under the same suspect's name and sent to the State Crime Laboratory for testing, only the item that represents the most serious offense will be tested.

4. Marijuana is not to be sent to the State Crime Laboratory for testing, but should be carried by the investigating officer to the marijuana testing section at the Cobb County Adult Detention Center. The testing section will provide the officer with the required storage bag.

5. Hypodermic needles, syringes, and razor blades will not normally be tested by the State Crime Laboratory. If the liquid in a syringe is to be tested, the contents will be transferred into a plastic vial and packaged as described in this section. The syringe will be discarded in a sharps container. Note on the Property Evidence Control Record that vial contains a liquid substance (suspected heroin, suspect meth, etc) from a syringe.

D. Firearms

1. Firearms are to be submitted unpackaged with the Property Control Tag attached with a plastic tie to the trigger guard. Ties will be not be inserted through the barrel or chamber. The only exception to this will be firearms which have been exposed to bio-hazardous material, or firearms which require fingerprint analysis. These types of firearms should be packaged in paper bags and the bag marked prominently with a bio-hazard sticker or "To Be Fingerprinted" printed boldly on the package.

2. Firearms will be unloaded before submitting to the Property and Evidence Unit. If the weapon can not be cleared, the Property and Evidence Unit will be contacted.

3. The seizing officer is responsible for ensuring that NCIC checks are made on all weapons prior to submission to the Property and Evidence Unit. Found weapons will be entered onto NCIC by the collecting officer.

4. The seizing officer will complete an eTrace Submission Form and attach it to the Property/Evidence Control Record.

5. If the firearm is seized in relation to a Family Violence incident, it shall be noted on the Property/Evidence Control Record.

6. If the weapon was used to commit a felony it must be seized.

E. Edged Items

1. Knives and other edged items will have the cutting edge and points covered with thick cardboard and tape to protect handlers from injury.

2. Most edged items, after having the cutting area covered, and which do not require further testing or preservation of fingerprints, do not need any further packaging and can be submitted with the Property Control Tag attached.

F. Jewelry

1. Unless jewelry is authenticated by an expert, it should be listed by its generic appearance only, such as "one yellow metal necklace."

2. Jewelry will be itemized by line (e.g. – Item1: one yellow ring, Item 2: one pair yellow earrings with blue stones, etc.). Smaller items such as earrings and rings will be placed in a small zip-lock plastic bag before being placed in the 10" X 13"plastic submission bag. Each small zip-lock bag will have the corresponding line number from the Property/Evidence Control Record printed on it so that it is plainly visible.

3. Jewelry will be packaged separately from other property.

G. Bio-Hazard

1. Items that have been exposed to bodily fluids such as blood, urine, semen, etc., are classified as bio-hazards.

   a. If dry, these items should be packaged in a paper bag.
   b. If wet, the Property and Evidence Unit should be contacted for guidance.

2. Bio-hazardous items must be packaged securely. If the item is too large for packaging, the contaminated area must be covered.

3. Property must be clearly marked in red as being a bio-hazard. Biohazard labels will be affixed to both the packaging and the Property/Evidence Control Record

H. DNA Evidence

1. All body fluids and tissues must be assumed to be infectious regardless of the source. All personnel should exercise universal precautions for body fluids.

2. If an officer believes DNA evidence is present, a detective will be notified. Normally, the detective will respond to collect the DNA evidence. However, the detective may authorize field personnel to collect DNA evidence if the suspected crime is a property crime with no known suspects.

3. If field personnel are requested to collect the evidence it must be done using the Blood Stain Collection Kit provided by the Department. No specialized training is required to use the kits; instructions for use are provided with the kit itself. The kit will be inspected prior to use and if any of the following exist, the detective will respond to collect the evidence:

   a. The kit is expired or contains no expiration date.
   b. The kit is not properly sealed or appears to have been tampered with.
   c. Items from the kit are missing or defective

4. DNA evidence will be packaged according to the bio-hazard procedures and submitted to the Property and Evidence Unit. Only a detective will make the determination as to whether the evidence will be submitted to the crime lab.

5. All detectives will receive training in the collection of evidence. They will collect DNA evidence in accordance with established techniques.

6. It will be the responsibility of the Property and Evidence Unit to transport DNA evidence to the crime lab. This shall not prohibit detective personnel from completing the transport.

7. DNA evidence will be submitted to either the GBI Crime Lab or the FBI Crime Lab, both of which are ASCLD accredited. If an outside DNA lab must be utilized it must be an accredited laboratory.

I. Jane Doe Rape Kits

Jane Doe Rape Kits will be collected and entered into evidence. The Property/Evidence Control Record will reflect the following information:

1. The hospital employee submitting the kit will be listed as the finder
2. The hospital will be listed for the collection location.
3. The code number from the kit will be listed in the description.

J. Alcohol

1. All seized alcohol will be placed in an upright position, in tightly closed containers, and packaged securely in paper bags or cardboard boxes as small as the contents will allow.

2. For open bottles, the current level of its contents should be marked and initialed on the bottle by the seizing officer.

3. Ice chests, coolers etc, will not be accepted unless seized as evidence or found property.

K. Fingerprints

Fingerprints must be packaged separately from other property. They will be packaged in small clasp envelopes with the case number, officer's name, badge number, and the Property/Evidence Control Record number written on the outside of the envelope.

L. Photographs

Photographs taken during the course of business, of business related activity, will be considered Department property and handled in accordance with policy, whether captured via Department owned or personally owned cameras.

1. Photographs generated by officers as part of their investigation are considered records, and should be attached to the appropriate case number/report in the records management system (RMS). This can be accomplished by one of the following methods:

a. Upload them directly to the PISTOL RMS (not MFR) and attach them to the report.

b. Create a case number folder on the designated network folder, and upload the pictures to that folder. Central Records will then attach the photos to the report.

c. Send a CD of the photos to Central Records. Label the CD with the case number and submitting officer's name/badge number. Central Records will then attach the photos to the report.

2. Photographs of evidence from property crimes (burglary, theft, etc.) may, in most cases, be used in criminal prosecutions in lieu of the actual items. The investigating or recovering officer should photograph:

a. Recovered stolen property which has a known owner and which can be returned to the owner without processing through the Property and Evidence Unit.

b. Items which have no evidentiary value, such as rocks, sticks, etc. After photographs are taken the items can be disposed of or left at the scene.

c. Items which are part of a crime scene, but do not require any further processing, testing, or analysis such as alcohol containers, needles, syringes, and razor blades.

3. Photographs obtained from another person, or that are considered contraband (e.g. – still shots of surveillance video, screen shots, printed photos, child pornography, etc.), should be considered evidence and packaged accordingly. Copies of seized photographs can be maintained in the case file.

4. Film containing photos should be submitted to the Cobb County Sheriff's Department Photo Lab for development. A note should be made in the incident/supplemental report that the film was dropped off for processing.

5. Polaroid and film photographs must be protected from moisture, extreme temperatures, and direct sunlight. They should not be packaged in plastic bags; paper bags or envelopes should be used.

M. Audio and Video Recordings

Audio/video recordings taken during the course of business, of business related activity, will be considered Department property and handled in accordance with policy, whether captured via Department owned or personally owned recording devices.

1. Audio/video recordings must be guarded from coming in close proximity to any strong magnetic field such as speakers. They also must be protected from moisture, extreme temperatures, and direct sunlight.

2. All audio/video recordings seized as evidence will be turned in to the Property and Evidence Unit for storage. Copies of seized tapes should be made in order to be used during the case investigation, thus preserving the original evidence tape for court presentation. Copies of tapes may be maintained in the case file storage area of the unit.

3. Audio/video tapes generated by officers as part of their investigation, may be kept with the case file as long as the case file is maintained in a locked storage area.

N. Written Statements

1. Witness Statement Forms generated at the request of an officer/detective are not considered evidence. They will be labeled with the case number and number of pages and submitted to the Records Unit or placed in the case file.

2. Suicide notes, and demand notes used in the commission of a crime, are considered evidence and will be processed accordingly.

O. Vehicle Tags

1. Vehicle tags will be packaged in the 10” x 13” plastic submission bags. The registered owner’s name will be documented on the Property/Evidence Control Record.

2. Tags may be released directly to a Cobb County Tag Office. However, the Property/Evidence Control Record must still be completed and the Tag Office employee receiving the tag must sign the Property/Evidence Control Record as part of the chain of custody.

P. Vehicle Parts

1. Vehicle parts that are bulky can be submitted as unpackaged individual items, as long as a Property Control Tag is attached.

2. Small parts should be bagged in the plastic submission bags. Sharp objects may puncture through the single plastic bag and should be double-bagged using the smaller zip-lock bags.

Q. Gasoline Powered Equipment/Perishable Items

If these items must be collected, or the owner cannot take possession or is not known, an evidence technician must be contacted to arrange for appropriate

storage.

R. Signs

1. Most road signs are the property of the Department of Transportation and need not be turned into the Property and Evidence Unit unless needed as evidence. Found road signs should be turned over to the Department of Transportation, rather than the Property and Evidence Unit.

2. Real estate signs, unless evidence of a crime, should not be turned into the Property and Evidence Unit.

S. Dangerous Materials

1. The Property and Evidence Unit will not handle or store dangerous materials such as chemicals, explosives, flammables, etc. An appropriate specialist, such as the Bomb Squad, Fire Department, etc., will be contacted to handle and dispose of dangerous items.

2. The only exception to this is gasoline powered equipment with fuel tanks containing gasoline as stated in this policy.

T. Fireworks

Property and Evidence Unit personnel should be contacted if fireworks are to be confiscated. Generally, fireworks are transferred to the Bomb Squad for destruction.

U. Computer Equipment and Electronic Storage Devices

Before taking a computer system or electronic storage device into evidence you first need to verify that the equipment is not on or connected to a power source (i.e. - plugged into a wall or charger).

1. Should the computer or other device be connected to a power source, or connected to a networked system, contact a member of the High Tech Crime Squad before proceeding any further.

2. If the equipment is both powered off and disconnected from any power source then it will be collected and packaged noting the make model and serial numbers of any/all components (e.g. - main computer unit, mouse, keyboard, monitor, etc.). Use anti-static bags, paper bags, or cardboard boxes. Do not use plastic bags as they can create static electricity and destroy data contained on magnetic storage media (i.e. - hard drives, floppy disks, etc.). All computer equipment and electronic storage devices need to be transported in the passenger compartment and away from all radio equipment.

III. STORAGE OF PROPERTY AND EVIDENCE

All property and evidence collected during an officer's shift will either be placed in the temporary storage locker, or placed in the custody and/or control of the Property and Evidence Unit, prior to the end of the officer's shift. The only exception to this shall be on major crimes (e.g. – a homicide) where the crime scene technician is required to process a large number of items. These items shall be placed in secure storage until the necessary paperwork can be completed and items turned over to the Property and Evidence Unit.

A. All property and evidence to be stored at the precinct must be approved by a supervisor prior to storing. The supervisor will sign the approving officer block on the Property/Evidence Control Record.

B. Only a supervisor may place property and evidence into the temporary storage locker.

C. All property will be recorded on the Evidence Locker Property Control log.

D. No property and evidence will remain in the temporary storage locker after scheduled pick-up unless approved by the Property and Evidence Unit commander.

IV. "DETECTIVE HOLD" LOCKERS

Each precinct has lockers designated as "Detective Hold" lockers. All property and evidence being held at any unit must be secured in the unit's "Detective Hold" lockers and will not be secured in individual work areas or desks. Each "Detective Hold" locker will hold only one case. "Detective Hold" locker keys shall not be duplicated.

A. Items for "Detective Hold" should be clearly marked with a note requesting the item(s) be placed in a "Detective Hold" locker. The requested hold items will be logged and placed in a temporary storage locker. Property and Evidence Unit personnel will move the item(s) into the "Detective Hold" locker.

B. Detective supervisors have an access key for each of the three "Detective Hold" lockers and will be responsible for logging evidence out of the "Detective Hold" log book prior to processing or review. In the event the evidence is returned to "Detective Hold", the detective supervisor will log the item back into the "Detective Hold" log book and update the chain of custody on the Property/Evidence Control Record to reflect the removal and replacement. Upon completion of processing or review, the "Detective Hold" evidence should be placed in a temporary storage locker for pick up by Property/Evidence Control Technicians. It should also be logged into the temporary storage locker log book.

C. No property and evidence will be held in a "Detective Hold" locker for more than 10 days without the approval of the Property and Evidence Unit commander.

Back to Top

Cobb County Police Department

Policy 3.15

PROPERTY/EVIDENCE DISPOSAL

Effective Date: December 15, 2013	
Rescinds: Policy 3.15 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline procedures to be followed when disposing of property that has come into the possession of the Department.

I. GENERAL INFORMATION

All property seized by members of the Cobb County Police Department, will be handled and processed according to prudent safety standards and disposed of according to Georgia Code 17-5-50 thru 17-5-56. Disposal will be made in one or more of the following manners:

- Property is returned to owner.
- Property is sold at auction.
- Property is diverted for governmental use.
- Property is destroyed.

II. PROCEDURES

A. Evidence Release

Property, other than contraband and some firearms, can be released to an owner once it is no longer needed for investigative or court purposes. A court disposition order or officer authorization is needed for the release of evidentiary property.

1. It shall be mandatory that officers notify the Property and Evidence Unit, via e-mail, when the property can be released. It shall also be mandatory that officers respond to any such inquiries from the Property and Evidence Unit within five (5) working days from receipt of the inquiry.

2. Evidentiary property on adjudicated major felonies must receive special consideration to guard against loss of possible appellate evidence.

3. Owners must provide picture identification prior to release of property.

B. Evidence Disposal

Property no longer needed for court may be disposed of.

1. Property that cannot be returned to the owner, or remains unclaimed for 90 days after owner notification, will be processed for court-ordered disposal.

2. Upon receipt of an order from superior court authorizing disposal, all included property will be disposed of.

C. Found Property

Found property may be released to the legal owner if he is located.

1. Proof of purchase, photographs, videos, etc., can be used to verify ownership.

2. A thorough description of the property can also used to determine ownership.

3. Once a legal owner is identified, a written notification will be sent to the last known address advising the owner to claim their property within 90 days.

4. Found property will be processed through the superior court after 90 days if an owner cannot be located, or if the located owner fails to respond to written notification.

5. Finders of property have no rights of claim to found property regardless of whether or not the owner can be located.

D. Property Held for Safekeeping

Property being held for safekeeping must be released to the verified owner upon request.

1. Upon receipt of safekeeping property, the Property and Evidence unit will send written notification to the owner advising him to claim the property within 90 days.

2. If, after 90 days, no one has claimed the property, it will be processed through the superior court for disposal.

E. 90-Day Hold Property

1. Unless there is a change of status, property being held for 90 days will be returned to the owner at the expiration of the time unless it is authorized, via e-mail, for earlier release by the investigating officer.

2. If the owner is unknown or the property is unclaimed, the property will be disposed of through the superior court order process.

F. Weapons

Weapons that are found property, being held for safekeeping, or 90-day hold, can be disposed of by court order, but only after a 12-month waiting period.

1. Prior to disposal, the Property and Evidence Unit will check the weapon on NCIC. Weapons will not be returned if prohibited by court order or law.

2. Weapons can be disposed of by auction, destruction, diversion for Departmental use, diversion for training, historical purposes, or by Sheriff's sale.

3. Weapons being destroyed will be melted in a steel mill furnace. The evidence technician will witness the destruction of all metal parts by the re-cycler or furnace.

G. Controlled Substances

Controlled substances, unless being used for evidentiary purposes, are considered contraband and can be disposed of without permission from the court.

1. Only Property and Evidence Unit personnel will dispose of controlled substances.

2. Controlled substances will be disposed of on a regular basis by incineration.

3. Controlled substance destruction will be verified and witnessed by a supervisor, or his designee, not attached to the Property and Evidence Unit.

H. Bio-Hazardous Property

Any property that has been exposed to bodily fluids, such as blood, semen, saliva, etc., is considered bio-hazardous and all safety precautions will be used in the handling and disposal of the item.

1. Prior to returning such property to an owner, the owner must be notified of the potential hazard and sign an acknowledgment of this notification. The

acknowledgment will be sent to and kept on file in the Property and Evidence Unit along with the Property/Evidence Control Record.

2. Property deemed bio-hazardous will not be auctioned to the public, but will be destroyed according to the following guidelines:

   a. Clothing will be turned over to the contracted bio-hazard disposal company.

   b. General items of a non-sensitive nature will be made inoperable and turned over to the bio-hazard disposal company.

   c. Bulk items that are too large to dispose of as mentioned above, will be brought to the attention of the Property and Evidence Unit supervisor who will decide on the most appropriate manner to safely dispose of the item.

I. Fireworks and Explosives

Destruction of the fireworks and explosives will be accomplished by the Bomb Squad using procedures approved by the FBI and ATF.

III. AUCTION

Property not being diverted for governmental use will be sold at auction. All property turned over to for auction will be inventoried by the receiver and witnessed by an evidence technician. A representative from the receiving entity will sign for the receipt and custody of the property.

IV. PROPERTY DESTRUCTION

Property not being diverted for governmental use and not suitable for sale at county auction will be destroyed. Items will be rendered inoperable and disposed of at the Cobb County Solid Waste Department or an approved metal recycle company.

V. PROPERTY DIVERSION

A. According to Georgia Code 17-5-54, property may be utilized for official Department purposes upon the superior court granting an order for diversion.

B. The Property and Evidence Unit will maintain a complete list of all property eligible for diversion. The Chief of Police will, at his discretion, disseminate this list to other members within the Police Department or other branches of county government.

C. When commanders or managers within the Police Department, or other branches of county government wish to utilize an item of property for the official

performance of duty, they may request, in writing, to the Chief of Police that a particular item be assigned to their unit. The letter will particularly describe the item requested and the purpose for its use.

D. When approved by the Chief of Police, the original letter of request will be maintained in file within the Chief's Office and a copy will be sent to the Property and Evidence Unit.

E. The Property and Evidence Unit will then notify the unit commander or manager requesting the item and they will then be required to sign a receipt for the property. The signed receipt and approved request letter will be maintained in the Property and Evidence Unit files.

F. On an annual basis the Property and Evidence Unit Commander shall conduct an audit of all controlled substances, weapons, and explosives which have been diverted for Department use. A report of the findings will be sent to the Chief of Police, through the chain of command via memorandum, by February 15th.

Back to Top

Cobb County Police Department

Policy 3.16

CEREMONIAL DETAILS

Effective Date: July 20, 2012	
Rescinds: Policy 3.16 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to define the functions of various groups of officers participating in ceremonial details and to assign and define responsibilities for the smooth operation of said details.

I. TYPES OF FUNERAL DETAILS

A. Line-of-Duty Full Honor Funeral Detail

Staffing of the detail will consist of Pallbearers, Firing Detail, Bugler, Color Guard, Motorcycle Escort, and Honor Guard. Bag pipes will be available upon request.

B. Non-Line-of-Duty Honor Funeral Detail

Staffing will consist of Pallbearers (if requested), Honor Guard, and Motorcycle Escort. Honor Guard Pallbearers, or honorary pallbearers will perform the flag-folding detail if requested to do so by the family.

C. Civilian Honor Funeral Detail (for active civilian members of the Department)

Staffing will consist of Pallbearers, Motorcycle Escort, and Honor Guard.

D. Retired Officer Honor Funeral Detail (for retired, sworn officers of the Cobb County Police Department upon request of the family)

Staffing will consist of Motorcycle Escort and Honor Guard Pallbearers or honorary pallbearers. The flag-folding detail will be performed if requested by the family.

E. Dignitary Honors Funeral Detail

At the direction of the Chief of Police, the Honor Guard will participate at the level designated for any dignitary.

II. ASSIGNMENTS

A. Detail Coordinator

A Detail Coordinator will be appointed by the Deputy Chief of Precinct Operations for each detail. Generally, the Adjutant, or a rated officer of Special Operations, will serve as Detail Coordinator. The Detail Coordinator will be charged with the overall responsibility for the Formal Detail. Upon notification of a member's death, the Detail Coordinator will:

1. Notify all personnel who have direct responsibility for the implementation of the formal funeral detail, the funeral home director, ceremony officials, and personal clergy.

2. Review, along with the Honor Guard Commander, the physical layout of the church or funeral home to determine seating arrangements and the placement of appropriate functions.

3. Review the topography of the cemetery to determine the placements of the formations.

4. Review the ceremonial commands with the Honor Guard Commander and instruct the Pallbearers, Firing Detail, Bugler, and Color Guard.

5. Be responsible for securing the United States flag for the casket, either through the funeral home or the Supply Unit.

6. Be responsible for delivering the deceased member's badge to the Chief of Police for presentation to the family, as well as delivering to the Chief, or the highest ranking police official, the shell casing to be placed in the folded flag for presentation to the family.

7. Act as squad leader in all formations of uniformed officers, giving proper commands for formation and movements as necessary.

B. Honor Guard Commander

The Honor Guard will be commanded by a Senior Officer, Sergeant, or Lieutenant who is an active member of the unit and appointed by the Deputy Chief of Precinct Operations. This individual shall have the authority to order members of the Honor Guard to special duty assignments for purposes of training or planning, regardless of the member's assignment in the Department. Each member's chain of command shall honor such duty assignments from the Honor Guard Commander. All duty assignments will go from the Honor Guard Commander through the respective precinct/unit commanders down the chain of

command to the involved officers. For detail purposes the Honor Guard Commander will report to the Detail Coordinator.

C. Honor Guard

The Honor Guard, referred to as a unit, will consist of officers selected from each Bureau of the Department. There shall be no rank on the Honor Guard except for that of "Honor Guard Commander." For purposes of practice and planning, all Honor Guard members will take directions and assignments from the Honor Guard Commander. Appointment to the Honor Guard shall be made by the Chief of Police.

D. Family Liaison Officer

This individual will be selected by the Detail Coordinator and will serve as liaison between the Department and the family of the deceased. The selection of this individual will be based on personal acquaintance with the deceased member/family.

E. Pallbearers

Pallbearers will consist of six Honor Guard Members and the Honor Guard Commander. The Honor Guard Commander will give the commands to the pallbearers. This detail will be responsible for movement of the casket at all funeral sites and folding the colors from the casket. The Commander will present the colors to the ranking police official for presentation to the family of the deceased.

F. Firing Detail and Bugler

1. Seven riflemen will be utilized at any ceremony where they are required. The Honor Guard Commander will appoint a leader for this detail. The leader will actively participate in the ceremony and will give the commands to the Firing Detail.

2. The bugler will be an officer with the ability to play military taps. The bugler will report to the Honor Guard Commander.

3. Upon completion of the grave side service, the Firing Detail leader will call the Detail to "attention" and command them to "present arms" and fire three volleys. The Detail will fire three volleys of blank cartridges and hold the position until completion of taps. The Bugler will sound taps immediately following the last volley of shots. The detail will then be commanded to "order arms."

G. Color Guard

The Color Guard will be responsible for the ceremonial movements of the flags at

the grave site. It will consist of five officers selected from Honor Guard members. One officer will carry the United States flag, one will carry the Georgia State Flag, and a third will carry the Cobb County Police Department flag. Two officers will be detailed to carry rifles. One officer will be designated by the Honor Guard Commander to give commands.

H. Police Chaplain

The services of a Police Chaplain will be offered to the family of the deceased and will be utilized only upon the request of the family. The Police Chaplain will be assigned by the Department's Chaplin Service. The Detail Coordinator will ensure that the Police Chaplin is kept informed of the itinerary for the ceremony.

I. Motorcycle Escorts

Motorcycle Escorts will be at the family's gathering place at a time designated by the Detail Coordinator to escort the family to the site of the services. Upon leaving the site of the services the escort will conduct the funeral procession to the grave site.

J. Cobb County Patrol Officers on Traffic Posts

All Cobb County Officers on assigned traffic posts will show their respect to the passing funeral procession as follows:

1. Officers will wear their hats and stand at attention outside their vehicles immediately prior to the arrival of the procession. Patrol car doors will be shut and remain shut during the entire procession.

2. If the procession is for a Line-of-Duty Death, the officers will face the procession and hand salute when the hearse appears and will remain in that position until the hearse is out of sight. The officers will then return to the position of attention until the entire procession has passed.

3. Motorcycle officers will wear their head gear while hand saluting.

III. EQUIPMENT

A. Motor Vehicles

The Detail Coordinator will contact the appropriate unit or precinct commanders to obtain the necessary automobiles for the transportation of personnel utilized in a formal detail. The unit/precinct commanders will ensure that the requested vehicles are clean and available at the designated time and place.

B. Motorcycles

The Detail Coordinator will contact the Special Operations Commander and/or

the Deputy Chief of Precinct Operations to obtain the necessary motorcycles and traffic officers for the escort and traffic control.

C. United States Flag

If the deceased is a military veteran, a United States flag to cover the casket should be obtained by the funeral home. The Detail Coordinator will ensure this detail. If the deceased is not a veteran, the flag will be obtained through the Supply Unit.

IV. UNIFORMS OF THE DAY

The Deputy Chief of Precinct Operations will call a Uniform of the Day for all personnel participating in ceremonial details. Generally, this will be:

- The Class A uniform with long sleeve shirt and tie for uniform personnel;
- The Honor Guard uniform of the day for Honor Guard members; and
- Business attire for detective and administrative personnel

Other than the Honor Guard uniform of the day, no special unit uniforms will be authorized for wear at any formal ceremonies unless authorized by the Chief of Police.

V. PRESENTATION OF COLORS

In a Line-of-Duty Death, or under circumstances where an officer is entitled to a United States flag, the flag will be presented to the designated member of the family by the highest ranking police official present. If the highest ranking official present is in uniform, the following procedure will be followed:

A. Following the folding ceremony, the Honor Guard Commander will face the ranking official with the flag grasped in his hands. The ranking officer will slowly salute, hold for two seconds, and return to attention before relinquishing the flag.

B. The Honor Guard Command will ceremoniously "turn" the flag into the waiting hands of the ranking official and relinquish it.

C. The Honor Guard Commander will return the slow salute while the ranking police official is facing him. When the Commander dismisses himself and falls in the ranks of the other attending Honor Guard members, the ranking official will approach the designated family member and present the flag.

VI. OTHER CEREMONIAL DETAILS

A. The Cobb County Police Department will honor fallen officers of other departments. The Deputy Chief of Precinct Operations will designate a Detail Coordinator to arrange and carry out all such honors in compliance with the

request of the deceased officer's department.

B. All requests for Honor Guard participation in ceremonies and activities will be directed to the Deputy Chief of Precinct Operations for evaluation and approval. If the request is for the Honor Guard or Color Guard only, the Deputy Chief will direct the request directly to the Honor Guard Commander and no Detail Coordinator will be appointed.

C. When any uniformed officer of the Cobb County Police Department is at any outdoor event or ceremony where the National Anthem is played or the flag is presented, the officer should be under cover (wearing a hat) and should come to attention, and salute sharply (as opposed to the slow funeral salute). If the ceremony is indoors and the officer is uncovered (not wearing a hat) he will come to attention and place his right hand over his heart to render honors.

Back to Top

Cobb County Police Department

Policy 3.17

CONFIDENTIAL INFORMANTS

Effective Date: July 20, 2012	
Rescinds: Policy 3.17 "Confidential Funds" (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide regulations for the control and use of confidential funds and confidential informants.

I. DEFINITIONS

As used in this policy, the following word/term shall have the meaning ascribed:

Confidential Informant: An individual, who through close or criminal association with others involved in criminal conduct, provides information or assistance of investigative significance, usually but not necessarily, in an on ongoing capacity.

II. PROCEDURES

A. Establishment of an Informant File System

1. All individuals meeting the definition of, or being used in the capacity of, a Confidential Informant will be documented and indexed in a master file. The MCS Organized Crime Task Force shall be responsible for developing and maintaining master informant files and an indexing system for their unit and the Department as a whole.

2. Each file shall be coded with an assigned informant control number and shall contain, at a minimum, the following information about the informant:

    a. Name, aliases, date of birth, and biographical information.
    b. Photograph, fingerprints, and criminal history record.
    c. Height, weight, hair color, eye color, race, sex.
    d. Scars, marks, tattoos, or other distinguishing features.
    e. Current home address and telephone number.
    f. Residential addresses over the last five years.
    g. Current employment, position, address, and telephone number.

h. Marital status and number of children.
i. Vehicles owned and registration numbers.
j. Special skills and avocations.
k. Places frequented.
l. Name of officer initiating use of the informant.
m. Signed informant agreement.
n. Reliability and active or inactive status of informant.

3. Sworn personnel not assigned to MCS who wish to review an individual's confidential informant file will submit a written request to the MCS Unit Commander explaining the need for a review. A copy of this request, along with the officer's name, should be maintained in the confidential informant's file.

B. General Guidelines for Handling Confidential Informants

1. Personnel not assigned to MCS must receive approval from his immediate supervisor and a supervisor from MCS prior to using an individual as a confidential informant.

2. All informants will be used and compensated in accordance with MCS policy; and with guidance from MCS personnel, if necessary.

3. If an officer wants to use a probationer or parolee as a confidential informant they should first get approval from the person's probation/parole officer if at all possible.

Back to Top

Cobb County Police Department

Policy 3.18

SURVEILLANCE, UNDERCOVER, AND DECOY OPERATIONS

Effective Date: May 1, 2016	
Rescinds: Policy 3.18 (July 20, 2012)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for surveillance, undercover and decoy operations.

I. SURVEILLANCE OPERATIONS

Surveillance is the secretive observation of a person, place, or vehicle. Surveillance can be used effectively to gather information or evidence of illegal activity, or in the case of a stakeout, to apprehend criminals after a pattern has been identified. Surveillance operations should be well planned prior to implementation. Guidelines for planning operations include:

A. Crimes and victims should be analyzed to determine the nature and scope of personnel, equipment, and activities required to safely and effectively conduct the operation.

B. Probable offenders and their habits, associates, vehicles, methods of operation, or any other pertinent information which will affect the manner of surveillance and potential prosecution should be identified and analyzed.

C. Officers involved in the surveillance operation should be familiarized with the neighborhood or target area.

D. Operational procedures should be determined for observation, arrests, and "tails" to ensure the continuity between the planning and the conduct of the surveillance operation.

E. Means for routine and emergency communication will be established.

F. Equipment and vehicles appropriate for the operation will be provided.

G. The 911 Communications Center and the uniform supervisor of the area of surveillance should be notified of the nature and location of the operation prior to implementation, as circumstances dictate.

II. UNDERCOVER OPERATIONS

Undercover operations shall be planned in accordance with Departmental guidelines established in this section. These guidelines include:

A. All suspects that are a target or become the target of the undercover operation will be identified and analyzed. This identification and analysis should include a determination of their criminal history, known associates, weapons proficiency, and any other available background information that would be important for members conducting the operation to be aware.

B. Contact will be made with the suspects when determined appropriate and necessary, when all necessary and reasonable precautions are taken.

C. The neighborhood or target area where officers will work should be analyzed and surveyed prior to infiltration to determine and identify hazardous and potentially dangerous areas. Locations for surveillance points will also be identified.

D. Officers involved in the operation will be provided with false identity and disguises as necessary.

1. Only officers and supervisors involved in the operation will have the information.

2. Copies of the false credentials provided to the officers will be kept secured in the precinct/unit office.

E. Officers involved in the operation will be provided necessary equipment to include:

1. Vehicle(s)
2. Weapons
3. Communications equipment
4. Surveillance equipment.

F. Means for routine and emergency communications should be established. This will be determined on a case-by-case basis.

G. Prior to the operation, a meeting with the prosecutor's office may be scheduled to determine the legal ramifications of the operation.

H. Arrests should be made with the backup of another officer or another officer readily available.

I. Personnel involved in undercover operations should be closely supervised.

III. DECOY OPERATIONS

Decoy operations will be planned in accordance with the guidelines established in this section. Victims, crimes, and crime locations will be analyzed with the assistance of intelligence information to determine the modus operandi of the perpetrators. When appropriate, officers will disguise themselves to resemble victims. A determination will be made based on the analysis of the situation deploying an adequate number of backup officers for security and protection. Operational procedures for each maneuver will be developed to determine appropriate locations for observation and arrest. Other measures include:

A. The prosecutor may be consulted as needed to determine the legal ramifications.

B. Means for communications will be established. Whenever possible, decoy equipment and cameras will be used to record the decoy operation.

C. Participating personnel will be identified beforehand with a complete description of their vehicles and clothing provided to all involved personnel.

D. Officers involved in the decoy operation will be closely supervised.

Back to Top

Cobb County Police Department

Policy 3.19

CRIMINAL HISTORY RECORDS

Effective Date: May 1, 2016	
Rescinds: Policy 3.09 "Criminal History Records" (January 9, 2011)	
Related Orders: Code of Conduct	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for the release of Criminal History (CHRI), Driver's History, or Vehicle Registration information as required by Federal and State regulations and laws. Copies of the CJIS Network Policy Manual will be kept by each precinct/unit of the Department in a conspicuous location and accessible to all personnel. This policy applies to all sworn and non-sworn personnel.

I. RECORD DESCRIPTION AND STORAGE

Criminal History Record Information (CHRI), Driver's License Registration and History (DH), and Vehicle Registration records are retrieved electronically by the Department. Other records pertinent to the arrest, book-in, and detention of individuals are maintained by the Cobb County Sheriff's Department.

II. METHODS OF CRIMINAL HISTORY RECORD INFORMATION (CHRI) DISSEMINATION TO OTHER CRIMINAL JUSTICE AGENCIES:

A. Records will not be released or made available to any individual not authorized to receive or access information.

B. Authorized Methods

1. Face to Face
2. Mail

C. Unauthorized Method

Radio (only code warnings may be given)

D. Inquiries

1. All public inquiries concerning the release of Criminal History Record Information should be directed to the Central Records Unit.

2. Police officers shall only access Purpose Codes C (Administration Criminal), F (Records Checks on Persons Pawning Firearms), or H (Public Housing). All required information must be entered in order to access the requested information.

   a. The attention (ATN) field must contain both the name of the actual requestor (of the information) as well as the full name of the terminal operator.

   b. In the agency reference number (ARN) field, there must be a Cobb PD case number, IA case number, or MCS/OCA case number. This number must be complete with five or more digits.

   Examples:

   IQ Criminal History Search
   ORI_____ DRI_____ CTL
   PUR_**C**_ ATN__**Ofc. Smith/Jane Doe**__ or __**Jane Doe/Jane Doe**
   ARN: COBB PD__**03012345**__ or __**IA0301234**__ or __**N030123**
   Name__**Record, Paul Unique**
   DOB__**19540710**__ Sex__**M**__ Race__**W**__ SS#__**(optional)**

   FQ Full Criminal History
   ORI_____ DRI_____ CTL
   PUR_**C**_ ATN__**Ofc. Smith/Jane Doe**__ or __**Jane Doe/Jane Doe**
   SID_____ FBI_____ *FPS

   *Canada Only

III. HOT FILES RECORDS

Hot files records are defined as records of wanted persons, missing persons, unidentified deceased persons, stolen vehicles (including parts, license plates, boat trailers), stolen guns, stolen articles, stolen boats, and stolen securities.

A. By order of the FBI CJIS Security Policy the commercial sale and dissemination of these files is prohibited to include:

1. The advertising of services providing “hot file data for dollars”; and
2. Commercial requests for bulk hot files data.

B. The access and dissemination of hot file data is limited only to authorized criminal justice requests for authorized criminal justice purposes. Requests for hot file checks only, not associated with a criminal history record check, are prohibited for non-criminal justice purposes.

C. If hot file information is received in conjunction with a non-criminal justice employment criminal history record check, employees can only confirm that the person may be wanted and will refer the requestor to the law enforcement agency that entered the wanted person information.

IV. METHODS OF DRIVER'S LICENSE REGISTRATION AND HISTORY (DH) DISSEMINATION:

The Police Department shall not release Driver's License Registration and History (DH) information to individuals outside this Department. Information obtained is for Departmental investigative use only. Public inquiries should be directed to the Georgia State Patrol Driver's License Bureau.

V. MOTOR VEHICLE REGISTRATION (MVR) RECORDS

Motor vehicle registration records maintained under Code section 40-2-130(c) are exempted from the provisions of any law of this State requiring that such records be open for public inspection. All inquiries for such information should be directed to the Cobb County Tag Office except for the following:

A. Law enforcement officer, prosecutors, or court officials for official law enforcement investigations.

B. Individual or authorized agent of an individual involved in a traffic crash, including passenger or pedestrian, with proof of offense or involvement.

C. Wrecker operators and impound lot owners for the purpose of inventory and storage clearance.

VI. RECORD DESTRUCTION

All computer printouts containing CHRI/DH information will be destroyed by shredding. Upon case completion, the CHRI/DH information will be removed from the case file and destroyed prior to the storage of record(s) off-site.

VII. OTHER RECORDS

Records maintained or originated by this agency covered under this policy include information collected on individuals consisting of identifiable descriptions and notations of arrests, detention indictments, accusations, or other formal criminal charges, and any dispositions arising there from. These records are maintained for investigative purposes only and will not be made available to any non-Departmental personnel without the approval of the unit's immediate supervisor. These records may include:

- Fingerprint cards.
- Final dispositions of charges.
- State, local, or FBI criminal information (RAP sheets).

VIII. AUTHORIZED ACCESS TO GCIC/NCIC

A. All Departmental personnel must pass the GCIC Basic Certification Course in order to perform any GCIC/NCIC inquiries. All personnel who receive CHRI must attend a Security and Integrity Class and tested every two years. Information about Basic Certification requirements are available through the Department Terminal Agency Coordinator (TAC). Employees who have not received the required training and access authorization must seek assistance from a Police Records Technician in Central Records or Precincts in order to obtain CHRI.

B. GCIC/NCIC files will normally be accessed through County owned computers. Should an employee have the need to access GCIC/NCIC files from a computer other than a County owned computer, the employee will promptly notify his supervisor detailing the reason for remote access.

IX. AWARENESS STATEMENT

All sworn and non-sworn personnel must sign a prescribed Awareness Statement and these statements will be maintained in the employee's training record.

Legal Authority and References:

- Federal Rules and Regulations, Title 28, Part 20
- Georgia Code, OCGA, Section 35-3-30 through 35-3-40, As Amended
- Georgia Crime Information Center (GCIC) Council Rules
- U S Public Law 99-169 (5 USC 9101), As Amended
- Georgia Code, OCGA, Section 16-9-90 through 16-9-94, As Amended.

Back to Top

Cobb County Police Department

Policy 3.20

RECORDS MANAGEMENT

Effective Date: May 1, 2016	
Rescinds: Policy 3.10 "Records Management" (December 15, 2013)	
Related Orders: Policy 5.21 "Vehicle Impounds"	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The following records management guidelines serve as reference for the maintenance of records at the unit, precinct, and Department level.

I. CENTRAL RECORDS

Central Records is responsible for establishing and/or following records management guidelines for the processing, retrieval, dissemination, and storage of records within the Department. Central Records maintains the original reports consisting of, but not limited to, incident reports, traffic crash reports, citations, officer's dailies, and vehicle impound releases. Records may be stored in a computer-based Records Management System (RMS), or in paper format.

II. PRIVACY AND SECURITY OF RECORDS

A. Security and Access

1. All Department records will be maintained securely; electronic records should be in a password protected system. If, at any point, the security of Department records becomes compromised, the unit commander will be notified immediately.

2. Access to Department records will be limited to authorized personnel only.

   a. Employees may access records in the performance of their duties, and shall only share records with persons not employed by the Department, or other criminal justice entities, in the performance of duty, and in conformance with policy, procedure, and law.

   b. Some criminal justice entities outside the Department may have direct access to records (i.e. – the Cobb County Court System) and others may be granted access on a case-by-case basis. If there is

any question as to the individual's authority to access records, the Records Custodian or his designee should be contacted.

c. Individuals not listed above may have access to Department records under the provisions of the Georgia Open Records Act. Only the Records Custodian or his designee shall have the authority to grant access to these individuals.

B. After Hours Accessibility

Reports and other records are available to personnel on a continual basis via the Records Management System. Personnel who have trouble accessing the system should notify their supervision.

C. Juvenile Records

Records in which the victim or suspect/offender is 16 years old or younger, will be classified as juvenile records, and are generally marked "Juvenile" when printed.

1. Fingerprints, photographs, and other forms of identification for juveniles should not be collected, disseminated, or retained by Department personnel, except as evidence, or intelligence information gathered in accordance with MCS policy.

2. Juvenile records will be kept separate from adult records; physical records will be maintained in a locked room, electronic records will be in a password protected system. Access to all records pertaining to juveniles is restricted to authorized personnel only.

3. After an individual reaches adult age, any juvenile records for that person will remain in the juvenile file. Records regarding any activity as an adult will be maintained with all other adult records.

4. Expungement will be handled in accordance with Central Records standard operating procedures.

III. REPORT SUBMISSION

Accurate, timely, and complete reports are fundamental to this Department's efficient and effective operation. Therefore, the following guidelines will be followed:

A. Reports should be typed in the appropriate module of the Department's Records Management System (RMS). However, if no module exists for the type of report to be entered, or should the RMS be inoperable, reports may be typed or printed legibly in black ink on approved report forms.

B. Reports by uniform personnel will be completed and submitted to a supervisor by the end of the shift, unless prior approval has been granted. Generally, no more than a three- day extension should be permitted.

C. The supervisor will check each report for accuracy and completeness.

D. After each report has been read and checked by the supervisor, he will enter his name in the proper section, indicating that the report has been approved.

1. Reports completed electronically in the RMS, will be submitted to the main server electronically by the end of the shift.

2. Reports that are not entered into the RMS will be forwarded to Central Records by the end of the shift.

IV. REPORT ACCOUNTING SYSTEM

A. On a daily basis, each field unit (e.g. – the precincts, STEP, DUI, Rangers, etc.) should complete a Daily Activity Report noting his activities for the day. The Daily Activity Report should include a listing of all calls answered, paperwork completed (with associated case numbers), and other events conducted.

B. Detective unit commanders are responsible for regularly reviewing all incident and supplemental reports submitted by the field. Traffic crash reports will be reviewed by the Hit and Run Unit. Reports that require further investigation, or contain pertinent information to a specific function of the Department, will be assigned to the appropriate unit for review/follow-up. Supervisors whose personnel are assigned cases for follow-up investigation will be responsible for monitoring the progress of those investigations while the case is active.

V. DISTRIBUTION AND RELEASE OF RECORDS

Central Records is the main repository for all reports completed by all agency components, except as authorized by policy.

A. Distribution of Records

1. Incident/supplemental reports are available to the court system.

2. All traffic crash reports that occur on public roadways are sent to the State of Georgia Accident Reporting Bureau. Traffic crash reports are also available to Cobb County DOT.

3. Central Records shall ensure citations and juvenile complaint forms are sent to the appropriate court.

4. Whenever a vehicle is impounded by an officer, the driver of the wrecker service removing the vehicle will be provided with a copy of the vehicle impound inventory form.

5. All other reports will be distributed on an as-needed basis in accordance with policy, procedure, and law.

B. Release of Records

1. The following reports may be released to all involved parties (suspects, victims, and witnesses) at the precinct level, free of charge:

   - Traffic crash reports
   - Vehicle impound releases (see Policy 5.21 "Vehicle Impounds")
   - Initial incident reports that do not involve:
     - Juveniles
     - Stalking
     - Rape or sexual abuse
     - Domestic violence where no arrest was made
     - Health/mental health issues (e.g. – suicide, natural death, person injured, emotionally disturbed persons, etc.)

2. Certain records are available on-line via the Department's website.

   a. Traffic crash reports are available to all involved parties/witnesses.

   b. The date/time, location, case number, and crime type of certain incidents are available to all visitors of the website.

3 Release of all other records should be referred to Central Records and handled in accordance with the Georgia Open Records Act.

VI. RECORDS MAINTAINED OUTSIDE OF THE RECORDS SECTION

Most reports generated by Department personnel are maintained by Central Records. However, some records, usually of either a confidential nature or containing such information which renders them more appropriately stored in a specific unit or section, are maintained outside of Central Records. Examples of other sections and units which maintain reports and records are, but are not limited to, Personnel, Training, Internal Affairs, MCS Organized Crime, and the Detective Units.

VII. UNIFORM CRIME REPORTING (UCR) PROCEDURES

Data for the Uniform Crime Report (UCR) will be retrieved from the RMS. UCR reports will be submitted to the Georgia Crime Information Center (GCIC) on a monthly basis by Central Records.

Back to Top

Cobb County Police Department

Policy 4.01

CRITICAL INCIDENT MANAGEMENT

Effective Date: May 1, 2016	
Rescinds: Policy 4.01 (January 12, 2013)	
Related Orders: Policy 4.08 "Civil Disorders"	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this order is to establish procedures for call-up of personnel and to outline the lines of communication, responsibility, and definitions for major critical incidents. The incident may range from a small confrontation to a major occurrence.

I. POLICY

In accordance with the Proclamation passed on October 25, 2005 by the Cobb County Board of Commissioners, the National Incident Management System (NIMS) will be the basis for all incident management in Cobb County.

II. UNIFORM RESPONSE AND RESPONSIBILITY

A. When the first officer on the scene determines that he may have an incident requiring Special Teams personnel, he will notify his shift supervisor as soon as possible.

B. The shift supervisor will evaluate the situation and notify Special Team(s) and/or the On-Scene Commander Team as necessary. This decision should be based on the following criteria, which may not be all inclusive.

1. A dangerous felon or felons have fled to an area too large to be effectively sealed off by on-duty personnel. There must be an element of danger present which makes their immediate apprehension necessary.

2. A suspect has barricaded himself in a position after having used force or threatened to use force on himself or others.

3. A suspect has taken hostages.

4. An active threat (e.g. – active shooter) has been reported.

5. A large scale civil disturbance or disaster has happened, or is impending.

6. An escaped prisoner or prisoners are known to be in a specific area and constitutes a threat to public safety unless immediately apprehended.

7. A subject is believed drowned and the Underwater Search and Recovery Team is needed.

8. An explosive device has been found.

9. A felon is located in a contained area large enough to need a Canine team.

10. A natural or man-made disaster (tornado, dam breech, structural collapse, etc.) has occurred.

11. Any other situation deemed essential to require additional support (example: a lost child).

C. The supervisor shall act as the On-Scene Commander and remain in charge of the scene until relieved by a more senior officer in an on-duty status.

III. ON-SCENE COMMANDER RESPONSIBILITY

Upon arrival, the On-Scene Commander will assume command and:

A. Conduct operations following the standard National Incident Management System (NIMS)/Incident Command System (ICS) protocols, which include functional provisions for: command, operations, planning, logistics, and finance/ administration. The On-Scene Commander may designate individuals to assist with those functional provisions as needed.

B. Fire and EMS personnel should be notified if needed. In the event injuries have already been sustained, arrangements should be made to transport the injured to a safe area where treatment or transport arrangements can be made.

C. Establish and maintain a secure command post (and separate staging area, if necessary). The command post will be located a safe distance from the critical incident.

D. Ensure perimeter(s) are properly in place. Depending upon the type and severity of the incident, both an inner and outer perimeter may need to be established. Perimeters will help ensure the security and preservation of the scene, as well as the safety of all affected personnel.

E. Collect, evaluate, and disseminate information and intelligence about the incident, the status of resources, and anticipated equipment and manpower needs. Information should be gathered for current and alternative strategies, needs for special resources should be identified, and periodic predictions on incident potential should be made.

F. Identify any equipment, vehicles, or personnel required to assist with resolution of the incident; including support from other law enforcement agencies and other departments of the Cobb County Government.

G. Request the assistance of specialized units/teams as needed. The supervisor and/or commander of the team will report to the On-Scene Commander or his designee. Their operation on the incident will be dictated by the Standard Operating Procedures of the specific team(s).

H. Assign a radio frequency for all personnel involved in the critical incident. If needed, the On-Scene Commander will request that a Cobb County Communication Center dispatcher respond to the critical incident and act as a Communications Coordinator.

1. For incidents involving only Department personnel, a police frequency may be used.

2. For incidents involving multiple agencies, Disaster 3 should be used. Should Disaster 3 not be available to all assisting personnel, the On-Scene Commander should ensure that communication is maintained between the command post and all involved personnel.

I. Develop plans to cope with existing and predicted conditions. A documented Incident Action Plan should be created for large-scale events involving multiple jurisdictions/agencies where the Incident Command System will be utilized for an extended period of time.

J. Designate a location for the news media and ensure a Public Information Officer (PIO) has been requested or appointed to keep the media briefed during the operation. The On-Scene Commander will notify Communications as to who the PIO is and his location. All inquiries from the media will be directed to the PIO.

K. Conduct evacuations as necessary. The type and severity of the incident will dictate whether or not evacuations are needed, or whether evacuations will be small or large scale. Witnesses should be identified and kept at the scene, if possible.

L. Address traffic control. The responsibility for dealing with traffic control problems that arise during a critical incident will initially be given to uniformed personnel. On duty patrol personnel may be required to close necessary intersections and access routes, and assist in setting up detours for motorist. If the situation is obviously going to last for an extended period of time, the county and state Department of Transportation offices should be contacted to assist with the re-routing of traffic. DOT may have to close some affected areas in order to release Departmental personnel from traffic duty in order to return to their assignments, or to help with the incident response in other ways.

M. Coordinate transportation needs. In addition to Department vehicles, the On-Scene Commander may request Sheriff's Department vehicles, adjacent police department vehicles, Community Transit buses, Parks and Recreation Department vehicles, Senior Services buses, Cobb School System buses, etc.

N. Provide for detainee transportation, processing, and confinement. During a critical incident it may be necessary to establish a temporary detention area for holding a large group of in-custody persons. If such a detention area needs to be established, it will be done in accordance with the policy on Mass Arrests (Policy 4.08 "Civil Disorders," Section III, D). It is not, however, necessary to establish a temporary detention area for a prisoner(s) who is under the immediate control of an officer(s) for the purpose of debriefing, interviewing, processing, etc prior to transport to the jail.

O. Post personnel to secure Department facilities as necessary. Steps should be taken to ensure that all Department records are secure, or removed to another location where they can be secured.

P. Make appropriate plans for relief if the operation appears to be long term.

Q. As needed, record personnel time and expenses. Injuries and liability issues should also be documented.

IV. POST INCIDENT DUTIES

The responsibility of ending the operation will be the decision of the On-Scene Commander after receiving input from whatever personnel he deems necessary.

A. Post incident duties will include the continuance of security in the affected areas, maintenance of traffic and security checkpoints, release of resources as appropriate, and investigation by the appropriate investigative unit(s) or other agencies.

B. The On-Scene Commander will conduct a critique/debriefing of the critical incident within a reasonable length of time and prepare a detailed written after-action report for the Chief of Police, forwarded through the chain of command of all affected Units.

Back to Top

Cobb County Police Department

Policy 4.02

ON-SCENE COMMANDER TEAMS

Effective Date: May 1, 2016	
Rescinds: Policy 4.02 "Critical Incident Command" (January 9, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish an On-Scene Commander Team notification system which will be activated in the case of a critical incident. The below guidelines establish the notification procedures and the ultimate responsibilities of the On-Scene Commander Team.

I. TEAM ASSIGNMENTS

A. Each On-Scene Commander Team will consist of an On-Scene Commander and an assigned Assistant On-Scene Commander.

1. On-Scene Commanders will be assigned by the Chief of Police and will be of the rank of Captain or Major.

2. Assistant On-Scene Commanders will be assigned by the Chief of Police and will be of the rank of Sergeant or above.

B. Generally, one team will be designated as a Primary On-Scene Commander Team and a second team will be designated as a Secondary On-Scene Commander Team. Any other teams will be in stand-down mode. If the Primary On-Scene Commander Team cannot be contacted, the Secondary On-Scene Commander Team will be responsible for responding to an incident.

C. The On-Scene Commander Teams will rotate on a weekly basis. The Cobb Communications Center will be provided with a monthly schedule of the status of each team.

D. Each member of an On-Scene Commander Team will be responsible for keeping an updated notebook of the names and contact information of the following personnel:

- All personnel assigned to On-Scene Commander Teams
- SWAT Team Commander and SWAT supervisors
- Team Leaders for Hostage Negotiators

- Chief
- Deputy Chiefs
- Director of Public Safety
- Public Information Officers
- Persons responsible for the Command Post vehicle
- Dive Team Commander and supervisors
- Bomb Team Commander and supervisors
- Canine Supervisor and personnel
- Cobb County District Attorney
- Cobb County Solicitor

II. NOTIFICATION OF CRITICAL INCIDENTS

A. Upon notification of an incident, a member of the On-Scene Commander Team will make a determination as to whether they will:

- Respond
- Not respond, but advise to call special team(s)
- Not respond and decline to call the special team(s).

B. Should the On-Scene Commander Team respond to the incident, the first member of that team to arrive will assume command and responsibility of the incident.

C. The responding On-Scene Commander Team will be responsible for requesting that the Communications Center notify the Deputy Chief of Police, Chief, and Director of Public Safety of any critical incident that requires his response.

III. ON-SCENE COMMANDER TEAM TRAINING

A. Personnel assigned to On-Scene Commander Teams will be trained in the National Incident Management System (NIMS) and the Incident Command System (ICS).

B. At least annually, each On-Scene Commander Team will participate in documented critical incident training. The training may be accomplished through table-top exercises or practical exercises, and may include other Department personnel or personnel from other agencies.

Cobb County Police Department

Policy 4.03

CRITICAL INCIDENT COMMUNICATIONS

Effective Date: May 1, 2016	
Rescinds: Policy 4.03 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 4.03

SPECIAL TEAMS

Effective Date: May 1, 2016
Rescinds: Policy 4.08 "SWAT Team" (January 12, 2013); Policy 4.09 "Bomb Squad" (January 12, 2013); Policy 4.10 "Crisis Negotiations" (January 12, 2013); Policy 4.12 "USRT (Dive Team)" (January 12, 2013)
Related Orders: Policy 4.04 "Canine Unit"
Issued By: Chief J.R. Houser **Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

The purpose of this policy is to establish the minimum guidelines for special teams to include their response to critical incidents.

I. CONTACT INFORMATION

Each Special Team Commander will be responsible for ensuring the Communications Center has a current list of the names and contact numbers for their team.

- Special Weapons and Tactics Team
- Crisis Negotiation Team
- Bomb Squad
- Underwater Search and Recovery Team
- Canine Unit

II. REPONSE TO INCIDENTS

A. Special Weapons and Tactics (SWAT) Team

When a SWAT Team response is requested, the following procedures should be followed:

1. The first SWAT Team member on the scene will assess the situation and act as SWAT Team Leader until relieved by a senior team member.

2. The first SWAT Team supervisor to arrive on the scene will assume command of the SWAT Team operation and remain in charge until relieved by a SWAT member of a senior grade.

3. The on-scene SWAT Team Leader will:

a. Assign SWAT personnel to relieve patrol officers and detectives from inner perimeter positions.

b. Appoint SWAT Squad Leaders as necessary and assign other team members as required for the situation.

c. Evaluate the need for additional equipment or manpower. No additional personnel or equipment should be called out without his approval.

d. Provide security to negotiators as needed.

4. Once the SWAT Team has taken over an inner perimeter, begun an assault, or any other active function of imminent danger, all other personnel in the immediate area of that function will follow instructions of any SWAT Team member, regardless of rank.

5. The SWAT Team Leader will discuss viable options to resolve the crisis situation with the Crisis Negotiations Team Leader and the On-Scene Commander. The ultimate decision will be made by the On-Scene Commander.

6. Once a decision to tactically resolve a situation is made, the final option of which tactical plan to use will rest upon the SWAT Team Leader, based upon his intelligence data, experience, the suspect, weapons involved, actual or potential hostages, and location. This option will include an appropriate arrest plan and/or decision to have other emergency personnel (i.e. Emergency Medical Technicians and Fire Personnel) standing by.

7. The decision to call on other jurisdictions for SWAT assistance shall be made by the SWAT Team Commander and the On-Scene Commander.

   a. If the SWAT Team Commander is on the way to the incident, but not actually at the scene, and believes that additional assistance should be requested, he should relay this request to the On-Scene Commander. The On-Scene Commander, using information provided by the Communications Center and the justification of the SWAT Team Commander, will then make the decision.

   b. If the SWAT Team Commander is on the scene prior to the arrival of the On-Scene Commander and, based on information gathered at the scene and from the Communications Center, believes additional assistance is required, he is authorized to request this assistance. The On-Scene Commander will be notified as soon as possible that the assistance has been requested.

8. Upon completion of a SWAT call-out, the SWAT personnel will conduct a sweep of the location held by the suspect prior to entry by investigators,

negotiators, or any other person. SWAT Team members will then be directed to a specified location for debriefing.

B. Crisis Negotiation Team

1. Prior to beginning negotiations, the Team Leader (or negotiator) should be briefed by the On-Scene Commander.

2. Negotiators will use recognized and established methods and procedures to negotiate with persons involved in a critical incident.

3. No person other than the primary negotiator will attempt to negotiate, or otherwise interfere with negotiations, without the permission of the CNT Commander or Team Leader.

4. Once formal negotiations begin, no person will be allowed to negotiate without being a CNT member, or having the permission of the CNT Commander.

5. The negotiator(s) will keep the CNT Commander or, in his absence the On-Scene Commander, informed on the status of negotiations.

6. Upon completion of a negotiations incident, team members will conduct a debriefing. The Team Leader will be responsible for ensuring a synopsis of the situation is written. Any recordings of the negotiation should be entered into agency records in accordance with policy.

C. Bomb Squad

Bomb Squad technicians will be responsible for the safe rendering, disposal and/or removal of explosive/hazardous devices and materials that come within their purview. A possible exception to this would be the discovery of military ordnance, which is the primary responsibility of the U.S. Army Explosive Ordnance Disposal. In such cases, the Bomb Squad may refer such incidents to the military for disposition as needed.

1. If the Bomb Squad responds reference a hazardous or destructive device or other Chemical, Biological, Radiological or Nuclear (CBRN) related incident, Bomb Squad personnel will assume command of the scene until the danger from the situation is over, and they have completed their initial investigation and/or collection of evidence.

2. After a complete evaluation of the device and circumstances, the Bomb Squad technician should advise personnel at the scene what he intends to do and what safety precautions should be taken. The Bomb Squad technician will then proceed with actions necessary for the safe mitigation of the hazardous situation. Bomb Squad technicians will be the final authority on any methods or procedures taken by the squad.

3. Only Bomb Squad technicians will handle or transport explosive materials, improvised explosive devices or any other potentially hazardous devices or materials.

4. Bomb Squad technicians may assist detectives, in an advisory capacity, on investigations related to explosives, destructive/hazardous devices or CBRN related incidents or any other situation where such expertise is required.

5. No explosive, or potentially explosive, device will be permitted inside any police installation, except in designated locations or explosives magazine.

   a. Explosive/hazardous devices and/or flammable chemicals will be transported only in Bomb Squad vehicles or containment vessel.

   b. Retail trade, low-grade fireworks are not included and may be transported by law enforcement personnel to the Evidence Unit.

D. Underwater Search and Recovery Team (USRT)

1. When requesting assistance from the USRT, the supervisor should provide the following information to the team leader so he may plan the response appropriately:

   - How many possible victims
   - Local weather conditions
   - Status of water to be searched (i.e. clear, muddy, contaminated, etc.)
   - Best approach route and any known nearby launching areas.

2. The supervisor or designee should keep all witnesses at the scene so that they can be interviewed by the divers when they arrive.

3. When USRT arrives, uniform officers should remain at the scene to assist with crowd control and securing the scene(s) as necessary.

4. The officer assigned the call should keep notes on the events at the scene. This officer will complete the report on the incident, and the USRT Team Commander or Leader will submit an addendum detailing only the USRT activities.

5. If required, an investigator from the appropriate detective unit will be called to the scene. Additionally, a member of the Law Enforcement Division of the Georgia Department of Natural Resources, or a member of the U.S. Army Corps of Engineers will be called when necessary.

E. Canine Unit

Canine Unit response is covered under Policy 4.04 "Canine Unit."

III. REQUESTS FROM OTHER AGENCIES

Requests for Special Teams assistance by departments outside of Cobb County must be approved by a Deputy Chief, or higher authority.

IV. TRAINING AND READINESS EXERCISES

Periodic training and readiness exercises ensure that team members have an opportunity to practice their special skills and develop their abilities to function effectively as a team. Therefore, each special team is required to engage in periodic training and readiness exercises.

A. Generally, all team members will be required to attend. However, individual team commanders may excuse their personnel as appropriate.

B. Operational simulations will be included in the training and readiness exercises.

C. The Crisis Negotiation Team will be required to periodically conduct joint training exercises with the SWAT Team.

D. Each Special Team Commander (or his designee) is responsible for maintaining a record of all training and readiness exercises (to include a list of attendees) conducted by the Special Team. Individual employee training records will be updated according to policy.

Back to Top

Cobb County Police Department

Policy 4.04

CANINE UNIT

Effective Date: May 1, 2016	
Rescinds: Policy 4.11 "Canine Unit" (January 12, 2013)	
Related Orders: Policy 4.12 "Mutual Aid"	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for the effective deployment of Canine Teams. As needed or requested, Canine Teams assist in conducting searches of buildings and woodlands, and other hazardous incidents, in order to reduce injuries to police officers.

I. POLICY

The Canine Unit will provide support to both Precinct and Support Operations in all aspects of criminal investigation, criminal apprehension, and the collection of evidence to facilitate criminal prosecution. The Canine Unit will also perform other duties which deter criminal activity or support the welfare of the community.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Canine Unit: The unit made up of multiple Canine Teams.
B. Canine Team: The canine specialist and his assigned canine.

III. HOURS OF OPERATION

The hours of operation for the Canine Unit will be flexible depending upon the tasks required. The commander of the Canine Unit will dictate the hours, but should ensure coverage sufficient to prohibit delays in response.

IV. CANINE TEAM TRAINING, CERTIFICATION, AND EVALUATION

All Canine Teams will meet or exceed all Cobb County Police Department Canine Teams standards. Cobb County Police Canine Team standards will be consistent with established Canine Association requirements, but will not be limited to those requirements. The requirements are:

A. Obtain and maintain team certifications through a canine training or certification entity.

B. Be evaluated yearly by the unit commander or his designee, to ensure the Canine Teams perform within Departmental standards.

1. Any Canine Team that fails to meet Departmental standards will be removed from service until standards are met.

2. To maintain the Canine Teams reliability and to ensure the Canine Teams meet all applicable standards, a minimum of eight (8) hours of uninterrupted training will be allowed per week, unless an emergency situation dictates otherwise.

C. All special purpose Canine Teams will maintain certification in the applicable special purpose:

1. Narcotics detection
2. Explosives detection
3. Patrol work (e.g. tracking and/or trailing)

V. FUNCTIONS

The Canine Unit functions as a separate, independent unit providing support where specialized canine tasks can be utilized.

A. Canine officers will be responsible for the following daily activities:

1. Performing patrol activities that are consistent with specialized canine tasks.
2. Enforcing state laws and county ordinances.
3. Protecting life and property.
4. Care and condition of the assigned animal.

B. Unless directed by a supervisor, canine officers should not engage in calls for service requiring extensive out-of-service time not related to the specialized support of the Canine Unit. Calls for service should not be held for Canine Units.

C. Canine Teams will be available for “on-call” assignments.

D. Canine Teams may be employed for the psychological impact of their presence, where actual use of their specialized skill is possible, but not anticipated.

E. Police canines will not be deployed “unleashed” to pursue or apprehend misdemeanor offenders, except where the offender has committed, or is in the commission of, acts of violence towards another person or persons.

F. Police canines will not be deployed "unleashed" to pursue or apprehend known juvenile offenders, except where the offender has committed, or is in the commission of, a forcible felony or violent act which may result in serious injury or death.

G. Reasonable force will be used when police canines are deployed to pursue and apprehend suspects.

VI. ASSISTING OTHER JURISDICTIONS

A. The Cobb County Police Canine Unit will provide assistance to local agencies within Cobb County, in accordance with Policy 4.12 "Mutual Aid," and at the discretion of the canine handler.

B. Any requests for assistance outside of Cobb County must be approved by the canine supervisor. If the canine supervisor can not be contacted, the canine handler will contact an on-duty Special Operations supervisor and advise him of the request.

C. A detailed incident report documenting all activities involving outside agencies will be filed immediately upon completion of the assignment.

VII. DRUG DETECTION

Use of police canines in a drug detection capacity is authorized in the following situations and under the following conditions:

A. Random exploratory sniffing of luggage, packages, or other inanimate objects may be conducted in public facilities such as airports, bus stations, and train stations in accordance with current case law.

B. Sniffing of an individual person is not permitted under any circumstances.

C. The use of drug detection canines in public schools is permitted only when:

1. The school's principal or designated authority requests/approves the use.

2. There is reasonable suspicion to believe illegal narcotics are being distributed and/or consumed on the premises such that the interests of the school are being unacceptably compromised.

D. Sniffs of the exterior of residences are not permitted without a search warrant.

E. An exterior sniff of a motor vehicle is permissible without probable cause, provided that the occupants are not detained for an unreasonable period of time. An alert by the canine during an exterior sniff will serve as probable cause for subsequent search of the motor vehicle.

F. If an officer, during a routine traffic stop, develops probable cause to believe that drugs are located within a motor vehicle, the canine can be utilized to assist the officer in the search of the motor vehicle.

VIII. EXPLOSIVES DETECTION

Use of police canines in an explosives detection capacity is authorized as follows:

A. Executive sweeps, such as in Presidential or other dignitary visits.

B. Any area where suspected explosive devices may be hidden, such as in bomb threats, providing the area can be confined to an area small enough for the canine to effectively work within the given time frame prior to detonation.

C. At no time will the explosives detection canine be dispatched to sniff a suspicious package or located device. If there is reasonable suspicion that the package may contain or be a bomb, the bomb technician should be dispatched. At no time will the explosives detection canine specialist attempt to disarm, remove, or tamper with any suspected device that may be located.

IX. CANINE CALL-OUT GUIDELINE

A. Supervisors are responsible for authorizing requests for the Canine Unit. In addition, the following guidelines should be followed when a Canine Team is to be requested:

1. When pursuing a suspect, do not pursue past the point of last visual contact:

    a. Secure the area and establish a perimeter
    b. Do not enter an area of building to be searched.
    c. Do not allow anyone else to enter the area or building to be searched.

2. If the suspect fled from a vehicle, **DO NOT ENTER THE VEHICLE EXCEPT TO MAKE THE VEHICLE SAFE.** Make a visual inspection of the interior from the outside of the vehicle.

3. Inform the canine specialist of the length of time since the suspect was last seen, and if the suspect is believed to be injured or armed.

4. Do not leave vehicles idling in the area of a canine operation or while meeting with a Canine Team.

B. It is possible that you may be requested to provide security for a Canine Team while tracking or searching an area. If, for any reason, you feel you are unable to keep pace with the Canine Team, advise the specialist prior to starting the track. The Canine Team will not slow or stop for you as this could confuse the canine.

1. While tracking, remain behind the Canine Team and follow the same path as the Canine Team. Under no circumstances should you move in front of the Canine Team or fan out to the sides of the track.

2. Should the canine stop and begin to circle, stop your movement and do not move or make a noise. When the canine begins tracking, resume movement.

3. If you should notice physical evidence while tracking or searching, quietly bring it to the attention of the canine specialist.

4. While tracking or searching, if you observe the suspect before the canine alerts, **DO NOT RUSH FORWARD** (the canine may attack you). Establish a position of cover, if possible, and advise the canine handler you have spotted a suspect. Let the canine handler give commands to the suspect.

5. When given information by the canine specialist to relay, repeat the information exactly.

C. Scene and Scent Articles

Scent is in constant motion, affected by temperature, wind, surface conditions, and terrain. Consider scent as a fluid; any change can scatter and disrupt a scent trail.

1. Pre-scenting a canine is not necessary; however, when a known scent article is available, it should be used. Scent articles include:

   a. Suspect's clothing
   b. Vehicle seat covers
   c. Bedding articles
   d. Personal property

2. If you locate scent articles, **DO NOT TOUCH**. Leave it for the canine specialist. If the article is outside, protect it from being disturbed.

3. To ensure the Canine Teams produce good results you must protect any favorable condition that exists.

D. While engaged in canine activities (searches, tracking, etc.) a working canine may "alert" and "lock-on" to an officer assigned to a perimeter or security position. If a canine "alerts" or "locks-on" and remains with you, contact the canine specialist on the scene and follow the procedures in section X, B, 1 below.

E. If a canine engages and bites any person, the canine specialist will ensure that:

1. Appropriate medical attention is given for the victim.
2. A Canine Use Report shall be completed documenting the use of force; unless the bite occurred during a training exercise.

X. SERIOUS INJURY TO CANINE/SPECIALIST

A. During transport, the canine handler should keep the front divider closed to prevent possible injury to the animal and to keep the animal separated from the driver should a traffic crash with serious injuries occur.

B. Should an officer respond to a scene where the canine handler is seriously injured the following procedures should be followed:

1. **EXTREME** caution should be used around the vehicle and/or specialist. The canine may **ALERT** on the approach of rescue personnel and take a defensive or protective attitude.

   a. Move slowly around a canine and the specialist.
   b. Speak in a soothing manner and control your emotions.
   c. Do not make direct eye contact with the canine.
   d. Should a canine challenge you, stand perfectly still.
   e. Do not attempt to frighten the canine with a weapon.
   f. If the canine is loose or has been removed from the canine vehicle, secure the canine before attempting to move the specialist.

2. The responding officer should have the Communications Center contact another canine specialist or an Animal Control Officer with a capture device.

3. If the canine cannot be contained or controlled, the canine should be allowed to bite a protective arm sleeve. When the canine takes the sleeve, a leash can be attached to the canine's control collar. A muzzle can then be used to reduce the danger of a bite.

4. As a last resort, the specialist's spouse may be used to control the canine.

C. Should a police canine be injured, the emergency veterinarian clinic should be contacted.

Emergency Clinic:	Cobb Emergency Clinic
Address:	630 Cobb Parkway North, Marietta, GA 30062
Phone:	(770) 424-9157

D. Only under extreme and life threatening circumstances should deadly force be used against a police canine.

Back to Top

Cobb County Police Department

Policy 4.05

BOMB THREATS AND DESTRUCTIVE DEVICES

Effective Date: May 1, 2016	
Rescinds: Policy 5.06 "Bomb Threats and Destructive Devices" (January 12, 2013)	
Related Orders: Policy 4.01 "Critical Incident Management"	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to specify the responsibilities of Department employees, initial responding units, and supervisors responding to the scenes of calls which may involve bomb threats and Destructive Devices.

I. POLICY

Bomb threat and Destructive Device situations shall be dealt with on an individual basis. The type and magnitude of police response to the threat shall be based upon reasonable actions commensurate with all facts and evidence available.

II. DEFINITION

Destructive Device: any device or substance that can be made to explode. Examples include, but are not limited to one or both parts of a binary explosive, blasting caps, dynamite, military ordnance, home-made bombs, commercial grade fireworks, etc. Retail fireworks are generally not considered destructive devices.

III. BOMB THREAT PROCEDURES

A. Call Taker

Any employee of the Department may be the recipient of a bomb threat. All threats received will be regarded as valid, and an appropriate response initiated. Most bomb threats are received by telephone; however they may be received through the postal mail, or by e-mail.

1. Telephone Threats

The employee receiving the call should attempt to obtain the following information:

- Where the device has been placed

- What the bomb looks like
- When it is expected to explode
- What will cause it to explode
- Who placed the device
- Why the device was placed
- Details about the caller (name, sex, age, accents, demeanor, etc.)
- Statements made by the caller
- The caller's telephone number (if displayed on caller ID).
- Any unusual or identifiable background noises.

2. Postal Mail or Written Threats

   Written threats should be handled as little as possible and should be treated as physical evidence.

3. E-Mail Threats

   If a bomb threat is received by e-mail, do not touch the computer further. Simply leave the immediate area of the computer and secure the area. Do not allow anyone to touch the computer unless it is necessary to obtain information about the threat.

B. Notifications

If a bomb threat is received by an employee of the Department, the employee shall immediately notify the Communications Center and, as soon as practicable, notify his supervisor.

C. Response to Incidents

The following procedures will be used in response to a bomb threat.

1. Respond to the area and advise Communications prior to your arrival.

2. Do not transmit from any radio within 300 yards of the scene. Keep in contact with the Communications Center by land line telephone (if available).

3. Interview the victim/call recipient and determine any other pertinent information necessary to decide further action.

4. If available, meet with the property owner/person in authority. Allow him to decide if a search and/or evacuation of the premise will be conducted. An officer can not order the property owner/person in authority to evacuate the premises based upon the receipt of a bomb threat. The officer may only advise him that it is his decision to make.

5. If the threat is to the Department, but no specific facility or individual has been named, the Department will respond to the threat as if the Destructive Device could be located at any Departmental facility.

D. Building/Area Searches

1. Persons familiar with the building and surrounding areas should conduct the search and be capable of identifying unusual objects. Officers may accompany and assist in the search.

2. Special attention should be given to areas accessible to the general public.

3. Searchers should not touch or remove any suspicious or out of place items or objects located during the search.

4. The search should start outside. Close attention should be given to piles of leaves, shrubbery, refuse, etc. Additionally, searchers should be attentive to such things as trash cans that do not belong in an area, unfamiliar automobiles, etc.

5. When moving inside the search should begin at the lowest level and work upward, completely searching each level before changing floors.

   a. In addition to searching any area in which a bomb could be placed, searchers should listen for any unusual sounds, look for damaged ceiling tiles, tiles out of place, damaged air ducts, etc.

   b. Conditions of the rooms or objects should not be altered in any way. Fans, heaters, lights or electrical switches should not be turned on or off.

E. Vehicle Searches

If investigation indicates that a vehicle bomb may be present, the Bomb Squad should be notified.

1. Routinely, a bomb in a building is normally set to detonate at a particular time. A vehicle bomb often has a triggering device.

2. Initial action is to evaluate the information available. Interview the driver or owner about any threats, evidence of the vehicle being tampered with, suspicious noises, unfamiliar objects, etc.

3. Determine when the vehicle was last operated. Attempt to determine if it was locked, who the next intended driver was, and if that person has noticed anything suspicious recently during his travels (being followed).

4. Check the area around the vehicle for signs of tampering. Look for pieces

of tape, wire insulation, and fluids in areas other than from the mechanical areas of the vehicle.

IV. ACTIONS TO BE TAKEN IF NO DESTRUCTIVE DEVICE IS LCOATED

The owner/person in authority will be notified of the result of the search. The owner/person in charge should be advised that merely because a bomb was not located, does not infer that there is no Destructive Device.

V. ACTIONS TO BE TAKEN IF A DESTRUCTIVE DEVICE IS LOCATED

Officers may be made aware of, or come into contact with, Destructive Devices during their daily activities. This contact could be with relatively fresh products, such as dynamite at a construction site, or materials may be encountered which had meant to explode, but did not. This includes (such as a hand grenade or artillery shell), or a device that was purposefully placed at a location to destroy property or terrorize people. Should personnel come into contact with an actual or suspected Destructive Device:

A. A critical incident response will be initiated in accordance with Policy 4.01 "Critical Incident Management."

B. A perimeter will be established around the incident location (at least 300 yards including airspace).

1. Officer(s) at the scene should evacuate all persons, doing everything possible to minimize the risk of injury or death. Should the device be found within or adjacent to a facility, the facility should be evacuated regardless of costs or obligations to the establishment.

2. Evacuation should be approached in a calm, professional manner that will inspire confidence by the public and prevent panic.

3. Evacuees should be instructed to take their personal property with them and unlock all doors (if possible) as they leave.

4. Evacuees should be directed to a designated evacuation area. A security sweep of this area should be conducted prior to the arrival of evacuees.

5. Those who remain in the area should be instructed to take cover behind solid, protective cover and to avoid standing in front of glass windows.

C. The location shall be treated as a crime scene and shall be secured until all evidence is collected for further investigation.

D. **Anticipate that there is a second device. The secondary device may be strategically located and could be designed as an anti-personnel device.**

E. No one other than the Bomb Squad Technician or a designated bomb disposal

officer from another agency shall neutralize, disarm, move, transport, handle, remove, or release any suspicious materials or Destructive Devices if located, unless directed by a member of the Bomb Squad or unless further threat to life cannot be avoided.

VI. POST-EXPLOSION PROCEDURES

The following procedures will be utilized whenever a Destructive Device detonates, regardless of whether there was a bomb threat prior to the detonation.

A. **Anticipate that there is a second device. The secondary device may be strategically located and could be designed as an anti-personnel device.**

B. First responding supervisors should ensure that a perimeter at 300 yards from the detonation point is established as soon as possible.

C. Look out for falling debris.

D. Look out for broken gas lines and downed power lines. Be aware of broken water lines or standing water, especially if near downed power lines.

E. Notify other departments as needed (e.g. – casualties, fire, etc.).

VII. Investigative Procedures

A. An incident report will be completed on all calls regarding bomb threats or the location of a suspected Destructive Device.

B. Bomb threats and located Destructive Devices (where there is no injury/death) will be investigated by the Bomb Squad. Other investigators may assist as necessary.

C. Incidents involving injury or death due to a Destructive Device will be investigated by the Crimes Against Persons Unit with assistance from the Bomb Squad.

D. If possible, located devices or suspected devices should be photographed in their original location by Bomb Squad personnel.

Back to Top

Cobb County Police Department

Policy 4.06

HOSTAGE AND BARRICADED SUBJECTS

Effective Date: May 1, 2016	
Rescinds: Policy 4.05 "Hostage and Barricaded Subjects" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to provide general guidelines for handling Hostage/Barricaded Subject situations.

I. POLICY

In Hostage/Barricaded Subject situations, it shall be the policy of the Cobb County Police Department to consider the lives of the Hostages, civilians, and officers involved to be of the utmost importance; and, whenever possible, to enhance the prospects of peacefully resolving the incident through communication with the suspect; and, whenever possible, to develop and maintain the ability to use alternative approaches to resolve the incident should communications fail; and, in Hostage situations, to make every reasonable effort to effect the safe release of the Hostages.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Barricaded Subject: Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to Hostages, officers, or others in the community and who is in a stronghold position.

B. Hostage: Any person held by another against his will by force or threat of force, expressed or implied.

III. PROCEDURES

A. Initial Response

Officers confronting Hostage/Barricaded Subject incidents shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others, consistent with Department policy. Officers shall then:

1. Notify a supervisory officer of the incident and circumstances.

2. Contain and isolate the incident scene, establishing an inner containment perimeter to provide a reasonable degree of safety while maintaining contact with the incident scene.

3. As time and resources permit establish an outer containment perimeter to control pedestrian and vehicular traffic into the area.

4. Whenever possible, evacuate occupants of affected residences and businesses to a point beyond the perimeter.

B. On-Scene Commander

The ranking officer at the scene shall be in command until specifically relieved by a superior. The On-Scene Commander shall:

1. Inform the watch commander about the nature and circumstances surrounding the incident.

2. Delegate the tactical mission to the SWAT Commander.

3. Ensure that a Crisis Negotiation Team call-out has been initiated along with all necessary equipment.

4. Ensure establishment of an inner and outer perimeter, command post, tactical operations center, negotiations center, and a staging area for officers and others arriving for assignment.

5. Assign a press center and an officer for press liaison.

6. Ensure that responsibility for traffic and crowd control is established, and that routes for emergency vehicles have been designated.

7. Make provisions for recording personnel assignments and developing a chronological record of events at the command center and tactical operations center.

8. Ensure that necessary equipment from the fire department is made available at the staging area together with any other units or equipment such as canine teams, aviation, or marine units.

9. Ensure that emergency medical services are available at the site.

C. SWAT Commander

The commander of the SWAT Team shall:

1. Assist the On-Scene Commander in assessing the situation and formulate and provide the On-Scene Commander with recommended tactical alternatives should communications with the subject fail to resolve the incident.

2. Determine equipment needs and assign personnel to control and contain the inner perimeter.

3. Designate marksmen and entry teams as necessary.

4. Ensure that personnel manning the inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate tactical response team members.

5. Prepare appropriate logistical plans to include diagrams of the location in question.

6. Ensure the establishment of a tactical operations center if necessary.

7. Maintain contact with and keep the command post informed of all developments and operations.

D. Crisis Negotiation Team

The Commander of the Crisis Negotiation Team shall:

1. Provide any requested assistance to the On-Scene Commander.

2. Ensure that adequate personnel respond to the scene to properly perform the function of negotiations.

3. Obtain all pertinent information about the Hostage taker, the Hostages, Hostage site, and any other Barricaded Subjects.

4. Designate a location to interview witnesses, released Hostages, and others.

5. Debrief Hostages following the incident.

6. Maintain contact with and keep the command post informed of all developments and operations.

E. Psychological Services

Psychological services shall serve as a resource to the Crisis Negotiation Team if requested by the On-Scene Commander.

IV. INCIDENT ESCALATION

Once the SWAT Team has arrived, and the perimeters have been established, the SWAT Commander, or his designee, will be responsible for designating entry points should the incident turn into an active threat situation.

Back to Top

Cobb County Police Department

Policy 4.07

ACTIVE THREATS

Effective Date: May 1, 2016	
Rescinds: None	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to empower responding officers with the authority and responsibility to take immediate action to contain and, if necessary, neutralize Active Threats.

I. POLICY

The Policy of the Department is to intervene in Active Threat situations to neutralize the threat, prevent access to additional victims, and to rescue injured persons and potential victims. While it is important to provide first aid to the wounded, the primary duty is to stop the actions of the Active Threat, thereby preventing further injury or loss of life.

II. DEFINITION

Active Threat: An incident where one or more suspects is participating in a random or planned violent spree; actively demonstrating their intent to continuously cause serious bodily injury or death to others. Although these events often involve the use of firearms by perpetrators, they may also involve the use of other types of weapons or implements which could cause serious injury or death.

III. RESPONSE TO THREATS WHEN LIVES ARE IN IMMINENT DANGER

Officers responding to an Active Threat situation will assess the situation and, if possible, stop the suspect's violent actions, consistent with training and experience. Actions taken by officers to stop the violence may include arrest, containment, or the use of force when justified. Additional actions may include efforts to locate, recover, shelter in place, and/or facilitate the evacuation process of victims to safe areas or to medical personnel for treatment.

IV. NOTIFICATION OF ADDITIONAL RESOURCES

Identifying the need for additional resources is the responsibility of the on-scene commander. Additional resources may include additional Department personnel, personnel from other law enforcement agencies, emergency medical personnel, fire

personnel, public works, utility companies, or any other assistance as may be deemed necessary by the on-scene commander.

V. PUBLIC SHELTERING AND CONTAINMENT OF THE INCIDENT

Decisions regarding public sheltering and containment of the incident are the responsibility of the on-scene commander and are incident specific. Actions taken by the on-scene commander may include evacuation, sheltering in place and establishing a perimeter. The on-scene commander should consider the risk of evacuation or sheltering in place to affected citizens. A primary consideration of the on-scene commander should be incident containment and termination of the Active Threat consistent with training and experience.

VI. POST INCIDENT

Once the threat has been neutralized or the situation resolved, the location shall be treated as any other crime scene and shall be secured until all evidence is collected for further investigation.

VII. PUBLIC NOTIFICATIONS FOR AWARENESS AND SAFETY

A. The Department PIO will coordinate with the County Communications Department in providing general information to the public on Active Threats through the County's website and/or social media and at the direction of the on-scene commander.

B. When an Active Threat is identified the PIO will be responsible for coordinating media releases about the incident (location of the incident, closed roads, reunification points, etc.) and at the direction of the on-scene commander.

VIII. DOCUMENTED ANNUAL REVIEW OF POLICY AND TRAINING NEEDS

A documented annual review of this policy, along with training needs, will be completed by the Training Unit.

Cobb County Police Department

Policy 4.08

SPECIAL WEAPONS AND TACTICS (SWAT) TEAM

Effective Date: May 1, 2016	
Rescinds: Policy 4.08 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 4.08

CIVIL DISORDERS

Effective Date: May 1, 2016	
Rescinds: Policy 4.06 "Civil Disorders" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to establish guidelines to effectively deal with crowds engaged in, or posing a significant threat of engaging in violence, property damage, or breaches of the peace.

I. POLICY

Officers confronting Civil Disorders, and those called upon to assist in these incidents, shall follow the procedures of containment, evacuation, communication, use of force, and command and control as enumerated in this policy.

II. DEFINITION

Civil Disorder: An unlawful assembly that constitutes a breach of the peace, or any assembly of persons where there is imminent danger of collective violence, destruction of property, or other unlawful acts.

III. PROCEDURES

A. The first officer to arrive on the scene of a Civil Disorder should do the following:

1. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent.

2. Notify the Communications Center and supervisor of the nature and seriousness of the disturbance, particularly the availability of weapons. Request the assistance of backup as necessary.

3. If approaching the crowd would not present unnecessary risk, instruct the gathering to disperse.

4. Attempt to identify crowd leaders and any individuals personally engaged in criminal acts.

B. The ranking officer at the scene shall be the On-Scene Commander. The On-Scene Commander, or other higher ranking officer assuming command at the scene, should take the following steps:

1. Assess the immediate situation for seriousness and its potential for escalation.

2. Establish the number of personnel and equipment necessary to contain and disperse the disturbance and relay this information to the Communications Center. If the disturbance is minor in nature, and adequate resources are available, efforts should be made to disperse the crowd.

3. Where necessary, ensure that appropriate notification is made to outside agencies which may include, but is not limited to, the fire department, rescue squads, state and local law enforcement agencies, Department officials, Public Information Officer, the agency's legal advisor, and the local detention center.

4. Establish a temporary command post based on proximity to the scene, availability of communications, available space, and security from crowd participants.

5. Establish a perimeter sufficient to contain the disturbance and prohibit entrance into the affected area.

6. If possible, ensure that uninvolved persons are able to evacuate the immediate area of the disturbance.

7. Ensure that surveillance points are established to identify agitators, leaders, and individuals committing crimes, and to document and report on events as they happen. Photographic and videotape evidence of criminal acts and perpetrators should be generated whenever possible.

8. Ensure establishment and sufficient staffing of a press area.

C. Command Options

When adequate personnel and resources are in place, the On-Scene Commander should be prepared to implement one of the following options:

1. Containment and Dialogue

   The On-Scene Commander should ensure that a perimeter has been established, and attempt to initiate communications with participants (especially apparent leaders) of the disturbance to discuss actions necessary to disperse the crowd.

2. Physical Arrest

When appropriate, the On-Scene Commander will order the arrest of crowd leaders, agitators, or others engaged in unlawful conduct and will:

a. Ensure the appropriate use of tactical formations, the availability of protective formations, and the availability of protective equipment for officers engaged in arrest procedures.

b. Ensure the availability of transportation for arrests.

c. Ensure that a backup team of officers is readily available; should assistance be required.

3. Non-lethal Force

When physical arrest of identified leaders and agitators fails to disperse the crowd, the On-Scene Commander may use non-lethal force to accomplish these ends. In so doing, the On-Scene Commander shall ensure that:

a. A clear path of escape is available for those who wish to flee the area.

b. The use of tear gas, smoke, or other non-lethal devices is coordinated and controlled.

4. Use of Lethal Force

The use of deadly force in the control and dispersion of Civil Disorders, as in other circumstances, is governed by this Department's "Use of Force" policy. Particular caution should be taken when using firearms during Civil Disorders. The arbitrary use of return fire in crowds is prohibited.

D. Mass Arrests

During the course of Civil Disorders, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely, and legally, the On-Scene Commander should ensure that:

1. An adequate secure area is designated in the field for holding prisoners after initial booking and while awaiting transportation.

2. An arrest team is designated to secure the temporary detention area and process all prisoners for purpose of transportation.

3. An adequate number of vehicles is made available to move the prisoners to the detention center as soon as possible (this will ensure that prisoners

have access to food, water, sanitation, and other needs). Transportation requirements that exceed the capacity of the Cobb County Police Department will be addressed to the Cobb County Sheriff's Office or other agency for prisoner transport buses or other vehicles that may be helpful.

4. All arrested individuals are searched, photographed, and properly identified prior to transportation to the detention center for formal booking.

5. All injured prisoners are provided medical attention prior to being booked.

6. All arrested juveniles are handled in accordance with this Department's procedures for the arrest, transportation, and detention of juveniles.

7. All evidence and weapons taken from arrests are processed in accordance with this Department's policy on preservation and custody of evidence.

8. No visitation will be allowed with arrested persons. Should an arrested person request a defense counsel visit, he will be instructed to contact the detention officers at the jail.

E. Deactivation

When the disturbance has been brought under control, the On-Scene Commander shall ensure that the following measures are taken:

1. All law enforcement officers engaged in the incident shall be accounted for and an assessment made of personal injuries.

2. All necessary personnel shall be debriefed as required.

3. Witnesses, suspects, and others shall be interviewed or interrogated.

4. All written reports shall be completed as soon as possible following the incident to include a comprehensive documentation of the basis for and the Department's response to the incident.

Cobb County Police Department

Policy 4.09

BOMB SQUAD

Effective Date: May 1, 2016	
Rescinds: Policy 4.09 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 4.09

STRIKES AND LABOR DISPUTES

Effective Date: May 1, 2016	
Rescinds: Policy 4.07 "Strikes and Labor Disputes" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to define the proper role of this agency in dealing with labor disputes and to provide guidance to protect the rights of both labor and management.

I. POLICY

Officers assigned to strikes and labor disputes shall deal fairly and impartially with the parties involved, and with reasonable consideration of the emotional environment involved in these events.

II. PROCEDURES

A. Command Authority

1. Operational control of officers assigned to a labor strike is the responsibility of the Chief of Police or his designee.

2. The supervisor in charge of the strike detail should contact the company and labor unions involved in order to:

   a. Inform them that the Department is aware of the strike (or impending strike) and advise them of Departmental policy relating to the enforcement of law and protection of personal and corporate rights.

   b. Emphasize the importance of a peaceful demonstration, and that the rights of labor to legally assemble and protest will not be interfered with so long as it does not interfere with the legal rights of the company to transact business.

   c. State the Department's position on warning and arresting demonstrators and the need to maintain communication at all times between police personnel and strike leaders.

3. In determining manpower and equipment needs, the supervisor should consider:

   a. The number of picketers, their attitude, and organization.

   b. The number of non-strikers, anti-strikers, and bystanders.

   c. Whether the striking company will attempt to stay open and whether non-striking employees will attempt to enter the premises.

   d. The cooperation of all parties involved in the strike.

B. Duties and Responsibilities of Assigned Personnel

1. Officers assigned to labor strikes should ensure that the statutory and constitutional rights of all parties involved are not interfered with.

2. Officers must be mindful that certain individuals may attempt to engage the officer in a debate, or elicit sympathy for their cause. To help avoid this officers should:

   a. Refrain from unnecessary contact/conversation with picketers, management personnel, or bystanders. Any necessary contact/ conversations shall remain professional.

   b. Avoid entering company property except to conduct necessary police business. The facilities or services of labor or management should not be used unless absolutely necessary.

3. Arrests for minor law violations should be kept to a minimum, and efforts should be made to control such conduct through conversation with picket captains, union representatives, or management personnel.

4. Persons committing unlawful acts of a substantive nature, or those who persist in committing unlawful acts in the presence of an officer, shall be subject to arrest. Decisions on making arrests should include:

   a. The availability of adequate numbers of suitably equipped officers to provide backup.

   b. The seriousness of the offense relative to the potential negative effects it may have as an incitement to violence or other unlawful behavior.

   c. Verbal abuse against officers, unaccompanied by threats, should not be the sole reason for arrest.

5. Officers should attempt to confirm any reported unlawful acts committed by picketers which were not done in the presence of the officer. Picket captains or management representatives should be warned that any recurrence of such acts may result in arrest.

6. Consumption of alcohol by involved parties or bystanders should be discouraged.

C. Operation of Picket Lines

1. Strikers have the right to peacefully assemble, picket, bring attention to their cause, and persuade others to honor their picket line. However, they do not have the right to intimidate non-strikers, impede business, or violate the law.

2. The employer has a right to keep the business open and operational, free from undue interference, intimidation, damage, or destruction. Non-striking employees, customers, and members of the public have the right to enter or leave the site of the strike.

3. Officers will assist vehicle and pedestrian traffic in the crossing of picket lines as necessary. Officers should advise persons attempting to cross hostile, or potentially hostile, picket lines of the possible danger involved.

4. Attempts by either labor or management personnel to prevent the free exercise of these rights will first be brought to the attention of the appropriate strike captain or a management supervisor. Continued violations may warrant police intervention, up to and including arrests for applicable violations of law.

Cobb County Police Department

Policy 4.10

CRISIS NEGOTIATIONS

Effective Date: May 1, 2016	
Rescinds: Policy 4.10 (January 12, 2013)	
Related Orders: Policy 2.12 "Transfers and Specialized Assignment Requests"	
Issued By: Chief J.R. Houser	**Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 4.10

AIRCRAFT CRASHES

Effective Date: May 1, 2016	
Rescinds: Policy 4.04 "Aircraft Crashes" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide general guidelines for Cobb County Police Officers who may be first on the scene of an aircraft crash.

I. NATURE OF RESPONSE

A. Primary responsibility for investigation of aircraft crashes lies with the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA). In the case of crashes involving military aircraft, the appropriate military authority will investigate.

B. Officers shall respond to all complaints of aircraft crashes in unincorporated Cobb County. The functions of the officer at the scene shall include:

1. Administering emergency first aid to injured persons.

2. Limiting or preventing further injury, loss of life, and property damage.

3. Securing the crash scene for investigation by the proper authority.

II. PROCEDURE

A. Any officer locating an aircraft crash site shall immediately notify his supervisor and the Communications Center.

B. Communications Center personnel shall immediately notify the Federal Aviation Administration.

C. Officers on the scene shall administer first aid to injured persons and take appropriate steps to secure the crash site. The site shall be treated in the same manner as a crime scene and shall be secured accordingly.

D. Unless an ongoing emergency exists at the site, no officer shall remove a dead body or move wreckage at the crash site without first having the site photographed or otherwise documented for further investigation.

E. Officers at the scene should be alert for hazardous materials and should call for a bomb technician or Hazardous Materials team if such materials are present or believed to be present.

F. Only essential emergency and investigative personnel shall be allowed inside the secured area.

Back to Top

Cobb County Police Department

Policy 4.11

EMERGENCY MOBILIZATION

Effective Date: May 1, 2016	
Rescinds: Policy 4.13 "Emergency Mobilization" (January 12, 2013)	
Related Orders: Cobb County Personnel Payroll Policy	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish the rules and regulations for the Department in the event emergency mobilization is required.

I. POLICY

Employees placed on "STANDBY" will do so in accordance with the Personnel Payroll Policy of the Employee Handbook. At no time will personnel who are on "STANDBY" place themselves in a position whereby they are not able to be contacted by telephone or other means.

II. DEFINITION

Emergency Mobilization: the need to activate off-duty personnel to respond to an incident that exceeds the scope of on-duty resources. Specialized unit requests specifically related to a unit's area of expertise are separate from emergency mobilization, but may be included as part of a Departmental response to an incident or incidents.

III. STANDBY NOTIFICATION

A. Personnel may be placed on "STANDBY" prior to an incident; pending information available to the Department (e.g. - weather advisory, intelligence information, etc.). A "STANDBY" order issued prior to an incident must be authorized by the Chief of Police, or his designee.

B. Personnel may also be placed on "STANDBY" post-incident when it is evident that the continued response by the Department will exceed the personnel resources currently available. A "STANDBY" order issued post-incident may be authorized by the On-Scene Commander.

C. A "STANDBY" notification to on-duty personnel should be made by a supervisor. Off-duty personnel should be notified through their chain of

command. Depending upon the nature of the incident, any number of personnel may be placed on "STANDBY" as determined by command personnel.

D. Employees placed on "STANDBY" will do so in accordance with the Personnel Payroll Policy of the Employee Handbook. At no time will personnel who are on "STANDBY" place themselves in a position whereby they are not able to be contacted by telephone or other means.

Note: SPECIAL OPERATIONS PERSONNEL WILL BE PLACED ON "STANDBY" STATUS PRIOR TO ALL OTHER PERSONNEL

IV. MOBILIZATION

A. **SPECIAL OPERATIONS PERSONNEL WILL BE UTILIZED AS THE PRIMARY RESOURCE FOR EMERGENCY MOBILIZATION.** In most circumstances, a response by these units should be adequate to cope with all but the most serious of unusual occurrences. The on-call On-Scene Commander may request the mobilization of off-duty personnel in these units.

B. Should the circumstances require the mobilization of additional off-duty personnel, the on-call On-Scene Commander will inform the Chief of Police through the chain of command.

C. At the time that the mobilization is authorized, the on-call On-Scene Commander, or his designee, will act as the Mobilization Coordinator.

D. The Mobilization Coordinator will designate a primary and, if necessary, alternate assembly area. He will also be responsible for:

1. Ensuring that mobilized personnel have any necessary equipment and supplies available to them at the assembly area;

2. Ensuring that the assembly area remains secure and will also act as a personnel coordinator;

3. Providing periodic updates on the number of personnel and the status of the assembly area to the On-Scene Commander; and

4. Advising mobilized personnel of the frequency to be utilized, briefing mobilized personnel on the incident, and advising them of their initial duties and responsibilities.

E. Mobilized personnel will report to the Assembly Area Coordinator to be checked in. Personnel may be ordered to report directly to an incident scene by the Assembly Area Coordinator.

V. DEPARTMENT OPERATIONS

A. Depending on the nature of the mobilization and duration of manpower commitment, officers may be temporarily reassigned to different shifts, zones, off-days and duties.

B. The type of calls that will be responded to by the Police Department may be restricted or suspended in an emergency situation. An example of this would be holding non-priority calls for a period of time while a tactical emergency or county wide emergency (i.e., weather related) is handled; or asking an adjacent agency to cover a call for service under mutual aid assistance. The On-Scene Commander is responsible to decide when calls will be held and when normal operations will resume.

C. Adequate and timely relief will be provided to personnel assigned to the mobilization.

Cobb County Police Department

Policy 4.12

UNDERWATER SEARCH AND RECOVERY TEAM (USRT)

Effective Date: May 1, 2016	
Rescinds: Policy 4.12 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 1**
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This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 4.12

MUTUAL AID

Effective Date: May 1, 2016	
Rescinds: Policy 4.14 "Mutual Aid" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Situations may develop which will cause the Department to make a request for additional manpower, or which will result in an outside agency requesting additional manpower from this Department. The purpose of this policy is to provide guidelines for making or receiving such requests. This policy is not intended to prohibit routine or emergency "backup" to neighboring jurisdictions or the Department's response to calls for service which originate on or near the county line.

I. POLICY

It is the policy of the Cobb County Police Department to commit available internal manpower prior to making an official request for additional outside law enforcement resources.

II. LAW ENFORCEMENT AGENCIES IN COBB COUNTY

A. Georgia Code 36-8-5 "Powers of County Police Generally" provides that county police officers have:

1. The same power to make arrests and to execute and return criminal warrants and process in the county of their election or appointments only, as sheriffs have; and

2. All the powers of sheriffs as peace officers in the county of their election or appointment.

By virtue of this code section, members of this Department have jurisdiction to enforce state laws within Cobb County, including municipalities.

B. The Department recognizes that several cities have elected to maintain their own police departments. In instances where a municipality has its own police department, that agency has the primary responsibility for providing law enforcement services to that community. Officers of this Department that

encounter violations of state law within a municipality, including those with a police department, will take enforcement action necessary to protect lives and property of the citizens of that community.

C. The Department will provide, upon request, the following assistance:

1. Backup assistance, crime scene investigation, evidence collection, investigative support, traffic direction and enforcement, crowd control, supplemental patrol, response to calls for service, and tactical, canine, bomb, and dive assistance.

2. Request for aid should normally come through the Communications Center. The Communications Center will then notify a supervisor from the appropriate command who will make arrangements for the aid. Consideration will be given to the amount of aid needed so that it does not adversely impact the safety and security of the citizens who are provided law enforcement services by this Department.

3. Officers dispatched to provide aid to municipal law enforcement agencies will remain under the command of this Department and will abide by all rules and regulations of this agency.

4. If a problem or conflict arises, it should be brought to the attention of the employee's supervisor, who will attempt to resolve the dispute.

III. LAW ENFORCEMENT AGENCIES OUTSIDE COBB COUNTY

The Georgia Legislature has created the "Georgia Mutual Aid Act" (OCGA 36-39), which authorizes governmental public safety officials (Police, Fire, and Emergency Management Services) to assist and provide mutual aid during local emergencies. Essentially, the effect of the act is to authorize public safety inter-agency actions under local emergencies without the requirement of a contract between respective governments. The Mutual Aid Act is not mandatory; therefore, government jurisdictions may or may not request and/or provide each other with assistance pursuant to the provisions of the Act.

A. Title 36, Chapter 69, known as the "Georgia Mutual Aid Act," generally governs this Department's response to mutual aid during times of "local emergencies." A "local emergency" is defined in OCGA 36-69-2, as "the existence of conditions of extreme peril to the safety of persons and property within the territorial limits of a political subdivision of the State, or on a campus of an institution within the University System of Georgia, caused by natural disasters, riots, civil disturbances, or other situations presenting major law enforcement and other public safety problems, which conditions are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision of the State, and which require the combined forces of other political subdivisions of the State to combat."

B. Aid for the agencies will include crowd control, supplemental patrol, response to calls for service, traffic control, tactical, dive, bomb, and canine, upon request depending upon the nature of the emergency.

C. Members of the Department may be required to process prisoners in mass arrest situations. Assistance may also be required in the transportation of prisoners to temporary detention facilities. Members will not assist in operating temporary detention facilities. If, in an emergency situation, a need arises in Cobb County for a temporary detention facility, the Cobb County Sheriff's Department will be contacted.

D. The Code, under 36-69-3 (e), provides that the senior officer of the public safety agency which requests assistance in a "local emergency" shall be in command of the "local emergency" as to the strategy, tactics, and overall direction of operations with respect to the public safety officers and employees rendering assistance extra-territorially. All orders or directions regarding the operations of the public safety officers and employees rendering assistance extra-territorially shall be relayed to the senior officers of the public safety agency rendering assistance.

E. Under OCGA 36-69-4, employees of Cobb County rendering aid outside of their jurisdiction, shall have the same powers, duties, rights, privileges, and immunities as if they were performing their duties in Cobb County. Likewise, employees of other political subdivisions called into Cobb County to render mutual aid, will have the same powers, duties, rights, privileges and immunities as if they were performing their duties in their jurisdictions.

F. Requests for and approval to furnish mutual aid, other than providing "backup" assistance, will be made through the Communications Center to the Chief of Police or, in his absence, the Deputy Chief of the appropriate bureau. When requesting aid for this agency, or from this agency, the incident commander requesting the assistance will provide the location where the aid is needed, the type of aid needed, the equipment, the material, and personnel needed.

G. When Cobb County receives mutual aid from outside agencies, personnel and equipment from other agencies will be deployed as a unit when possible. Communications equipment, such as portable radios, should be provided to the senior officer from each assisting agency and should be set to the appropriate Department frequency. These units will be used in support roles whenever possible. A high degree of cooperation must be maintained between all personnel. When providing mutual aid to another agency, Cobb County personnel and equipment should be deployed as a unit, and when possible, in a support role.

H. Any jurisdiction which furnishes equipment pursuant to the "Georgia Mutual Aid Act," will bear the loss or damage of such equipment and will pay any expenses incurred in the operation and maintenance thereof. The jurisdiction furnishing aid will also compensate their employees during the time of rendering such aid, and

will defray the actual travel and maintenance expenses of such employees while they are rendering such aid (OCGA 36-69-5).

IV. RADIO PROCEDURES

A. Should Cobb County Police units enter the requesting agency's jurisdiction in response to a call for assistance, Cobb County units will change radio frequency to conform with the requesting agency's frequency, if possible. This will enable constant communications between both agencies and the headquarters of both agencies.

B. Radio codes and signals should be avoided due to the various meanings and emphasis placed upon them by different agencies. Communications should be in clear, concise, and conversational English.

V. FEDERAL LAW ENFORCEMENT ASSISTANCE

In the event of an emergency which requires Federal Law Enforcement assistance, the Chief of Police or, in his absence, the Deputy Chief of the appropriate bureau may request their assistance.

VI. NATIONAL GUARD ASSISTANCE

In the event of an emergency which requires the National Guard, the Chief of Police or, in his absence, the Deputy Chief of the appropriate bureau must contact the Director of Public Safety who will, in turn, advise the Cobb County Board of Commissioners Chairman, who will then contact the Governor's Office.

Back to Top

Cobb County Police Department

POLICY 4.13

PROTECTIVE SERVICES

Effective Date: May 1, 2016	
Rescinds: Policy 4.15 "Protective Services and Related Functions" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this SOP, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Certain individuals by virtue of their position, status, or situation may be considered more susceptible to harm than the average citizen. These individuals may be referred to as VIP's.

I. POLICY

The Cobb County Police Department will provide protective services to those individuals when identified as being in need of these services. The Special Operations Commander has the overall responsibility for the coordination and supervision of the protective services detail.

II. PLANNING

In order to facilitate adequate preparation for the protective services detail, advance notification and a pre-operational plan are essential. As necessary, the pre-operational plan should include, but is not limited to, the following:

A. Consultation with local, state, and federal intelligence sources to identify known or suspected persons within our jurisdiction who might pose a threat to a VIP. The protective services detail should also coordinate with, and utilize as necessary, the MCS Intelligence Unit and its resources.

B. Liaison with other law enforcement agencies who may become involved in the detail, or are in control of the detail, to coordinate VIP itinerary.

C. Designation and reconnoitering of primary and alternate motor routes.

D. Surveys of buildings and concealment sites along the motor routes and at the destination (if within the county).

E. Notification to the Fire Department and EMS of the impending VIP visit for emergency medical response. Unless otherwise designated by the VIP's security detail, either Kennestone Hospital or Promina Cobb General Hospital should be

designated as the primary emergency medical receiving point. Depending upon the threat level assessed, an advance survey may need to be conducted and a liaison established with hospital officials.

F. Methods of identifying non-uniform detail members with all participating agencies.

G. Coordination of special vehicle requirements.

III. OPERATIONS

A. Personnel and units within the Department will be briefed and utilized as needed.

B. All officers assigned to the protective services detail will wear body armor. Body armor for the VIP will be available for use as deemed necessary or at their request.

C. All Department personnel assigned to the protective detail should be equipped with radios and a radio channel should be designated for use.

D. Officers assigned to close security should wear concealed firearms if in civilian clothes.

E. Unless otherwise determined by the VIP's security detail, the SWAT Team should consider deployment of counter-sniper teams at strategic vantage points.

IV. ADMINISTRATIVE REVIEW

At the conclusion of the protective services detail, the Special Operations Commander, or his designee, shall review the overall event. All pre-operational plans will be submitted with the Unit Monthly Report (unless the detail was for a Presidential or Vice-Presidential security operation). Additionally, any issues that need to be addressed shall be submitted with the Unit Monthly Report. These issues may include but are not limited to:

- Any equipment issues
- Adequacy of manpower deployed for the event
- Any training issues

Back to Top

Cobb County Police Department

Policy 4.14

SPECIAL EVENTS

Effective Date: May 1, 2016	
Rescinds: Policy 4.16 "Special Events" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
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It is the purpose of this policy to establish guidelines to effectively deal with Special Events, as defined below.

I. DEFINITION

Special Event: A pre-planned activity, such as a parade, rally, public demonstration, or large scale sporting event which creates a substantial increase in vehicular and/or pedestrian traffic, and which requires the use of on-duty personnel.

II. COMMAND RESPONSIBILITY

A. The Special Operations Commander will determine which activities should be classified as Special Events.

B. The Special Operations Commander, or his designee, has the overall responsibility for planning, coordinating and supervising personnel deployed for any Special Event.

III. SPECIAL EVENT PLANNING AND OPERATIONS

A documented pre-operational plan should be devised to ensure appropriate personnel and equipment is available. At a minimum, the plan shall include for the following:

A. Traffic and Crowd Size

Estimates for vehicular and pedestrian traffic should be obtained for the event. These estimates may be obtained from:

- Figures provided by the event sponsor;
- The number of vehicles/pedestrians present at similar events;
- Ticket sales for the event; and/or
- Parking locations, in relation to the event location.

The site should be surveyed to determine ingress, egress and choke points. If temporary barriers are needed, Cobb County or State Department of Transportation should be contacted for assistance. Provisions should be made for emergency vehicle access and exit points.

B. Type of Special Event

The type of Special Event will also determine staffing needs. Controversial topics matters, or issues, and the possibility of opposition groups, should be considered when planning for a Special Event. It may be necessary to contact MCS Intelligence for any known information regarding participating groups.

C. Communications

The number of personnel may require that an alternate channel be utilized. The 911 Communications Center should be notified in advance of any special communications requests.

D. Other Factors

Other factors that should be considered when planning a Special Event are:

- Parking
- Control of spectators
- Public transportation needs
- Relief of personnel assigned to the event
- News media
- Alternate traffic routes
- Parking prohibitions

IV. ADMINISTRATIVE REVIEW

At the conclusion of the Special Event, the Special Operations Commander, or his designee, shall review the overall event. All pre-operational Special Event plans will be submitted with the Unit Monthly Report. Additionally, any issues that need to be addressed shall be submitted with the Unit Monthly Report. These issues may include but are not limited to:

- Any equipment issues
- Adequacy of manpower deployed for the event
- Any training issues

Back to Top

Cobb County Police Department

Policy 5.01

CALL AND INCIDENT RESPONSE

Effective Date: May 1, 2016
Rescinds: Policy 5.01 (February 1, 2015)
Related Orders: Policy 6.03 "Public Information;" Policy 2.09 "Injury and Death Notification"
Issued By: Chief J.R. Houser **Page 1 of 8**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

The purpose of this policy is to establish general guidelines for the response to calls and incidents by the Cobb County Police Department.

I. POLICY

All officers shall follow the appropriate/applicable procedures on conducting preliminary and follow-up investigative activities and other essential tasks; the protection, collection, and preservation of evidence; and the documentation of activities in criminal investigations and non-criminal activities as established by Department policy/procedures and training.

II. CRIMINAL CASE RESPONSE PROCEDURE

Uniform officers are generally responsible for conducting the preliminary investigations of all assigned or discovered crimes, except in those instances where the presence of a uniform officer would obviously hinder a proper investigation, or specific expertise is required.

A. Initial Response and Preliminary Investigation

The responding officer shall initiate the preliminary investigation and perform tasks as designated below, unless otherwise directed by a superior officer, detective, or other officer specifically assigned to criminal investigations:

1. Be cognizant of suspects and/or vehicles that may be leaving the scene.

2. Provide aid to the injured and/or summon medical assistance if required.

3. Locate and identify victims and witnesses. Request that they remain present at the scene until they can be interviewed.

4. Determine whether an offense has actually been committed and, if so, the exact nature of the offense.

5. Determine the identity of the suspect(s) and effect an arrest if it can be accomplished either at the scene or through immediate pursuit. A decision to leave the crime scene to arrest or pursue the perpetrator should be made based on weighing the immediate needs of victims and others against the safety of the public if the perpetrator were allowed to escape.

6. Relay all relevant or essential information to other field units, through the Communications Center, such as:

    a. Nature of the incident/crime committed
    b. Description of any perpetrator(s)
    c. Mode of escape and/or direction of flight
    d. Description of any vehicles used by the offender and any accomplices
    e. Use of firearms or other deadly weapons
    f. Any support required at the scene (e.g. – additional units, detectives, supervisory personnel, specialty teams, fire department, DOT, etc.)

7. Protect the crime scene to ensure that evidence is not lost or contaminated. As necessary, and considering the nature and seriousness of the crime, officers should:

    a. Define the boundaries of the crime scene to include all areas that may reasonably be searched for evidence.

        1. Erect crime scene tape, rope, or cordon off, lock, or otherwise secure the immediate crime scene.

        2. Restrict access to defined crime scene perimeters to only those individuals who are directly involved in the investigation.

    b. In the case of homicides or other major crimes:

        1. Responding officers should enter crime scenes only for purposes of aiding victims or others in need of immediate assistance, apprehending perpetrators, or securing the area.

            a. Officers making entry should avoid touching, walking upon, or moving objects, or otherwise altering or contaminating the crime scene.

            b. Crime scenes should be approached in a single defined line in order to avoid destruction of

evidence.

2. The On-Scene Commander shall ensure that the identity of all persons entering the crime scene is recorded.

c. Record any alterations/actions made at the crime scene due to emergency assistance to victims, apprehension of the perpetrator, actions of persons reporting the crime, handling of any items of evidentiary value, etc.

8. Request backup assistance as needed.

9. Observe and note all appropriate conditions and events, including time, temperature, weather conditions, lighting, etc. Note any remarks made by victims, witnesses, bystanders, suspects, etc.

10. Note the license plates of vehicles parked near the crime scene and be aware of suspicious persons on hand at, or near the crime scene.

11. Determine if an investigative unit should be contacted in accordance with Section B below.

12. If the incident meets the criteria for mandatory PIO notification (as stated in Policy 6.03 "Public Information") the Chief of Police, or his designee, will be notified of the incident via the chain of command.

13. Provide superior officers and any other investigative personnel arriving on the scene with complete information concerning the offense and the measures taken thus far by officers and others.

14. Arrange for the collection of evidence.

a. Evidence may be collected by any officer, detective, investigator, or crime scene technician. Unless exigent circumstances exist, or authorization of a supervisory officer is received, initial responding officers at major crime scenes should not engage in collection of items of potential evidentiary value.

b. If a detective responds to the scene (e.g. a homicide), the detective will be responsible to arrange for the collection of evidence.

c. All personnel will follow crime scene processing and evidence collection procedures and principles as established in the Georgia Peace Officers Reference Text, applicable procedures learned through training, and any applicable state or federal statutes.

d. Officers having questions about the collection and preservation of evidence should consult with a detective or an evidence technician.

15. As appropriate, interview the complainant, victim, witnesses, and suspect. Determine what information is known and obtain written statements if possible.

    a. Initial responding officers at major crime scenes where investigative personnel are summoned should only engage in obtaining basic information. Unless directed otherwise, in depth interviews and written statements should be obtained by responding investigators.

    b. Contact the E-911 Center for language translation services if required.

16. As appropriate, canvass the neighborhood/area surrounding the crime scene as soon as possible, in order to identify additional witnesses or others who may have some knowledge of the crime.

B. Investigative Assistance

The Department maintains investigative specialists both on-duty, and in an on-call status when not on duty, to provide assistance in the investigation of incidents.

Generally, investigative specialists, will conduct the investigation of any major crime, any incident that is complex in nature, or any incident that would require the uniform officer remain out-of-service for an extended period of time. The responding officer or supervisor should notify the appropriate investigative unit of the following types of incidents:

- All death investigations
- Robbery
- Rape
- Aggravated assault
- Aggravated battery
- Kidnapping
- Criminal damage to property (in which damage exceeds $5,000.00)
- Burglary (in which loss exceeds $5,000.00)
- Child abuse or neglect
- Elder abuse or neglect
- Arson
- Hazardous devices located, or credible threats of a hazardous device
- Fatality traffic crashes
- Information of an evidentiary value resides on a computer or other electronic storage device, and the device is plugged in or turned on.
- VGCSA cases where:
    - Drug Identification is needed.
    - There is any quantity of heroin.

- Methamphetamine laboratory chemicals/compounds are found.
- A large quantity of drugs appears to be packaged for shipping/resale.
- The suspect wants to give credible information concerning other drug suspects/sales.
- More than $500.00 cash is found, or a vehicle is to be seized, in conjunction with possession of four ounces of marijuana or more than 1 gram of (pure) cocaine or other drug.

Based upon the circumstances of the incident, the detective or investigator may or may not assume immediate responsibility for the investigation of the incident. Regardless of whether the detective or investigator responds, the officer will follow any guidance given to him by a detective or investigator.

III. NON-CRIMINAL CASE RESPONSE PROCEDURE

A. Public Assistance

The Department is routinely requested to assist the public in non-criminal cases. The role of the officer in these cases includes, but is not limited to:

- Interviewing complainants and witnesses.
- Locating missing persons.
- Returning found/evidentiary property to the owner, if known/possible.
- Making necessary personal notifications.
- Conducting inspections.
- Documenting civil disputes.
- Investigating deaths, suicides, and overdoses.
- Investigating suspicious activities and injuries.
- Recording information obtained in these activities.

B. Notification of Next of Kin

At times it also becomes necessary for line personnel to notify or assist in the notification of next of kin of deceased, seriously injured, or seriously ill persons. When this occurs the following guidelines should be used:

1. Use good common sense, understanding, and compassion. Make every effort to avoid unnecessary grief on the part of the family.

2. Always attempt to notify in person.

   a. If the person being notified is elderly or has a history of illness, the officer should seek professional help, such as the personal physician or personal pastor of the person(s) being notified.

   b. The officer should not notify a minor, but should leave word for

the parents to call the police or seek other relatives.

c. If the next of kin is out of state, the officer will attempt to have the police in that jurisdiction personally notify the next of kin.

3. Every effort should always be made to be helpful and provide as much information as possible.

4. In the event a Department employee is seriously injured or killed, the procedure outlined in Policy 2.09 "Injury and Death Notification" will be followed.

C. Terrorism Intelligence/Information

The Department recognizes the need to quickly assess terrorism-related intelligence and direct that information to one or more organizations best suited to analyze and evaluate such information.

1. Liaison with Other Agencies

a. The Department participates in the regional Joint Terrorism Task Force (JTTF) of the Federal Bureau of Investigation (FBI). The JTTF serves as liaison with other organizations for the exchange of terrorism-related information.

b. The Department participates in the MCS Intelligence Unit, a county-wide joint task force, which gathers and investigates terrorism related information/intelligence.

2. Suspected Terrorism Contacts

a. Officers who make contact with a subject who is suspected of terrorism-related activities will contact an MCS Intelligence Agent before releasing the individual. The MCS Agent will determine if it is necessary to respond to the scene for further investigation.

b. A thorough vehicle search and inventory is desirable on any vehicle suspected of being involved in terrorism-related activity. Department policy regarding vehicle searches applies.

c. Officers will document all terrorism-related information/ intelligence (whether encountered or reported by the public) on an incident report. The incident report will be forwarded to the MCS Intelligence Unit for follow-up investigation.

IV. INCIDENT REPORTING

Officers conducting preliminary and follow-up investigations shall complete appropriate

reports in accordance with Department policy.

A. Initial Report

The initial report documents an incident/event, leading up to the point where the officer determines that further investigation is required. The initial report generally consists of all activities completed by the initial responding officer and any back-up officers until they leave the scene, or an investigator responds to the scene and assumes responsibility for the investigation. All of the initial report is released under the open records law (50-18-72 et seq). Trying to protect information by putting it under a supplemental or officer narrative does not protect it from release. Release is judged by the content of the narratives.

Generally, an incident report should be completed when one or more of the following has occurred:

- Citizen reports of crimes, to include any lead information/intelligence pertaining to suspected criminal activity
- Citizen complaints/reports of noncriminal activity
- Incidents resulting in an employee being dispatched or assigned
- Criminal and noncriminal cases initiated by law enforcement employees
- Incidents involving arrests and juvenile complaint forms

Do not make reference to any supplemental reports (i.e. - "see supplemental") in the initial report.

B. Investigative Follow-up/Supplemental Reports

Investigative follow-up/supplemental reports are used to add other pertinent information to a report. An incident may contain none or many investigative follow-up/supplemental reports. The following personnel will complete a supplemental report documenting their actions.

- Back-up officers who take action at the scene of an incident
- Personnel who take action after they leave the scene of an incident
- Investigators who respond to the scene of an incident and assume responsibility for the investigation
- Personnel conducting follow-up activities.

C. Accuracy and Thoroughness of Reports

Personnel should consider accuracy and thoroughness of utmost importance when submitting an incident/supplemental report. The report should contain sufficient information to provide a thorough recording of details and should provide the reader with a clear understanding of what actually occurred. Information which should be included in a report includes, but is not limited to:

1. A chronological order of events, to include the answers to the following questions: who, what, where, when, why and how.

2. The elements of any crime committed.

3. How the crime was discovered and reported; and the relationship of reporting individuals to victims or others involved.

4. Physical evidence discovered and the names of the officers responsible for evidence collection.

5. Complete information about the complainant, victims, witnesses, suspects, and arrestees (name, address, telephone number(s), etc.).

6. Results of interviews/interrogations.

7. Any relevant weather or situational conditions at the scene.

8. The identity of individuals who made any diagrams, sketches, photographs, audio/video recordings, etc. at the scene.

Officers who process a crime/traffic crash scene shall complete an incident/supplemental report containing the details of the activities conducted.

D. Report Classification

Reports will be classified in one of the following categories:

1. **Active:** requires further investigation.
2. **Unfounded:** investigation reveals that the reported incident never occurred.
3. **Cleared by Arrest:** subject is in custody or a warrant has been issued.
4. **Ex-Cleared:** a case is exceptionally cleared if:
   a. No criminal offense was committed (i.e. – natural death, construction accident, etc.).
   b. The offense perpetrator is known, but the officer is not going to prosecute, and the victim is advised on procedures for obtaining a warrant.
   c. The victim states that no further action is wanted.
   d. If the offense perpetrator is known and a decision is made to refer the case to another service organization (i.e. – runaway, fraud, etc.).

Back to Top

Cobb County Police Department

Policy 5.03

FAMILY VIOLENCE

Effective Date: February 1, 2015	
Rescinds: Policy 5.03 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to direct police response to family violence incidents.

I. FAMILY VIOLENCE DEFINITION (OCGA 19-13-1)

"Family Violence" means the occurrence of one or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living, or formerly living, in the same household:

- Any felony; or
- Commission of the offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass.

The term "family violence" shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

II. INVESTIGATION, ARREST, AND SCENE DOCUMENTATION

A. Investigation

1. Officers will respond to and investigate incidents of family violence as they would any other call for service. Additionally, personnel should:

    a. Stand by at the victim's residence while necessary personal items are removed.

    b. Assist the victim in arranging transportation to an alternate shelter if the victim expresses safety concerns.

2. Domestic Violence and Stalking Unit (DVSU) detectives will respond and assume the investigation of a family violence incident when:

a. The on-scene officer advises that an adult or child victim has suffered a serious injury or has been hospitalized;

b. The incident involves a CCPD employee, or a sworn officer from another jurisdiction; or

c. Requested to do so by field supervision.

3. The Domestic Violence and Stalking Unit will review all family violence and stalking cases, regardless of case status.

B. Arrest

1. Officers should make an arrest when probable cause exists to believe that there has been any one or combination of the following:

a. An incident of family violence (as defined in OCGA 19-13-1).
b. Interference with a 911 call during a family violence incident.
c. A violation of any protective order relating to an involved party.

2. The fact that a victim of family violence does not wish to pursue charges should not be a primary factor in determining whether an arrest is made.

3. An officer or detective should request that a "No Contact" bond condition be placed on the warrant in cases when it is appropriate to do so. This "No Contact" bond will have the same effect as a Temporary Protective Order, and will provide a measure of judicial protection to the victim until a TPO may be obtained.

C. Reporting System

1. The investigating officer will complete an Incident Report on all incidents that involve family violence, whether or not the incident results in an arrest. (OCGA 17-4-20.1)

2. A criminal investigation must be labeled with the crime committed, not "Domestic Dispute."

3. If the victim has a fear of retaliation by the perpetrator, a "safe" contact number can be obtained from the victim. This number should be documented as such and listed on a supplemental report.

III. LAW ENFORCEMENT/EMPLOYEE FAMILY VIOLENCE INCIDENTS

A. When an allegation of Family Violence occurs within Cobb County Police Department (CCPD) jurisdiction, and the incident involves a CCPD employee, or a sworn officer from another jurisdiction:

1. The responding officer(s) will:

   a. Request assistance from the DVSU.
   b. Notify his supervisor, who will notify the chain of command.

2. A DVSU detective and supervisor will respond to the scene and be responsible for the criminal investigation, collection/submission of evidence, and any arrests. In the event that DVSU personnel are unavailable, a Crimes Against Persons detective and supervisor should perform the functions above.

   a. If the incident involves a CCPD employee the Internal Affairs Unit will be notified immediately.

   b. If the incident involved a sworn officer from another jurisdiction, the investigating detective will be responsible for notifying the involved officer's law enforcement agency.

   c. Arrests should be made in accordance with Department policy.

B. When the incident occurs outside of the CCPD jurisdiction but involves a CCPD employee:

1. The involved CCPD employee shall notify his immediate supervisor, who shall in turn notify the chain of command and Internal Affairs.

2. Internal Affairs should make immediate contact with the involved agency to ensure that the Department is kept apprised of the investigation.

3. Internal Affairs should order the employee to advise them of all stages of the investigation and prosecution, if applicable.

C. Effect of Conviction of a Crime of Family Violence

When a sworn employee of this Department is convicted of a crime of domestic violence that engages the provisions of 18 U.S.C. § 922(g)(9), the employee may be subject to termination for not being able to perform the job for which he was hired. This section shall not be interpreted to prevent employee discipline up to and including termination for domestic misconduct whether or not a prosecution or conviction results.

Back to Top

Cobb County Police Department

Policy 5.04

MISSING PERSONS

Effective Date: May 1, 2016	
Rescinds: Policy 5.04 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 7**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish responsibilities and guidelines for the investigation of missing persons.

I. POLICY

A. All reports of missing persons will be given full consideration and attention by members of this Department to include careful recording and investigation of factual circumstances surrounding the disappearance.

B. Particular care will be exercised in instances involving missing children, those who may be mentally or physical impaired, those who are insufficiently prepared to take care of themselves, and unidentified children who have been located.

II. PROCEDURES

A. Initial Description and Information to be Gathered

1. There is no waiting period for reporting a missing person. Missing person reports shall be taken at the time a person is reported as missing.

2. The initial report taker must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:

   a. Name, age, physical description, and photograph (if available) of the subject and the relationship of the reporting party to the missing person.

   b. Time and place of the last known location and the identity of anyone accompanying the subject.

c. Identity of the last persons(s) to have seen the subject, as well as friends, relatives, co-workers, or associates who were, or may have been, in contact with the subject prior to his disappearance.

d. The extent of any search for the subject.

e. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans.

f. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic, or bizarre behavior; is dependent on drugs or alcohol, or has a history of mental illness.

g. The current physical condition of the subject and whether the person is currently on prescription medication.

h. Whether medical and dental records are available.

i. Plans, habits, routines, and personal interests of the subject, including places frequented or locations of particular significance to the subject.

j. Indications of missing personal belongings, particularly money and other valuables.

3. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as:

a. The presence of behavioral problems;

b. Past instances of running away, or threats to do so;

c. Signs of an abusive home environment or dysfunctional family situation;

d. Whether the child is believed to be with adults who may pose a danger; and

e. The name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.

Reports of juveniles who are missing should be classified as “runaway” only after a thorough investigation.

B. Dissemination of Collected Information

1. Upon verification of a missing person, the missing person shall be entered in state and national information databases (i.e. GCIC/NCIC) in accordance with established procedures. Runaways and missing persons under 21 must be entered into GCIC within two (2) hours after enough information is obtained to complete the entry.

2. If the missing person is considered critically missing or at-risk, the 911 center should be requested to broadcast a description of the missing person and any known facts or circumstances which might aid in locating the subject to:

   - All patrol frequencies
   - Adjacent law enforcement agencies
   - Any law enforcement agencies in the jurisdiction of any known or suspected destinations

C. Follow-up Investigation and Search

On-going investigations of missing persons should include, but should not be limited to, the following actions and activities:

1. Thoroughly check the location at which the missing person was last seen.

2. Conduct interviews with family, friends, work associates, schoolmates, and teachers, as well as school counselors and social case workers, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental snatching or running away.

3. Contact homeless shelters, jails, hospitals, coroner's office, etc., as appropriate, for persons fitting the description of the missing person.

4. Request release of dental records and any fingerprints available.

5. The lead investigator shall maintain routine on-going contact with the reporting party concerning progress of the investigation. The reporting party and any other relevant individuals should be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

6. Runaway reports will be sent to the precinct where the child lives, for follow-up calls/visits. A precinct officer should be dispatched to physically view the child. However, a confirmation of the child's return from the parents, in corroboration with the child's school records indicating attendance after the runaway report was made, will serve as proof of the child's return.

D. Recovery of Missing Persons

1. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

2. Missing persons should be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

3. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall advise them that they are the subject of a missing person investigation and ask if they desire the reporting party or next-of-kin to be notified of their whereabouts. In all cases, the reporting party should be advised of the well-being of located missing persons, however, unless criminal matters necessitate other action, the desires of missing persons not to reveal their whereabouts shall be honored.

4. In cases involving juveniles, officers should:

   a. Question the youth about circumstances surrounding the child's disappearance, the whereabouts, actions, and activities of the juvenile while missing, and/or whether an abusive or negligent home environment was a contributory factor;

   b. Notify the parents/guardians as soon as possible.

5. Periodically, a person who has not yet been reported as missing is located either by the police or a concerned citizen. If, due to the person's age or mental capacity, he is unable to tell you who he is or where he lives, the appropriate detective unit will be called (Crimes Against Children for juveniles, and Crimes Against Persons for Adults). If deemed necessary, the detective will take the person into protective custody and coordinate with DFACS for placement of said person.

III. CRITICALLY MISSING/AT-RISK PERSONS

Based on the outcome of the initial inquiries, a decision should be made concerning the potential danger posed to the missing person and the urgency of police response.

A. An individual should be considered "critically missing" or "at risk" based upon, but not limited to the following circumstances:

1. May be the subject of foul play,

2. Because of age (young or old), may be unable to properly safeguard or care for himself,

3. Suffers from diminished mental capacity, or medical conditions that are potentially life threatening if left untreated/unattended,

4. Is a patient of a mental institution and is considered potentially dangerous to himself or others;

5. Has demonstrated the potential for suicide; or

6. May have been involved in a boating, swimming, or other sporting accident or a natural disaster.

B. A supervisory officer shall be notified immediately upon classification of a report as "critically missing" or "at risk." The supervisor should ensure that:

1. Information is broadcast in accordance with policy, and

2. Resources are mobilized as necessary, and appropriate, for an area search.

IV. LEVI'S CALL (GEORGIA'S AMBER ALERT)

Levi's Call is a voluntary partnership between law enforcement, emergency management, and broadcasters to issue an urgent bulletin in child abduction cases.

A. How to Activate Levi's Call

1. The responding officer will determine if the "activation criteria" exist to warrant a Levi's Call alert.

2. If the criteria for a Levi's Call are evident, the responding officer will notify his supervisor, a Crimes Against Children detective, and the PIO.

3. The Crimes Against Children Unit will be responsible for:

   a. Completing and forwarding the "Levi's Call bulletin" to the GBI (if available, a current photograph of the missing person should be provided with the bulletin).

   b. Ensuring that the Levi's Call is "deactivated" if the missing person is located.

4. The Public Information Officer (PIO) will be responsible for notifying local media outlets of the Levi's Call.

B. Activation Criteria

1. Before Levi's Call can be activated, the following "activation criteria" must be met:

a. Law enforcement officials have a reasonable belief that an abduction has occurred.

b. Law enforcement officials believe that the child is in imminent danger of serious bodily injury or death.

c. Enough descriptive information exists about the victim and abductor to issue a Levi's Call.

d. The victim of the abduction is a child age 17 years or younger.

e. The child's name and other critical data elements – including the child abduction and Amber Alert flags – have been entered into the National Crime Information Center (NCIC) system.

2. Activation will not be granted for:

a. Non-custodial abductions where no danger exists to the child
b. Runaways

V. MATTIE'S CALL (SAFE RETURN PROGRAM)

Mattie's Call is an emergency missing alert for disabled or elderly persons.

A. How to Activate Mattie's Call

1. The responding officer will determine if the "activation criteria" exist to warrant a Mattie's Call alert.

2. If the criteria for a Mattie's Call are evident, the responding officer will notify his supervisor, a Crimes Against Persons detective, and the PIO.

3. The Crimes Against Persons Unit will be responsible for:

a. Completing and forwarding the Mattie's Call bulletin to the GBI (if available, a current photograph of the missing person should be provided with the bulletin).

b. Ensuring that the Mattie's Call is "deactivated" if the missing person is located.

4. The Public Information Officer (PIO) will be responsible for notifying local media outlets of the Mattie's Call.

B. Activation Criteria

1. A local law enforcement agency believes a disabled person is missing and

is in immediate danger of serious bodily injury or death.

2. Through its own investigation, the law enforcement agency verifies the disappearance and eliminates alternative explanations for the disabled person's disappearance.

3. Sufficient information is available to disseminate to the public that could assist in locating the disabled person.

4. The missing disabled person is entered into the National Crime Information Center (NCIC) database.

5. The law enforcement agency must issue a statewide broadcast to law enforcement/911 centers and contact local media regarding the missing person.

Back to Top

Cobb County Police Department

Policy 5.05

MENTAL ILLNESS

Effective Date: February 1, 2015	
Rescinds: Policy 5.05 (December 15, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

I. POLICY

The policy of the Department is to provide for the safe and ethical treatment of individuals who may be mentally ill or display characteristics indicative of mental illness.

II. STATUTORY GUIDANCE

OCGA 37-3-1 et al, outlines the legal limitations of both the medical and law enforcement communities involved with the mentally ill. Essentially, the foundation of the law is the principle of "Least Restrictive Environment." The premise of this principle is that a person who is mentally ill may only be restricted as much as necessary to meet treatment goals for the individual. Unless a physician indicates otherwise, being mentally ill is not sufficient cause to place someone in custody.

III. RECOGNIZING ABNORMAL BEHAVIOR

Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments concerning the mental or emotional state of individuals but rather to recognize behavior that is potentially destructive and/or dangerous to individuals or others. The following are generalized signs and symptoms of behavior that may suggest mental illness although officers should not rule out other potential causes such as reactions to narcotics or alcohol or temporary emotional disturbances that are situationally motivated. Officers should evaluate the following and related symptomatic behaviors in the total context of the situation when making decisions for possible intervention regarding an individual's mental state.

A. Degree of Reaction

Mentally ill persons may show signs of strong and unrelenting fear of persons, places or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.

1. Appropriateness of Behavior

   An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill. For example, a motorist who vents his frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

2. Extreme Rigidity or Inflexibility

   Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation. However, this fact does not necessarily restrict an officer from responding to any threatening acts with physical control techniques, detention or arrest.

3. Other signs

   In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:

   a. Abnormal memory loss related to such common facts as name, home address, or other information that should be commonly known by the individual (although these may be signs of other physical ailments such as injury or Alzheimer's disease).

   b. Delusions, the belief in thoughts or ideas that is false, such as delusions of grandeur ("I am Christ.") or paranoid delusions ("Everyone is out to get me.").

   c. Hallucinations of any of the five senses (e.g. hearing voices commanding the person to act, feeling one's skin crawl, smelling strange odors, etc.).

   d. The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who are convinced that their heart has stopped beating for extended periods of time.

   e. Extreme fright or depression.

B. Interaction with the Mentally Ill

The following guidelines detail how to approach and interact with a person who may have mental illnesses and who may be a crime victim, witness or suspect. These guidelines should be followed in all contacts, whether on the street or during more formal interviews and interrogations.

1. Request a backup officer, and always do so in cases where the individual will be taken into custody.

2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual. Where violence or destructive acts have not occurred or does not appear impending, avoid physical contact, and take time to assess the situation.

3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and that he will be provided with appropriate care.

4. Communicate with the individual in an attempt to determine what is bothering him. Relate your concern for his feelings and allow him to ventilate his feelings. Where possible, gather information on the subject from acquaintances or family members and/or request professional assistance if available and appropriate to assist in communicating with and calming the person.

5. Recognize that a person's delusional or hallucinatory experience is real to him.

6. Generally, do not threaten the individual with arrest or in any other manner as this will create additional fright, stress and potential aggression.

7. Avoid topics that may agitate the person and guide the conversation towards subjects that help bring the individual back to reality.

8. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

9. The individual must have threatened or demonstrated some sort of harm to the public or him/herself prior to taking the individual into protective custody.

10. Care should be taken when dealing with mentally ill persons during interviews and interrogations. Mentally ill persons should never be left alone and if there is any indication of unpredictable or violent behavior two officers should be with the person at all times.

IV. PROCEDURES

The following procedures should be used when considering law enforcement action:

A. An officer may transport an individual whom he has probable cause to believe has committed a crime to a receiving facility (generally a local Cobb County Emergency Room hospital facility) for an evaluation if his behavior provides the officer with probable cause that the person is mentally ill and involuntary treatment is necessary. Pursuant to OCGA 37-3-42, the individual will remain in the police officer's custody until the physician signs the committal form (10-13 or 20-13). Charges do not have to be formally tendered prior to transporting the individual to the receiving facility.

1. If the crime is a misdemeanor, it is at the discretion of the officer to obtain an arrest warrant if a committal has been made. Additionally, the officer may advise the victim of warrant procedures.

2. If the crime involves domestic violence, or is a felony, the officer should obtain an arrest warrant. If the officer does not obtain an arrest warrant, the incident report should be marked as active, and forwarded to the appropriate investigative unit for follow-up investigation.

B. If the incident does not involve a crime, the officer is authorized to transport an individual to a receiving facility when:

1. The individual requests to be transported, and is 12 years of age or older. In this circumstance, the officer may request an ambulance to provide for the transport.

2. The individual is under the age of 18, and the individual's parent or guardian requests that the individual be transported to a receiving facility. The parent or guardian must give written consent for the treatment.

    a. The parent or guardian must provide written consent to the officer prior to transport and then meet the officer at the hospital.

    b. If the parent or guardian is unwilling or unable to meet the officer at the hospital, the officer will contact the Crimes Against Children's Unit.

3. The individual has been declared legally incompetent and the individual's guardian requests that the individual be taken to a receiving facility.

    a. Generally, legal documents from the Cobb County Probate Court should be available for the officer's review.

    b. The Cobb County Sheriff's Office can be requested to assist the officer in determining the appropriate course of action.

4. Returning an escapee from a mental facility.

This person must have been a patient at the facility pursuant to a valid doctors or court order. The officer must verify the order.

5. Emergencies. In a situation where (1) according to competent medical judgment, (2) the proposed surgical or medical treatment are reasonably necessary and (3) a person authorized to consent is not readily available and (4) any delay in treatment could reasonably be expected to jeopardize the life or health of the person affected or result in disfigurement or impaired faculties. O.C.G.A. 31-9-3.

   a. By definition, the following assumes a person is unable to give consent for himself:

      1. Unconsciousness; or
      2. Unresponsiveness due to injury or U.I.

   b. Generally, a legally recognized guardian can give consent for a person if the person (patient) is unable to consent for himself. It is important to note that O.C.G.A. 31-9-7 states that "Nothing in this chapter shall be construed to prevent a person at least 18 years of age to refuse to consent to medical treatment of his own person."

C. In all instances where a subject has committed no criminal offense, but the officer believes the individual may need mental health services, every attempt should be made to convince the individual to accept voluntary transport to a receiving facility. If an individual refuses transport:

1. Efforts should be made to contact family and friends, or other available resources (e.g clergy, crisis hotlines, etc.). Threats of arrest should never be made.

2. Physicians may be contacted for documentation purposes; however, pursuant to OCGA 37-3-41 a physician must "personally examine" the individual. No one should be transported by phone recommendation or a promise that the physician will sign the committal upon arrival at the receiving facility.

3. Documentation must be clear that every opportunity was given to assist the individual.

4. Supervision will be notified if the individual poses a credible violent threat to himself or others.

5. In the event that the officer believes involuntary committal may be appropriate, but no legal justification exists for the officer to involuntarily transport the individual to an emergency receiving facility, the officer may have Radio contact the Georgia Crisis Access Line. In some situations,

the officer may provide information on the Georgia Crisis Access Line to a responsible adult on the scene. The decision whether to remain on the scene is discretionary and is based upon legal considerations and the totality of the circumstances. Factors to consider regarding remaining at the scene include, but are not limited to the presence of weapons at the scene, whether the individual has threatened others, whether the individual has made a credible threat on their own life, whether the individuals has previously attempted suicide, and whether there is another responsible adult on the scene.

D. Fire/EMS personnel should attempt to examine the individual. If a refusal is given, police personnel may sign the refusal form as witnesses only.

E. Personnel on the scene should contact their respective supervision before making decisions to transport.

V. INCIDENT REPORT PROCEDURES

A. If the incident does not involve a criminal offense, the Incident Report should be titled for the circumstances. Most commonly the reports will be titled "Emotionally Disturbed Person" (UCR 9021), or "Suicide Attempt" (UCR 9059). If the incident involves a crime, the crime should be the title of the report. In the "Other Offenses" section of the report, the mental illness should be included (generally as above).

B. Documentation should only indicate the person's behavior or observable actions. A mere statement or terminology indicating the officer's opinion of the individual's mental status should not be used (i.e. the person was acting "crazy", "bizarre", or "demented"). Officers should describe the abnormal behavior. The only exception is to quote another party (such as a family member who states that the person is schizophrenic, etc).

VI. TRAINING

Training on mentally ill persons will be provided during mandate and every year to the Department at large.

VII. CONCLUSION

In all situations, all personnel on the scene should make a team effort for an appropriate and effective solution. All recommendations for intervention should be considered when approaching individuals displaying characteristics of possible mental illness.

Cobb County Police Department

Policy 5.06

BOMB THREATS AND DESTRUCTIVE DEVICES

Effective Date: May 1, 2016
Rescinds: Policy 5.06 (January 12, 2013)
Related Orders: Policy 4.01 “Critical Incident Management”; Policy 6.03 “Public Information”
Issued By: Chief J.R. Houser **Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

This policy has been moved to 4.05

Back to Top

Cobb County Police Department

Policy 5.07

ENTRY INTO PRIVATE PREMISES

Effective Date: January 12, 2013	
Rescinds: Policy 5.07 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for Cobb County Police personnel when faced with a situation of making entry into private premises.

I. POLICY

A. There are three ways to enter private premises:

1. With Consent
2. With a Warrant
3. Exigent Circumstances

B. Officers will enter a private premise only if one of these conditions exist.

II. CONSENT

If the officer has obtained consent (permission) from a person who has authority to grant consent or permission to enter a private premise, then a warrant is not needed.

III. WARRANT

If the officer does not have consent to enter, then a warrant must be obtained, or exigent circumstances must exist.

A. Arrest Warrant

1. To make entry into private premises to arrest a suspect requires the presence of two additional factors:

   a. Probable cause exists to arrest the person believed to be inside.

b. Probable cause to believe the person to be arrested is currently inside the premises.

2. An arrest warrant does not automatically give an officer the right to force entry into a private premises to look for the suspect without the existence of the probable cause factors.

3. In order to force entry into a residence to serve an arrest warrant it is necessary that the address of the residence be included in the warrant. Otherwise, it is considered to be a third party residence.

4. Forced entry at a third party address without consent or exigent circumstances, will also require a search warrant.

B. Search Warrant

1. If the entry is for the purpose of searching for evidence or contraband, a search warrant is necessary.

2. A search warrant must particularly describe the person or place to be searched, and the item or items to be seized.

3. The search warrant must also state the probable cause to believe the item(s) being searched for are currently at the place to be searched.

4. It must further show that the item(s) are evidence of a crime or that their possession constitutes a particular crime.

IV. EXIGENT CIRCUMSTANCES

A. Whenever entry must be made into private premises without consent or a warrant, exigent circumstances must exist.

1. Generally, exigent circumstances are considered to be an emergency situation which demands immediate attention. Not all emergencies or time-critical circumstances are an exigent circumstance.

2. Not all hot pursuits are exigent circumstances. In Welsh v. Wisconsin (1985) the U.S. Supreme Court ruled that the seriousness of the underlying offense is an important factor in determining exigent circumstances.

B. The following listed circumstances will be considered as exigent circumstances by the Cobb County Police Department.

1. Hot Pursuit

a. Any officer who begins an arrest in a public place and, as a result of the arrest process, begins an immediate, continuous hot pursuit of the suspect into his home may continue to effect the arrest. U.S. v. Santana (96 S. Ct. 2406 (1976) states that once the arrest has begun in public, the arrestee cannot thwart the arrest by simply beating the officer to the door.

b. For purposes of this policy, public place shall mean anywhere the officer is legally present and begins a hot pursuit.

c. Officers may enter private premises without a warrant or consent in order to arrest a suspect in the premises during hot pursuit when:

1) Someone is likely to be killed or seriously injured unless immediate warrantless action is taken; or

2) A serious and/or dangerous criminal offender is likely to escape apprehension and/or prosecution unless immediate warrantless action is taken; and

3) There is probable cause to arrest the person sought; and

4) There is probable cause to believe that the person to be arrested is physically present in the premises at the time of the entry.

2. <u>Entry to Preserve Evidence</u>

a. If there is probable cause to believe that critical evidence of a serious and/or dangerous offense is located within private premises, and that the evidence is almost certain to be destroyed or removed unless immediate warrantless action is taken, the officer may enter without a warrant or consent to secure the premises while awaiting the arrival of a search warrant.

b. Once the premises are secured, no further search shall be conducted unless or until:

1) A search warrant for the premises is on the scene; or

2) Consent to search has been obtained; or

3) New or additional emergency circumstances arise, necessitating an additional warrantless search.

3. Crime Scenes

a. For the purpose of this subsection, a "crime scene" is a location where a crime has very recently occurred and where there is an apparent need for investigative action and/or emergency services (Example: homicide scenes, fire scenes, scenes of burglaries or break-ins).

b. The mere presence of contraband or evidence in private premises does not make those premises a crime scene.

c. Upon arriving at a crime scene in private premises, the officer may enter the premises without a warrant or consent in order to:

1) Locate and secure perpetrators; and/or

2) Provide assistance to injured or other persons requiring emergency assistance; and/or

3) Locate and secure evidence which is likely to be lost or destroyed by the mere passage of time.

d. Once the actions described above are completed, no further search shall be conducted unless or until:

1) A search warrant for the premises is on the scene; or

2) Consent to search has been obtained; or

3) New or additional emergency circumstances arise, necessitating further search.

4. Other Emergencies

Officers may enter private premises without a warrant or consent, if it reasonably appears that such action is urgently necessary in order to:

a. Prevent death or serious physical injury.

b. Provide needed emergency medical assistance.

c. Guard against the imminent threat of substantial property damage.

d. Emergency 911 Calls

1. It is the policy of the Cobb County Police Department to consider all emergency 911 calls as possible exigent

circumstances.

2. Officers arriving on the scene of an emergency 911 call will make a diligent effort to contact the person placing the call to confirm the type of emergency and the assistance needed.

3. If, within a reasonable length of time, the person placing the call does not answer the door, or the Communications Center is unable to determine the nature of the call, (line trouble, accidental 911 dial, etc.) the officer shall contact his immediate supervisor to determine if force should be used to enter the premises for the purpose of verifying the existence of an emergency and determining the nature of the emergency.

4. Officers shall be expected to exercise good judgment and common sense and evaluate the totality of circumstances at the scene (such as suspicious sounds or movements inside) before attempting to make a forced entry.

5. Before attempting to make a forced entry, adequate additional personnel to assist in the entry should be present at the scene.

6. Once the officers have made entry into the premises, they will attempt to quickly locate the source of the emergency call and take such action as is appropriate.

C. In any forced entry situation, officers will ensure that the premises is secured, or some authorized person is remaining in the premises, before leaving the scene.

D. Any damages resulting from entry, forced or otherwise, will be documented fully in the officer's incident report.

Back to Top

Cobb County Police Department

Policy 5.08

FIELD INTERVIEWS

Effective Date: January 9, 2011	
Rescinds: Policy 5.08 (September 30, 2007)	
Related Orders: Policy 5.24 "Search and Seizure"	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to assist officers in determining when field interviews are warranted, and the manner in which they should be conducted.

I. POLICY

Officers are encouraged to contact, identify, and document suspicious persons and vehicles. This process shall be conducted in accordance with state and federal guidelines.

II. DEFINITION

Field Interview: The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

III. PROCEDURES

A. Justification for Conducting a Field Interview

Law enforcement officers may stop an individual/vehicle for the purpose of conducting a field interview only where reasonable suspicion is present. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to make an arrest. In justifying the stop, the officer must be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

1. The actions of the suspect suggest that he is engaged in criminal activity.

2. The suspect's presence in a place at a time or in a manner not usual for law abiding citizens.

3. The suspect is located in proximate time and place to an alleged crime.

4. The suspect is carrying a suspicious object.

5. The suspect's clothing bulges in a manner that suggests he is carrying a weapon.

6. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

7. The appearance or demeanor of an individual suggests that he is part of a criminal enterprise.

B. Conducting a Field Interview

The following guidelines should be followed when making an authorized stop to conduct a field interview.

1. Prior to making contact, the officer should determine whether the circumstances require back-up assistance and whether the contact can/should be delayed until such assistance arrives.

2. When approaching the suspect, the officer, if not in uniform, should clearly identify himself as a law enforcement officer by announcing his identity and displaying Departmental identification.

3. The officer should maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions (see Policy 5.24 "Search and Seizure").

4. The officer should obtain the person's name, date of birth, address, and identification, and make inquiries to resolve the officer's suspicions. Whenever possible, officers should make wanted checks on suspicious persons. However, suspects are not required, nor can they be compelled, to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not, in and of itself, sufficient grounds to make an arrest; although it may provide sufficient justification for additional observation and investigation.

5. The officer is not required to give a suspect Miranda warnings in order to conduct a field interview.

Back to Top

Cobb County Police Department

Policy 5.09

SUSPECT IDENTIFICATION

Effective Date: May 1, 2016	
Rescinds: Policy 5.09 (January 9, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to establish guidelines for the use of eyewitness identifications involving show-ups, photographic identifications, and line-ups.

I. POLICY

Employees will follow established procedures, in accordance with current law, when conducting show-ups, line-ups, or photo line-ups.

II. DEFINITIONS (OCGA 17-20-1)

A. **Filler:** an individual who is not a suspect

B. **Line-up:** an identification procedure in which a suspect and fillers are displayed in person to a witness.

C. **Photo Line-up:** an identification procedure in which a photograph of a suspect and photographs of fillers are displayed to a witness, either in hard copy form or via computer.

D. **Show-up:** an identification procedure in which a witness is presented with a single individual.

E. **Suspect:** the individual believed by law enforcement to be the possible perpetrator of an alleged crime.

F. **Witness:** an individual who observes an alleged crime.

III. PROCEDURES AND GUIDELINES

A. Show-ups

A show-up is typically used as a means of identifying the perpetrator(s) of a crime that has been freshly committed, and circumstances are such that the suspect(s) can reasonably be associated with the incident. When conducting a show-up, officers should adhere to the following procedures:

1. A show-up should be conducted with one witness present at a time. Multiple witnesses should not be permitted to communicate before or after the show-up regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once.

2. Generally, the witness should be transported to the location of the suspect; the suspect should not be transported to the scene of the incident.

3. The subject of the show-up may be stood up and illuminated (if necessary) for the show-up. The witness will be allowed to stay in the vehicle to reduce the ability of the subject to see the witness.

4. The suspect should not be required to put on clothing worn by the perpetrator, speak words uttered by the perpetrator, or perform other actions of the perpetrator.

5. The witness should be instructed that he is not compelled to either positively or negatively identify the subject as the suspect in the incident.

6. The officer conducting the show-up will seek and document, at the time that an identification of an individual is made, and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the individual identified is the individual who committed the alleged crime. (OCGA 17-20-2(b)(6))

B. Photo line-ups

When conducting a photo line-up, officers should adhere to the following procedures:

1. The photo line-up will either be conducted by an officer who does not know the identity of the suspect, or by an officer who knows the identity of the suspect using a procedure in which photographs are placed in folders, randomly shuffled, and then presented to the witness so that the officer conducting such procedure cannot physically see which photograph is being viewed by the witness until the procedure is complete. (OCGA (17-20-2(b)(2))

2. A minimum of five "filler" photographs that generally resemble the witness' description of the perpetrator of the alleged crime will be used (OCGA (17-20-2(b)(4 and 5)). In doing so:

   a. Avoid mixing color and black and white photos. Use photos of the same size and basic composition, and never mix mug-shots with other snapshots, or include more than one photo of the same suspect.

b. Cover any portions of mug-shots or other photographs that provide identifying information on the subject, and similarly cover others used in the array.

3. If more than one witness is involved, the photo line-up should be viewed by each witness individually. Each witness should be asked not to discuss the identification procedure or results with other witnesses involved in the case.

4. Each witness will be instructed that the perpetrator of the alleged crime may or may not be present in the photo line-up. The witness should be instructed of the Photographic Line-up Advisory Statement. (OCGA (17-20-2(b)(3))

5. Officers will not make suggestive statements that may influence the judgment or perception of the witness. The officer conducting the photo line-up should not provide feedback to the witness regarding the status of the suspect.

6. The officer conducting the photo line-up will seek and document, at the time that an identification of a photograph is made, and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the photograph identified is the photograph of the individual who committed the alleged crime. (OCGA 17-20-2(b)(6))

7. Preserve photographs used, together with full information about the identification process, for future reference. Video and/or audio recording of the process is not necessary.

C. Line-ups

When conducting a line-up, officers should adhere to the following procedures:

1. The line-up should be scheduled on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel and all witnesses. Consideration should be made in regard to the necessary legal and technical requirements for transfer of the subject to the line-up location should he be incarcerated at a detention center.

2. The line-up will be conducted by an officer who does not know the identity of the suspect. (OCGA 17-20-2(b)(1))

3. A minimum of four "fillers" that generally resemble the witness' description of the perpetrator of the alleged crime will be used (OCGA (17-20-2(b)(4 and 5)). In addition, the officer conducting the line-up should:

   a. Ensure that the prisoner has been informed of his right to counsel if formal charges have been made against him, and also ensure that

he has the opportunity to retain counsel or request that one be provided.

b. Allow counsel representing the accused, sufficient time to confer with his client prior to the line-up and observe the manner in which the lineup is conducted.

c. Obtain a written waiver on the prescribed Departmental form should the prisoner waive his right to counsel.

d. Advise the accused that he may take any position in the line-up which he prefers, and may change positions prior to summoning a new witness.

e. Ensure that all persons in the line-up are numbered consecutively and are referred to only by number.

4. Witnesses are not permitted to see any photographs of the accused immediately prior to the line-up.

5. The line-up should be viewed by one witness at a time. Each witness should be asked not to discuss the identification procedure or results with other witnesses involved in the case.

6. Prior to viewing a line-up, the witness should be instructed of the following:

a. The perpetrator of the alleged crime may or may not be present in the line-up. (OCGA (17-20-2(b)(3))

b. The suspect may not appear exactly as he did during the incident because features such as hairstyles and facial hair may be changed.

c. The witness is not compelled to make identification.

7. Never make suggestive statements, clues, casual comments, or provide unnecessary or irrelevant information that may influence the judgment or perception of the witness. The officer should not provide feedback to the witness regarding status of the suspect.

8. The officer conducting the line-up will seek and document, at the time that an identification of an individual is made, and in the witness's own words without necessarily referencing a numeric or percentage standard, a clear statement from the witness as to the witness's confidence level that the individual identified is the individual who committed the alleged crime. (OCGA 17-20-2(b)(6))

9. A complete written record and videotape recording (by the crime scene technician if available) of the line-up proceedings should be made and retained.

Back to Top

Cobb County Police Department

Policy 5.10

INTERROGATIONS AND CONFESSIONS

Effective Date: May 1, 2016	
Rescinds: Policy 5.10 (July 20, 2012)	
Related Orders: Policy 3.02 "Temporary Detention Rooms"	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to provide officers with legally sound procedures for conducting custodial interrogations.

I. POLICY

Custodial interrogations of suspects, and the statements and confessions that are elicited, are vitally important in the preparation of criminal cases. However, to be admissible as evidence, statements and confessions must be given freely and voluntarily, and with due consideration for the suspect's right to silence and right to counsel. Therefore, it is the policy of the Cobb County Police Department that all officers understand and follow this policy in order to observe the due process rights of suspects and to guard against any charges of police coercion or intimidation during interrogation.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Custody: A custodial situation exists when an officer tells a suspect that he is under arrest. A functionally equivalent situation exists when a "reasonable person" in the suspect's position, would feel that his freedom of action has been restricted to the same degree as a formal arrest.

B. Interrogation: Interrogation includes direct questioning of a suspect about a crime or suspected crime, as well as any words, statements, or actions by officers that the officers should know are reasonably likely to elicit an incriminating response from the suspect.

III. PROCEDURES

A. Custodial Statements and Confessions

1. Miranda warnings are required and shall be administered prior to "custodial interrogation," as defined above.

2. The following represent examples of situations that are not "custodial" and do not require issuance of Miranda warnings.

   a. Investigatory stop and frisk.

   b. Questioning during a routine traffic stop or for a minor violation. This includes driving while intoxicated (DUI) stops until a custodial interrogation begins.

   c. During routine questioning at the scene of an incident or crime, when the questions are not intended to elicit incriminating responses.

   d. During voluntary appearances at the police facility.

   e. When information or statements are made spontaneously, voluntarily, and without prompting by police. Follow-up questions that exceed simple request for clarification of initial statements may require Miranda warnings.

B. Administering Miranda

1. Miranda warnings shall be read verbatim by officers to all persons subjected to custodial interrogation.

   a. Free-lancing, recitation from memory, or paraphrasing the warnings is prohibited as it precludes officers from testifying in court as to the precise wording used.

   b. Officers may also have the suspect read and sign a Miranda waiver form.

2. Officers shall ensure that suspects understand their right to remain silent and their right to an attorney. Suspects may be interrogated only when they have knowingly and intelligently waived their rights. Threats, false promises, or coercion to induce suspect statements are prohibited.

   a. Waivers of the Miranda rights must be performed affirmatively.

   b. Oral waivers are often sufficient, but written waivers, particularly in felony charges, are preferred and should be obtained whenever possible on the appropriate agency form.

3. Officers arresting deaf suspects shall notify their immediate supervisor and the Communications Center to make arrangements to procure the assistance of an interpreter.

C. Invoking the Right to Silence

1. When a suspect invokes his right to remain silent, all interrogation shall terminate immediately.

2. Officers may interrogate a suspect who has previously invoked his right to silence, if, after the passage of time, the suspect initiates communication with officers. However, prior to questioning, Miranda warnings shall be re-administered and a waiver obtained.

D. Invoking the Right to Counsel

1. If a suspect waives his right to counsel, a written waiver shall be obtained prior to questioning. When a suspect makes reference to counsel, but his intentions are unclear, officers may question the suspect further to clarify his intentions.

2. When a suspect invokes his right to counsel, all interrogation shall cease immediately. The suspect may not again be interrogated about the crime on which he is charged, any other crimes, or be interrogated by other officers from this or other agencies unless:

   a. The suspect's attorney is present at the questioning; or

   b. The suspect initiates new contact with the police. In this case, Miranda rights must again be administered and a waiver obtained before any questioning may take place. Officers shall also document and, if possible, obtain written verification that the suspect initiated the communication.

3. Officers shall cooperate in any reasonable way with efforts by counsel to contact or meet with suspects in custody.

E. Documenting Statements and Confessions

1. The circumstances surrounding the conduct of interrogations and recording of confessions shall be fully documented. This includes, but is not necessarily limited to:

   a. Location, date, time of day, and duration of interrogation;

   b. The identities of officers or others present;

c. Miranda warnings given, suspect responses, and waivers provided, if any;

d. The nature and duration of breaks in questioning provided the suspect time for obtaining food, drink, use of lavatories, or for other purposes.

2. Investigative officers are encouraged to use this Department's video and/or audio taping capabilities for purposes of recording statements and confessions, in an overt or covert manner consistent with state law.

3. The lead investigative officer will decide in which cases audio or video tape recordings may be appropriate and whether covert or overt procedures will be used. Tape recordings designated as evidence shall be handled in the following manner:

a. The tab on the tape housing of the original and duplicate copies shall be removed to preclude the possibility of erasure or tampering.

b. Tape recordings will be placed into evidence in accordance with Department procedures.

IV. INTERVIEW ROOMS

The Department maintains various interview rooms located throughout the Department for the custodial and non-custodial interviews of persons. When personnel utilize these rooms the following procedures will be followed:

A. Personnel should use the Department's designated interview rooms for all in-custody interviewing and interrogation of suspects and perpetrators.

B. Interview rooms will be inspected for any weapons or contraband by the officer conducting the interview prior to the subject of the interview entering the room.

C. Prior to utilizing any interview room, officers will ensure that their issued sidearm is secured within the Departmentally issued holster or other secure place inaccessible to interviewees. Other weapons may be carried in an approved holster. Officers should exercise weapons control in accordance with training.

D. Interview rooms will only be equipped with a table and chairs. If other items such as a TV, video unit, marking board, etc. are necessary, they may be brought into the room but must be recorded as part of the supplemental report. Officers conducting the interview are responsible for clearing the interview room of any added furnishings or equipment at the conclusion of the interview.

E. Interviews with suspects will normally be conducted by two officers. Both officers need not be present in the interview room; a second officer may monitor

the interview via audio and/or video feed. Additional personnel may be requested to participate where prudence and safety warrant the presence of additional persons. At least one officer participating in the interview shall have his portable radio readily available to summon assistance, if needed.

F. Interviews with suspects should be recorded via audio and/or video system, if possible.

G. Restrooms, water, and other items to facilitate a comfortable break are available and should be maintained as part of the interview process, when necessary.

H. A locked interview room is by definition considered a temporary detention room. Therefore, any person placed in a locked room will be done so in accordance with Policy 3.02 "Temporary Detention Rooms."

Occasionally, officers are required to conduct interviews of suspects and perpetrators away from Departmental facilities. Where such is necessary due to the nature and/or expediency of the case at hand, the officer's primary concern will be the safety of all parties involved in the interview process.

Back to Top

Cobb County Police Department

Policy 5.11

ARREST PROCEDURES

Effective Date: February 1, 2015	
Rescinds: Policy 5.11 (December 15, 2013)	
Related Orders: Policy 5.22 "Use of Force"; Policy 5.25 "Search Warrants"; Policy 5.27 "Juvenile Procedures"	
Issued By: Chief J.R. Houser	**Page 1 of 9**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines regarding the arrest of criminal suspects.

I. POLICY

It shall be the policy of the Department to make arrests based upon probable cause in conformance with constitutional and state guidelines.

II. AUTHORITY

Sworn officers of the Police Department shall have the authority to cite for violations of Cobb County Ordinances in the unincorporated area of the county, make arrests, and execute arrest warrants for violations of state law pursuant to the Official Code of Georgia Annotated, occurring within the jurisdictional limits of Cobb County.

A. Georgia Code 36-8-5 "Powers of County Police Generally" provides that county police officers have:

1. The same power to make arrests and to execute and return criminal warrants and process in the county of their election or appointments only, as sheriffs have; and

2. All the powers of sheriffs as peace officers in the county of their election or appointment.

B. By virtue of this code section, members of this Department have jurisdiction to enforce state laws within Cobb County, including municipalities.

III. LAWS OF ARREST

A. Probable Cause Defined

Facts and circumstances based upon observations or information that would lead a reasonable officer to believe that a crime has been or is being committed and the person to be arrested is the one who is or has committed the crime.

B. Arrest with a Warrant

An arrest with a warrant is made when a criminal arrest warrant has been issued by an appropriate judicial officer of the court, and the officer fulfills his responsibility by taking into the custody the individual named in the warrant.

1. Non-Uniformed Officers

   Whenever a non-uniformed officer attempts to serve a criminal arrest warrant, he should notify his supervisor prior to the attempt. The supervisor may request the presence of uniform officers during the warrant execution.

2. Tactical Team Assistance for High-Risk Warrants

   The policies and procedures outlined in Policy 5.25 "Search Warrants" Section IV, shall be adhered to when serving high-risk arrest warrants within the jurisdictional limits of Cobb County.

C. Arrest without a Warrant

1. An arrest for a crime may be made by a law enforcement officer without a warrant if:

   a. the offense is committed in his presence or within his immediate knowledge.

   b. the offender is endeavoring to escape.

   c. the officer has probable cause to believe that an act of family violence, as defined in OCGA 19-13-1, has been committed.

   d. the officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult (as defined in OCGA 17-4-20).

   e. for other cause, if there is likely to be failure of justice for want of a judicial officer to issue a warrant. (OCGA 17-4-20).

2. An officer's power to arrest without a warrant does not extend to offenses which are long past. For past offenses a warrant must be obtained.

3. Generally, an officer has no official power to arrest without a warrant

beyond the boundaries of his jurisdiction.

4. Whenever an individual is arrested by a law enforcement officer without a warrant, the Cobb County Adult Detention Center requires that a warrant be obtained for the applicable charges within four (4) hours.

D. Citizen's Arrest

Occasionally, officers will be dispatched to situations where a civilian has effected (or wishes to effect) a "citizen's arrest" of a suspect (OCGA 17-4-60). As long as the officer acts in good faith, he will be relieved of any liability (OCGA 17-4-61(c)). In cases involving a "citizen's arrest," the following procedures will be followed before transporting the arrestee to the jail:

1. The officer must have a reasonable belief that the defendant has committed the crime for which he is accused.

2. The officer should consider any indication that the arresting citizen is not a reliable witness (e.g. the arresting citizen is intoxicated or has been untruthful to law enforcement in the past).

3. The officer should not encourage or advise the citizen to make the arrest.

4. The arresting citizen should complete a written statement.

5. The officer will write an incident report and properly execute a Verification of Citizen's Arrest and Request to Transport form. Two copies of this form should be completed for each defendant; one will be submitted to the Security Control Technician at the jail, and the other will be sent to Central Records.

6. The officer should also tell the arresting citizen that they must obtain the arrest warrant within four (4) hours.

7. Citizens cannot apply for warrants for the offenses listed below. For these crimes, officers must obtain the charges.

- Aggravated Assault
- Aggravated Battery
- Aggravated Child Molestation
- Aggravated Sexual Battery
- Aggravated Sodomy
- Aggravated Stalking
- Armed Robbery
- Arson
- Bigamy
- Burglary
- False Statements
- False Swearing
- Fraud
- Hijacking
- Kidnapping
- Manslaughter
- Murder
- Purjury
- Rape
- Robbery

- Child Molestation
- Cruelty to Children
- County Ordinance Violations
- False Imprisonment
- False Report of a Crime
- Sexual Battery
- Sodomy
- Statutory Rape
- Treason
- V.G.C.S.A.

E. Arrest for Traffic Offenses

1. OCGA 17-4-20 and 17-6-11 are the two primary statutes that govern the authority to effect an arrest for a traffic offense. In order to avoid confusion resulting from individual interpretations of the various OCGA statutes, officers should use the following guidelines to assist in the decision to arrest for a traffic violation.

   a. Officers should generally make an arrest for the following offenses:

      - 40-5-20 No License
      - 40-5-58 Habitual Violator
      - 40-5-120 Unlawful Use of License or Identification Card
      - 40-5-121 Suspended License
      - 40-5-125 Unlawful Use of Driver's License
      - 40-6-15 Suspended Registration
      - 40-6-180 Racing on Highways or Streets
      - 40-6-270 Duty of Driver
      - 40-6-390 Reckless Driving
      - 40-6-391 Driving Under the Influence
      - 40-6-393 Homicide by Vehicle
      - 40-6-394 Serious Injury by Vehicle
      - 40-6-395 Fleeing or Attempting to Elude
      - 40-6-396 Homicide/Serious Injury by Interference with Official Traffic Control Devices
      - 40-6-397 Aggressive Driving

   b. In addition, officers should generally make an arrest for any other offense for which a driver's license may be suspended for the first offense by the commission of motor vehicle safety. The only exceptions to this are violations of 40-5-72 and 40-6-10. For both of these offenses:

      1. If the driver displays a valid license on lieu of bail, the officer shall release this person on a copy of the citation.

      2. If the driver does not have a valid license on his person to display in lieu of bail, the officer should make an arrest.

c. For drivers under the age of 21, officers should generally make an arrest for any of the charges listed above. Officers may also arrest for any offense for which four or more points are assessable under 40-5-57, including:

- 40-6-45 Improper Passing on a Hill or Curve
- 40-6-163 Unlawful Passing of a School Bus
- 40-6-181 Exceeding the Speed Limit by 24 mph or More

d. At the discretion of the officer, the following violators may be required to post a cash bond:

1. When the violator possesses a license issued by a state that is not a member of the Non-Resident Violator Compact (Alaska, California, Michigan, Montana, Oregon, Wisconsin).

2. When a driver refuses to sign the citation (after being advised that signing the citation is not an admission of guilt and failure to sign will result in having to post a cash bond).

A cash bond may be accomplished by making a physical arrest of the violator, or escorting the driver to the Traffic Violations Bureau of State Court (during business hours) or the Adult Detention Center Bonding Counter (after hours).

2. The officer will indicate the date and time for the initial appearance on the citation (8:30 A.M. for State Court).

3. When an officer executes an arrest of an individual for a traffic offense, the officer shall complete a Citation Arrest Affidavit. The Affidavit, in addition to the citation, will be submitted to the Security Control Technician at the Cobb County Adult Detention Center.

F. Arrest for Underage Possession of Alcohol Offenses

1. OCGA 3-3-23 allows the arrest of an individual by use of a citation for:

a. Underage possession of alcohol
b. Underage purchasing an alcoholic beverage
c. Misrepresenting age to obtain alcoholic beverage
d. Misrepresenting identity or using false identification to purchase or obtain alcoholic beverage

2. The officer will indicate the date and time for the initial appearance on the

citation (8:30 A.M. for State Court).

3. When an officer executes an arrest of an individual for an Underage Possession of Alcohol offense, the officer shall complete a Citation Arrest Affidavit. The Citation Arrest Affidavit, in addition to the citation, will be submitted to the Security Control Technician at the Cobb County Adult Detention Center.

G. Arrest for Cobb County Ordinance Violations

The Disorderly Conduct ordinance (86-2) is the only ordinance violation for which an individual may be arrested. In determining the appropriate procedure to follow, the officer must first decide whether to issue a citation only or arrest the offender.

1. Issuing a citation. An officer may elect to make a local ordinance case whereby the offender is released at the scene with a copy of charges to appear at the appropriate court. In these cases, the officer must either have observed the offense occur or have probable cause that the offense occurred.

   a. The officer will indicate the date and time for the initial appearance on the citation (Thursdays 9:00 A.M. for Magistrate Court).

   b. In cases where only probable cause exists, the officer must locate someone who observed the violation occur and subpoena that individual to court.

2. Physical Arrest. When an officer executes an arrest of an individual for Disorderly Conduct, the officer shall complete a Citation Arrest Affidavit. The Affidavit, in addition to a citation, will be submitted to the Security Control Technician at the Cobb County Adult Detention Center.

IV. THE "ARREST" OF JUVENILES

See Policy 5.27 "Juvenile Procedures".

V. OBTAINING AN ARREST WARRANT

A. The Fourth Amendment to the United States Constitution provides protection to citizens against unreasonable searches and seizures, and states that "NO WARRANTS shall be issued but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

The test for probable cause is whether the facts and circumstances within the

knowledge of the officer would justify a person of reasonable caution to believe that an offense has been, or is being committed, and this requires merely a probability less than certainty, but more than a mere suspicion.

B. All arrest warrants shall be obtained from a Cobb County Magistrate. If the officer is the prosecutor, the officer shall swear or affirm under oath that probable cause exists to arrest the individual.

VI. FORCE USED TO EXECUTE AN ARREST

A. An officer has a right to use reasonable force (in accordance with Policy 5.22 "Use of Force") to arrest an individual where probable cause has been defined.

B. Neck restraints and similar weaponless control techniques with a potential for serious injury will not be used to control arrestees.

VII. PROCEDURAL MECHANICS OF ARREST

A. A person about to be arrested has the right to know that he is being taken into custody by an officer with lawful authority. One or more of the following factors may provide such notice:

- The suspect actually knows the person making an arrest is an officer.
- The suspect sees the officer's uniform or badge.
- The suspect is apprehended while committing a crime.
- The suspect is pursued from the scene of a crime.
- The suspect is told by the officer that he is making an arrest and why he is being arrested.

B. If an officer, who is not known to a suspect, fails to identify himself or to make his purpose known, the suspect has the right to resist what appears to be an unjustified assault. However, once identified as an officer, the suspect's assumption that the arrest is unlawful is made at the peril of the person who resists.

C. If the arrest is unlawful, a person has the right to resist the arrest.

D. Prisoners will be handcuffed with their hands behind them. The only exceptions are:

1. When the arrested person is either physically handicapped or injured.

2. Where resistance or violence on the part of the arrested person makes it difficult or impossible to handcuff the person from behind.

In these cases, the officer will find an alternate method or restraint (such as flex cuffs, waist chains, etc.) to secure the arrested person in a manner that will assure

the safety of the officer and the arrested person.

E. Once the prisoner has been handcuffed, a thorough search for weapons and contraband should be made.

1. In the case of female arrestees, male officers should make a reasonable effort to either have a female officer assist in the search or have another officer standby as a witness.

2. In the case of male arrestees, female officers should make a reasonable effort to either have a male officer assist in the search or have another officer standby as a witness.

Under no circumstances should an officer delay a weapons search and place his safety in jeopardy in order to comply with section 1 or 2 above.

F. The handcuffs will be checked for fit and double-locked.

G. When switching handcuffs, the second set of handcuffs should be placed on the suspect first, and then the first pair removed. In all situations, for the safety of the officer and the arrested person, care should be taken when removing an arrested person from a vehicle.

H. All purses, briefcases and or any other type of container will be kept out of reach of all arrested persons.

VIII. ALTERNATIVES TO PHYSICAL ARREST

An officer's discretion is an essential function of effective law enforcement. It is a delegated authority where officers are given the responsibility to make the decisions necessary for the effective execution of their duties.

A. What is reasonable in terms of appropriate police action, or what constitutes probable cause varies with each situation. Different facts may justify any of the following: an investigation, a detention, a search, an arrest, a citation, a warning, referral, informal resolution, or no action at all.

1. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonable and within the limits of his authority as defined by statute and judicial interpretation.

2. Whether an individual is arrested or released with a copy of charges (citation), officers will not inhibit the individual's right of access to the courts. This requirement is accomplished by assigning or obtaining a court date. If the case is sent to Magistrate Court, the officer will assign a court date. Superior Court dates are assigned by the court, and the court

personnel will make the appropriate court date notifications.

B. No officer will arrest any person under color of a warrant unless he reasonably believes a valid warrant exists and that the person described in the warrant is before him.

C. No officer will arrest any person without a warrant when he knows that he is without probable cause to arrest such person.

IX. GOOD FAITH

If, during or after a lawful probable cause arrest where the officer acted in good faith, there is insufficient evidence to continue to detain the individual, that individual shall be immediately released from custody. This opinion has been rendered by the Cobb County Attorney's Office.

Back to Top

Cobb County Police Department

Policy 5.12

IMMUNITY FROM ARREST

Effective Date: December 15, 2013	
Rescinds: Policy 5.12 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for employees of the Department when dealing with persons who have immunity from arrest under the law.

I. LEGISLATORS

All legislators, state or federal, shall be free from arrest during legislative sessions or committee meetings, and in going thereto or returning there from, except for treason, felony, or breach of the peace (United States Constitution, Article I, Section 6; Georgia Constitution, Article III, Section IV, Paragraph, IX). If an arrest needs to be initiated in accordance with the above clause, the arresting officer will notify his supervisor immediately.

II. PRIVILEGE OF MILITIAMEN

A. The members of the organized militia or military forces (see definitions in OCGA 38-2-2) shall in all cases, except treason, felony, or breach of the peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, and the election of officers and going to, during, and returning from the performance of any active duty as such members (OCGA 17-4-2).

B. Any sheriff or peace officer may apprehend persons subject to the Georgia Code of Military Justice (GCMJ) upon reasonable belief that an offense has been committed and that the person apprehended has committed an offense (OCGA 38-2-340). All members of the Georgia organized militia are subject to the provisions of the Georgia Code of Military Justice (OCGA 38-2-322).

III. WITNESSES

A witness shall not be arrested on any civil process while attending any court to which he or she is subpoenaed or otherwise required to attend as a witness or while going to or returning from such court. An officer who holds such witness imprisoned after seeing his or her subpoena or being satisfied of the fact that such person was a witness shall be liable for false

imprisonment (OCGA 24-13-1).

IV. DIPLOMATIC AND CONSULAR IMMUNITIES

Diplomatic immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and, to a large extent, their official and, to a large extent, their personal activities. It should be emphasized, however, that even at its highest level, diplomatic immunity does not exempt diplomatic officers from the obligation of conforming to national and local laws and regulations. Categories of persons entitled to diplomatic immunity are as follows (see also the *Diplomatic and Consular Privileges and Immunities from Criminal Jurisdiction* from the U.S. Department of State):

A. **Diplomatic Agent:** Enjoys the highest degree of privileges and immunity. Diplomatic Agents may not be handcuffed (except in extraordinary circumstances), arrested or detained for any criminal offense. Generally, they are immune from any civil suits, but are not immune from receiving a citation/summons. Family members of these persons enjoy the identical privileges and immunity.

B. **Diplomatic Administrative and Technical Staff:** Enjoy privileges and immunity similar to Diplomatic Agents. Diplomatic Administrative and Technical Staff may not be handcuffed, arrested or detained for any criminal offense. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for a motor vehicle violation. Family members enjoy identical privileges or immunity.

C. **Diplomatic Service Staff:** They are accorded few privileges and immunities. Diplomatic Service Staff may be arrested or detained for criminal offenses. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for traffic violations. Family members enjoy no privileges or immunities.

D. **Consular Officers:** Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Officers may be arrested or detained, pursuant to an arrest warrant, for felony offenses. They may be prosecuted for misdemeanors, but may not be arrested or detained prior to trial or other disposition of charges. Officers may issue a citation for traffic violations. Generally, family members enjoy no privileges or immunity.

E. **Consular Employees:** Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Employees may be arrested or detained for criminal offenses. Officers may issue a citation for traffic offenses. Family members enjoy no privileges or immunity.

F. **Honorary Consuls:** Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Honorary Consuls may be arrested

or detained for criminal offenses. Officers may issue a citation for a traffic offense. Family members enjoy no privileges and immunity.

V. INTERNATIONAL ORGANIZATION PERSONNEL

The final general category of individuals to which privileges and immunity extend, consists of International Organization Personnel and National Missions to such organizations. The nations concerned here have concluded treaties embodying grants of privileges and immunities, agreeing that the important purposes of their envoys may only be accomplished if these measures are afforded.

The vast majority of International Organization Personnel have only official act immunity. In certain cases however, the most senior executives of such organizations have been accorded privileges and immunities equal to those afforded diplomatic agents.

A. **International Organization Staff:** Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. International organization staff may be arrested or detained for criminal offenses. Officers may issue a citation for traffic offenses. Family members enjoy no privileges or immunity.

B. **Diplomatic-Level Staff of Missions to International Organizations:** Enjoy privileges and immunity similar to Diplomatic Agents. Diplomatic-level staff of missions to international organizations may not be handcuffed, arrested or detained for any criminal offense. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for a motor vehicle violation. Family members enjoy identical privileges or immunity.

C. **Support Staff of Missions to International Organizations:** Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Support staff of missions to international organizations may be arrested or detained for criminal offenses. Officers may issue a citation for traffic offenses. Family members enjoy no privileges or immunity.

VI. VERIFICATION OF IMMUNITY STATUS

A. A person claiming immunity is required to produce satisfactory evidence that he is entitled to immunity.

1. The U.S. Department of State issues identification to diplomatic agents and Consular officials accredited to the United States.

2. The Georgia Secretary of State issues identification cards to honorary consuls and members of the families of career Consular officials who are stationed in Georgia.

B. In any situation in which a law enforcement official needs to establish entitlement to diplomatic or consular immunity and the person asserting it cannot produce satisfactory evidence thereof, (i.e., identification card issued by the U.S. Department of State), or the law enforcement official wishes to verify the employment for which the person is declaring immunity or that a family member driver's permit is still valid, confirmation of the correct status, or wishes advised concerning a particular situation, the law enforcement official can telephone the U.S. Department of State Diplomatic Security Command Center at (571) 345-3146.

VII. NOTOFICATIONS

A. If, during a law enforcement encounter it becomes known to an officer that any individual included in this policy is involved, the officer shall notify his supervisor immediately.

B. In the event that a consular officer or employee, or members of their families are taken into custody, the arresting officer should attempt to contact the U.S. Department of State (571-345-3146) and notify them of the arrest.

VIII. ARREST OF FOREIGN NATIONALS

Occasionally, officers will arrest individuals who are not U.S. Citizens. While these individuals do not have immunity from arrest, it is required by treaty that when foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the national's wishes. Consular officials are entitled to access to their nationals in detention, and are entitled to provide consular assistance.

A. The Cobb County Sheriff's Office handles all consular notifications of arrested/detained non-U.S. Citizens. When Department personnel arrest a subject who is known (or claims) to be a non-U.S. Citizen, the transporting officer shall advise book-in personnel of the detainee's claims so that the proper notifications may be made.

B. These are mutual obligations that also pertain to American citizens abroad. In general, you should treat a foreign national as you would want an American citizen to be treated in a similar situation in a foreign country.

C. For more information on this topic, personnel can consult the U.S. Department of State's publication entitled *Consular Notification and Access*.

Back to Top

Cobb County Police Department

Policy 5.13

PRISONER TRANSPORTS

Effective Date: February 1, 2015	
Rescinds: Policy 5.13 (December 15, 2013)	
Related Orders: Code of Conduct; Policy 5.14 "Hospitalized Prisoner Guard Duty"; Policy 2.06 "Exposure to Infectious Disease"	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to structure the transportation of persons who are in the custody of agency personnel and whose freedom of movement is at the will of agency personnel.

I. POLICY

Transporting officers will comply with all laws and directives in regards to the handling of persons in their custody, while providing appropriate safety and security measures to minimize the chance for injury or escape.

II. PREPARING FOR A PRISONER TRANSPORT

A. All vehicles used for transporting prisoners will be examined at the beginning of each shift to ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use. In the event that any damage is noted, contraband and/or weapons are found, or any deficiency is noted in the vehicle, the operator will immediately notify his supervisor.

B. All vehicles used for transporting prisoners will be searched prior to and after transporting prisoners to ensure the vehicle used to transport a prisoner is free of weapons and contraband before and after the prisoner comes in contact with the vehicle. If an officer has been in constant control of the vehicle following the pre-shift examination/post-transport search, and no one has been introduced into the rear compartment, then the officer can articulate that the vehicle was searched prior to the introduction of the next prisoner into the vehicle.

III. STANDARD PRISONER TRANSPORT

A. All prisoners will be thoroughly searched by the transporting officer before being placed in the transport vehicle. Any items carried by the prisoner should be transported in an area secure from the prisoner.

B. All prisoners will be secured with approved restraints (e.g. – handcuffs, flex cuffs, leg shackles, etc.) in accordance with stated policy. If more restrictive restraints are required, a prisoner should not be transported in the prone position, but on his side. However, should this technique be used, the prisoner should be closely monitored until the restraints can be safely removed. Officers will not utilize any unauthorized restraining devices, regardless of the physical or mental condition of the prisoner.

C. The transport vehicle operator will be responsible for ensuring that each passenger is secured with the vehicle safety restraints (seatbelts), as far as circumstance permits. Police prisoner transport vans are equipped with safety straps and prisoners will be instructed to use the safety straps.

D. All prisoners will be transported in the rear compartment of a marked patrol vehicle equipped with a security screen, or in the rear compartment of a prisoner transport van, if available. If a vehicle with a safety barrier is not available, a vehicle without a safety barrier may be used under the following guidelines:

1. Two officers must be in the transporting vehicle
2. The prisoner must be seated in the rear of the vehicle and properly restrained.
3. The second officer must sit with the prisoner in the rear seat with the officer's weapon on the opposite side of the prisoner

E. The transporting officer will notify Communications at the beginning of the transport, providing information as to the number and sex of the prisoners and destination.

F. The transporting officer should refrain from interrupting a prisoner transport once it has begun. However, certain circumstances may dictate the necessity stop prior to reaching the destination. Only stops that require immediate action will be authorized (adjustment of handcuffs, combative prisoner, officer safety, vehicle issues, life threatening emergencies, etc.). Should an officer interrupt a transport he will notify radio of his location and the reason for the delay.

G. Normally, a prisoner will not be left unattended or unobserved in the transport vehicle. However, should a situation develop away from the transport vehicle that requires the officer's immediate involvement, the prisoner may be left unattended. The transporting officer, or another officer, should return to the prisoner as soon as circumstances allow.

H. Normally, a prisoner will not be allowed to communicate with anyone other than Department employees after being taken into custody by the transporting officer. If, in the opinion of the transporting officer, it becomes necessary that the prisoner be allowed to communicate with another person, the following guidelines will apply:

1. Communications should be made with only one person at a time, and the transporting officer should be present for all communications.

2. The officer should not permit physical contact between parties.

3. Communications should be halted immediately if the prisoner becomes violent, over-emotional, attempts to escape, or attempts to injure himself.

4. Once the transport vehicle leaves the pickup location, no communications should be allowed with outside parties unless an overriding emergency arises.

5. If the prisoner requests to communicate in private with legal counsel, this activity should be accomplished at a proper temporary detention facility, as field conditions and prisoner security do not provide appropriate conditions for this activity.

IV. COMPLETING A PRISONER TRANSPORT

A. Prior to entering any area where other prisoners are present, the transporting officer will secure his weapon in a provided locker, lock his weapon in the trunk of his patrol car, or surrender his weapon under the procedure used at the destination.

B. Leave the prisoner handcuffed until inside a secured area. If turning the prisoner over to another transport officer, new restraints should be applied before the old ones removed, if possible.

C. The transporting officer will deliver the necessary documents that accompany a prisoner, and will await acknowledgment from booking or intake personnel that the prisoner has been accepted for temporary detention or processing. If the prisoner is turned over to another transport officer or agency, the receiving officer's name and agency (if not a Cobb County Police Officer) should be documented in the report.

D. Any necessary information about the prisoner regarding medical or security risks and violent, suicidal, or escape potential will be relayed to receiving personnel.

E. Intake personnel will be responsible for obtaining photographs and fingerprints of prisoners.

V. SPECIAL CONSIDERATIONS

A. Prisoners of the Opposite Sex

Prisoners of the opposite sex will be handled in accordance with the standard transport procedures, with the following exceptions:

1. Officers should make a reasonable effort to have an officer of the same sex as the prisoner, search the prisoner, and in the transporting officer's presence. If this is not practical or possible, the officer should have another officer standby as a witness, or he should record the search with the use of the car video recording equipment. However, under no circumstances should an officer delay a weapons search and place his safety in jeopardy in order to comply with this section.

2. Prior to leaving the location at which the prisoner was taken into custody, the transporting officer will give the mileage shown on the transport vehicle odometer. Upon arrival at the final destination, the officer will give the ending mileage. In each instance, the transporting officer will ensure the Communications Center acknowledges the transport information.

3. Generally, male and female prisoners will be transported separately. However, male and female prisoners may be transported together when:

   a. The transport vehicle has a physical barrier that would separate the prisoners from physical contact; or

   b. The subjects are known to each other prior to arrest and they are non-violent. Both subjects must be handcuffed behind their backs.

B. Juvenile Procedures

Juvenile prisoners will be handled in accordance with the standard transport procedures, with the following exceptions:

1. If the juvenile prisoner is charged with a status offense, the transporting officer will have the option of handcuffing.

2. An adult and a juvenile will not normally be transported in the same vehicle at the same time. If circumstances force the transportation of a juvenile with an adult, such transport will be approved by a supervisor and only under the following conditions:

   a. The adult is an immediate relative of the juvenile.
   b. The adult is non-threatening to the juvenile.

C. Disabled/Physically Impaired Prisoners

1. Normally, disabled prisoners will be allowed to use supporting devices to move to and from the transporting vehicle. However, if practical, any support devices should be placed in a secure area during transport.

2. If possible, physically impaired prisoners should be restrained during transport. However, it is recognized that certain impairments may make

this difficult or impossible. Under such circumstances, officers must use extreme caution when transporting a prisoner with limited or no restraints.

3. The type of transport vehicle used will be dependent on the type of disability/impairment.

D. Mentally Impaired Individuals

1. Prior to taking custody of a mentally impaired individual, the transporting officer should ascertain any information that would assist him during his contact with the individual. This information includes, but is not limited to:

   a. The type of mental disorder and abnormal behavior displayed.
   b. Words, statements, or actions that might trigger abnormal behavior.
   c. Ability to communicate coherently and follow instructions.
   d. Disposition toward violence or self-inflicted injury.
   e. The type and last time any medications were taken.
   f. The circumstances why the individual came into police custody.
   g. Anything that might have soothed the individual in the past.

2. When a marked police car or transport van is used, the individual will be restrained in the same manner as any other prisoner. However, if a mentally impaired individual requires medical attention, is catatonic, or needs to be totally immobilized for any reason, the individual can be restrained to a stretcher and transported in an ambulance. A police officer should ride in the ambulance with the individual, and a police officer should follow the ambulance in a police vehicle.

E. Transports of Injured Prisoners

If a prisoner is in need of treatment at a medical facility, the decision to transport the prisoner by ambulance or by Department vehicle will be made based upon the nature of the injury, the condition of the prisoner, the advice of EMS personnel, and the potential for escape. Generally, most transports will be done in a Department vehicle.

1. If the subject is admitted, refer to Policy 5.14 “Hospitalized Prisoner Guard Duty”.

2. If the subject is medically released, a copy of the release should be obtained and given to book-in personnel at the jail.

3. If a prisoner refuses medical treatment, a copy of the refusal should be obtained and given to book-in personnel at the jail. The refusal of treatment should be documented in the incident/supplemental report.

F. Transports of Prisoners with Infectious Diseases

Officers will follow the procedures as outlined in Policy 2.06 "Exposure to Infectious Disease" when transporting prisoners with infectious diseases.

VI. SPECIAL TRANSPORTS

A. Long distance (more than four hours duration) transports of prisoners will be coordinated with the Cobb County Sheriff's Department.

B. Department members will not provide transports for situations such as attending funerals, visiting hospitals and critically ill persons, or attending the reading of wills

VII. ESCAPES

It is the responsibility of each officer who takes custody of any prisoner to take all prudent and reasonable action to prevent the escape of the prisoner. However, should a prisoner escape during transport, the following guidelines will be followed:

A. The officer will immediately contact the Communications Center and provide the following information, if available:

1. The fact that a prisoner has escaped;
2. A complete description of the escapee including whether the prisoner was wearing restraints;
3. Notification as to whether the escapee is or is not armed;
4. The direction and mode of travel;
5. Any probable destination;
6. The crime with which the escapee was last charged;
7. The escapee's potential for violence; and
8. Location and time lapse since the escapee was last seen.

B. The supervisor will be notified.

C. The supervisor in charge will direct the Department's response in order to contain the escapee and block escape routes.

D. Upon completion of the situation, a report regarding the escape and other pertinent circumstances will be completed by the end of that tour of duty.

E. A review of the escape incident will be conducted by the involved officer's supervisor.

Back to Top

Cobb County Police Department

Policy 5.14

HOSPITALIZED PRISONER GUARD DUTY

Effective Date: May 1, 2016	
Rescinds: Policy 5.14 (February 1, 2015)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline the procedures for the security of persons who are in custody that have to be hospitalized due to a medical emergency and to establish responsibility for the safety and security of the public, medical staff, Department employees, and prisoners.

I. AUTHORITY

The decision to establish a guard over a prisoner who has been hospitalized shall be the responsibility of the Deputy Chief of the Bureau having custody of the prisoner. Both Deputy Chiefs will work jointly to ensure adequate supervision and staffing of the hospital guard post.

II. ESTABLISHING THE GUARD POST

The decision to establish a guard over a hospitalized prisoner should be based upon, but not limited to, the following factors:

- Seriousness of the offense (capital offenses should be guarded in all cases)
- Mental state or capacity of the prisoner.
- The risk or danger to the public or medical staff posed by the prisoner.
- Escape risk posed by the offender.
- Prisoner's criminal history.
- Prisoner's home address (local or out-of-state).
- Time frame and method of the offense for which the prisoner is in custody.
- Age of the prisoner (if a juvenile, has the Juvenile Court committed to incarceration of the prisoner once he is released from medical care).

III. GUARDING OF PRISONERS

A. Officers assigned to hospital guard duty will remain with the prisoner at all times unless:

1. Relieved by another officer.

2. Requested to leave by hospital staff due to a medical emergency. If possible, the officer should place himself in area that would allow him to thwart an escape attempt by the prisoner.

3. The prisoner is of the opposite sex and the officer must leave the room to allow privacy during direct medical examinations or services. The officer shall leave the room, but will maintain visual contact with the entry area to the room and will stay within hearing distance of the room.

4. The prisoner has such a condition that the attending physician recommends total isolation. The officer should post himself outside the isolation area and notify his supervisor.

5. The prisoner's attorney requests the officer leave the immediate area in accordance with this policy.

B. Prisoners will be secured to the bed at all times by the use of leg restraints or handcuffs, whichever is applicable based on the potential violent actions of the prisoner. If the attending physician rules against the use of restraints, the officer shall immediately notify his supervisor.

C. The prisoner and his clothing will be searched.

D. Prisoners will not be allowed to receive anything from anyone other than assigned medical staff without prior approval from the investigative supervisor.

E. Prisoners will not be allowed to make or receive any phone calls without prior approval of the investigative supervisor.

F. Officers will not question the prisoner regarding the offense. In the event a prisoner makes any statement relating to an offense, a Supplemental Report will be used to document the statements and the investigating detective will be notified.

G. Officers should remain abreast of the condition of the prisoner (medical condition, estimated release, etc.).

H. Officers will remain constantly alert and aware that ordinary objects such as eating utensils, medical supplies, etc., could be utilized as weapons, and pose a safety risk to both officers and hospital staff. A visual inspection of the room and bathroom should be made for likely escape routes which might be available to the prisoner.

I. Officers will maintain an extended detention log sheet which will be used to record all relevant events occurring during the watch (relief, hospital staff visits.

The log sheets will remain at the guard post until the detail ends. The completed log sheets will be placed in the case file.

J. Officers should observe hospital rules and regulations as informed by hospital staff. If the officer is asked to comply with a rule/regulation that is in conflict with this policy the officer will observe the request and:

1. Notify his supervisor; and

2. On the log sheet, document the name/title of the person making the request as well as the time/details of the requested action.

IV. DETAIL SUPERVISION

Supervisors will be responsible for monitoring the activity of their personnel assigned to hospital guard duty. They will ensure that officers are relieved for breaks.

V. VISITORS

A. Visitors must have written permission from the appropriate Bureau Deputy Chief, or his designee, to visit a prisoner. The written permission will include the visitor's name and date of birth, and date, time, and length of visit. Additional comments/instructions may be included if necessary.

1. Visitors will be required to show identification.
2. All handbags, purses, etc. will be searched for weapons or contraband.
3. Physical contact between visitors and the prisoner is prohibited.
4. Visitors may not give or leave any items for the prisoner.
5. Only one visitor will be permitted in the room with the prisoner at any time.

B. The visitor's name, as well as the date/times of the visit will be documented on the log sheet, and the visitor's authorization will be attached to the log sheet.

C. The officer will remain with the prisoner and visitor at all times (with the exception of the attorney-of-record as explained in this policy).

VI. VISITATIONS BY THE ATTORNEY-OF-RECORD

The attorney-of-record for the prisoner is allowed to see his client whenever he deems it necessary.

A. The attorney-of-record will notify the appropriate Bureau Deputy Chief of his status as the prisoner's attorney and will be issued a written authorization to visit with the prisoner whenever necessary.

B. The attorney-of-record will identify himself to the hospital guard officer and show his written authorization. The authorization should remain with the attorney and

will not be retained by the officer. All information concerning the date, time, and length of the attorney's visit will be documented on the log sheet.

C. During the visitation of the prisoner's attorney, the officer may be asked to leave the immediate area. The officer will honor the request and post himself outside the room, remaining in visual contact with the entry to the room, but outside normal hearing range.

D. The attorney may not authorize any other person, including his staff or secretarial support, to visit with the prisoner (except in cases where the prisoner is a juvenile.) The appropriate Bureau Deputy Chief will be the only person authorized to allow such accommodation.

E. If the prisoner is a juvenile, the appropriate Bureau Deputy Chief, or his designee, may authorize one parent or legal guardian to accompany the attorney during the visit. This authorization must be in writing and presented before the visit.

VII. RELEASE FROM THE HOSPITAL

If, during the officer's tour of duty, the prisoner is discharged from the hospital, the officer will immediately notify his supervisor, who will notify the appropriate Deputy Chief (through the chain of command).

A. The prisoner will then be processed (following any special instruction provided) and transportation will be arranged to the Detention Center for book-in processing.

B. If the prisoner is a juvenile, the Youth Detention Center intake section will be contacted.

Back to Top

Cobb County Police Department

Policy 5.17

VEHICLE PURSUITS

Effective Date: May 1, 2016	
Rescinds: Policy 5.17 (March 15, 2015)	
Related Orders: Law Enforcement Communications Policy	
Issued By: Chief J.R. Houser	**Page 1 of 10**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide members of the Department with guidelines involving police motor vehicle pursuits. This policy and the standards contained herein are for Cobb County Police Department use only, and the standards or policy established do not apply in any criminal or civil proceedings. Even though, in certain instances, the standards or policy contained herein may be more stringent than legal standards for criminal or civil liability, they are not to be construed as creating a higher legal standard of safety or care by which the officer is to be bound in an evidentiary sense with respect to claims by others involving criminal or civil liability. The violation of this policy may subject the officer to Department sanctions or disciplinary action only, and shall not form the basis for civil and/or criminal action.

I. POLICY

The policy of the Department is to conduct motor vehicle pursuits in a manner balancing the apprehension of the suspect with the risk posed by the fleeing suspect as set forth in these guidelines. The primary consideration during a vehicle pursuit will be the safety of the officer, the community, and the suspect. Officers shall balance these factors as set forth in these guidelines.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. Motor Vehicle Pursuit (also referred to as: pursuit): An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving vehicle, where the officer has reasonable suspicion that the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension. This is generally manifested by an increase in speed and/or evasive driving maneuvers. An officer who follows a driver whom he reasonably believes is in compliance with OCGA 40-8-91(e) shall not be considered to be engaging in a Motor Vehicle Pursuit.

B. Pursuit Supervisor: The ranking officer responsible for monitoring and

controlling the pursuit, authorizing back-up units, and ensuring the pursuit is in compliance with policy. Normally, the Pursuit Supervisor is the immediate supervisor of the officer who initiates a pursuit.

III. PROCEDURES

A. Emergency Equipment

Department vehicles involved in a vehicle pursuit must be equipped with working blue lights and siren which shall remain activated at all times during the pursuit.

B. Pursuable Offenses

An officer shall only pursue a motor vehicle when there is reasonable suspicion based upon the totality of the circumstances that the driver and/or occupant(s) have committed, are attempting to commit, or are committing:

- Murder
- Voluntary Manslaughter
- Involuntary Manslaughter
- Aggravated Assault
- Aggravated Battery
- Kidnapping
- Rape
- Armed Robbery
- Hijacking a Motor Vehicle
- Any other crime which may include the immediate risk of serious bodily harm to any person (Note: The risk posed by the pursuit may not be the sole justification for the pursuit under this particular justification.)

Should an officer attempt to make, or make, a traffic stop based upon a traffic offense or other legal reason, at a time when the information may be insufficient to establish 'reasonable suspicion' of one or more of the above listed pursuable offenses, and the violator flees, the officer may pursue for a reasonable amount of time to attempt to obtain further information about the suspect/vehicle. If no further information can be obtained within a reasonable amount of time based upon the circumstances, or the occupant(s)/vehicle cannot be verified as being involved in one of the above listed offenses, the pursuit should be discontinued.

C. Pursuit Risk Analysis

After initiating a vehicular pursuit, the potential danger to the public and/or involved officers should be of utmost consideration. During the pursuit, the officer and Pursuit Supervisor should conduct continual assessments of the potential risk created by the pursuit versus the risk posed if the suspect is not immediately apprehended. Factors to consider when analyzing risk include, but are not limited to:

1. Driving manifestations presented by the fleeing suspect
2. The suspect's demonstrated willingness to create an extreme breach to public safety during the attempt to elude apprehension
3. Vehicular and pedestrian density in the area of the pursuit
4. Speed of the pursuit
5. Weather and roadway surface conditions
6. Whether the originating offense meets the policy threshold for pursuit
7. Whether the suspect identity has been or likely can be established making him subject to capture at a later date by other means
8. Duration of the pursuit
9. Whether the officers and supervisors are familiar with the area
10. Relative performance capabilities of the vehicles involved

D. Pursuit Communications

1. Once a pursuit is initiated, the officer should immediately provide the Communications Center with the following information:

    a. Unit identification.
    b. Location, direction of travel, and speed.
    c. License number (if available) and violator's vehicle description.
    d. Nature of offense.
    e. Number and description of occupants (sex, race, and age, if known).
    f. Any information concerning the use of weapons, threat of force, or other unusual hazards**.**

2. Generally, at 15 to 30 second intervals, the officer should provide progress reports as the pursuit develops to include current location; and any changes in speed, driving behavior, and/or traffic/road conditions.

3. All pursuit communications will remain on the initiating pursuit unit's channel.

4. All officers involved in the pursuit shall adhere to the Communications Pursuit Policy from the Law Enforcement Communications Policy.

5. Dispatchers will be responsible for following the procedures established by the 911 communications center.

E. Assisting Units

1. Unless directed otherwise by the Pursuit Supervisor, two additional police units may join in close pursuit of the fleeing vehicle. Additional units may be assigned or restricted based upon, but not limited to:

    a. The nature of the offense for which the pursuit was initiated.

b. The number of suspects.
c. Any known propensity for violence by the suspect(s).
d. The type of vehicle being pursued.
e. The number of officers in the pursuit vehicle(s).
f. Units needed for specialty stopping techniques.
g. Any damage to vehicles or injuries to the officer(s) assigned to the pursuit.

2. The closest unit to the pursuit shall advise the Communications Center of his location and his intent to assist. Once he has established constant visual contact with the initiating unit; he should assume radio communication responsibilities such as providing appropriate pursuit progress reports.

3. Any additional units involved in the pursuit including those that are safeguarding intersections should notify the Communications Center of their status and location, when practical.

4. No officer from another precinct or unit shall join the pursuit unless specifically authorized by their immediate supervisor and the Pursuit Supervisor.

5. All assisting units should maintain safe distance intervals between vehicles as circumstances allow.

F. Pursuit Supervisor

1. Upon notification that a pursuit has been initiated, the immediate supervisor of the initiating officer shall notify the Communications Center that he is aware of the pursuit and assuming responsibilities of Pursuit Supervisor.

2. The Pursuit Supervisor will:

a. Conduct a continual risk analysis of all factors related to the pursuit to determine if it should continue or be terminated.

b. Proceed in the direction of the progress of the pursuit and the termination point of the pursuit if the violator's vehicle stops.

c. Request the E911 Center to notify other agencies of the pursuit when appropriate.

d. Coordinate any available support, such as K-9 or air units.

3. The Pursuit Supervisor should not join the pursuit unless no other marked patrol vehicles are reasonably available.

a. Should the Pursuit Supervisor assume one of these positions, he should relinquish that position to another officer as soon as it is safe to do so.

b. If he must remain in the pursuit he should request that another supervisor assume the role of Pursuit Supervisor. All decisions made by the new Pursuit Supervisor will be adhered to by the pursuing supervisor regardless of assignment or rank.

G. Prohibited Practices

1. Officers should not pursue violators the wrong way on one-way roadways, divided highways, or entrance/exit ramps thereto/from.

2. Officers will not discharge their weapons at a moving vehicle unless the driver and/or occupant(s) are using deadly force. (see Policy 5.22 "Use of Force")

3. Officers should not create slow moving traffic for the purpose of slowing the speed of a chase as this can unnecessarily endanger the uninvolved public.

4. Officers should not attempt to pass other pursuit units for the purpose of acquiring a lead position. Circumstances that dictate the need for such action require specific direction from the Pursuit Supervisor.

5. Officers who are transporting prisoners, witnesses, suspects, complainants, or passengers other than on-duty Cobb County Police Officers will not engage in pursuits.

IV. PURSUIT TERMINATION

Pursuits ordinarily will be terminated under the following conditions:

A. When the initiating officer determines that the driver is fleeing for an offense that is not authorized by this policy.

B. When the Pursuit Supervisor, or his superior, orders the pursuit terminated.

C. When the officer loses visual contact with the suspect for an extended period of time.

D. When the pursuing officer is not familiar with the area and is alone.

E. When only one Department vehicle is involved and there is an equipment failure involving an emergency signaling device, radio, or other essential mechanical equipment.

F. When a supervisor has not acknowledged that he is aware of the pursuit.

G. When a pursuing officer(s) does not provide adequate information about the pursuit.

V. PURSUIT INTERVENTION TACTICS AND PROCEDURES

If it is determined that the fleeing vehicle must be stopped immediately to safeguard life and preserve public safety, the following forcible stopping techniques may be utilized at the discretion of the involved officers, unless otherwise noted. Additionally, pursuit intervention tactics should only be utilized by officers trained in their use. The potential risks involved in utilizing any of the techniques should always be weighed against the nature of the violation and the risk of allowing the pursuit to continue.

A. Precision Immobilization Technique (PIT Maneuver)

1. The PIT maneuver shall only be used by officers in accordance with Department training received on the PIT maneuver.

2. When possible, the officer should communicate his intentions to PIT to other pursing officers.

3. The following safety related factors should be considered before the PIT maneuver is utilized:

   a. Speed
   b. Visibility
   c. Vehicular traffic conditions
   d. The presence of pedestrians
   e. Type of fleeing vehicle
   f. Whether children are known to be in the vehicle
   g. Road conditions
   h. Driving manifestations of the suspect

4. The PIT maneuver should not be used to stop a pursuit with a motorcycle or all terrain vehicle unless the use of deadly force is warranted.

5. Specialty vehicles, such as Department SUVs, pick-up trucks, etc., should not normally be used for the PIT maneuver.

6. The PIT maneuver may be considered a use of force and the officer's individual actions must be objectively reasonable under the totality of the circumstances. However, a Use of Force Report will not be completed for PIT maneuvers.

B. Rolling Roadblock/Boxing-in

1. Rolling roadblocks or boxing-in may be used during a pursuit, or prior to

the initiation of a pursuit, when an officer based upon his knowledge, training, and experience suspects that a driver will attempt to flee once traffic stop procedures are initiated.

2. The rolling roadblock should normally be restricted to roadways divided by a physical barrier unless directed by a supervisor.

3. The speed of the pursuit should be a predominant factor when analyzing the risk of employing rolling roadblock.

4. This rolling roadblock and/or box-in should not be employed when attempting to apprehend violators involved in crimes where it is known that firearms were involved.

5. The lead unit should coordinate the rolling roadblock and/or box-in.

6. Any officer or the Pursuit Supervisor may direct that the rolling roadblock or box-in be abandoned if it becomes apparent that it is no longer safe to continue.

C. Forcing a Vehicle from the Roadway

If deadly force is authorized, or if the driving manifestations of the fleeing suspect pose an immediate and substantial risk to the officers or uninvolved public, the police vehicle may be used to physically force the fleeing vehicle off the roadway by ramming or other reasonable means (this is not considered a PIT maneuver).

D. Stationary Roadblocks

1. A stationary roadblock shall be considered any stationary device, method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles in order to affect the apprehension of an actual or suspected violator in a motor vehicle. This does not include the boxing-in of a vehicle prior to the initiation of a pursuit as described in Subsection B above.

2. Stationary Roadblocks may be utilized by officers during a motor vehicle pursuit only when deadly force is authorized and on the order of the Pursuit Supervisor.

3. Road and weather conditions must allow a minimum of 500 feet of visibility in both directions.

4. Only Cobb County Police vehicles should be used.

5. No officer will remain in the police vehicle after it has been positioned.

6. A path of escape for the pursued vehicle, police vehicle, or an uninvolved

motorist must be established at the Stationary Roadblock.

VI. SPECIALIZED VEHICLES

A. Motorcycle Unit / Unmarked Unit / K-9 Unit

1. If a motorcycle, unmarked, or K-9 unit initiates a pursuit, he may continue that pursuit until a four wheel marked patrol vehicle joins the pursuit.

2. Motorcycle, unmarked, or K-9 units may join or continue as an assisting unit with the approval of the Pursuit Supervisor.

3. When a second four wheel marked patrol unit joins the pursuit, the motorcycle, unmarked, or K-9 unit shall discontinue.

4. After abandoning the pursuit, the initiating motorcycle, unmarked, or K-9 officer should proceed to the termination point in a non-emergency status, if there is an apprehension, or the vehicle recovered.

5. A K-9 officer may follow the pursuit at a safe distance and at a reasonable speed with the primary mission to provide support to other officers should there be a foot pursuit.

B. Prisoner Transport Vans / Pick-up Trucks

Prisoner transport vans and pick-up trucks will not become involved in pursuits.

VII. INTER-JURISDICTIONAL PURSUITS

A. Inter-jurisdictional Pursuits within Cobb County

1. When a Departmental pursuit enters a municipality within Cobb County, the pursuit is to be conducted in accordance with this policy.

    a. A municipal agency vehicle may join the pursuit to provide support at the discretion of the municipality or other agency.

    b. Should there be a traffic crash with serious injuries involving the pursued vehicle inside a city jurisdiction; the Cobb County Police Department STEP Unit will conduct an investigation. However, this does not imply that a city agency may not conduct its own investigation of the traffic crash.

2. When a municipality or other jurisdiction pursues a motor vehicle into unincorporated Cobb County and requests assistance in the pursuit:

    a. The assistance in the pursuit must be approved by a supervisor; and

b. The pursuit shall be conducted in accordance with this policy.

B. Inter-Jurisdictional Pursuits Outside of Cobb County

The Pursuit Supervisor will be notified at the earliest opportunity that a pursuit has entered an adjacent county or municipality outside of the corporate limits of Cobb County. At the discretion of the Pursuit Supervisor, he may allow the pursuit to continue or discontinue the pursuit.

C. Responsibility of the Initiating Agency

1. Arraignment of arrested persons;
2. Disposition of any passengers;
3. Disposition of arrested person's vehicle;
4. Coordination of all reports, citations and criminal charges with the exception of traffic crash reports.

VIII. PURSUIT CRITIQUE PROCEDURE

A. Documentation and Review Procedures

1. The initiating officer of the pursuit (or a pursuit intervention tactic if no pursuit occurred) is responsible for the completion of an incident report and other reports and documents as required. The Pursuit Supervisor may direct other units to assist as necessary.

2. All other officers involved/assisting in the pursuit will complete a supplemental report documenting their involvement in the pursuit.

3. The Pursuit Supervisor will ensure that he has a copy of the initiating officer's incident report and all other supporting documents (i.e. arrest warrants, traffic crash reports, video recordings, etc).

   a. The Pursuit Supervisor will review the pursuit and any intervention tactics deployed with all involved personnel. The review will include an examination of car video recordings, if available.

   b. The Pursuit Supervisor will complete a Vehicle Pursuit Statistical Report. A copy of all documentation including pursuit video will then be forwarded through the chain of command to the precinct/unit commander.

4. The Precinct/Unit Commander of the unit which initiated the pursuit is responsible for ensuring that the internal critique documentation is complete. A Command Review Form detailing the information below should be submitted to the Deputy Chief of Precinct Operations within 30 days after the date of the pursuit.

a. A synopsis indicating that all required documentation is completed
b. Whether the pursuit was properly (or improperly) supervised
c. Any policy violations that occurred during the pursuit and how they were addressed with personnel
d. Any training needs which need to be considered.
e. Any policy or procedure changes which need to be made

5. The Chief's Office will review all documentation and forward it to the Training Unit for further review and storage.

B. Annual Review of Pursuits

1. In February of each year, the Department of Public Safety Training Unit will conduct a documented annual analysis of all pursuits from the previous calendar year. Included in the analysis will be a documented review of pursuit policies and reporting procedures.

2. The annual analysis will be forwarded to the Chief of Police for appropriate distribution in the Cobb County Police Department and the Cobb County Department of Public Safety.

Back to Top

Cobb County Police Department

Policy 5.18

TRAFFIC ENFORCEMENT

Effective Date: May 1, 2016	
Rescinds: Policy 5.18 (February 1, 2015)	
Related Orders: Policy 5.11 "Arrest Procedures"	
Issued By: Chief J.R. Houser	**Page 1 of 15**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish the traffic enforcement guidelines of the Cobb County Police Department.

The responsibility for the enforcement of traffic laws and regulations rests with all uniformed personnel of the Department. All sworn officers, while on duty and in uniform, shall take appropriate enforcement actions for all violations of traffic laws and regulations they observe.

I. TRAFFIC ENFORCEMENT GOALS AND OBJECTIVES

The objective of the Department's traffic enforcement program is the reduction of fatalities, personal injuries, and property damage as a result of traffic crashes. To this end, the Department will compile and review traffic crash and enforcement data in order to direct selective enforcement efforts to those areas or conditions that contribute to traffic crashes. The areas of enforcement, education, engineering, and emergency medical assistance are the primary disciplines of influence.

The reduction of the number and severity of traffic crashes will be the sole motivation of the Department's traffic enforcement efforts. The generation of revenue or imposition of quota systems will not be a determining factor.

The goal of each shift or unit involved in the Department's selective enforcement effort will be a reduction in the number of severe traffic crashes in areas targeted as a result of a comparison of traffic crash and enforcement data. The Department will also investigate traffic complaints received from citizens.

II. SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) UNIT

The Selective Traffic Enforcement Program (STEP) Unit is the Department's traffic enforcement component and is primarily responsible for enforcement of traffic laws that cause motor vehicle and pedestrian-involved traffic crashes.

The work shifts for STEP officers are as assigned by the unit commander/supervisors.

These flexible hours provide for coverage during times of high traffic volume or crashes. Hours and days off are subject to immediate change at the discretion of the commander/supervisor in order to facilitate manpower requirements as needed. In addition to enforcement of traffic laws, the STEP Unit shall be responsible for:

- Compilation and review of traffic crash data.
- Compilation and review of traffic enforcement activities data.
- Comparison of traffic crash data and enforcement activities data.
- Evaluation/coordination of enforcement activities resulting from citizen complaints.
- Inspection of commercial vehicles to ensure compliance with the Federal Motor Carrier Safety Regulations.
- Traffic Safety Education.
- Calibration and maintenance of speed measuring devices and preliminary breath testing devices (alco-sensors).

III. PRECINCT/WATCH RESPONSIBILITIES

Each watch will, whenever practical or possible, assign an officer(s) to traffic enforcement duties and direct its selective traffic enforcement efforts to areas that are:

- Determined to be high areas of traffic crashes or law violations. Decisions will be based on monthly reports and general traffic crash patterns.
- The subject of citizen complaints regarding violations of traffic laws.

IV. ENFORCEMENT ALTERNATIVES

Officers are to use individual discretion, based on professional judgment, when deciding which form of enforcement action will be taken. Action will be appropriate for each violation of the law, with the basic premise that enforcement should be an educational experience, rather than immediate punishment, for the violator. This action will be accomplished in a fair, impartial, courteous, and businesslike manner. Four action options are at the discretion of the officer:

A. Verbal Warning: A verbal warning is appropriate when the violator commits a very minor violation that results in little or no potential danger to the public.

B. Written Warning: A written warning is a proper alternative in response when a violator commits a minor traffic violation, but the officer feels that court or other judicial action is not warranted. A written warning will be issued on the Uniform Traffic Citation form with the word “Warning” written through the court date section.

C. Written Citation: Traffic citations should be issued to violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic. A written citation will be on the Georgia Uniform Traffic Citation form.

D. Physical Arrest: The physical arrest of a driver for a traffic offense shall be made in accordance with Policy 5.11 "Arrest Procedures."

V. TRAFFIC PATROL

A. Visible Traffic Patrol

1. Area – moving or stationary observation in an area that includes a number of streets or sections of highway.

2. Line – moving or stationary observation on a specific street or highway between two points.

3. Directed – area or line patrol that is specifically directed by supervisory personnel and is based on unfavorable traffic crash or enforcement data.

B. Stationary Observation

1. Covert – concealed or barely visible enforcement (when operating speed detection devices, vehicles will not be concealed (OCGA 40-14-7)).

2. Overt – traffic enforcement vehicles will be positioned in such a manner near the roadway intersection, that they are clearly seen by persons using ordinary powers of observation.

C. Unmarked Vehicles

Unmarked vehicles will not normally be used in traffic enforcement. However, should an officer driving an unmarked vehicle see a violation that he feels needs to be addressed, he may take action.

VI. TRAFFIC STOP PROCEDURES

A. Stopping and Approaching Traffic Violators

It is recognized that varying conditions such as roadway construction, volume of traffic, and the urgency of making vehicle stops may require an officer to adjust to particular conditions. However, the following procedures are to be followed whenever possible:

1. Once an initial decision has been made to stop a motorist, the officer should select an area that provides reasonable safety – avoiding curves, hills, heavily trafficked and poorly lit areas, and roads without shoulders. Whenever possible, the officer should also avoid the use of private drives, business locations, and areas where a large volume of spectators are likely to gather.

2. When a location has been selected, the officer shall notify the Communications Center of the nature of the stop; providing unit location, vehicle tag number (and state, if applicable), description of the vehicle, and the number of occupants. Additional information may be given as necessary.

3. At the desired location, the officer should activate the overhead emergency lights and, if necessary, the siren. If practical, the officer should be in close proximity to the vehicle before activating the vehicle's emergency equipment. This may reduce the violator's temptation to attempt to elude the officer.

    a. On multilane roads, the officer may facilitate movement to the right shoulder by gradually changing lanes behind the violator until the right side of the roadway is reached.

    b. Should the violator stop abruptly in the wrong lane or location, the officer should instruct him to move by using the appropriate hand signals or by activating the public address system.

4. Once properly stopped, the officer should position the police vehicle about one car length behind the violator's vehicle and at a slight angle, with the front of the police vehicle approximately two feet to the traffic side of the violator's vehicle.

5. When exiting the patrol vehicle, the officer should be alert to suspicious movements or actions by the occupants(s) of the vehicle. (At night, the spotlight may be used to illuminate the vehicle's interior once stopped.)

6. Approaching from the driver's side, the officer should be observant of the passenger compartment, and stop at a point to the rear of the trailing edge of the left front door in order to communicate with the driver.

    a. Where circumstances dictate, particularly where traffic is close enough to create a potential problem, the officer may choose to approach the violator's vehicle from the right side and stop at the trailing edge of the right front door.

    b. When the violator's vehicle has occupants in the rear seat, the officer should approach to a point near the leading edge of the left front door, being particularly observant of occupant movements and choosing a path that will not allow the occupants to throw the door open against the officer.

    c. In two-officer police vehicles, the passenger officer should be responsible for radio communications, note taking, and relaying messages to the Communications Center. He will also act as an

observer and cover for his fellow officer.

7. In the event an officer needs to stop commercial and similar oversize or overweight vehicles, the following additional procedures should be followed:

a. The location selected for the stop should provide enough room for the vehicle, sufficient stability to support the vehicle's weight, and sufficient time and distance to allow the operator to stop.

b. Approach the cab from the rear, using the operator's outside mirror to observe the operator and activity in the cab.

c. Never climb onto the vehicle to make contact with the operator. Maintain a position to the rear of the operator's door and ask him to exit the vehicle, if necessary.

8. An officer may take reasonable action to protect himself during a traffic stop. As such, the officer may ask the driver or passenger(s) to step out of the vehicle. In doing so, the officers should consider external factors such as weather, crowds, etc.

B. Violator Contact

Traffic enforcement is a daily task performed by officers, but for the violator it is frequently an emotional experience. Officers should be aware of these conditions and strive to make each contact educational, leaving the violator with the impression that the officer has performed a necessary task in a professional and friendly manner. This awareness should also assist officers in taking appropriate enforcement action in an attempt to favorably alter the violator's future driving behavior.

1. A violator should be informed of the reason for the stop as soon as possible.

2. The officer should be flexible and maintain a professional demeanor throughout the contact period.

C. Issuing a Citation

1. When issuing citations, or conversing with the violator, the officer and other parties should be positioned with safety as the primary factor, and within view of the police vehicle's on-board video camera. The officer should position paperwork and related materials in a manner that allows him to maintain visual vantage over actions of the violator and other occupants.

2. Cobb County has established a Traffic Violations Bureau (TVB) to handle payable violations for minor driving offenses that occur in unincorporated Cobb County. The Traffic Violations Bureau Bond Order sets out these payable violations and applicable fines. Normally, a TVB offense shall be released upon a copy of the citation. However:

   a. If such officer has reasonable and probable grounds to believe that the person will not obey such citation and agreement to appear, the officer may require such person to surrender his driver's license in accordance with 40-13-53.

   b. When a TVB offense is charged in conjunction with other crimes for which a custodial arrest can be made the TVB offense becomes a misdemeanor and can be charged in the same manner as the other offenses.

   TVB offenses are updated periodically and are listed on both the Cobb County Government website and the Department's intranet website.

3. Each violator will be assigned a court date (for juveniles, a court date is assigned by Juvenile Court). The issuing officer will inform the violator of any special information in regards to the charge(s) and instruct the violator to call Court Services to obtain information pertaining to:

   a. Mandatory or optional court appearance; and
   b. Ability to enter a plea and / or pay the fine by mail or in person.

D. Making High-Risk Vehicle Stops on a Known or Suspected Felon

All high-risk traffic stops will be performed according to the training received by the officer, in addition to the following guidelines. Officers should remember that every stop will be different and may require modification of the stop and extrication procedures. Always act and react in accordance with the training received in practical exercises including proper exit, handcuffing, and search procedures.

1. When a vehicle driven by a known or suspected felon is located, the officer will notify the Communications Center immediately. The officer will inform communications of a location, license plate information, a thorough description of the suspect vehicle, and a description of the occupants.

2. The officer will keep the suspect vehicle in view and request sufficient assistance in making the stop. The officer will keep support units informed of the location and direction of travel to facilitate their approach with minimal use of emergency equipment.

3. An officer should not individually initiate high-risk vehicle stops unless back-up units will not be available in an appropriate amount of time, or the urgency of the situation demands immediate action.

VII. SPECIAL PROCESSING PROCEDURES

A. Non-Residents

1. If a violator's state of residence is a member of the Non-Resident Violator Compact, the officer may release the person on a copy of the citation and will advise the violator that if the citation is not paid, or if he does not appear in court on the date indicated, the Georgia Department of Public Safety will notify the violator's home state Department of Public Safety, and the driver's license will be suspended until the fine is paid.

2. If a violator's state of residence is not a member of the Non-Resident Violator Compact (Alaska, California, Michigan, Montana, Oregon, Wisconsin), the violator may be required to post a bond (see Policy 5.11 "Arrest Procedures" for more information).

B. Juvenile Offenders

1. If a citation for violating a traffic law or ordinance is written on a driver who is 16 years old or younger, whether with or without a valid driver's license, it should be directed to the Cobb County Juvenile Court. No court date should be given, either verbally or written, because the Juvenile Court will handle any notifications concerning the appearance of the juvenile. The Remarks section of the citation should be clearly marked "JUVENILE."

2. A Juvenile Complaint form and incident report will be completed when charging a juvenile with the following violations:

   - Homicide by vehicle
   - Manslaughter
   - Driving Under the Influence (DUI)
   - Failure to stop and render aid
   - False affidavit relating to ownership of vehicle
   - Commission of a felony in which a motor vehicle is used
   - Racing on the highway or street
   - Fleeing or attempting to elude an officer
   - Fraudulent or fictitious use of a license
   - Hit-and-run, duty of driver to stop at or return to scene of accident
   - Laying drags
   - Display of another person's license
   - Aggressive driving
   - Reckless driving

- Excessive Speed – 24 mph and over
- Any traffic offense committed by an unlicensed driver 15 and younger
- Other offenses that can be charged by citation (underage possession/consumption, misdemeanor marijuana, etc.)

Citations should not be issued for the above offenses.

3. Juveniles taken into custody for Driving Under the Influence should be read the appropriate Georgia Implied Consent Law for the purpose of the chemical test(s). The chemical test results/refusal should be noted on the Juvenile Complaint form.

VIII. UNIFORM ENFORCEMENT POLICIES FOR TRAFFIC LAW VIOLATIONS

Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in Cobb County. Good judgment by the police officer, in consideration of the circumstances and conditions at the time of the violation, will ensure appropriate action and gain the public's confidence in traffic enforcement.

A. Driving Under the Influence (DUI) of Alcohol/Drugs

1. Driving under the influence has been interpreted by various courts to mean that there is a presumption of impairment when a motorist's ability to operate a moving motor vehicle is reduced or impaired by the consumption of alcoholic beverages or other drugs. The mere fact that a driver has the odor of alcoholic beverage on his breath is not sufficient cause for arrest. The violation occurs when the driver's ability is impaired.

2. Officers should arrest any driver found to be in violation of DUI laws. Arrests will be determined by the driver's observed operations on the roadway or involvement in a traffic crash, and field sobriety tests.

B. DUI Countermeasures Program

Drivers impaired by alcohol and/or drugs represent a serious threat to the lives and safety of persons using the streets of this County. Consequently, a comprehensive, coordinated, and on-going countermeasures program involving education, enforcement, adjudication, treatment, and public support is essential if a program is to have long term success in combating the DUI problem.

1. The Department maintains the DUI Task Force consisting of officers who are subject matter experts on the detection and evaluation of suspected DUI drivers. The DUI Task Force is assigned to those areas and times where there is a high incidence of DUI driving and/or DUI related traffic crashes. Though the Department maintains the DUI Task Force, the

responsibility for the detection and apprehension of DUI drivers is a responsibility of all officers of the Department.

2. Enforcement is one of the key elements in the DUI Countermeasures program. If the Department does not detect and apprehend impaired drivers, the rest of the program cannot function.

3. Patrol officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists. After conducting an initial examination at the scene of the traffic contact, and upon determining that probable cause to arrest is present, the officer should effect a physical arrest of the subject.

4. All officers will be familiar with impaired driver detection cues and field sobriety testing. If any officer recognizes a need for additional training in either area, the officer should seek advanced training. Officers may also seek advanced training as a Drug Recognition Expert.

5. The DUI Enforcement Program uses various combinations of the following countermeasures: selective assignment of personnel to, and surveillance of, locations where significant violations/crashes have occurred; analysis of DUI related traffic crashes; selective safety checks for deterrence purposes; and enforcement of DUI laws.

6. If a driver refuses the state administered test(s), and probable cause is present, officers may obtain a search warrant for breath and/or blood and/or urine as approved by a supervisor. Officers may collect breath and/or urine samples. However, should the search warrant be for a blood sample, either the hospital or the contracted forensic service may be used. If the contracted forensic service is used:

   a. The officer and forensic service will agree upon a location to meet.
   b. The officer will provide the forensic service with a test kit. The forensic service will draw the blood, seal the kit and hand it to the officer.
   c. The officer will then mail the kit per normal procedure.

   If the subject refuses to submit to any test requested by the search warrant, he will not be forced to submit; an obstruction warrant may be obtained.

   This policy is not meant to limit the use of the forensic service to blood draws via search warrant. When approved by a supervisor, this service may be used in other situations when a blood test is requested in accordance with applicable law (e.g. – hospital staff refuses to participate in a legally requested blood sample, extended wait for hospital services, etc.).

C. DUI Procedures

The procedures below will be followed by all personnel in DUI cases:

1. If you have cause to believe the driver's ability to be impaired, you have the right to request the driver to step from the vehicle to observe the driver's balance, appearance and to have the driver perform field sobriety tests.

2. After you have administered field sobriety tests, and you have determined that the driver is under the influence, you should at this time place him under arrest for DUI. Once the driver is placed under arrest for DUI, he becomes subject to testing procedures under the Implied Consent Law.

3. It is now imperative that you read the suspect the Implied Consent Warning in its entirety and without unnecessary delay. You must read it understandably and clearly. It must be read exactly as it is printed on the card currently issued by the Department of Public Safety.

4. As soon as possible the suspect should be transported to a location where the requested state test(s) can be administered. All Department-owned instruments used to administer state breath tests will be located in an area(s) that makes it easy to monitor the actions of the suspect while completing the test and associated paperwork.

5. Once the driver has been read the Implied Consent Warning and given the state administered test(s), he may at any time before being turned over to the jail for confinement make a request for an additional test by someone of his own choosing. Any additional tests and analysis costs are at the expense of the driver (should the driver request an additional breath test, one will be provided to him at no charge on an instrument used for the state test). If a test is requested that requires transportation to the nearest or reasonably requested hospital, the officer is required to oblige.

6. The arresting officer shall take the driver's license of the driver and forward it to the state with the appropriate paperwork.

D. Speed Law Violations

Speeding violations are to be considered a type of offense which causes traffic crashes, property damage, and injuries. The enforcement of speed violations is considered to be a high priority, especially in those areas which have proven to possess a high injury-crash rate. Speeding enforcement should also be given to the residential streets, and at those locations where citizen complaints have indicated that speeding violations occur. The following guidelines should be followed when taking enforcement action:

1. Speeding violations should be enforced by a written warning or citation,

especially at the locations and times noted in selective enforcement reports.

2. When speed has been determined to be the causative factor in a traffic crash, a citation should be issued. This includes speed related offenses such as "Following Too Closely" or "Too Fast for Conditions."

E. Hazardous Moving Violations

Hazardous traffic violations are defined as those violations of any law or regulation affecting the use or protection of streets or highways, enacted primarily to regulate safe movement of vehicles and pedestrians. It will be practice to issue citations or arrest, if appropriate, for hazardous moving violations and operating unsafe or improperly equipped vehicles.

F. Equipment Violations

When a vehicle is found to be in violation of equipment requirements, a citation should usually be issued for the most serious violation.

G. Commercial Vehicles

Enforcement of commercial vehicle laws will be governed by applicable federal and state laws and local ordinances.

H. Non-Hazardous Violations

Minor traffic infractions may be resolved by verbal or written warnings.

I. Multiple Violations

When multiple violations are observed which can be classified separately as having distinctly different elements, they shall be dealt with independently. For example, a motorist stopped for following too closely and subsequently found to be operating without a driver's license, should be issued two separate citations.

1. In situations where two violations are similar to the extent that the elements of one law are included in the other law, only the most serious should be charged. For example, a motorist who has been charged with reckless driving would not be charged also with speeding or improper driving on the roadway if these offenses occurred concurrently with, and are important factors in, the charge of reckless driving.

2. A warning citation may be issued at the officer's discretion for a non-hazardous (and non-serious) violation in conjunction with another citation for a more serious equipment or hazardous moving violation. For example, a warning for a seat belt violation may be issued when a subject

has been stopped and given another citation for speeding.

J. Pedestrian Enforcement

In enforcing traffic laws pertaining to pedestrians, officers will concentrate their efforts on pedestrian violations in those areas where pedestrian-involved traffic crashes have been frequent and severe.

K. Bicycle Enforcement

It is incumbent on the police to enforce laws relating to the safe operation of bicycles. The following procedures are discretion guidelines which result in a more uniform and consistent application of the law:

1. In areas where congestion and the frequency of traffic crash experience involving bicycles has been predominant, laws pertaining to the proper operation of bicycles should be strictly enforced.

2. On arteries with a substantial flow of vehicular traffic, and where hazardous moving violations are observed involving persons operating bicycles, the applicable laws should be enforced.

3. In areas where traffic flow is minimal, visibility is unobstructed, and traffic crash experience low, officers should exercise discretion in the application of laws regarding safe operation of bicycles.

L. Off-Road and Recreational Vehicles

When investigating the use of recreational vehicles on private property, attempts will be made to contact the property owner to determine if permission has been granted, in writing, to operators of recreational vehicles to operate on the owner's property. If the owner's permission is not granted, the operators are in violation of state law OCGA 40-7-4. If violations of other applicable laws occur while operating a recreational vehicle, such as DUI, reckless driving, hit-and-run, or criminal damage, additional enforcement action may be taken by officers. Any recreational vehicle driven upon public roadways will be held to the same motor vehicle and registration laws as any other motor vehicle driven upon public roadways.

M. Parking Violations

Officers are encouraged to enforce parking violations they discover. Particular emphasis will be placed on enforcing improper parking on properly marked fire lanes and handicapped parking spaces. A Department Parking Citation or, if the driver is present at the time of issuance, a Georgia Uniform Traffic Citation should be issued.

N. Driving with a Suspended License

The officer should conduct a computer check by the violator's name and date of birth, or driver's license number for the current status of driving privileges.

1. If the violator was issued a license in this state or his state of residence, and the violator's driving privileges have been revoked or suspended with a service and/or surrender date, the officer should cite the violator for not having a driver's license, or driving under the suspension, and the driver should be arrested.

2. If the violator was issued a license in this state or his state of residence, and the violator's driving privileges have been revoked or suspended, but there is no service and/or surrender date, the officer should cite the violator for not having a driver's license or driving under the suspension. The violator should also be served with DPS Form 1150, (Suspension Service) or DPS Form 1030, (Habitual Violator Service), whichever is applicable. The decision to arrest the violator should be based upon applicable law.

3. If the driver is not arrested, the driver shall not be allowed to drive from the location of the traffic stop; other arrangements should be made (e.g. another licensed driver in the vehicle, or someone who can pick the vehicle up).

4. If there is doubt about the suspension status of a license, and verification cannot be gained within a short period of time (approximately 15 minutes), the officer should release the driver. The officer may further investigate the status of the license and take appropriate action at a later time.

O. New Laws

When new traffic laws are enacted, it is permissible for officers to use their discretion when issuing citations. Generally, the issuance of warning citations for a period of 30 days after a new traffic law has been enacted is acceptable. However, there may be certain circumstances where issuing a citation with a court return date would be the most appropriate action.

IX. REQUESTS FOR RE-EXAMINATION OF DRIVERS

Any officer having reason to believe that a person is not physically or mentally qualified to be a licensed driver in Georgia, should send that person's name, address, and date of birth to the Georgia Department of Public Safety (OCGA 40-5-34(c)). The request for re-examination will be a letter to the Driver's License Advisory Board.

Physical or mental defects must be described in specific detail and the specifics of the

incident must be written in such detail that reasonable grounds for the re-examination are conclusively established. The request for re-examination letter must be signed by the initiating officer and the officer's supervisor.

X. ACCOUNTABILITY FOR TRAFFIC CITATIONS

A. Electronic Citations

The Mobile Field Reporting System electronically issues citations to officers as requested. Each electronic citation is given a unique citation number and contains the issuing officer's name, both of which can not be altered by the requestor. Citations are electronically stored by the computer and can be accounted for as needed. Electronic citations are contained in a secure environment, accessible to only those Department employees who have been granted access.

B. Traffic Citation Books

Blank traffic citation books will be issued to individual officers as needed. Records of the issuance of traffic citation books will be maintained by the unit or precinct on the Department Citation Book Issue form. Officers will be expected to account for all traffic citations issued to them. Copies of all issued citations will be forwarded Central Records so they may be forwarded to the appropriate court, and copies stored in accordance with the Georgia Records Retention Schedule. Any voided, damaged, or otherwise unused traffic citations will be marked with the officer's name and badge number, and all copies forwarded to the Records Section. An incident report will be made on all lost or stolen traffic citations. Traffic citation books will be kept in a secured storage area accessible only to supervisors.

XI. SPEED MEASURING DEVICES

The Department will use speed detection devices in high or potentially high traffic crash locations when speed is a factor, in areas where speed limit violations are prevalent, and in response to citizen complaints concerning speeding motorists.

A. Equipment Specifications for Speed Measuring Devices

1. RADAR / LASER

   RADAR/LASER units used shall be in compliance with DPS rule 570-7-.05.

2. Pacing / Speedometer

   The speedometer of each vehicle used for traffic enforcement will be certified annually for accuracy.

B. Operational Procedures

Speed measuring devices shall be operated in accordance with manufacturer's guidelines and the requirements set forth in OCGA 40-14.

C. Proper Care and Upkeep

1. Every year each operational RADAR and LASER unit will be professionally calibrated by a factory-authorized technician.

2. Care and upkeep on a continual basis, including cleanliness of units and reporting needed repairs to units, is the responsibility of patrol officers certified to operate RADAR or LASER.

D. Maintenance and Calibration Records

Records shall be maintained of each RADAR or LASER unit to include:

1. Statement of origin and accuracy;
2. All calibrations performed, including certificates of calibration; and
3. All reported defects or repairs to each unit.

E. Operator Training and Certification

All officers using speed measuring devices must successfully complete an initial basic operator program and receive certification prior to issuing citations. Officers will attend re-certification training as required (OCGA 35-8-12).

Back to Top

Cobb County Police Department

Policy 5.19

TRAFFIC SAFETY CHECKPOINTS

Effective Date: January 12, 2013	
Rescinds: Policy 5.19 (July 23, 2008)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Traffic safety checkpoints provide the Department with a means to protect the citizens of Cobb County and to monitor and check driver's licenses, driver condition, insurance, vehicle registrations, vehicle equipment, and various other requirements of the Georgia State Motor Vehicle and Traffic Code. The purpose of this policy is to provide members of the Department with guidelines when establishing traffic safety checkpoints.

I. POLICY

The Cobb County Police Department will conduct periodic traffic safety checkpoints as a means to ensure the safety of motorists. Officers are authorized to conduct these checkpoints in order to achieve this goal. The traffic safety checkpoints will be conducted in compliance with applicable state and federal law. Furthermore, traffic safety checkpoints will be conducted in a manner that will be of minimal inconvenience to the motorists affected.

II. TYPES OF CHECKPOINTS

A. License and Insurance Requirement Checkpoints

These checkpoints are deployed as a general procedure to monitor the motoring public's compliance with motor vehicle laws pertaining to driver's licenses, insurance, seat belt safety, vehicle registration, driver condition, vehicle equipment, and various other vehicle violations.

B. DUI Checkpoints

These checkpoints are deployed to act as a general deterrent to prevent motorists from operating their vehicles while DUI, and to detect and apprehend drivers who are DUI. Though the primary purpose of a DUI Checkpoint is DUI deterrence and apprehension, officers at these locations will also enforce the provisions noted in Section A above.

C. Motor Carrier Safety Assistance Program Safety Checkpoints

The Department participates in the Motor Carrier Safety Assistance Program. This program is administered by the Georgia Public Service Commission. The intent of the program is to reduce traffic crashes by conducting safety inspections of commercial motor vehicles.

D. Critical Incident Traffic Checkpoints

Critical Incident Traffic Checkpoints are deployed as a means to:

1. Be a containment procedure in response to a critical incident. The checkpoints may be part of the outer perimeter, or they may be established on Cobb County roadways which provide an exit from Cobb County.

2. Secure the area of critical incident. Checkpoints may be established to ensure that only authorized individuals enter the area of a critical incident.

III. PROCEDURES

The case of *LaFontaine v. State,* 269 Ga. 251 (1998), articulates specific factors to determine when a traffic safety check is satisfactory to the courts. These factors are:

- The decision to implement the checkpoint was made by supervisory personnel rather than by officers in the field. This includes the time and location of the checkpoint.
- All vehicles are stopped as opposed to random vehicle stops. It is permissible for the supervising officer to temporarily suspend the checkpoint to avoid unreasonable or dangerous backup and then resume the roadblock after the backup is clear.
- The delay to motorists must be minimal.
- The roadblock operation must be well identified as a police checkpoint.
- The screening officer's training and experience is sufficient to qualify him to make an initial determination as to which motorists should be given field sobriety evaluations.
- The supervisor must implement the roadblock for a "legitimate primary purpose." This has been held to be any of the following: registration checks, insurance checks, driver's license checks, sobriety checks, prevention of a terrorist attack, and locating a specific, dangerous criminal thought to be in the area. It cannot be for the purpose of a pretext for "general crime detection." *City of Indianapolis v. Edmund*, 531 U.S. 32 (2000).

Therefore, in order to comply with the standards developed by the courts, officers will adhere to the following procedures:

A. Supervisor Approval

Traffic safety checkpoints will be approved by a supervisor prior to implementation. Any supervisor has the authority to implement a checkpoint. In addition, the approving supervisor should ensure:

1. There is adequate manpower to safely and efficiently conduct the checkpoint. Normally, the checkpoint supervisor should not act as a screening officer.

2. The location is in an area where the motorists will have good visibility of the checkpoint (approximately 500 feet in both directions).

3. The location provides sufficient room to conduct roadside investigations without affecting the safe flow of traffic on the roadway.

B. Personnel

The traffic volume will in most cases determine the number of personnel needed for the traffic safety checkpoint. At a minimum:

1. Officers will be needed to screen motorists in the roadway. Only officers with the appropriate training and experience should be deployed as screeners.

2. Officers will be needed to conduct follow-up investigations of motorists whom the screeners have developed articulable suspicion or probable cause to detain.

3. At least one additional officer will be needed to initiate traffic stops of motorists who violate state law in the vicinity of the traffic safety checkpoint and/or refuse to stop at the checkpoint.

C. Suspension of the Traffic Safety Checkpoint

The following circumstances should be noted when making a determination to suspend a traffic safety checkpoint:

1. Should the location become congested with vehicles, the supervisor may authorize officers to check in a pattern (i.e. every other vehicle, every third vehicle, etc.). The principle is to be consistent with the volume of traffic at the checkpoint. Should the traffic volume decrease, officers may then revert to checking every vehicle.

2. The supervisor may suspend the traffic safety check completely for a period of time if that action is necessary to ensure the safety of the officers, the safety of motorists, or to prevent lengthy travel delays.

3. How the traffic safety check is resumed will be scrutinized by the courts. Therefore, a supervisor may resume a traffic safety checkpoint when:

    a. The traffic congestion clears, and there is no more traffic visible in each direction of the checkpoint.

b. If there is high traffic volume, allow traffic to flow normally for several minutes after the traffic congestion has cleared. Ascertain that all personnel at the checkpoint are prepared to resume their duties; then resume the traffic safety checkpoint.

D. Equipment

1. During daylight hours, officers at the traffic safety checkpoint location will:

   a. Have a marked patrol vehicle with emergency equipment activated.
   b. Wear a traffic safety vest.
   c. Deploy traffic cones indicating the stopping point for motorists.

2. During the hours of darkness the following equipment will be utilized in addition to the items above:

   a. Officers will utilize flashlights.
   b. Officers may deploy flares.
   c. Activate alley lights and spotlights as necessary to illuminate the location.

IV. JOINT TRAFFIC SAFETY CHECKPOINTS

Supervisors are encouraged to coordinate traffic safety checkpoints with adjacent precincts and law enforcement agencies.

V. CRITICAL INCIDENT SAFETY CHECKPOINTS

A. Critical incident checkpoints are exempt from the above procedures. The Department recognizes that the checkpoints may have to be established quickly and efficiently. Additionally, dependent upon the type of critical incident, the use of some equipment (i.e. flares) may be dangerous.

B. Officers are authorized to establish critical incident checkpoints without direction from a supervisor. Once established, the officer should:

1. Notify the Communications Center; and
2. Notify supervision.

Back to Top

Cobb County Police Department

Policy 5.20

TRAFFIC CRASHES AND OTHER ROAD HAZARDS

Effective Date: January 12, 2013	
Rescinds: Policy 5.20 (August 8, 2010)	
Related Orders: Policy 5.01 "Call and Incident Response;" Policy 5.21 "Vehicle Impounds"	
Issued By: Chief J.R. Houser	**Page 1 of 7**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish general guidelines for the Department's traffic crash reporting and investigation practices and the handling of road hazards. All uniformed members of the Department, when in marked police vehicles, will have the responsibility of assisting motorists in traffic related matters.

I. TRAFFIC CRASHES

Traffic crash investigation determines the causative factors involved in automobile crashes and utilizes these factors to develop enforcement that will reduce the incidence of crashes.

A. Traffic Crash Reporting

Officers will respond to the scene of and investigate all traffic crashes occurring on public or private property, to include the following:

- Death or injury;
- Hit and run;
- Impairment due to alcohol or drugs;
- Damage to public vehicles or property;
- Hazardous materials;
- Disturbances between principals;
- Major traffic congestion as a result of the collision;
- Damage to vehicles to the extent towing is required;

1. The Georgia Uniform Motor Vehicle Accident Report Form will be completed on all reported traffic crashes that occur on public property. Detailed instructions for preparing the report are contained in the Georgia Uniform Vehicle Accident Report Instruction Guide.

2. In cases of private property traffic crashes, a Private Property Accident

Report will be used.

3. Any traffic crash reported more than 24 hours after the actual occurrence should be completed on an incident report.

B. General Investigation

1. The officer assigned to the traffic crash shall normally be responsible for the investigation and any follow-up investigation/information needed. Investigation and follow-up will be conducted in accordance with Policy 5.01 "Call and Incident Response."

2. All officers assigned to the traffic crash should protect the crash scene and preserve short-lived evidence (broken parts, skid marks, etc.).

3. In case of injuries, persons trapped in vehicles, etc., Fire/EMS should be immediately notified. Officers should administer emergency care (basic life support measures) and fire suppression pending arrival of Fire/EMS.

4. Any police officer arriving at the scene of a traffic crash where there is indication of fire, or a hazardous material that may have been released, will immediately request the services of the Fire Department. Officers will not attempt to enter areas where there will be a known hazardous material exposure. The Fire Chief or his designee will assume control of any scene involving fire or hazardous materials and police officers will provide support as required. Traffic crash investigation will start upon release of the scene by the Fire Department.

5. Traffic flow should be established as soon as possible after the injured are cared for. If vehicles are creating a hazard and cannot be removed from the roadway, the officer may need to manually direct traffic around the scene or call for sufficient personnel to handle traffic direction.

6. Officers will interview drivers and witnesses and collect the pertinent information required to complete the Georgia Motor Vehicle Accident Report. Officers will also examine and record vehicle damage and effects on the roadway noting the position of all vehicles. Any evidence found will be collected as needed.

7. Any property belonging to traffic crash victims will be protected from theft and pilferage and, if victims are not present, will be inventoried in accordance with Policy 5.21 "Vehicle Impounds."

8. Enforcement action should be taken when the officer has detected a violation of a traffic law and when evidence exists to satisfy all the elements of that particular violation. An officer may also choose to take enforcement action

on any other violation discovered during the traffic crash investigation.

C. Hit-and-Run Traffic Crashes

1. Hit-and-run traffic crashes, depending upon the severity or depth of investigation needed, can be investigated by the initial responding officer, or forwarded to the Hit-and-Run Unit for investigation.

2. Whenever a hit-and-run case is turned in for investigation, all pertinent facts and follow-up driver/witness information should be documented for use by the investigator.

3. Technically, a hit-and-run traffic crash is investigated using the same basic steps as listed for general traffic crash investigations.

4. All physical evidence that might lead to a description of the vehicle, or the identification of the driver of a vehicle, should be gathered and turned into the evidence unit.

5. If possible, photographs should be taken of the crash scene and the vehicles involved. Photographs should be packaged and handled the same as any other piece of physical evidence.

D. Fatality and Serious Injury Traffic Crashes

In serious traffic crashes involving near death injuries or fatalities, it is necessary to summon the expert and technical assistance of the STEP Unit. Such assistance will be requested through a supervisor. As a matter of policy, the STEP Unit will respond to and investigate all confirmed fatality traffic crashes.

The investigation and reporting of fatality traffic crashes should be handled in the following manner.

1. The first officer on the scene will notify his supervisor, who will respond to the scene.

2. Upon arrival the supervisor will assume responsibility and control of the scene and request the STEP Unit to respond.

3. Upon arrival of the STEP Unit, complete control of the crash scene will be relinquished to the STEP Unit to conduct the investigation. The STEP Unit will complete any applicable reports required. The officer receiving the call or officer(s) designated by a supervisor will assist the STEP Unit as needed.

4. The on-scene officers will not alter the crash scene or move any evidence unless absolutely necessary to administer first aid or rescue.

5. Either an officer or EMT shall examine immediately the licenses of victims to determine organ donor status. If the victim(s) are organ donors, appropriate action will be taken to ensure, if possible, said organs are not imperiled by delay in verification by the donor's next of kin (OCGA 17-6-11(b.1)).

II. ASSISTANCE TO MOTORISTS

The Department will offer reasonable assistance at all times to the motorist who appears to be in need of aid. Officers should freely provide information and directions upon request. In an effort to better serve the citizens, officers should not only become familiar with the streets and services of their County, but also the various services and facilities in the area. To that end, the following procedures will apply:

A. Requests for information, directions or assistance will be handled as a normal function of a Department member's duties.

B. Personnel who observe motorists stranded on the highways will lend assistance unless otherwise committed to a higher priority assignment. In lending assistance, officers are authorized to transport stranded citizens to nearby service facilities or a telephone to summon aid.

C. In cases of mechanical failure, if the citizen cannot obtain aid from private resources in a reasonable amount of time and the vehicle is a traffic hazard, the contract wrecker service will be called to remove the vehicle. The officer will remain with any vehicle which presents a traffic hazard until it is removed from the roadway.

D. Officers should attempt to assist motorists stranded or disabled in hazardous locations or environments as soon as possible.

E. Officers will render all practical assistance to users of the roadway who are involved in emergency situations. Upon discovery of a medical emergency, the officer will request Fire/EMS and render first aid until they arrive.

F. The State of Georgia Department of Transportation maintains the Highway Emergency Response Operations (HERO) units. HERO units generally operate on the interstate system in Cobb County. They have equipment to effect minor repairs of vehicles and can assist in traffic direction and control. Officers may request that the Cobb 911 Center contact a HERO unit for motorist assistance.

III. ROAD HAZARDS

The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside, or environmental conditions:

A. When an officer identifies a hazard which requires immediate correction, he will

immediately inform the 911Communications Center of this situation and identify the assistance or special equipment required. The officer should attempt to protect the scene and bystanders when practical. If the officer can correct the situation he should take appropriate action.

B. When a hazard is detected that represents a potential traffic crash situation but the threat of such is not imminent, the officer will notify the Communications Center. The Communications Center will notify the proper authority to have the situation corrected. If the officer can correct the situation he should take appropriate action.

IV. TRAFFIC ENGINEERING

A. Complaints and Suggestions

Complaints or suggestions in regard to traffic engineering deficiencies should be referred to the appropriate state or county Department of Transportation. Officers locating deficiencies that pose an immediate danger should have the Communications Center contact the DOT for an immediate response and standby until they arrive, when practical.

B. High Traffic Crash Areas

The traffic crash and enforcement database will be available to the Cobb County DOT for the compiling of statistical data. This data will be used for the analysis of traffic crashes, the directing of enforcement efforts, and traffic engineering solutions. The S.T.E.P. Unit will work in conjunction with the Cobb County DOT to help locate and remedy any factors that might be responsible for traffic crashes in high traffic crash areas.

V. TRAFFIC DIRECTION AND CONTROL

Traffic direction and control may be necessary to facilitate the safe and efficient movement of vehicles and pedestrians. Officers should only be assigned to these duties when practical and where police authority and/or human intervention is required, and only until such time that the problem is resolved. Conditions which may dictate the manual control of traffic and traffic control devices include, but are not limited to:

- The scenes of traffic crashes;
- The scenes of fires or other critical incidents (firefighters might also be utilized);
- During periods of adverse road and weather conditions;
- Malfunctioning traffic signals;
- Road construction; and
- Special events and functions.

In order to establish uniform procedures for the provision of traffic direction and control, the following policies will be adhered to:

A. Hand Signals and Gestures

Officers will use those hand signals and gestures to direct traffic as authorized by the Georgia Peace Officer's Reference Text and taught by the Cobb County Department of Public Safety Training Center.

B. High Visibility Equipment

Officers will wear their issued high-visibility equipment at all times when directing traffic or conducting activities in a roadway. Necessary equipment consists of:

1. Reflective vest or raincoat with reflective side visible to motorists
2. Flashlight, for use during low-light conditions

EXCEPTION: An exception to the above will be made when conducting routine traffic stops, when engaged in the pursuit or apprehension of a suspect, or when the urgency of the situation requires that first responder officers immediately administer first aid, relieve congested traffic, or secure the scene. As soon as the emergency situation stabilizes, or assistance arrives on the scene, the officer must put on his visibility equipment.

C. Traffic Control at Fire Scenes or Other Critical Incidents

1. Officers engaged in traffic direction and control services at fire scenes or other critical incidents will facilitate ingress and egress from the scene by emergency vehicles.

2. No vehicles will be allowed to cross fire hoses without the approval of the senior fire official on the scene.

3. Parked vehicles which interfere with incident operations may be towed as needed.

D. Traffic Control during Adverse Road and Weather Conditions

1. The supervisor will request Communications Center operators to notify the local radio stations, public works, Fire Department, and other public safety agencies of adverse road conditions that will affect the motoring public.

2. When practical, Department personnel should provide traffic direction and control at the scene of downed power lines, broken gas lines and water mains, or construction sites when the lack of traffic control would endanger the safe movement of traffic through the area.

3. The officer may close a street if the surface conditions and terrain create an

unusually hazardous condition. The supervisor should request assistance from the proper agency in alleviating the problem, and request public service radio announcements be made in reference to the closure. Other public safety agencies will also be notified.

E. Traffic Control Devices

1. Temporary traffic control devices such as cones, barricades, etc., may be obtained from the Cobb County Department of Transportation (DOT) for special events or emergency situations. Supervisors may request these devices and determine the location for using them.

2. Temporary devices will be removed when the event or emergency situation is over and will be returned to the DOT.

3. Normally, officers will not manually operate traffic signals. A supervisor may, however, approve the manual operation of traffic signal if he believes the circumstances warrant it (special events, unusual occurrences, etc). When necessary, DOT will be contacted for assistance.

Back to Top

Cobb County Police Department

Policy 5.21

VEHICLE IMPOUNDS

Effective Date: December 15, 2013	
Rescinds: Policy 5.21 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines concerning the towing or impoundment of vehicles by officers of the Cobb County Police Department.

I. POLICY

Vehicles impounded by authorization of the Cobb County Police Department will only be impounded and towed by a County-authorized zone wrecker service in accordance with state law governing the removal of vehicles by police officers.

II. POLICE IMPOUNDS

A police impound occurs when an officer takes custody of a vehicle and causes it to be removed by one of the County-authorized zone wrecker services. Officers are authorized to take custody and impound a vehicle for the following reasons:

A. A police report has been made that the vehicle has been stolen or taken without the owner's permission.

B. The vehicle is disabled and/or left unattended in accordance with OCGA 40-6-206, 40-11-3, or county ordinance 118-216.

C. The vehicle is illegally parked in a properly marked handicapped parking place (40-6-226(g)).

D. The vehicle is improperly registered in violation of OCGA 40-2-8.

E. When the operator of a vehicle is arrested, and there is no other person authorized and capable of taking control of the vehicle. Officers may request, on the operator's

behalf, for a driver to be en route from a secondary location, provided that such request will not cause an unreasonable delay of the arrest procedure.

F. The vehicle is evidence in a criminal investigation.

G. The vehicle is unsafe/unable to operate on the public highways, to include uninsured vehicles.

H. The vehicle is "For Sale" in violation of county ordinance 118-157 or OCGA 40-2-39.1.

I. Any other circumstance where the officer's action is to safeguard a citizen's property, or to protect the public.

III. OTHER TOWING REQUESTS

A. Traffic Crashes

1. The officer shall ask the owner/driver of a vehicle, what towing service they would prefer.

    a. If the owner/driver requests a specific towing service, the removal will not considered a police impound.

    b. If the owner/driver does not have a preference, or the service they request is not able to comply with the towing request within a reasonable period of time, the officer shall request the County-authorized zone wrecker service and impound the vehicle.

2. Should the driver of a vehicle in a traffic crash abandon the vehicle, "Section II, B" above, shall be applicable.

3. Should the driver be unconscious or injured to the extent they are not able to secure personal valuables or possessions, "Section II, I" above, shall apply.

B. Private Property

1. Vehicles abandoned upon private property will not be impounded by officers; removal shall be the responsibility of the property owner. However, officers shall check the registration to ensure that the vehicle is not wanted. If the vehicle is wanted, "Section II, F" above, shall be applicable.

2. Officers may remove a vehicle from private property only when:

   a. The vehicle is wanted in connection with a crime.
   b. The vehicle poses an immediate danger to life and/or property.
   c. In accordance with state law or county ordinance.

IV. IMPOUND INVENTORY OF VEHICLES

When an officer impounds a vehicle he shall complete an impound inventory. An inventory of a vehicle is not a search; it is a Department policy designed to ensure that valuable possessions within a vehicle under police custody are accounted for.

A. Impound Inventory Vehicle Report

1. Whenever a vehicle is impounded by an officer, an impound inventory form will be completed. The inventory report shall document general contents and vehicle equipment.

   a. Closed containers may be opened during an inventory.
   b. Any contraband that is found during an inventory may be seized.

2. Either an incident report or an accident report shall accompany the impound inventory report.

B. Safekeeping of Items

If, during the course of the inventory, the officer discovers any items listed below, they shall be taken for safekeeping and secured in the property room.

1. Firearms
2. Cash in excess of $50.00;
3. Expensive jewelry;
4. Wallets or purses with contents intact;
5. Items of an intrinsically high value;
6. Any other items which the officer believes should be safeguarded.

V. PUBLIC SAFETY

A. Officers shall remain with the wrecker removing an impounded vehicle until the wrecker has the vehicle safely removed from the roadway, or is in transport from the scene and no longer a safety hazard.

B. Officers shall ensure that all debris related to the vehicle is cleaned up by the wrecker service, as required by Cobb County Ordinance 126-32.

VI. VEHICLE HOLDS

A vehicle hold is a tool that may be used by law enforcement to continue an investigation that involves the use of a vehicle. When a hold is placed on an impounded vehicle, it prevents the owner from retrieving that vehicle (or its contents) until the hold is released. When placing a hold, the following procedures should be followed:

A. The name of the employee placing the hold on the vehicle must be listed on the impound sheet and in the incident report. The officer should also ensure that a copy of the report is forwarded to the employee placing the hold on the vehicle.

B. Holds should not be placed on recovered stolen autos from other jurisdictions unless:

1. A GCIC return indicates there is a felony connected to another crime; or
2. A wanted felon is known to be operating the vehicle.

VII. RELEASE OF VEHICLE TO OWNER

All impounded vehicles shall be released to the owner upon proof of ownership. Vehicles may be released from the incident scene, the precinct from where it was impounded, or from Central Records at headquarters.

A. Proof of ownership may be a certificate of title, tag receipt, bill of sale, GCIC VIN/tag returns, or other such evidence that specifically describes the vehicle. The owner must also provide personal identification and sign the impound release (OCGA 17-5-50(b)(2)).

B. If there is a hold on the vehicle, it shall not be released without the permission of the authorizing officer.

C. If a 3rd party is sent by the owner to pick up the vehicle they must have:

1. A picture ID
2. A signed and notarized letter from the owner specifically naming the individual to pick up the vehicle, the vehicle make, model, color, and VIN (or tag number)
3. Proof that the signatory owns the vehicle.

D. All repossession releases will be directed to Central Records.

Back to Top

Cobb County Police Department

Policy 5.22

USE OF FORCE

Effective Date: December 15, 2013	
Rescinds: Policy 5.22 (November 11, 2011)	
Related Orders: Code of Conduct	
Issued By: Chief J.R. Houser	**Page 1 of 12**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide members of the Department with guidelines on the use of deadly and non-deadly force. This policy and the standards contained herein are for Cobb County Police Department use only, and the standards or policy established do not apply in any criminal or civil proceedings. Even though, in certain instances, the standards or policy contained herein may be more stringent than legal standards for criminal or civil liability, they are not to be construed as creating a higher legal standard of safety or care by which the officer is to be bound in an evidentiary sense with respect to claims by others involving criminal or civil liability. The violation of this policy will subject the officer to Department sanctions or disciplinary action only, and shall not form the basis for civil and/or criminal action.

I. POLICY

The Cobb County Police Department recognizes and respects the value and special integrity of each human life. In vesting the members of this agency with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this Department that police officers use reasonable force to bring an incident under control, while protecting the lives of the officer and others.

II. DEFINITIONS

As used in this policy, the following words and terms shall have the meaning ascribed:

A. **Deadly Force:** Any use of force that is likely to cause death or serious physical harm.

B. **Non-Deadly Force:** Any use of force other than that which is considered deadly force.

C. **Reasonable Belief:** According to Georgia Code 16-1-3 (16), "Reasonable Belief means that the person concerned, acting as a reasonable man, believes that the described facts exist."

D. **Serious Physical Harm/Serious Bodily Injury:** A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

E. **Impact Weapon:** The Department authorizes sworn personnel to carry the ASP expandable baton on duty after proper training. Straight and riot batons will be issued on an as-needed basis.

F. **Oleoresin Capsicum (OC) Spray:** The Department authorizes sworn personnel to carry and use OC Spray on duty after proper training.

G. **Mental Stunning:** The temporary disruption of the subject's thought process.

H. **Motor Dysfunction:** The temporary disruption of the subject's ability to use a muscle or muscle group.

I. **Other Less-Lethal Weapons:** Weapons authorized for use by the Department which are designed to be less than lethal (i.e. beanbag rounds, etc.).

J. **Firearm:** Any firearm issued/authorized by the Department.

III. FORCE OPTIONS

A. When a police officer is performing his duty, there is often the potential for a confrontation requiring the use of force. The police officer should not only maintain environmental and situational awareness, but also be mentally and physically prepared to control a resisting or violent subject. When confronted with a resisting or violent subject, the officer will have to utilize some level of force to ensure control. The force utilized by the officer must:

1. Be utilized to control the subject.
2. Be reasonable and necessary.
3. Be relative to the subject's resistance level.
4. Be escalated and de-escalated.
5. Cease when control has been established.

B. The police officer has seven (7) force options available to overcome and control a resisting subject. These options are:

1. **Presence:** An identification of authority.

2. **Verbal commands:** Verbal skills utilized to control or de-escalate the situation.

3. **Soft empty hand control:** Techniques that have a low potential of injury to the subject.

4. **Oleoresin Capsicum (OC)/Electronic Control Device (ECD):** Officer perceives that low level control options will not effectively control the subject and escalates to a chemical inflammatory agent or electronic control device used to temporarily incapacitate the subject.

5. **Hard empty hand control:** Techniques that have a possibility of creating mental stunning and/or motor dysfunction.

6. **Impact or other less-lethal weapons:** A baton may be utilized when empty hand control techniques or OC spray/ECD cannot control a resisting subject, or the officer perceives that empty hand techniques or OC spray/ECD will not control the subject and that deadly force is not justified. Other less-lethal weapons, as defined in definition "I", may also be utilized, if available.

7. **Deadly force:** Any use of force that is likely to cause death or serious physical harm.

C. The police officer must understand that the above force options must be correlated with the totality of the circumstances in order to articulate and define what force level was reasonable and necessary.

IV. USE OF DEADLY FORCE

A. Police officers shall review and be familiar with Official Code of Georgia, Sections 16-3-20 through 16-3-24, and 17-4-20. The Cobb County Public Safety Training Center shall ensure that at least annually, all sworn officers will receive training on these statutes and the use of deadly force.

B. OCGA 17-4-20(b) states that "...[officers] may use deadly force to apprehend a suspected felon only when the officer reasonably believes that the suspect possesses a deadly weapon or any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury; when the officer reasonably believes that the suspect poses an immediate threat of physical violence to the officer or others; or when there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm. Nothing in this Code section shall be construed so as to restrict such sheriffs or peace officers from the use of such reasonable non-deadly force as may be necessary to apprehend and arrest a suspected felon or misdemeanant."

In accordance with this statute, and the U.S. Supreme Court's decision in the case of Tennessee v. Garner the following doctrine has been developed by the Department and shall be adhered to by officers using deadly force:

1. In protecting either himself or a third party an officer must have a reasonable belief that the following three elements are present and exist simultaneously before the use of deadly force can be used:

   a. **Ability:** There exists a means or capability, either physical or mechanical, for a person to be able to cause death or serious physical injury to the officer or a third party.

   b. **Opportunity:** The person is within an effective range and/or has time to utilize a physical or mechanical means to cause death or serious physical injury to the officer or a third party.

   c. **Jeopardy:** There has been a verbal communication, or a physical action, which manifests an intent on the part of the person to cause death or serious physical injury to the officer or a third party.

2. Officers may use deadly force to prevent the escape of a suspected felon where there is probable cause to believe that the suspect has committed a crime involving the infliction or threatened infliction of serious physical harm, and, if feasible, a warning is given.

3. Officers shall not use deadly force to apprehend an unarmed, non-dangerous suspect.

4. Officers will not be restricted in their use of reasonable non-deadly force to effect a lawful arrest.

C. Police officers shall use deadly force only to stop and incapacitate a suspect, in accordance with training methods approved by the Cobb County Public Safety Training Center.

D. Warning shots are generally prohibited. The only exception is when an officer is immediately faced with the option of either firing a warning shot or justifiably using deadly force. When firing a warning shot is a reasonable measure to prevent the immediate need for use of deadly force, the warning shot shall be considered justified. Before firing the warning shot the officer must take into consideration his surrounding environment, so as not to injure an uninvolved party.

E. A police officer may also discharge a weapon under the following circumstances:

1. During range practice or competitive sporting events.
2. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.

NOTE: This policy will not preclude officers from using any available resource when defending themselves or another from physical assault likely to cause great bodily harm or death.

V. USE OF NON-DEADLY FORCE

A. Where deadly force is not authorized, officers shall use reasonable force in order to de-escalate the situation and bring it under control.

B. Police officers are authorized to use non-deadly force techniques and Department issued equipment (e. g. impact weapon, OC spray, ECD) for resolution of incidents as follows:

1. To protect themselves or another from physical harm.
2. To restrain or subdue a resistant individual.
3. To bring an unlawful situation safely and effectively under control.
4. When the officer's supervisor authorizes the officer to use non-deadly force techniques in a crowd control situation. Typical examples are the use of the baton and the deployment of chemical agents.

VI. DEPARTMENT RESPONSE TO USE OF FORCE

A. When an officer has to present a weapon (baton, OC spray, ECD, service weapon, etc.) to force compliance of a subject, <u>but does not use the weapon</u>, the incident <u>does not</u> have to be documented unless an arrest is made.

B. When an officer uses force (other than presence, dialogue, or handcuffing) which does not result in any injury, complaint of injury, or property damage, the incident will be documented on an incident report.

C. When an officer uses force which results in <u>property damage</u>, the following procedures will be followed:

1. Immediately notify his supervisor.
2. Document the incident on an incident report.

D. When an officer uses <u>non-deadly force</u> which results in an <u>injury or complaint of injury</u>, the following procedures will be followed:

1. Medical aid will be requested by the officer involved, or by the first officer on the scene, if the involved officer is unable to call for the aid.

2. The involved officer will notify his immediate supervisor of the incident and location. If the officer is unable to do this, the first uninvolved officer on the scene will do so.

3. The officer will be advised by his supervisor as to whether he should remain at the scene or relocate.

4. The officer will document the incident on a Department incident report.

5. A Use of Force Statistical Report (separate from the incident report) will be completed by the officer and submitted to the Department of Public Safety Training Unit through the precinct or unit chain of command.

6. The supervisor will ensure that photographs of any injuries to the officer or other subjects are taken and secured.

E. When an officer utilizes OC spray to control a resistive subject, the following procedures will be followed:

1. The officer will notify his supervisor of the exposure incident.

2. The officer will request the Communications Center to dispatch Emergency Medical Services for decontamination procedures.

3. The subject will be decontaminated and monitored for at least **2 hours** after being exposed to OC spray. The monitoring may be conducted by:

   a. Department personnel;

   b. The Cobb County Sheriff's Office personnel. Book-in personnel will be notified by the arresting or transporting officer that the subject has been exposed to OC spray;

   c. Medical personnel; and

   d. Any combination of the above personnel.

   In the case of a by-stander ("non-arrestee") being exposed to OC, after being decontaminated they should be instructed to have a friend, relative, or medical personnel monitor them for two hours.

4. The officer will offer the subject further medical attention once the decontamination process has been completed. The subject can decline or accept the offer if he wishes.

5. Document the incident on a Departmental incident report form.

6. A Use of Force Statistical Report (separate from the incident report) will be completed and submitted to the Department of Public Safety Training Unit through the precinct or unit chain of command.

F. When an officer, whether on duty or off duty, accidentally discharges his firearm, but there is no subsequent injury, the officer will notify his immediate supervisor of the incident.

1. On Duty Incidents

   The supervisor, upon being notified, will:

   a. Proceed immediately to the scene.
   b. Take charge of investigating the scene.
   c. Ensure that the next level of command has been notified.
   d. Render command assistance to the involved officer.
   e. Ensure a Use of Force Statistical Report (in addition to the incident report) is completed and submitted to the Department of Public Safety Training Unit through the precinct or unit chain of command.

2. Off Duty Incidents

   The supervisor, upon being notified, will:

   a. Ensure that the next level of command has been notified.
   b. Render command assistance to the involved officer.
   c. Ensure a Use of Force Statistical Report (in addition to the incident report) is completed and submitted to the Department of Public Safety Training Unit through the precinct or unit chain of command.

3. The officer will attend firearms training as directed by the range master.

G. When an officer, whether on duty or off duty, intentionally discharges his firearm, but there is no subsequent injury, the following procedures will be followed:

1. The officer will notify his immediate supervisor and the Communication Center of the incident. The supervisor, upon being notified, will:

   a. Proceed immediately to the scene.
   b. Take charge of securing the scene.
   c. Ensure that the next level of command has been notified.
   d. Ensure that Crimes Against Persons Unit has been notified.
   e. Render command assistance to the involved officer and the assigned detective.
   f. Complete a detailed addendum to the original report.

2. The officer will remain at and secure the scene, unless directed to do otherwise by a supervisor.

3. The officer will protect his firearm and present it for examination only to the Crimes Against Persons detective assigned to investigate the incident. If the act of physically handling the weapon would result in the loss of evidence, the officer will physically secure the scene, including the undisturbed weapon, until the scene has been released by detectives.

4. The involved officer will make himself available for all questioning and will follow all verbal or written directives of his immediate supervisor and/or Crimes Against Persons detectives.

5. The officer will document the incident on a Department incident report.

6. The Crimes Against Persons Unit will conduct an investigation of the incident in accordance with the Standard Operating Procedures of the unit. A Use of Force Statistical Report will be completed by a Crimes Against Persons detective and submitted to the Department of Public Safety Training Unit through the chain of command.

7. The officer will attend firearms training as directed by the range master.

H. When an officer discharges his firearm, or uses other deadly force, either accidentally or intentionally, and injury or death of another person results, the following procedures will be followed:

1. Medical aid will be requested by the officer involved, or the first officer on the scene if the involved officer is unable to call for aid.

2. The involved officer will notify his immediate supervisor and the Communications Center of the incident. If the involved officer is unable to do this, the first officer at the scene shall do so. Upon notification the supervisor will:

   a. Proceed immediately to the scene.
   b. Take charge of securing the scene.
   c. Ensure that the next level of command has been notified.
   d. Ensure that Crimes Against Persons Unit and Internal Affairs Unit have been notified.
   e. Render command assistance to the involved officer and assigned investigators.
   f. Complete an addendum to the original report.

3. The officer will remain at and secure the scene unless directed to do otherwise by a supervisor. The supervisor giving such an order will also designate an uninvolved officer to accompany the involved officer.

4. If the involved officer used a firearm in the incident, he will protect it and present it for examination only to the Crimes Against Persons detective assigned to investigate the incident. If the involved officer is unable to do this, the first officer on the scene will ensure the weapon is protected for examination without disturbing the scene. If the act of physically handling the weapon would result in the loss of evidence, the officer will physically secure the scene, including the undisturbed weapon, until the scene has been released by the detectives.

5. The Crimes Against Person Detective assigned to investigate will secure the weapon and retain it throughout the investigation as physical evidence. The Deputy Chief of the appropriate bureau will determine, based on the circumstances of the incident, when the officer will be issued another weapon to replace the surrendered weapon.

6. The involved officer will make himself available for questioning by the Internal Affairs Investigator and will follow all verbal or written directives of the Internal Affairs Unit.

7. Internal Affairs and Crimes Against Persons detectives will conduct an investigation of the incident in accordance with the Standard Operating Procedures of their respective units. The Crimes Against Persons Unit will complete the original incident report and all other investigative addendums concerning the incident. A Use of Force Statistical Report will also be completed by a Crimes Against Person detective, and submitted through the chain of command to the Department of Public Safety Training Unit.

8. The officer will attend firearms training as directed by the range master.

I. An incident report and Use of Force Report will be submitted whenever an employee discharges a firearm, for other than training or recreational purposes.

VII. ADMINISTRATIVE REQUIREMENTS

A. Administrative Leave/Duty Procedure

Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury, will be removed from line-duty assignment and placed on administrative leave, pending an administrative review of the incident.

1. The administrative leave will begin directly upon conclusion of the preliminary interview with the Internal Affairs investigator, or as authorized by the Chief of Police.

2. The order placing the employee on administrative leave will be given by the Internal Affairs Commander or his designee. The scope and contents of the

order will comply with the Standard Operating Procedures of the Internal Affairs Unit.

3. This leave shall be without loss of pay or benefits, pending the results of the investigation. The assignment shall not be interpreted to imply or indicate that the employee has acted improperly.

4. While on administrative leave the employee shall strictly comply with all rules and requirements associated with this leave status as prescribed by Internal Affairs.

B. Psychological Services for the Employee

1. Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury; or any employee who has been the victim of a deadly force act, should undergo a psychological debriefing as soon as possible after the incident.

   a. The purpose of this briefing will be to allow the employee to express his feelings, and to deal with the effects of the incident. The debriefing shall not be related to any Department investigation of the incident and nothing discussed in the briefing will be reported to the Department. The debriefing session will remain protected by the privileged Professional Psychologists Code of Ethics.

   b. The counselor, psychologist, or psychiatrist will send a written report to the commander of Internal Affairs stating if, and when, the employee should return to his regular duty assignment.

   c. The Internal Affairs Commander will immediately notify the Director of Public Safety and the Chief of Police of the return-to-duty status. The Chief, in turn, will notify the appropriate chain of command.

   d. It will be the responsibility of the Internal Affairs Commander, or his designee, to coordinate all administrative actions between counselors, psychologists, psychiatrists, the Director of Public Safety, and the Chief of Police.

2. The services of the Department's counseling staff will be available to the employee and his family. The purpose of this provision is to give the employee and/or his family a source of professional consultation to aid them in dealing with any potential moral and ethical after-effects. The services shall not be related to any Department investigation of the incident, and nothing discussed will be divulged to the Department.

a. The consultation sessions will remain protected by the privileged relationship.

b. It will be the responsibility of the employee to notify the Internal Affairs Commander if he desires such services for his family. Upon notification by the employee, the Internal Affairs Commander shall arrange the services as soon as possible. Internal Affairs may make administrative documentation of such counseling in unit records, but no mention of the request will be placed in the investigative file.

C. Legal Representation Rights

Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury shall be entitled to contact an attorney and have him present at all stages of the Department investigation to advise him of his legal and Departmental rights. If the attorney is present during the investigation conducted by Internal Affairs, the attorney will act as a mute observer only, and will not advise or otherwise take an active part in the investigative proceedings.

D. Blood/Urine Testing

1. Any employee, whose action(s) or use of force in an official capacity results in death or serious physical injury will be required to submit to a blood and/or a urine test if the investigating unit or any supervisor determines that there is a reasonable suspicion that the employee involved is under the influence of alcohol or drugs.

2. These tests will be administered according to the guidelines set forth in County Policy.

E. Civil Rights Investigation

1. The Department will respect the rights of the Federal Government to conduct an independent investigation to identify any civil rights violation which may have occurred.

2. The Department will not order or request any of its members who may be suspects to confer with federal investigators without the advice of counsel.

VIII. ADMINISTRATIVE REVIEW OF INCIDENTS

A. All reported uses of force will be reviewed by the involved officer's supervision to determine whether:

1. Department rules, policies, or procedures were violated, and

2. If the relevant policy was clearly understandable and effective in the resolution of the incident.

B. The findings of policy violations or training inadequacies shall be reported to the appropriate unit for disposition.

C. The Department of Public Safety Training Unit will conduct an annual review and analysis of the use of force activities from the previous year, to include use of force policies and practices. Recommendations concerning training and policy needs will be submitted to the Chief of Police, or his designee, for further action. This review will be conducted in February of each year.

Back to Top

Cobb County Police Department

Policy 5.23

LEGAL PROCESS

Effective Date: January 9, 2011	
Rescinds: Policy 5.23 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy addresses areas of Departmental procedure and discretion in the execution of legal process. This policy is designed to ensure sufficiency of information, accuracy, timeliness, and accessibility in the delivery of legal process services.

I. POLICY

Whenever a Departmental law enforcement officer executes any phase of the legal process function, that officer will do so in good faith and pursuant to all federal, state, and local laws, and in accordance with Departmental procedures and policies.

II. TYPES OF LEGAL PROCESS

A. Criminal Process

Criminal process is defined as those services performed by law enforcement officers that are sanctioned by the courts and law in support of the judicial function relating to criminal matters. These services may include arrest warrants, search warrants, administrative warrants, or any other type of service ordered by the courts which directly results from a criminal matter. Only sworn law enforcement officers shall execute arrest or search warrants.

B. Civil Process

Civil process is defined as those services performed by law enforcement officers that are sanctioned by the courts and law in support of the judicial function relating to civil matters. The Cobb County Sheriff's Department supports the judicial system by the service of civil process.

III. RECORDS AND DOCUMENTATION

A. A record system is maintained for criminal arrest warrants on a 24-hour basis. This information is accessible through these sources:

a. Cobb County Communications Center
b. Cobb County Sheriff's Office
c. GCIC or NCIC

B. Officers successfully serving criminal arrest warrants and/or search warrants should include the following elements in their report:

1. Date and time served
2. Name of officers serving and method of service
3. Defendant's name (or on whom the search warrant was executed)
4. Property/evidence seized and its disposition
5. Location of incident

C. Any execution of criminal process outside of Cobb County should be accomplished through the cooperation and coordination of the local law enforcement authority having jurisdiction.

IV. PROPERTY RECEIVED THROUGH LEGAL PROCESS

Anytime property comes into the possession of a law enforcement officer who has executed an arrest or search warrant, or through orders by the courts, the officer will be responsible for handling that property in accordance with policy.

Back to Top

Cobb County Police Department

Policy 5.24

SEARCH AND SEIZURE

Effective Date: January 12, 2013	
Rescinds: Policy 5.24 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 15**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to outline the basic legal principles of search and seizure. A thorough understanding of both statutory law and case law in the area of search and seizure is critical to the operations of the Department and the success of officers in many of their duties. Officers assigned to functions within the Department which are more involved with arrest and search and seizure issues may be required to further their knowledge of this field.

I. POLICY

A. It shall be the policy of this Department to conduct searches of persons, places, and things, pursuant to state and federal laws governing search warrants and/or warrantless searches. Officers of this Department shall have due regard for the protection guaranteed under the provisions of the Fourth Amendment of the United States Constitution.

B. Officers of this Department shall not engage in racial profiling, that is, the race or ethnicity of an individual shall not be the sole factor in determining the existence of probable cause to take into custody or search the premises or vehicle of that individual.

C. The following procedures shall address search and seizure policy and will cite major case law and/or state statutes where applicable.

II. SEARCH WARRANT

A. A search warrant is an order in writing issued by a justice or other magistrate, in the name of the state, and directed to a sheriff or peace officer, authorizing him to search for and seize any property that constitutes evidence of the commission of a crime, contraband, the fruits of crime, or things otherwise criminally possessed; or property designed or intended for use or which is, or has been, used as the means of committing a crime.

B. A search is an invasion of a citizen's expectation of privacy in a particular area. An officer should always keep in mind that, absent a warrant, a search is unconstitutional unless it falls within an exception to the rule requiring search warrants.

C. Searches with a Search Warrant

OCGA 17-5-20 authorizes the issuance of search warrants. The following is required of all search warrants and search warrant affidavits:

1. Issuance

The warrant must be issued by a judicial officer authorized to hold a court of inquiry (OCGA Section 17-5-21). For search warrants within Cobb County, officers shall use the Cobb County Magistrate Court. For searches outside of Cobb County, officers shall use the appropriate judicial officer.

2. Probable Cause

The judicial officer must find probable cause that the place to be searched contains items connected with criminal activity. (Berger v. New York 388 U.S. 41). The officer must swear or affirm under oath that the facts presented for establishing probable cause are true.

Probable cause is defined as "what facts and circumstances within an officer's knowledge would lead a reasonable and prudent man to believe that an offense has been committed or is being committed and/or that a particular individual has committed or is committing the offense."

3. Description

The warrant must describe with sufficient particularity, the person or the place to be searched and the items to be seized (OCGA 17-5-23). If a place can be easily identified by a street number or address, then no further information shall be necessary; however, an officer may elect to further describe the place to be searched.

4. Hearsay

A warrant may be issued based upon an affidavit containing only hearsay, where the reliability of the informant is established and the underlying factual circumstances are described.

III. SEARCH WARRANT EXCEPTIONS

Pursuant to the following doctrines pertaining to officer/citizen contacts, contraband or evidence of a crime may be seized, and charges initiated for the associated criminal act.

A. Stop and Frisk

1. Grounds for Stop

   a. To lawfully stop an individual, the law enforcement officer must have a reasonable suspicion that the person stopped is involved in criminal activity.

   b. Officers shall not use racial or ethnic profiling to justify any stops. In appropriate situations, an incident report should be filled out on all such stops of suspicious persons and forwarded to the appropriate investigative unit. A detailed description of the activity and of the person should be included.

2. Grounds for Frisk

   In Terry v. Ohio, 392 U.S. 1, the Supreme Court decided that an officer is authorized to stop and frisk an individual whenever the law enforcement officer has a reasonable suspicion that the subject is committing, has committed, or is about to commit a crime and the officer has real, articulable reasons to fear for his safety.

   a. Since the scope of the search in Terry is limited to weapons, such search may not be intrusive and beyond the scope of looking for weapons. However, contraband discovered in such searches is subject to seizure and may be admissible into evidence.

   b. When the officer no longer is in fear of his safety, the exception to warrantless search and seizure under Terry no longer applies.

3. Nature of Frisk

   The frisk for weapons must be only a limited intrusion of a person (pat-down). If the pat-down of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made.

   a. If, during the pat-down, an officer feels an object that he reasonably believes could be a weapon, he may seize it.

   b. If, during the pat-down for weapons, the officer feels an object that he immediately recognizes to be contraband, he may seize that item under the "plain feel" doctrine.

   c. If possession of that item is a crime, the officer may arrest the suspect and complete a full-custody search incident to arrest of the suspect.

4. Carried Articles

Carried articles and belongings may be frisked the same as a lawful body frisk, if they are, or were, in the immediate control of the detainee. It does not matter if the officer has separated the article and suspect, he may still conduct a frisk.

5. Search after Frisk

Feeling an object which might be a weapon or contraband will justify a more extensive intrusion to obtain the suspected weapon or contraband. An officer may search the suspect's pockets to dispel the alarm that a weapon or contraband is present.

B. Plain View Doctrine

In order for the plain view doctrine to apply all of the following conditions must be met:

1. The law enforcement officer must be at a location where he has a legal right to be.

2. The seized items must appear on their face to be incriminating.

3. The items seized must be plainly visible to the law enforcement officer.

C. Abandonment

1. Act

Abandonment is a voluntary relinquishment of control of property, i.e., disposing of or denying ownership.

2. Implications

Abandoned property is not protected by the Fourth Amendment. Officers may seize abandoned property without probable cause and without a warrant. Whether or not property has been abandoned is a question of intent, which must be shown by clear, unequivocal, and decisive evidence.

D. Curtilage

1. The Curtilage Doctrine

Curtilage is afforded the same Fourth Amendment protection as is the home. Generally speaking, curtilage has been held to include all buildings in close proximity to a dwelling, which are continually used for carrying on domestic purposes; or such places as are necessary and convenient to a dwelling, and are habitually used for family purposes (including a patio).

2. The Open Field Doctrine

The Fourth Amendment protection does not extend to the "open fields" surrounding the curtilage and the home. The "plain view" exception can apply to an open field situation.

3. Legitimate Expectation of Privacy

The determination of whether Fourth Amendment protection will be extended to items seized from the curtilage or open fields focuses on whether the person challenging the search has a legitimate expectation of privacy in the place which was searched.

E. Consent Search

1. A consent search is permitted when a person, who has a reasonable expectation of privacy in an area, voluntarily gives permission for police to conduct a search of the area.

   a. This search does not require probable cause, or even reasonable suspicion, merely consent. The search will be limited to those areas "reasonably" within the search area.

   b. Consent may be withdrawn at any time. If consent is withdrawn, all searching will immediately stop, unless by that time other lawful search justifications are present.

2. The courts, in deciding on the validity of a consent search, generally use the following criteria in order to make that determination:

   a. Voluntariness: The law enforcement officer obtaining consent has the burden of proving that the defendant's consent to a warrantless search was given freely and voluntarily.

   b. Test: The voluntariness of a person's consent is measured by the totality of the circumstances.

3. Consent after Arrest

If the consenting party is in custody, the voluntariness of the consent is still measured by the totality of the circumstances, although courts will analyze the relevant factors more critically.

4. Third Party Consent

Consent for a warrantless search may be given by a third party who shares control of, or has common authority over, the premises or items to be searched. Areas belonging exclusively to parties not present or not giving consent shall not be searched.

a. Law enforcement officers will make every reasonable attempt to get a signed consent to search.

b. Officers are reminded that an oral consent will be subject to the same scrutiny as a written consent.

5. Oral and Written Consent

a. The courts do not require that consent be in writing. An oral or written consent will be judged by the criteria listed above.

b. However, whenever feasible, officers should have the individual sign a consent form. A written consent is sometimes more successful in court.

F. Search incident to Arrest

OCGA 17-5-1, authorizes the search of an individual incident to a lawful arrest.

1. The purpose for this exception is for:

a. Protecting the officer from attack.

b. Preventing the person from escaping.

c. Discovering or seizing the fruits of the crime for which the person has been arrested.

d. Discovering or seizing any instruments, articles, or things which are being used in the commission of the crime for which the person is being arrested.

2. A search incident to a lawful arrest must be limited in scope to the arrestee's person and the area "within his immediate control".

3. A search incident to a lawful arrest must be concurrent in time and place with the arrest.

4. When an officer is in the process of conducting a lawful search, the officer shall not be precluded from discovering or seizing any stolen or embezzled property, any item, substance, object, thing, or matter, other than the private papers of any person, which is tangible evidence of the commission of a crime against the laws of this state. (OCGA 17-5-1(4)(b).)

5. A jail house search of an arrested individual is justified as an administrative search. A custodial search of the arrestee's person may be justified as either an administrative search or as an inventory procedure. Once an officer has taken any property discovered during the search into his control, a further non-contemporaneous search is no longer an incident of the arrest.

G. Exigent Circumstances

1. Justification

A warrantless search is permitted when there is both probable cause and exigent circumstances. The ultimate test is whether there is such a compelling necessity for immediate action that proceeding without a warrant is justified.

2. Exigent Circumstances Defined

Hot pursuit, a fleeing suspect, imminent destruction of evidence, circumstances where an officer hears screams, observes an immediately dangerous situation to anyone, or other situations in which speed is essential to the accomplishment of lawful police action are examples of exigent circumstances.

3. "Hot Pursuit" Forcible Entries Into Offender's Home

In United States v. Santana, the Supreme Court ruled that hot pursuit justifies forcible entry into the offender's home without the need for a warrant. The court said "We thus conclude that a suspect may not defeat an arrest that has been set in motion in a public place...by the expedient of escaping into a private place."

a. In order to justify this arrest, the three elements of hot pursuit must be satisfied:

1) The arrest process has begun.

2) The offender knows he is being placed under arrest.

3) The offender takes action to avoid the arrest.

b. However, under the restrictions imposed by the Supreme Court case of Payton v. New York, officers must not enter an individual's home or dwelling without a warrant.

c. Warrantless probable cause arrests, permissible in a public place, do not justify access to the sanctity of an offender's home.

4. Searches where public safety is endangered

Under special circumstances where an officer hears screams, observes an immediately dangerous situation to anyone, or other exigent circumstances exist, an officer may make an emergency search of persons or premises. In *Michigan v. Tyler*, the court specified the "compelling need for official action and no time to secure a warrant". Various other courts suggested factors establishing this compelling need to include the gravity of the offense, the presence of weapons, and the likelihood of escape. The "totality of the circumstances" will be the deciding factor in each case.

IV. VEHICLE STOPS

A. A "seizure" occurs whenever a vehicle is stopped, even though the purpose is generally limited and the detention quite brief. Therefore the Fourth Amendment is applicable.

B. The same justification needed to stop and detain a pedestrian is necessary to stop and detain a vehicle or occupant. Mere suspicion of criminal activity is sufficient to stop. [Delaware v. Provse. 440 U.S. 648 (1979)].

C. A vehicle may also be stopped at general roadblocks or safety checkpoints which serve legitimate law enforcement purposes.

1. If the purpose of the roadblock is legitimate, (e.g. to check driver's licenses) and not to randomly stop vehicles, and if evidence of other crimes is observed, the officer has the right to take investigative steps.

2. A supervisor shall be at the location of a roadblock.

D. Officers may take reasonable action to protect themselves after a lawful stop of a motor vehicle. An officer may prefer to ask the driver or passenger(s) of a vehicle to step out of the vehicle. Officers may consider external factors such as weather, crowds, etc., prior to instructing anyone to get out of a vehicle.

E. Officers shall not use racial or ethnic profiling in making the decision to stop a vehicle or a violator.

V. VEHICLE SEARCHES

Pursuant to the following doctrines pertaining to vehicles, contraband or evidence of a crime may be seized, and charges initiated for the associated criminal act.

A. Exigent Circumstances

1. The mobility of a vehicle in a public place has been construed by the courts to constitute an exigent circumstance.

2. Exigent circumstances (vehicle in public place) combined with probable cause to search, constitutes the "automobile exception" to the search warrant requirement. This is true even if there is ample time to obtain a warrant. (Gondor v. State, 129 Ga. App 665; Carroll v. United States, 267 U.S. 132; California v. Carney, 471 U.S. 386).

3. The mobility of a vehicle does not preclude other aspects of the exigent circumstance doctrine from being applicable (i.e. vehicle hot pursuit from public place to private residence, etc.)

B. Probable Cause or "Carroll Search"

To search a vehicle without a warrant, the officer must have exigent circumstances and probable cause to believe that the vehicle contains contraband. Once this criteria has been met, the officer may search anywhere in the vehicle (e.g. under hood, in trunk, other compartments, etc.) where the contraband may be concealed.

1. <u>Time and Place of Search</u>

   If probable cause and exigent circumstances existed originally, the police may search the vehicle after towing it to a secure area (impound lot) without securing a search warrant. When probable cause exists without exigent circumstances, a warrant is required (Caito et al v. State, 130 Ga. App. 83).

2. Closed or locked containers within a vehicle may be searched if the item being searched for could be enclosed within the container.

C. Consent to Search

1. An officer must have voluntary permission from the owner or person in control of the vehicle to conduct a consent search. If there is more than one occupant in the vehicle, prior to asking for consent, the officer shall

determine if the driver or other occupant is the owner or person in charge of the vehicle.

2. The owner/person in charge may limit the scope of the search.

3. Any place in the vehicle that may reasonably be believed to be within the consent may be searched.

4. Containers can be searched if it is reasonable to believe they are within the consent.

5. Consent may be withdrawn at anytime, and the search must be stopped at that time unless further probable cause is present.

6. Consent does not have to be in writing. However, when feasible, officers should have the individual sign a consent form. A written consent is sometimes more successful in court.

D. Frisk for Weapons

1. An officer must have made a lawful vehicle stop and have reasonable suspicion that dangerous weapon(s) are contained within ***the*** immediate access of the suspect.

2. Only the interior passenger compartment may be frisked.

3. A closed container may be opened and checked for weapons if it could, in fact, conceal a weapon and if it is immediately accessible to the suspect; that is, if the container could be opened quickly and without breakage.

4. Even if the suspect is removed from the vehicle, the right to frisk for weapons remains. [Michigan V. Long. 463 U.S. 1032 (1983)]

E. Frisk of Occupants

Frisk of occupants is covered by Terry V. Ohio, 392 U.S. (1968) (see above) and is authorized when there is:

1. A lawful basis for investigative detention

2. Reasonable suspicion the suspect is armed and dangerous.

F. Search Incident to Arrest

1. A search incident to a lawful arrest of an occupant of a vehicle must be limited in scope to the arrestee's person and the area "within his immediate control".

2. The courts have held that the passenger compartment is the area within immediate control. Therefore, the officer may search anywhere in the interior passenger compartment where a weapon could be found, fruits of the crime for which the person has been arrested, or to seize articles or things which are being used, or may have been used, in the commission of the crime for which he has been arrested.

3. Closed containers can be searched in the same manner as discussed in a consent search.

4. The right to search remains even if the arrestee has been removed from his vehicle [New York V. Belton, 453 U.S. 454 (1981)].

5. When an officer is in the process of conducting a lawful search, the officer shall not be precluded from discovering or seizing any stolen or embezzled property, any item, substance, object, thing, or matter, other than the private papers of any person, which is tangible evidence of the commission of a crime against the laws of this state. (OCGA 17-5-1(4)(b).)

6. If, during the search of the interior passenger compartment incident to arrest, probable cause is developed, or contraband or fruits of the crime is discovered, the remainder of the vehicle (those areas in which the person did not have "immediate control") may be searched pursuant to the "automobile exception" to the search warrant requirement.

G. Plain View

1. During the course of a traffic stop, items of contraband or evidence of a crime in plain view within a motor vehicle may be seized.

2. The seized items must appear, on their face, to be incriminating, and the items must be plainly visible to the law enforcement officer.

H. Inventory of Vehicles

1. <u>Seizure of Vehicle</u>

   a. For an inventory of a vehicle to be valid, the police custody of the vehicle must be lawful.

   b. An inventory of a vehicle is not a search.

c. An inventory is a departmental policy designed to insure that valuable possessions within a vehicle in police custody are accounted for.

d. Any contraband which is inadvertently found during an inventory may be seized.

2. Justification

The inventory must be conducted only to fulfill the police care-taking function of securing the contents of the vehicle.

3. Nature of the Inventory

a. The search must be a routine part of standard police procedures for impounding vehicles, rather than a pretext for an investigatory search, and may not extend to locked luggage or other similar repositories of personal affects.

b. It shall be standard operating procedure for Cobb County Police officers to inventory all vehicles impounded by this Department.

I. Containers within Vehicles (General)

1. A law enforcement officer who has legitimately stopped an automobile, and who has probable cause to believe contraband is located somewhere within the car, may conduct a warrantless search of the vehicle, including compartments and containers within the vehicle whose contents are not in plain view. (U.S. v Ross, 456 U.S. 798; California v. Acevado, 111 S.Ct. 1982 (1991).)

2. The search incident to arrest and plain view doctrines will generally make unnecessary the need to secure a warrant to search containers. When a lawful arrest has been made, the officer may examine the contents of any container found within the passenger compartment within reach of the arrestee, or the area of immediate control.

3. Closed containers may be opened during a personal effects inventory. (Ill. v. Lafayette, 162 U.S. 640,)

VI. GREATER INTRUSION SEARCHES

The Department recognizes that the use of body surface and body cavity inspections may, under certain conditions, be necessary to protect the safety of officers, civilians and other prisoners; or to detect and secure evidence of criminal activity. Recognizing the intrusiveness of these inspections, it is the policy of the Cobb County Police Department that such inspections shall be conducted only with proper authority and justification, and with respect

for the privacy of those being inspected. This policy does not address inspections of subjects who have been relinquished to other agencies.

A. Body Surface Inspection

Body Surface Inspection: Any search of an individual requiring the removal or rearrangement of clothing to permit the visual inspection of the genital area, buttocks, anus, female breasts.

1. Individuals arrested or detained for traffic violations and other minor offenses of a nonviolent nature should not be subject to a Body Surface Inspection unless the arresting officer has reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to the following:

    a. The nature of the offense charged.
    b. The arrestee's appearance and demeanor.
    c. The circumstances surrounding the arrest/detention.
    d. The arrestee's criminal record, particularly past crimes of violence and narcotics offenses.
    e. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.
    f. Detection of suspicious objects beneath the suspect's clothing during a field search incident to arrest.

2. Body Surface Inspections should be conducted:

    a. By the fewest number of personnel necessary.
    b. Under conditions that provide privacy from all but those authorized to conduct the inspection.
    c. If the circumstances permit, by an officer of the same sex.

3. Following a Body Surface Inspection, the officer performing the inspection will document, in writing, the following:

    a. Date and place of the inspection.
    b. Identity of the officer conducting the inspection.
    c. Identity of the individual inspected.
    d. Those present during the inspection.
    e. A description of the nature and extent of the inspection.
    f. The basis of reasonable suspicion to conduct the inspection.
    g. Any weapons, evidence or contraband found during the inspection.

Body Surface Inspections that require the removal of all clothing shall be conducted only in the rarest of circumstances and with the explicit approval of a supervisor.

B. Body Cavity Inspections

Body Cavity Inspection: Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

Should visual examination of a suspect during a Body Surface Inspection and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

1. The suspect shall be kept under constant visual surveillance until a Body Cavity Inspection is conducted or an alternative course of action taken.

2. The officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search warrant for a Body Cavity Inspection. The decision to seek a search warrant shall recognize that a Body Cavity Inspection is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers, the suspect, or others.

   Certain intrusions into the body (e.g. stomach pumping, surgery) have been held to be in violation of the Fourth Amendment (Rochin v. California 342 U.S. 165, Winston v. Lee, 470 U.S. 753). Hence, only under the most exigent circumstances and only pursuant to a search warrant, could such a procedure be allowed.

3. If probable cause exists for a Body Cavity Inspection, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer's probable cause.

4. On the basis of a search warrant, a Body Cavity Inspection shall be performed only by an authorized physician or by other medically trained personnel at the physician's direction.

5. For safety and security reasons, the inspection shall be conducted at the jail or other authorized medical facility and in a room designated for this purpose.

6. Body Cavity Inspections shall be performed with due recognition of privacy and by medically trained personnel as previously addressed in this policy.

7. A supplemental report will be completed by the requesting officer stating the reason for the Body Cavity Inspection. A copy of the medical report shall be submitted with the original incident report.

C. Other Intrusive Searches

Intrusions on the body's surface (swabbing, hair samples, retrieval of evidence from the mouth, etc.) are governed by the Fourth Amendment. Such searches are permissible as long as they are conducted in a reasonable manner and are justified under the circumstances (e.g. probable cause to search).

However, other more common intrusions, such as blood tests, may be conducted without a warrant if the setting and procedures are reasonable, as when blood is drawn by a doctor in a hospital (Schmerber v. California 384, U.S. 757).

Back to Top

Cobb County Police Department

Policy 5.25

SEARCH WARRANTS

Effective Date: January 9, 2011	
Rescinds: Policy 5.25 (September 30, 2007) "Obtaining a Search Warrant"	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to provide guidelines for obtaining and executing search warrants.

I. POLICY

It shall be the policy of this Department to conduct searches of persons, places, and things, pursuant to state and federal laws. Officers shall have due regard for the protection guaranteed under the provisions of the Fourth Amendment of the United States Constitution.

II. OBTAINING A SEARCH WARRANT

A. Legal Basis for Seeking a Search Warrant

In order to obtain a warrant, an officer must be able to show probable cause to believe that specific evidence, contraband, or fruits of a crime may be found at a particular location.

1. Generally, officers can not rely solely upon personal opinion or unauthenticated third party information. Specific facts establishing probable cause must be stated with clarity and specificity. Such facts may be based on:

    a. Personal observation or knowledge of the officer; or
    b. Information from a reliable source.

2. When informants are used (particularly confidential informants), the reliability of the informant and information provided shall be specified. Whenever possible, officers shall corroborate informant information.

B. Affidavit

An affidavit supporting application for a search warrant shall be prepared. The accuracy of the affidavit is vital to the validity of the search warrant, thus officers

shall ensure that the following information is clearly and completely specified:

1. Offense

   The offense shall be described with reference to the criminal code section where possible.

2. Place or Thing to be Searched

   The place or thing to be searched shall be described with specificity. Where premises are to be searched, references may include:

   a. Street number and apartment number if appropriate.
   b. Physical description of the premises.
   c. Legal description of the premises.
   d. Name of owner or occupant.
   e. Geographical location of the property.
   f. Map coordinates or distances from given reference points.
   g. Photographs, maps, or diagrams which help to specify the location.

3. Scope of the Search

   Only those things described in the search warrant can be seized, unless the requirements of the Plain View Doctrine can be satisfied. Therefore, the affidavit should include:

   a. All areas that officers desire to search. In cases where officers wish to conduct a complete search of a home and its surroundings, the affidavit should specify a "premises' search and the curtilage," and should identify any out-buildings such as garages, tool sheds, or barns, where appropriate.

   b. Motor vehicles on the premises that officers desire to search.

   c. Specific names of persons on the premises to be searched (other than frisks for weapons).

   d. The specific items to be searched for.

      1. Where the item may be dismantled (e.g. firearms), the warrant should authorize search for parts, pieces, or components of that item.

      2. A designated expert may be contacted for appropriate language when necessary (e.g. – a High Tech Crimes Squad detective may be consulted when completing an affidavit for

the search and/or seizure of computer hardware or software).

4. "No Knock" Provision

Officers may request a "no knock and announce" provision in the warrant when they have reason to believe that adherence to the knock and announce rule would endanger their safety or the safety of others, would enable wanted persons to escape, or would likely result in the destruction of evidence before entry can be made. Specific facts supporting the reasons for this belief should be included in the affidavit.

C. Consultation with the Prosecutor's Office

Officers seeking warrants in unusual situations, where the seriousness, nature, or legal complexity of the case dictates, should consider reviewing the case with the prosecutor's office prior to seeking a search warrant.

III. SEARCH WARRANT EXECUTION

Upon the judicial officer signing the search warrant, it will be the responsibility of the officer to execute said warrant as soon as possible or practical. Even though search warrants should be executed as soon as possible or practical, certain situations may call for a delay in the execution of said search warrants (e.g. – officer and citizen safety, informant confidentiality, contraband or suspect absence, personnel availability, etc.).

A. Uniform and Equipment Requirements

The search warrant shall be directed for execution to all peace officers of this state. However, the judicial officer may direct the search warrant to be executed by any peace officer named specifically therein. (OCGA 17-5-24)

1. At time of entry, at least one uniformed officer should be present. All non-uniformed officers should be clearly identified as law enforcement officers.

2. All members of the search team should be equipped with body armor. Once the site is secure, members of the search team may remove their body armor.

B. Time Considerations

1. A search warrant shall be executed within ten (10) days from the time of issuance. Any search warrant not executed within 10 days from the time of issuance shall be void and shall be returned to the court of the judicial officer issuing the same as "not executed." (OCGA 17-5-25)

2. A search warrant may be executed at any reasonable time. (OCGA 17-5-26)

C. Preparation for Execution of Warrant

Prior to entering the premises, the officer most knowledgeable about the case and/or responsible for the investigation shall:

1. Ensure that the search warrant is accurate, complete, and signed by a judge, and that the property/location about to be searched is the property/location listed on the warrant;

2. Conduct a pre-entry briefing with all search team personnel. The briefing should include: a review of the actual order of operations and procedures personnel will follow, a simulation of the conditions of the search location (using maps, charts and diagrams, when appropriate), and tactics and equipment to be used in the event of forced entry;

3. Attempt to determine if any circumstances have changed that make executing the search warrant at that time undesirable; and

4. Contact any surveillance teams on scene to ensure that it is an appropriate time to serve the search warrant.

D. On-Premises Activities

1. Exits from the premises should be covered.

2. Unless the warrant contains a "no-knock" provision, or exigent circumstances exist, an officer must knock at the entrance and announce his identity and purpose.

3. Uniformed officers should conduct the entry. Non-uniformed officers should be the last members to enter.

4. A security sweep of the location should be conducted by the search team.

5. The officer executing the search warrant may reasonably detain or search any person in the place at the time:

    a. To protect himself from attack; or

    b. To prevent the disposal or concealment of any instruments, articles, or things particularly described in the search warrant. (OCGA 17-5-28)

6. The scope of the search will be limited by the size of the item(s) to be seized.

7. Normally, one person shall be designated as responsible for collecting, preserving, and documenting all items seized until possession is transferred to the evidence custodian.

8. The search warrant execution process will be documented from beginning to end. Any damages resulting from entry, forced or otherwise, will be included in the report. Pictures should also be included when possible.

9. A duplicate copy of the search warrant shall be left with the person from whom any instruments, articles, or things are seized; or, if no person is available, the copy will be left in a conspicuous place on the premises from which the instruments, articles, or things were seized. (OCGA 17-5-25)

10. Before leaving the scene, officers should ensure that either the premises is secured, or some authorized person is in direct control of the premises.

E. Return on the Warrant

Officers shall observe statutory and administrative requirements regarding return on the warrant to include providing a receipt to the proper person for property taken, retention and security of property taken, and return of the warrant and timely delivery of the property inventory to the appropriate judicial authority.

IV. SWAT TEAM ASSISTANCE

Request for SWAT assistance shall be evaluated by the investigating officer/detective's supervisor. If the supervisor approves the request, he shall contact the SWAT Team commander. This request should be made as soon as possible in order to give SWAT officers time to develop a tactical plan and less time for the suspect to develop a defense plan.

A. Guidelines for SWAT Team Assistance

1. The following guidelines represent the general criteria which should be met before requesting assistance from SWAT in the execution of a warrant:

    a. The subject(s) at the location is believed to be armed.

    b. The subject(s) at the location may resort to the use of weapons when confronted with warrant service.

    c. Entry to the location may be hazardous or impeded because of warning systems, reinforced doors, or other impediments.

    d. A "no-knock" clause is contained within the search warrant.

2. The above guidelines are general, and are not intended to restrict the utilization of SWAT resources. Officers confronted with circumstances not conforming to the above criteria should not hesitate to contact the SWAT Team for assistance based upon the circumstances at hand.

B. Information Requirements

Prior to requesting SWAT Team assistance, as much information as possible should be obtained about the location and persons present. This includes, but is not limited to:

1. General warrant information (address, owner, scope of search, etc.);

2. Information on subject(s) at the location;

3. Information regarding weapons at the location;

4. Detailed external/internal diagrams of the location, if possible;

5. Photographs;

6. Information regarding fortification, barricades, types of locking mechanisms, warning devices, lookouts, and dogs; and

7. Other information as applicable.

C. Officer Responsibilities

1. The requesting supervisor should accompany the SWAT Team to the search location as an observer when the warrant is executed.

2, When the SWAT Team executes a warrant at the request of a detective or field unit, only SWAT officers will become involved in the tactical operations of the warrant execution.

3. Officers/detectives on scene shall remain in close proximity of the location. Once the location has been rendered safe by SWAT personnel, the investigating officer/detective shall take control of the scene. He will be responsible for conducting the search, as well as the disposition of evidence and occupants remaining at the search location.

Back to Top

Cobb County Police Department

Policy 5.27

JUVENILE PROCEDURES

Effective Date: May 1, 2016	
Rescinds: Policy 5.27 (February 1, 2015)	
Related Orders: Policy 3.02 "Temporary Detention Rooms"	
Issued By: Chief J.R. Houser	**Page 1 of 6**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for officers when dealing with juveniles in enforcement and custody situations.

I. POLICY

The Cobb County Policy Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. It is the responsibility of all members of this Department to familiarize themselves with juvenile problems and established procedures for handling both criminal and non-criminal juvenile incidents as defined in this policy. Officers shall, whenever reasonable and justified under this policy, take those measures necessary to effect positive changes in juvenile offenders that are consistent with state law and the safety and security interests of the community.

II. ENFORCEMENT ALTERNANTIVES

Officers dealing with juvenile offenders should use the least coercive among reasonable alternatives when disposing of cases. The nature of the offense, age and circumstances of the offender, the offender's record, the availability of community-based rehabilitation programs, recommendations from intake officers and parents/guardians, and other circumstances should all be considered when choosing enforcement alternatives. Alternatives that may be considered include:

A. Outright Release with No Further Action

Release without further action or following informal counseling may be appropriate in incidents where property damage or personal injury is not involved, but intervention is necessary to avoid potential delinquent actions and when the youth has had no prior enforcement contacts with the police. Examples of these incidents include, but are not limited to:

1. Curfew violations.
2. Loitering.

3. Minor liquor law violations.
4. Disorderly conduct.

Officers may elect to leave the juvenile at his present location, direct the youth to return home, transport him home, make contact with the youth's parents/guardians to provide them with information and counseling on their child's actions; refer the youth to appropriate community service agencies with or without follow-up; or detain the youth at the precinct until he is released to a parent/guardian.

B. Issuance of a Juvenile Complaint/Citation without Arrest

Issuance of a citation or juvenile complaint form to appear in court in lieu of taking the juvenile into custody may be appropriate for more serious infractions where a status offense, traffic offense, or minor criminal offense has been committed. Examples include, but are not limited to:

1. The youth involved is fully aware of the seriousness or potential seriousness of his actions, and/or is acting in alliance or collusion with others to commit such acts.

2. The youth fails to cooperate or to positively respond to police intervention and direction.

3. The youth has received prior informal warnings or referrals, or has engaged in delinquent acts.

4. The youth's parents or responsible adult have apparently failed to provide appropriate control and supervision.

C. Referral to Juvenile Court (Transport to YDC)

Agency referral of alleged juvenile offenders to the youth detention center should be restricted to those cases involving serious criminal conduct or repeated criminal violations. In general, this would include, but not be limited to:

1. Delinquent acts:
   - If committed by an adult, would be felonies
   - Involving weapons
   - That are gang-related
   - Involving aggravated assault and battery
   - Committed by juveniles on probation/parole or with a case pending
   - Committed by repeat offenders
   - Committed by juveniles who have refused to participate in diversion or intervention programs.

2. When it has been determined that parental or other adult supervision is

ineffective.

III. TAKING A JUVENILE INTO CUSTODY

A. The officer should make a determination as to whether the juvenile is alleged to have engaged in a delinquent act (as defined in OCGA 15-11-2) or noncriminal misbehavior (a status offense).

1. Law enforcement officers may take a juvenile into custody:

   - Pursuant to the laws of arrest (OCGA 15-11-501)
   - If there are reasonable grounds to believe that the juvenile has committed a delinquent act (OCGA 15-11-501)
   - When there are reasonable grounds to believe that a child has run away from his or her parent, guardian, or legal custodian (OCGA 15-11-410)
   - Pursuant to an order of the court to apprehend when the juvenile (OCGA 15-11-501):
     - Has escaped from an institution or facility operated by the Department of Juvenile Justice
     - Has been placed under supervision and has violated its conditions

2. Juveniles taken into custody should be frisked for weapons prior to being transported, and may be handcuffed or otherwise restrained at any time if, in the judgment of the officer, the juvenile poses a physical risk to the officer or others.

3. Juveniles may placed into Temporary Detention Rooms in accordance with Policy 3.02 "Temporary Detention Rooms."

4. Generally, status offenders should be released to the parents/guardians.

B. The officer should make a determination whether the juvenile is alleged to have been harmed or in danger of being harmed.

1. A law enforcement officer may remove a child from his or her home, with or without the consent of his or her parents, guardian, or legal custodian, if a child is in imminent danger of abuse or neglect if he or she remains in the home (OCGA 15-11-133).

2. A law enforcement officer may take a child into temporary custody when there are reasonable grounds to believe the circumstances are such as to endanger a child's health or welfare unless immediate action is taken (OCGA 15-11-410).

If the officer believes a child should be taken into temporary/protective custody,

the officer shall contact a Crimes Against Children detective in order to conduct an investigation and assist with taking the juvenile into temporary/protective custody.

C. Should the officer determine that, based upon the totality of the circumstances, the juvenile should be detained at the regional youth detention center, the officer shall contact the juvenile court intake officer and obtain authorization for the detention (OCGA 15-11-502). A Juvenile Complaint Form shall be completed charging the juvenile with the appropriate offenses.

D. Juveniles who are brought to the intake facility or other juvenile component shall be done without delay, unless the juvenile is in need of emergency medical treatment. If the juvenile is believed to suffer from a serious physical condition or illness which requires prompt treatment the officer shall forthwith bring the juvenile to a medical facility and contact a juvenile court intake officer (OCGA 15-11-410/15-11-133/15-11-502).

E. A law enforcement officer taking a child into custody shall promptly give notice together with a statement of the reasons for taking such child into custody to his or her parent, guardian, or legal custodian and to the court (OCGA 15-11-501/15-11-133/15-11-411).

F. Under state law, juveniles can be charged as adults for certain types of offenses. The following are offenses over which the Superior Court has exclusive original jurisdiction of juveniles 13 to 17 years of age under OCGA 15-11-560:

1. Murder
2. Murder in the second degree
3. Voluntary manslaughter
4. Rape
5. Aggravated sodomy
6. Aggravated child molestation
7. Aggravated sexual battery
8. Armed robbery, if committed with a firearm

The juvenile charged will be handled exactly as an adult by being booked into the Adult Detention Center (photographed, fingerprinted, warrants obtained, etc.), **EXCEPT**, the juvenile **WILL NOT** be housed in the Adult Detention Center, but must be housed at the Juvenile Detention Center.

IV. INTERROGATION OF A JUVENILE OFFENDER

The purpose of this section is to provide guidelines on the custodial interrogation of juveniles. It is not indeed to limit the scope of questioning where Miranda rights are not required.

A. Officers should attempt to notify the parent/guardian of a juvenile who is the intended subject of an interrogation.

1. If the parent/guardian wishes to be present during the interrogation, the juvenile should not be interrogated until the parent/guardian is present.

2. If the parent/guardian does not want their child to be interrogated, the juvenile should not be interrogated.

3. If the parent/guardian authorizes the officer to interrogate the juvenile outside their presence (parent/guardian refuses to be present during the interrogation), the officer may proceed with the interrogation.

4. If a juvenile refuses to give a statement, the parent/guardian shall not demand or force the juvenile to give a statement.

5. If the parent/guardian cannot be located, the officer may continue with the interrogation.

6. The details of the notification should be included in the incident report.

B. Prior to interrogation, the officer shall consider the juvenile's age, educational level, ability to read, write, and understand the English language (or the child's native language), the location of the interrogation, the number of persons present, requests by the juvenile, and parental notification.

C. Prior to the interrogation, the juvenile and parent/guardian, if present, shall be advised of the juvenile's constitutional rights, right to legal counsel, right to be represented by an attorney, and the means to access counsel. No statements shall be taken until all Miranda rights have been administered. It is the officer's responsibility to ensure that the juvenile fully understands his rights.

D. Proper waiver forms should be completed and signed by the officer, juvenile, parent(s), if present, and other witnesses.

E. The time of interrogation should be limited to as brief a period of time as possible. Normally, custodial interrogations of a juvenile should not exceed two hours.

F. The number of officers and other concerned parties will be limited to the fewest number present as possible. No more than two officers should be present during the interrogation.

G. The interrogation should be recorded.

V. FINGERPRINTING JUVENILE OFFENDERS

OCGA 15-11-702 requires that all juvenile offenders be fingerprinted and photographed when charged with an act that would be a felony if committed by an adult.

A. If an officer charges a juvenile with a felony, and is turning that juvenile over to

the youth detention center, the officer must obtain photographs and fingerprints by one of the following methods:

1. During normal business hours (0800-1700, Monday through Friday), the juvenile may be taken to the fingerprinting section of the Cobb County Sheriff's Office.

2. The juvenile offender may be taken to the intake area of the Cobb County Adult Detention Center for fingerprints and photographs at any time. The Adult Detention Center should be contacted prior to arrival to advise them that juvenile fingerprints are needed.

3. The juvenile offender may be taken directly to the Marietta Regional Youth Detention Center (MRYDC). The intake staff at MRYDC will fingerprint and photograph the juvenile offender at the request of the arresting officer.

The fingerprint cards, photograph, and relevant demographic and charge data, will be forwarded to the Records and Identification Section of the Sheriff's Office.

B. If an officer charges a juvenile with a felony, and the officer decides to release the offender to a parent or guardian, the procedures will be followed:

1. The parent or guardian will be advised that the release of the child to their custody is conditional upon their agreement to return the child to the Cobb County Sheriff's Office on the next business day to have the necessary fingerprints and other documentation completed. The parent's failure to comply with the agreement may result in a finding of contempt against them by the Cobb County Juvenile Court.

2. **PRIOR TO RELEASING THE CHILD TO THE CUSTODY OF THE PARENT OR GUARDIAN, THE THREE-PART "CUSTODIAL AFFIDAVIT" FORM MUST BE FULLY COMPLETED**. The officer will retain a copy of the form (goldenrod), forward a copy to the Clerk of Juvenile Court (pink), along with a copy of the Juvenile Complaint Form, and instruct the parent or guardian to produce the remaining original and copy, along with the child and a copy of the arrest citation, at the time and location specified on the form.

3. The parent or guardian will bring the child, copy of the arrest citation, and the "Custodial Affidavit," to the Cobb County Sheriff's Office Fingerprint Section on the date and time specified.

Note: Juvenile offenders who commit crimes over which the superior court has exclusive jurisdiction (O.C.G.A. 15-11-560) shall be handled in accordance with Section III, D.

Back to Top

Cobb County Police Department

Policy 5.28

COMMUNITY POLICING

Effective Date: May 1, 2016	
Rescinds: Policy 5.28 (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Community relations are based upon the principle that, in our society the police are an integral and indivisible element of the public they serve. Community relations are manifest by positive interactions between the community and the police and represents unity and common purpose.

A system of law and its enforcement is not superimposed upon an unwilling public in a free society; the law is created by the people themselves to control the behavior of those who would seek to interfere with the community welfare and existence.

I. DEFINITION

Community Policing is an organizational strategy that promotes a new partnership between people and their police. It is based on the premise that both the police and the community must work together to identify, prioritize, and solve contemporary problems such as crime, drugs, fear of crime, social and physical disorder, and overall neighborhood decay, with the goal of improving the quality of life.

II. RESPONSIBILITY OF THE DEPARTMENT

The Department must strive for the establishment of a climate where an officer may perform his duties with the acceptance, understanding, and approval of the public. The Department must be responsive to the needs and problems of the community. While the Department's tasks are governed by law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifest at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

III. RESPONSIBILITY OF EMPLOYEES

Community policing is manifest in its most common form in the numerous daily encounters between individual officers and civilian employees and the citizens we serve.

It is at this level that reality is given to the unity of the people and the police, and where the greatest burden for strengthening community relations is laid. Therefore, all agency personnel share responsibility for achieving the agency's community relations and crime prevention objectives.

In dealing with people, each officer and civilian employee must attempt to make his contact one which inspires respect for himself as a professional and one which generates the cooperation and approval of the public for the Department's efforts on community relations and crime prevention. Each employee must strive to view all situations objectively, not allowing personal beliefs to impair impartiality and effectiveness.

Back to Top

Cobb County Police Department

Policy 5.29

MOBILE DATA TERMINAL (MDT) PROCEDURES

Effective Date: December 15, 2013	
Rescinds: Policy 5.29 (January 12, 2013)	
Related Orders: Cobb County BOC Electronic Communications Policy, GCIC Rules	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The Mobile Data Terminal (MDT) Procedures Policy governs how the MDT's should function in conjunction with the CAD/MDT interface. A list of commands is available from the 911 Communications Center.

I. POLICY

MDT's will be utilized in accordance with applicable policy and law.

II. CALLS FOR SERVICE

A. Field units will acknowledge calls for service over the radio and check the MDT for all available information regarding the call. The field units need to ensure that the call being viewed on the MDT is the call they were verbally dispatched to.

B. The MDT's receive updated call information automatically. Dispatch will review updated information and provide any new critical data over the radio. The field units will check updated dispatch information when safe to do so.

C. Any unit arriving at a call may show himself on scene using the MDT command, but will verbally advise radio of on scene status.

D. All safety checks and responses (Code 4 and Code 4 responses) must be given verbally over the radio.

E. Field units can use the MDT's to request case numbers.

F. Field units may attach comments to the call prior to going in service.

G. Field units may close their own calls with the correct disposition, but will verbally advise radio of in service status.

III. GCIC INQUIRIES / CAD DATA

A. Field units will use the MDT's for tag, driver's license and warrant/wanted queries unless officer safety is an issue. At the field unit's discretion, he may request GCIC information to be run by the dispatcher and relayed verbally. All "hits" received on the MDT will be confirmed through the 911 Communications Center over the radio.

B. CAD data contains 911 information and must adhere to the "Georgia Open Records Act." Requests for information displayed on the MDT's will be directed to the 911 Records Custodian. Field units are not to release any information provided by the MDT.

IV. ADMINISTRATIVE MESSAGES AND QUERIES

A. Field units have the ability to send messages back and forth to dispatchers or other field units. All messages must be considered public record and must be business related and appropriate in nature (as stated in the Electronic Communications Policy of the Employee Handbook).

B. Field units have the ability to look at:

- Active and pending calls
- Available units and unit status
- Incident histories, address histories, and unit histories.
- Individuals logged onto the CAD/MDT system.

Back to Top

Cobb County Police Department

Policy 5.30

BIAS FREE POLICING

Effective Date: May 1, 2016	
Rescinds: Policy 5.30 "Biased Based Profiling" (December 15, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to define and prohibit Bias Policing/Bias Based Profiling by members of the Cobb County Police Department, and affirm the Department's commitment to bias free policing. Bias free policing promotes efficient and effective law enforcement and has a positive impact on the community as it enhances trust for the Department and its mission.

I. DEFINITIONS

Bias Policing/Bias Based Profiling: the selection of an individual(s) for enforcement action based in whole or part on a trait(s) common to a group, without actionable intelligence to support consideration of such trait(s). This includes, but is not limited to, race, ethnic background, national origin, gender, gender identity, sexual orientation/identity, religion, economic status, disability, age, cultural group, and/or any other identifiable characteristics.

II. GENERAL RULES

A. Bias Policing/Bias Based Profiling is prohibited. This includes, but is not limited to all traffic contacts, field contacts, and asset seizure and forfeiture efforts.

B. Every officer and other members of this Department shall perform their duties in a bias-free manner and shall be responsible for promptly reporting any known instances of Bias Policing/Bias Based Profiling to their supervisor. If the employee's supervisor is engaging in the prohibited behavior under this policy, the report should be made to a command staff member.

C. The Chief of Police, or his designee, is to conduct a documented annual administrative review of agency practices including citizen concerns. This review should be completed in March of each calendar year.

D. On an annual basis, all agency enforcement personnel are to receive training on Bias Policing/Bias Based Profiling issues including legal aspects and ramifications.

E. Complaints about or that include Bias Policing/Bias Based Profiling issues will be so indicated on the complaint form. All complaints received are to be handled in accordance with policy and procedure. Should there be a finding that an officer or member of the Department has engaged in Bias Policing/Bias Based Profiling, the employee will be subject to disciplinary action in accordance with policy.

Back to Top

Cobb County Police Department

Policy 5.31

USE OF FORCE/LESS LETHAL MUNITIONS

Effective Date: January 12, 2013	
Rescinds: Policy 5.31 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Less lethal munitions occupy a unique niche in the use of force continuum. The use of less lethal munitions is generally appropriate at the same level that an impact weapon (baton) is authorized. Less lethal munitions are advantageous because they allow distance to be used by the officer to his advantage. However, due to suspect actions or other factors, less lethal munitions could strike a critical area of subject, and inflict a mortal injury. It is for these reasons that the Department hereby establishes the following policy and procedures for the use of less lethal munitions.

I. POLICY

The Cobb County Police Department authorizes the use of less lethal munitions to stop aggressive or threatening behavior by a subject, towards the officer or a third party, when other lesser means, such as soft empty hand, hard hand, or OC spray tactics are not feasible or effective.

II. DEFINITIONS

A. Dedicated Less Lethal Gun: The weapon used to fire less lethal munitions is a 12 gauge Remington 870 shotgun fitted with an orange stock to distinguish it from similar weapons.

B. Less Lethal Munitions: Commonly referred to as "bean bag" rounds, less lethal munitions are projectiles designed to impact the body and stun in a similar manner as a strike from a baton. Issued less lethal munitions will be of a make and design approved by the Firearms Training Unit. Officers are not permitted to utilize any personally purchased less lethal munitions.

C. Less Lethal Kits: A case containing only a dedicated less lethal gun and less lethal munitions.

III. TRAINING

A. Initial Training

Officers will not be permitted to utilize less lethal guns and munitions until successfully completing initial training and passing a qualification course as designed by the Firearms Training Unit.

B. Annual Training

Once qualified, officers will receive training every two years in the use of less lethal guns and munitions.

IV. DEPLOYMENT PROCEDURES

A. Distribution

Less lethal kits will be distributed to the precincts, Special Operations personnel, SWAT, selected detective and investigative units, and other units as necessary.

1. Precinct watch commanders will ensure that less lethal kits and munitions are available in every other beat car, and center cars as appropriate.

2. Personnel who are assigned a patrol car may be individually issued a less lethal kit. K-9 personnel will not be required to carry a less lethal kit.

B. Deployment Procedures

When an officer deploys less lethal munitions, the following procedures will be followed.

1. When the officer opens the less lethal munitions kit he will ensure that the kit only contains the dedicated less lethal gun and less lethal munitions. The less lethal weapon will not be deployed if the kit contains anything other than an unloaded dedicated less lethal gun and less lethal munitions.

2. The officer will ensure that the dedicated less lethal gun is uploaded with Department approved and issued less lethal munitions only. No lethal munitions will be loaded in any dedicated less lethal gun, and no less lethal munitions will be loaded into a standard shotgun, under any circumstances.

3. When confronting a resistive or combative subject, the officer should have a back-up officer serving as a cover officer.

4. Attempt to target the less lethal primary target zones as identified by the Weapons Training Unit.

V. DEPARTMENT RESPONSE TO USE OF LESS LETHAL MUNITIONS

When an officer discharges less lethal munitions at a resistive subject and strikes the subject, the following procedures will be followed:

A. Medical Aid will be requested by the involved officer, or by the first officer on the scene if the involved officer is unable to call for aid.

B. The involved officer will notify his immediate supervisor of the incident and location. If the involved officer is unable to do so, the first uninvolved officer on the scene will notify the supervisor.

C. The supervisor, upon being notified, will:

1. Proceed to the scene.

2. Ensure that photographs of any injuries are taken and secured as evidence as part of the case file and evidence handling policies.

3. The supervisor shall ensure that every attempt is made to collect the spent less lethal munitions ("bean bag") and shell casing(s). The spent less lethal munitions will be provided to medical personnel if necessary, and submitted as evidence in accordance with evidence handling policies.

4. The involved subject will be transported to a hospital for an evaluation of injuries.

5. The officer will document the incident on an incident report.

6. A Use of Force Statistical Report will be completed by the officer and submitted to the Department of Public Safety Training Unit through the precinct or unit chain of command.

D. Should less lethal munitions be discharged at a subject and miss, the above procedures will be followed with the exception of medical aid.

Note: This does not relieve the officer of the responsibility to request medical aid should the subject receive injuries from other types of control tactics).

Back to Top

Cobb County Police Department

Policy 5.32

USE OF FORCE/CONDUCTED ELECTRICAL WEAPONS

Effective Date: May 1, 2016	
Rescinds: Policy 5.32 "Use of Force/Electronic Control Devices" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide employees with guidelines on the use of Conducted Electrical Weapons (CEW). A CEW is intended to provide an officer with a less lethal weapon to gain control of combative or uncooperative subjects in a manner that reduces the risk of injury to the officer and the resistive subject(s).

I. POLICY

It shall be the policy of this Department to ensure that personnel authorized to carry CEWs are properly trained in their use, wear, and maintenance. The use of a CEW is generally authorized in the same circumstances in which OC Spray would be appropriate. CEWs will be used in conformance with state and constitutional law.

II. TRAINING

A. Initial Training

Officers will not be permitted to utilize CEWs until successfully completing initial training and demonstrating proficiency as designed by the Training Unit.

B. Annual Training

Officers qualified to carry CEWs will receive annual training and demonstrate proficiency in the use of CEWs.

III. DEPLOYMENT

A. At the beginning of each shift, the CEW should be tested to ensure it is working properly. Should it not function properly, or should the cartridges be expired, the CEW will not be carried.

B. CEWs will be carried in a Department-approved holster on the opposite side of the body as the primary firearm.

C. CEWs will be used in accordance with the Department's use of force policies.

D. When possible, use of a CEW will be preceded by a verbal warning.

E. Officers should attempt to target the primary target zones as identified by training. Officers will not intentionally aim at the face, neck, chest, or groin area (except when exigent circumstances exist).

F. Use of an CEW should cause a subject to lose muscular control and will likely result in a fall. Consideration must be given to the subject's reaction where there is an increased risk of injury beyond that which would be considered reasonable given the situation.

G. Only one officer on a scene should use a CEW, unless a malfunction or miss occurs, or exigent circumstances exist.

H. If the subject is not controlled by the initial cycle, additional cycles may be utilized in accordance with training. Officers should consider alternative methods, if control is not gained after additional cycles.

IV. DEPARTMENT RESPONSE TO USE OF CEWs

A. When an officer intentionally discharges a CEW and strikes an individual, the following procedures will be followed:

1. The probes should be removed as quickly as possible after gaining control of the subject, in accordance with training. Probes that are deeply imbedded, difficult to remove, and/or located in the neck, head, groin, or female breast will not be removed at the scene. The subject will be transported to the hospital and appropriate medical personnel will remove the probes.

2. The subject will be monitored for any symptoms of physical distress while in police custody, as defined by training. Emergency medical treatment will be provided as requested or needed.

    a. EMS will be notified if the subject does not appear to be fully recovered after a short period of time

    b. EMS will be notified if the subject falls into a vulnerable class such as young children, pregnant women, elderly persons, or those with a preexisting medical condition that increases danger.

3. The involved officer will notify his immediate supervisor of the incident and location. If the involved officer is unable to do so, the first officer on the scene will notify the supervisor.

The supervisor, upon being notified, will:

a. Proceed to the scene.

b. Ensure that photographs of any injuries are taken and secured as evidence.

c. Ensure the data from the CEW used is downloaded and attached to the Use of Force Statistical Report.

d. Ensure that the probes are treated as a biohazard.

e. Notify the Crimes Against Persons Unit and the Internal Affairs Unit if the subject dies.

4. The involved officer will collect the probes and provide them to medical personnel if necessary. Used probes will be placed into the appropriate plastic container and submitted as evidence in accordance with evidence handling policies.

5. The officer will document the incident on an incident report.

6. A Use of Force Statistical Report will be completed by the officer and submitted to the Department of Public Safety Training Unit through the chain of command.

B. When an officer unintentionally discharges a CEW and strikes an individual, the procedures in section IV, A will be followed:

C. When an officer intentionally or unintentionally discharges a CEW and does not hit an individual, the officer will notify his supervisor and complete and incident report and Use of Force Statistical Report.

D. CEWs may be audited at any time by a supervisor to ensure that daily tests are being conducted and all deployment/activations have been reported as required.

V. PROHIBITED USES

Conducted Electrical Weapons will not be utilized:

A. As a punitive measure;

B. Against suspects who are passively resistant, non-responsive, or have passed out;

C. Near flammable liquids or fumes, or on subjects who are known to have been sprayed with OC Spray by another agency;

D. In drive stun mode without the cartridge being activated, except when only one probe attaches, or exigent circumstances exist;

E. On women who are known to be pregnant, unless exigent circumstances exist;

F. On young children, subjects who are elderly, or substantially physically handicapped individuals, unless exigent circumstances exist;

G. On subjects who are handcuffed, except when they are violently resisting or assaulting someone, and other methods of control are likely to be ineffective.

Back to Top

Cobb County Police Department

Policy 6.01

DETECTIVE OPERATIONS

Effective Date: July 20, 2012	
Rescinds: Policy 6.01 "Detective Bureau Operations" (September 30, 2007)	
Related Orders: Cobb County BOC Personnel Payroll Policy	
Issued By: Chief J.R. Houser	**Page 1 of 7**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of detective operations will be to thoroughly and professionally investigate all criminal activity assigned for investigation. Personnel assigned to detective operations will be responsible for identifying and apprehending offenders, recovering property, gathering, documenting, and evaluating facts regarding criminal activity, and assisting in the prosecution of those charged with criminal offenses.

I. CALL-OUT PROCEDURE

Units in which detectives are not assigned to duty shifts throughout a twenty-four (24) hour period shall maintain an on-call detective duty roster. The on-call roster should be forwarded to the 911 Communications Center, the commanding Captain/Major for the unit, and each detective assigned to the unit. Detectives assigned to on-call duty shall respond in accordance with County policy.

II. CASE SCREENING

Case screening begins when incident reports are obtained from the field. The reports are separated and forwarded to the appropriate detective unit. When the unit commander receives the reports he reviews them to make determinations whether or not to assign cases and to which detective they will be assigned.

A. Solvability Potential

Unit commanders will determine if solvability factors are present when classifying cases. Factors to be considered include, but are not limited to:

1. Known suspect
2. Criminal history of suspect, including repeat offenses
3. Identifiable suspect vehicle or license plate number
4. Identifiable suspect description
5. Traceable property taken or recovered

6. Other investigative leads known
7. Personal injury or threat of injury occurred
8. Multiple occurrences with the same victim or multiple occurrences in the same geographic area
9. Any combination of factors to include documented experience or research conducted by the Department or any other law enforcement agency that would lend themselves to solving the case
10. A case must also be investigated based on its public or political sensitivity

After the unit commander determines the classification he will assign the case to a detective. The appropriate detective will then prepare a case folder and begin the investigation.

The solvability factors of each case will be periodically re-evaluated for the purpose of continuing or suspending the investigative effort.

B. Case Assignment

Unit commanders will assign cases to individual detectives. All cases will be assigned in a fair and equitable manner based on:

1. Expertise of detective (i.e. specialized skills, knowledge and abilities)
2. Case load of detective

Once the assignment has been made, the detective has full responsibility for the case. This does not preclude the unit commander from assigning more than one detective to an investigation. However, only one detective will be designated as the principal detective for each case.

III. CASE FILE MANAGEMENT

A. Case Status Control

Unit commanders will maintain a log specifying information for each case. The information contained in the log shall include at a minimum:

1. Case number;
2. Detective assigned to the case; and
3. Date of assignment to the detective.

B. Administrative Designators

1. Open Cases

   Active Investigation - This status is used when an investigation is still active and possesses a degree of solvability.

2. Hold Cases

   Hold File - This status is used on cases with no solvability factors and no further action will be taken in regards to the case

3. Inactive Cases

   Inactive Investigation - This status is used to indicate all investigative efforts have been exhausted, there is an unavailability of investigation resources and/or insufficient degree of seriousness, and the case will be inactive pending the development of further information.

4. Closed Cases

   Cases will receive a clearance status upon conclusion of the investigation by a detective. They will be classified as follows:

   a. Cleared by Arrest - An offense is cleared by arrest when one or more persons are arrested and held for prosecution.

   b. Unfounded - An offense is considered unfounded when the investigation yields no evidence to verify that the incident occurred.

   c. Exceptionally Cleared - An offense is considered cleared by exception when it falls into one or more of the following categories:

      1. All runaways
      2. The handling of a juvenile offender, either by verbal or written notice to parents in instances involving minor offenses.
      3. Suicide of the offender (the person responsible is dead)
      4. Double murder (two persons killed each other)
      5. Deathbed confession (the person responsible dies after making the confession)
      6. Offender killed by police or citizen
      7. Confession by offender already in custody or serving sentence (this actually is a variation of a true clearance by arrest - you would not “apprehend” the offender, but in most situations like this the offender would be prosecuted on a new charge)
      8. An offender prosecuted in another jurisdiction for a different offense by state or local authorities, or prosecuted in another jurisdiction or state by federal government for another offense (you attempt to return him for prosecution, but the other jurisdiction will not release him to you).

C. Case File Composition

Case files provide an immediate resource to detectives. Each active case file will be constructed of documents as they are collected or prepared during the investigation.

Case files on will contain the following information:

1. Detective's notes;
2. Prosecution checklist;
3. Copy of original incident report;
4. Chronological order of all investigative supplementals;
5. Case summary; and
6. All evidence/property reports, crime lab reports, victim/witness statements, warrants, etc., added to the file.

D. Accessibility to Case Files

1. Access to detective units is restricted. When not occupied by unit personnel, the detective unit or work area should be secured.

2. Access to working case files is restricted to the assigned detective(s), his supervision, and as directed by the assigned detective. Once a case file is completed it is to be secured in the detective unit's file cabinet or file storage area to prevent unauthorized access.

E. Purging Files

When case files have been closed they will be maintained by the investigating unit for three (3) years. After three years the files will be archived and purged in accordance with the Georgia Records Retention Schedule.

IV. PRELIMINARY AND FOLLOW-UP INVESTIGATION

A. Preliminary Investigation

The preliminary investigation is initiated by the first unit responding to the scene. Normally this is a uniformed precinct unit. If no additional follow-up investigation is required, the case is handled by the uniformed precinct unit.

If follow-up investigation is necessary, the case will be transferred to the appropriate detective unit for assignment to a detective. A detective will respond to the scene if a delay could jeopardize the successful resolution of the case.

Control of the preliminary investigation will be maintained by uniform personnel unless a detective unit is requested, in which case control of the scene will be turned over to the responding detective unit.

B. Follow-Up Investigation

The follow-up investigation is an extension of the activities of the preliminary investigation; not a repetition of it. The purpose of the follow-up investigation is to build upon available evidence and information to prove the elements of a particular crime. This follow-up investigation can then lead to the arrest and successful prosecution of the perpetrator(s) and the recovery of stolen property. Steps to be followed in conducting a follow-up investigation include, at a minimum:

1. Reviewing and analyzing all previous reports prepared in the preliminary phase, Departmental records, and results from laboratory examinations;
2. Conducting additional interviews and interrogations;
3. Seeking additional information (from uniform officers, informants, etc.);
4. Planning, organizing, conducting searches, and collecting physical evidence;
5. Identifying and apprehending suspects;
6. Determining involvement of suspects in other crimes;
7. Checking suspects' criminal histories;
8. Preparing cases for court presentation.

V. POLYGRAPH EXAMINATIONS

At the discretion of the detective, polygraph examinations can be used to test any suspect, witness, or victim of a crime. It is the responsibility of the detective to make certain that the suspect, witness, or victim has been questioned concerning the offense and that all available and appropriate investigative steps have been pursued before requesting a polygraph examination.

A. Polygraph examinations will be conducted by appointment only. Polygraphists used must be graduates of institutions providing training on the use of polygraphs.

B. The detective will furnish the polygraphist with all the details of the offense and with copies of all reports and statements. If the subject has previously been administered a polygraph on the same offense, the detective will make the results available to the polygraphist. Upon receiving all pertinent information from the detective, the polygraphist will have the right to determine if an examination is to be conducted.

C. Only one (1) crime will be covered during any specific examination. The polygraphist determines what issues should be covered, questions to be asked, and the wording of questions, after consultation with the detective. The detective will remain available during the examination.

D. If the subject is under a doctor's care, written permission must be obtained from the doctor prior to the examination. Pregnant women will not be given the examination.

E. If the subject is under the age of seventeen, in addition to the suspect's consent, written permission is required from either a parent/guardian, or a Juvenile Court Judge.

VI. INVESTIGATIVE SUPPLEMENTALS

The purpose of an investigative supplemental is to provide a record of each action that occurs in an investigation and to support all documents, attachments, or other investigative actions. Any detective assisting on an investigation will prepare an investigative supplemental regarding any action he takes and will be included in the case file.

VII. HABITUAL/SERIOUS OFFENDERS

An habitual/serious offender exhibits persistent behavior that accounts for a disproportionate amount of crime. This criminal activity is sustained over a long period of time and is consciously directed to a specific purpose, that of committing crime. The habitual/serious offender is oblivious of the risks and consequences of his criminal acts. To an habitual/serious criminal, crime is a full time occupation and he devotes his total working time and energy to its planning and execution.

A. In identifying habitual/serious offenders, the following criteria will be utilized. An habitual/serious offender will be defined as:

1. Any offender who has been convicted of two (2) or more separate and distinct forcible felonies;
2. Any offender who has been convicted of three (3) or more separate and distinct (other) felonies;
3. Any offender who can be reasonably shown to maintain a continuous pattern of criminal activity, regardless of crime category; or
4. Any offender who utilizes funds, or other types of personal gain from criminal activity, to maintain a separate enterprise whether legitimate or illegitimate.

B. It is the responsibility of all detectives to obtain and develop information on those suspected of being habitual/serious offenders. This information will be used to identify, classify and analyze criminal activity conducted by habitual/serious criminals in order to target and otherwise assist in their investigation and prosecution.

C. The Cobb County District Attorney's Office or Solicitor's Office will be notified on all cases involving habitual/serious offenders. Liaison with the prosecutor is very important in ensuring the successful prosecution of the career criminal.

VIII. ROLL CALL BRIEFINGS

Periodically, detectives will be present at roll call briefings for uniformed precinct officers. The purpose of this assignment is to facilitate the exchange of pertinent information between

detectives and uniform personnel. Information regarding recent criminal activity, suspects, and B.O.L.O.'s are to be disseminated as quickly as possible.

IX. INVESTIGATIVE TASK FORCES

A. Whenever agency personnel participate in a formal, long-term, multi-jurisdictional investigative task force, a written directive will describe the task force activities. The directive may be a part of the task force policies and procedures, or generated by the Department. The directive shall:

1. Identify the purpose of the task force;
2. Define authority, responsibilities and written agreements (if multi-agency);

B. The results of task force operations and the need for continued operations will be evaluated on a regular basis.

Back to Top

Cobb County Police Department

Policy 6.02

TRAINING

Effective Date: December 15, 2013	
Rescinds: Policy 6.02 (July 20, 2012)	
Related Orders: Cobb County Finance Department Procedure GP-290	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The goal of training is to ensure professional growth of personnel and the Department. Improved efficiency and effectiveness in job performance is brought about by employee's increased level of skill, knowledge, and ability through training.

I. POLICY

The Cobb County Police Department will provide training and professional development opportunities to employees.

II. RESPONSIBILITIES

A. Training sessions shall be considered a duty assignment and employees shall attend as scheduled. Employees may be excused from scheduled training by a supervisor in the employee's chain-of-command. The supervisor who excuses the employee from training will promptly notify the DPS Police Training Unit.

B. The DPS Police Training Unit will be responsible for updating the records of employees following their participation in training programs conducted by the unit or its personnel. Supervisors of non-sworn employees are responsible for updating the records of non-sworn personnel.

C. Upon completion of training (other than that conducted by the DPS Police Training Unit), all employees must forward a copy of the training certificate and syllabus (if available) to the DPS Police Training Unit so the employee's file can be updated.

D. All sworn employees who attend training at a location inside the County, are required to have with them, at a minimum, a ballistic vest, portable radio, primary or secondary firearm, handcuffs, an extra magazine, and, if not in one of the Department uniforms, something that can easily identify them as a police officer (badge, police windbreaker, etc.).

III. TRAINING CATEGORIES

A. Introductory Training

1. The Cobb County Human Resources Department is responsible for scheduling all newly appointed personnel for the New Employee Orientation Course. During this course new employees receive information regarding:

    - The agency's role, purpose, goals, policies and procedures;
    - Working conditions and regulations; and
    - Responsibilities and rights of the employee.

2. The DPS Police Training Unit is responsible for providing training to newly hired sworn personnel on the Department's policies, procedures, rules, and regulations. The training may be conducted during mandate/lateral entry training, or as a part of the field training program.

3. Supervisors of newly hired non-sworn employees are responsible for providing training on the Department's policies, procedures, rules, and regulations during on-the-job training.

B. Mandate Basic Training

All sworn personnel are required to complete the Georgia Peace Officer Standards and Training (POST) Mandate Basic Training Course for Law Enforcement Officers prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest. Sworn personnel are generally required to attend this training at the Cobb County DPS Police Training Unit, even if they have already completed basic mandate training at a different training academy.

C. Field Training

Upon completion of Mandate Basic Training, all newly sworn personnel will be required to participate in a field training program of at least (4) weeks for trainees. The curriculum of the field training program will be established by the DPS Police Training Unit and based on the tasks of the most frequent assignments. Failure to satisfactorily complete field training may result in dismissal.

D. Annual Training

1. All sworn personnel are required to attend the minimum training hours/classes required by POST. Failure to do so may result in the suspension of the employee's peace officer certification and removal from an enforcement status. In addition:

a. All sworn employees shall receive annual training in the areas of legal updates, vehicle pursuits, search and seizure, prisoner transportation, domestic violence/employee, property and evidence, off duty conduct, sexual harassment, selection and hiring, citizen complaints/internal affairs, special operations/SWAT, dealing with the mentally ill or persons with diminished capacity, and ethics.

b. Sworn officers in supervisory or specialized assignments should receive additional training related to their current assignments.

2. All non-sworn personnel shall receive annual training in the areas of domestic violence/employee, off duty conduct, sexual harassment, citizen complaints/internal affairs, dealing with the mentally ill or persons with diminished capacity, and ethics.

E. Specialized Training

Specialized training enhances skills, knowledge, and abilities beyond a basic level. Specialized training is available to all personnel and is provided by the Cobb County Personnel Department's Training Section, the DPS Police Training Unit, other regional academies, the Georgia Public Safety Training Center (GPSTC), and public/private organizations. The County Personnel Training Unit, DPS Police Training Unit, and other organizations publish advanced training information on a regular basis.

1. Employees who wish to attend specialized training will submit a training request form, through the chain of command, to the DPS Police Training Unit. The DPS Police Training Unit will schedule the requested training and notify the requestor through the chain of command.

2. Specialized training shall be provided for newly promoted employees and employees in selected assignments. Training should be conducted within one year of promotion/assignment. Those areas which are identified as positions requiring specialized training are, but are not limited to, the following:

- Traffic Enforcement
- Field Training
- Public Information
- Criminal Investigations
- Tactical / SWAT
- Crime Analysis
- Crime Prevention and Community Relations
- Supervision / Management
- Accreditation
- Dive Team

- Bomb Squad
- Hostage Negotiation
- Narcotics/Vice
- Any other assignment that is specialized or highly technical in nature

3. Certain non-sworn positions within the Department require pre-service and/or in-service training before personnel may conduct their official tasks. The training will consist of specific procedures and regulations pertaining to the position at hand. Non-sworn positions identified as requiring pre-service and/or in-service training are:

   - AFIS Operators
   - Crime Scene Technicians
   - GCIC Operators

4. Employees in specialized assignments may be required to attend refresher courses as required by the unit supervisor. Any certifications pertinent to the specialized assignment should not be allowed to expire and may require additional training to maintain the certification.

F. Training/Travel Expenses

Training/travel that requires funding (e.g. – registration, per diem, lodging, airfare or other transportation costs, etc.) will be submitted and reimbursed in accordance with the procedures listed on the Training Request form, and County Policy.

G. Remedial Training

Every employee is required to maintain certain levels of proficiency in areas related to their job function. Examples include, but are not limited to: firearms, driving, first aid, GCIC, report writing, typing, filing, interpersonal communication, resolving of conflicts, decision making, etc.

Whenever the employee displays a lack of knowledge, skill, or ability in a specific area of required activity, it is imperative that corrective action be taken. Such corrective action should involve remedial training.

1. All supervisory personnel and training staff should recognize and utilize the effectiveness of remedial training as a positive corrective measure in the disciplinary process.

2. Whenever remedial training is recommended, the method should be coordinated with the DPS Police Training Unit.

3. All documentation regarding remedial training will be maintained in the employee's training file.

The employee's willingness to participate in remedial training is indicative of a positive form of discipline. If the employee is unwilling to participate, then negative sanctions must apply.

H. Roll-Call Training

Roll-Call Training is defined as training or informal sessions of short duration administered to employees just prior to their tour of duty. The goal of this training is to keep officers up-to-date between their formal annual training sessions. Roll-Call Training is designed to be beneficial to both officers and supervisors and should consider the special needs of all Department personnel.

Either the DPS Police Training Unit or shift supervisors will be responsible for the planning, development, and delivery of Roll-Call Training. This does not preclude other personnel such as investigators, support personnel, health experts, subject matter experts, or other personnel from presenting Roll-Call Training. Training may include, but not be limited to briefings, short lectures, videos, or practical exercises.

I. Probationary Employee Quarterly Observation Training Report

A separate set of criteria is important in the rating of personnel on probation in order to determine, at the earliest point, their suitability for the current position. The principal objective of supervisors rating probationary employees is to ascertain whether they can actually perform the required functions. Performance should be closely monitored and written evaluations are a part of this process. Therefore, supervisors will complete a written performance evaluation report on all entry-level probationary employees under their command, at least quarterly.

1. The Probationary Employee Quarterly Observation Training Report will be used for both sworn and non-sworn employees. This does not prohibit the use of other forms or a memorandum needed to document the training or performance of an employee.

2. The completed Probationary Employee Quarterly Observation Training Report will be forwarded through the chain of command to the Bureau Deputy Chief for retention purposes.

Back to Top

Cobb County Police Department

Policy 6.03

PUBLIC INFORMATION

Effective Date: January 12, 2013	
Rescinds: Policy 6.03 (July 20, 2012)	
Related Orders: Policy 6.10 "Ride-Along Program"	
Issued By: Chief J.R. Houser	**Page 1 of 5**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The Cobb County Police Department recognizes that police activities are of public interest. The purpose of this policy is to ensure the smooth flow of information to the news media and to ensure that such information is released in compliance with federal, state and local laws.

I. POLICY

It is the policy of this Department to disclose available information concerning police activity when permissible and as promptly as circumstances permit. At no time will information be released prematurely, nor will information be withheld for the exclusive benefit of any individual reporter or segment of the news media.

II. PIO NOTIFICATION

The Public Information Officer is to be immediately notified of the following incidents by the Supervisor or Incident Commander:

- Homicide or malicious wounding with serious injury.
- Confirmed abductions.
- Barricade or hostage situation.
- Special Weapons and Tactics Team (S.W.A.T.) activations.
- Major raids conducted.
- Robbery of financial institutions.
- Property crime with a stolen value in excess of $50,000.
- Major transportation crashes, i.e. aircraft, trains, or buses.
- Death by any other cause than natural or suicide.
- Traffic crashes involving pedestrians or fatalities.
- Bombings where a device is found or mass evacuation occurs.
- Arrest of suspects in any homicide, rape, or armed robbery.
- Escape of any suspect in police custody.
- Incidents involving an individual of public interest by virtue of their position.

- Any incident involving the use of deadly force by an officer
- Injury to an officer which requires transport to a hospital.
- Any incident where there may be a question as to the agency's liability.
- Natural or man-made disasters resulting in death, multiple injuries, or extensive property damage.
- Any event that has or potentially will attract media attention or be of great concern to the public.

III. INTERACTION WITH THE MEDIA

The news media may photograph and report anything they observe when legally present at an emergency or crime scene.

A. Members of this Department will not prevent the photographing of defendants when they are in public places, however, they will not permit the deliberate posing of a person in custody. Officers will neither encourage nor discourage photographing or televising of persons in custody.

B. When publication or broadcast would interfere with an investigation, or place a suspect, victim, or others in jeopardy, the Commanding Officer at the scene, or the Public Information Officer, will explain the situation to the news media representatives and request that they withhold the story or certain components of the investigation. Withholding broadcast or publication is dependent upon a cooperative press, not censorship by the Department.

C. Personnel of the Department will not interfere with a reporter's activities as long as those activities remain within the confines of the law and boundaries of Department policy. No member of this Department shall forcibly take audio/video recording equipment, cameras, film/tapes, phones, notes, records, etc. from a member of the media present at any incident scene. If the media has information that could be considered or used as evidence, the PIO will be notified.

D. In the event of a major incident, crime, or disaster where police lines are established for crowd control and the preservation of evidence, the following guidelines will be followed:

1. Initially, the media will only be permitted in those areas established for the general public. As soon as possible, a media contact area should be established. Reporters and camera crews should be asked to gather at this point and given instructions as to the operational format for briefings.

2. The Commanding Officer of an incident may authorize closer access to the media than that which may be granted to the general public. News media vehicles and equipment may be located at points nearer the scene than permitted by normal traffic control, but such locations shall be at the discretion of the Incident Commander and Public Information Officer.

Special media access shall not be granted if it will interfere with emergency operations. All media representatives will be granted the same privileges, regardless of their affiliation.

3. Statements and interviews concerning the situation should be released from the media contact point only. Regular briefings should be held throughout the incident to keep the public informed.

4. Only the Chief's Office, Public Information Officer, Incident Commander, or a designee, will be authorized to release information concerning the incident.

5. Upon completion of on-scene police investigations, only the owner, legal occupant, or their agents may grant permission to the media to enter private dwellings or the surrounding curtilage to gather news.

E. Incidents involving unprofessional or discourteous actions of the news media should be brought to the attention of the Public Information Officer or Chief's Office. If the nature of the complaint is significant, the Chief's Office or the Public Information Officer will contact the reporter's news agency and relay the complaint.

IV. RELEASE OF INFORMATION

Generally, the PIO is responsible for the release of information for all media inquiries that are not filed under the Georgia Open Records Act. His duty is to serve as the primary point of contact for news media representatives.

A. Active Incidents

In the absence or pending arrival of the Public Information Officer, the Incident Commander of any scene, or his designee, may release pertinent, verified preliminary information to the news media such as:

1. Location and type of incident.
2. Confirmation of arrest.
3. Identity of arresting agencies.
4. The suspect's age and sex.
5. The victim's age and sex.

Request for more detailed information will be referred to the Public Information Officer.

B. Past Incidents

When a media inquiry is made concerning an incident/investigation that the Public Information Officer does not respond to, a supervisor familiar with the incident/investigation may release the following information:

1. Location and type of incident.
2. Confirmation of arrest.
3. Identity of arresting officers and agencies.
4. The suspect's name, age, sex, and address if 17 years old or older.
5. The suspect's age, sex, and general area of residence if under the age of 17.
6. The victim's name, age, sex, and address if 17 years old or older.
7. The victim's age, sex, and general area of residence if under the age of 17.
8. Confirmation of the presence of witnesses, but no witness information.
9. Request for assistance in obtaining evidence, when approved by the lead investigator or supervisor.
10. Composite sketches, photos, video, or other images of suspects, victims, and witnesses, when approved by the lead investigator or supervisor.
11. Announcement of seizure of any evidence except confessions, when approved by the lead investigator or supervisor.

If more detailed incident information is requested by the media, the Public Information Officer should be consulted.

C. Employees not directly responsible for an investigation will not release any information that is not indicated on an official Public Information Release form without the approval of the responsible investigator or higher authority.

V. MAJOR INCIDENT FORM

Supervisors, or a designee, will initiate a Major Incident Form on incidents that may be of interest to the press or public. These forms should be completed by the end of the shift of occurrence and forwarded to the Public Information Office, Chief's Office, Bureau Deputy Chief, and Division, Unit, or Precinct Commander.

VI. PUBLIC INFORMATION OFFICER

The Public Information Officer shall serve as the primary point of contact for news media representatives. He will be available for on-call responses to the scenes of major incidents and to respond to news media inquires. The Public Information Officer is responsible for, at a minimum:

A. Assisting media personnel in covering news stories at the scenes of incidents.

B. Preparing and distributing agency media releases.

C. Arranging for, and assisting at media conferences.

D. Coordinating and authorizing the release of information about victims, witnesses, and suspects.

E. Coordinating and authorizing the release of information concerning confidential agency investigations and operations.

F. Coordinating the release of information at all major incidents involving the Department. Where more than one agency is involved, the agency having primary jurisdiction should be responsible for coordinating and releasing information.

G. Ensuring periodic surveys of local media are conducted to determine the level of relations between the Department and the media, and possible methods for improving the flow of information. The Department should involve the media in the development of changes in policies and procedures relating to the public information function.

H. Coordinating with investigators and supervisors before releasing information concerning ongoing investigations.

I. Consulting with the Chief's Office prior to arranging feature segments concerning individual officers, detectives, units, or the Department at large.

J. Maintaining records of news reports involving Cobb County Police activities, and notifying the Chief's Office of news reports which portray the Department in a negative manner.

K. Coordinating reporter ride-alongs in accordance with Policy 6.10 "Ride-Along Program."

L. Generating Public Information Releases (PIRs) about significant events/incidents that involve Department activities/investigations. The PIRs will be sent internally to all Department of Public Safety and Medical Examiner employees, and externally to media personnel. PIRs will be made available to the general public.

Back to Top

Cobb County Police Department

Policy 6.04

POLICE CHAPLAIN PROGRAM

Effective Date: July 20, 2012	
Rescinds: Policy 6.04 (January 9, 2011)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The employees of the Police Department may, at times, find themselves in need of personal and family counseling or support of a spiritual nature. Law enforcement personnel are confronted with many situations which demoralize personnel and create emotional, mental, and spiritual stressors which may be addressed by Departmental chaplains. The purpose of this policy is to establish the guidelines and organization of the Department Chaplain Program.

I. DEFINITIONS AND QUALIFICATIONS:

As used in this policy, the following words and terms shall have the meaning ascribed:

A. **Chaplain Board:** A group made up of Department Associate Chaplains who decides issues and establishes policy for the Police Chaplain Program. The Chaplain Coordinator acts as moderator and all board decisions must be presented to the Chief of Police for final disposition.

B. **Chaplain Coordinator:** A member of the Department selected by the Chief of Police, or his designee, who acts as liaison regarding administrative and support functions of the Police Chaplain Program. The coordinator must be available to effectively handle the requirements of the position as well as perform his daily duties and responsibilities. He will also ensure the response of the Chaplains to critical situations and their participation in the program. The Chaplain Coordinator will also handle the duties of a chaplain as opportunity presents or as required.

C. **Chaplains:** Religious leaders who have at least five years of experience in the ministry, and are selected by a board consisting of the Chaplain Coordinator, at least three members of the Chaplain Board, and/or personnel selected by the Chaplain Board. They must also be recommended by the religious body of which they are a member. Chaplains must receive Chaplain Certification from the Georgia Peace Officers Standards and Training Council whenever the course is offered. A minimum of one Chaplain should be assigned to each precinct.

D. **Department Associate Chaplains:** A group of volunteers who have received formal training or education particular to their religious affiliation, or have been recommended by the religious body of which they are a member. These volunteers are chosen from qualified members of the Department, by a board consisting of the Chaplain Coordinator and at least three board members.

II. DUTIES AND RESPONSIBILITIES OF CHAPLAINS

A. Assist in making notification to families or Department members who have been seriously injured or killed. Additionally, notify the family clergy, if any, as soon as possible after the event.

B. Visit sick or injured police personnel in the hospital or home.

C. Counsel/be available for employees who are having personal problems, if requested.

D. Attend and participate, when requested, in the funerals of active or retired members of the Department.

E. Be on call and, if possible, be present at the scene during any major demonstrations or any public functions requiring the presence of a large number of Department personnel.

F. Participate in in-service training classes for police personnel.

G. Attend Department graduations, promotion activities, award ceremonies, dinners, etc. to offer invocations and benedictions.

H. Represent the Department before official bodies and at public functions upon the request of the Chief.

I. Be responsible for the organization and development of the spiritual organizations of the Department.

J. Be involved in public relations efforts.

K. Provide liaison with other religious leaders in the community.

L. Make referrals in cases where specialized attention is needed, or in those cases beyond the Chaplain's ability to assist.

M. Only sworn members of the Police Chaplain Program are authorized to perform those duties associated with a sworn officer (e.g. – full-custody arrests).

III. CHAPLAIN SELECTION

A. Selections of all chaplains will be based upon qualifications and will not discriminate against race, creed, sex, or national origin. Selection will also be based upon representation of members of the Department and predominant religious faiths as represented in the community.

B. All Chaplains will be subjected to a thorough background check to include local, state, and national law enforcement and criminal records.

C. Chaplains must complete the application for the position, sign a Position Statement which explains the duties and emphasizes confidentiality, and provide a letter of recommendation from their ecclesiastical body.

D. Chaplains will complete an initial interview with the Chaplain Coordinator (or his designee).

E. Chaplains will also complete a final interview with the Chaplain Board.

IV. CHAPLAIN ACCESS

A. All Chaplains will be issued identification badges and have access to Police Department facilities. All visits to facilities should be coordinated with the shift supervisor or a Department Associate Chaplain.

B. All Chaplains will sign a personal waiver form to allow them an opportunity to ride with officers on patrol. This waiver form will be held in file by the Chaplain Coordinator.

V. CONFIDENTIALITY

A. Information received by any Chaplain in the course of his duties will be held as confidential and will not be provided to the Police Department unless:

1. The information indicates an officer or other member of the Department may be in personal danger, or

2. The information indicates an officer or other member of the Department may be planning to endanger another person.

B. Any information meeting the criteria of the above section will be reported to the Chaplain Coordinator or the Commander of the Internal Affairs Unit.

Back to Top

Cobb County Police Department

Policy 6.05

VICTIM/WITNESS ASSISTANCE

Effective Date: July 20, 2012	
Rescinds: Policy 6.05 "Victim Assistance" (December 20, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 3**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the purpose of this policy to emphasize the needs of victims/witnesses and the responsibilities of officers to provide support, information, and guidance for these individuals.

I. POLICY

It is the policy of this Department to enhance the treatment of victims/witnesses and survivors of crime and non-criminal crisis situations by providing the assistance and services necessary to speed their physical and emotional recovery, and to support and aid them as they continue to interact with the criminal justice system.

II. DEPARTMENT ROLE

A. Periodically, the Department policy on victim/witness assistance, as well as the implementation and delivery of victim/witness assistance by Department personnel, will be reviewed with the Victim/Witness Units of the Cobb County District Attorney's Office and the Office of the Solicitor General.

B. The Department recognizes the importance of confidentiality in its dealings with victims and witnesses. Employees should make every effort to protect victims and witnesses records, files, and the victim/witness role in the development of a criminal case to the extent consistent with applicable law.

C. Periodically, the Public Information Officer should ensure the public and media are informed about the Victim/Witness Assistance Program.

D. The Department works closely with the Victim/Witness Units of the Cobb County District Attorney's Office and the Office of the Solicitor General. These units assist victims and witnesses with referrals, court proceedings, victim compensation and also periodically offer training to Department personnel.

III. THREATENED VICTIMS/WITNESSES

Appropriate assistance will be provided to victims/witnesses who have been threatened or who, in the opinion of the officer/detective, express specific, credible reasons for fearing intimidation or further victimization.

A. "Appropriate assistance" should be determined by the nature of the case and resources available, and, if possible, should be commensurate with the danger faced by the victim/witness. "Appropriate assistance" may range from placing a victim in protective custody, to offering a frightened witness words of encouragement.

B. Generally, "appropriate assistance" will be provided by the officer/detective during preliminary and follow-up investigations. Once an arrest has been made, the Victim/Witness Unit of either the Cobb County District Attorney's Office or the Office of the Solicitor General will be responsible for providing assistance.

IV. PRELIMINARY INVESTIGATIONS

Before leaving the scene, whether or not an arrest is made, officers must define the victim/witness assistance to be rendered during the preliminary investigation. This should be accomplished by:

A. Informing the victims/witnesses about the case number, if known, and subsequent steps in the processing of the case.

B. Advising the victim/witness what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him.

C. Providing the victim/witness with a copy of the Georgia Crime Victim Bill of Rights pamphlet, generated by the Cobb County District Attorney's Victim/Witness Unit, which contains:

1. Information for the victim/witness about applicable services, e.g., counseling medical attention, compensation programs, or emergency financial assistance, and victim advocacy.

2. Telephone numbers that the victim/witness may call to report additional information about the case or to receive information about the status of the case.

V. FOLLOW-UP INVESTIGATIONS

Officers/detectives will provide, at a minimum, the following victim/witness services during follow-up investigations:

A. Contact the victim/witness periodically to determine whether needs are being met, if the impact of a crime on a victim/witness has been unusually severe and has triggered

above-average need for victim/witness assistance.

B. Explain to victims/witnesses the procedures involved in the prosecution of their cases and their role in those procedures, if not an endangerment to the successful prosecution of the case.

C. Schedule line-ups, interviews, and other required appearances at the convenience of the victim/witness and, if needed, provide transportation, if feasible.

D. Return promptly victim/witness property taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime), where permitted by law or rules of evidence, if feasible.

E. The Victim/Witness Units of the Cobb County District Attorney's Office and the Office of the Solicitor General will only assign a victim advocate after an arrest has been made. However, they may provide assistance for referrals prior to the arrest, if necessary.

Back to Top

Cobb County Police Department

Policy 6.06

SCHOOL CROSSING GUARDS

Effective Date: February 1, 2015	
Rescinds: Policy 6.06 (July 20, 2012)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 1**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

This policy has been rescinded.

Back to Top

Cobb County Police Department

Policy 6.07

ANIMAL CONTROL

Effective Date: July 20, 2012	
Rescinds: Policy 6.07 (September 30, 2007)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidelines for the utilization of the Cobb County Animal Control Unit.

I. BARKING DOG COMPLAINTS

Generally, the Animal Control Unit responds to all barking dog complaints. However, based on the nature of the call, and time of day, a police officer may be dispatched to assist Animal Control. Should a police officer arrive before the Animal Control officer:

A. The police officer may issue a citation when appropriate.

B. If the police officer is unable to contact the owner of the barking dog, he should pass along pertinent information to the Animal Control officer for follow-up.

C. If the police officer determines that a barking dog needs to be impounded, the Animal Control officer will make the impound.

II. ANIMAL-TO-HUMAN BITES

A. The police officer should make every effort to determine where the animal that did the biting might be located. If the animal is still on the scene, the officer should attempt to secure the animal in a fenced-in area or otherwise contain the animal.

B. An Animal Control officer should be notified of the incident and requested to respond to the scene.

C. If the victim has been taken for medical treatment, the responding Animal Control officer will be notified.

III. ENDANGERED / INJURED ANIMALS

A. When a police officer observes a domesticated animal in any dangerous environment, he should call out Animal Control and, if possible, keep the animal under observation until the Animal Control officer arrives.

B. When a police officer encounters an injured animal, he should never attempt to touch or move the animal until Animal Control has arrived. Injured animals may panic and seriously injure the police officer. Never make sudden movements or loud noises around the animal as this also may cause panic in the animal.

IV. AGGRESSIVE ANIMALS

A. Any officer coming into contact with an aggressive or barking canine should not make eye-to-eye contact or attempt to "stare down" the canine as this is perceived as a threat by the animal. The animal may then take an offensive attack position.

B. If a police officer is placed in a position where an animal (usually a domesticated dog) is becoming aggressive, he has several defensive options:

1. Use OC spray aimed at the eyes of the animal. If OC spray is used, the police officer should inform the Animal Control officer before an attempt is made by the Animal Control officer to capture the animal.

2. Use the expandable baton as a defensive weapon or a "bite stick." Draw and expand the baton in the normal manner. The noise of the baton being extended may cause the animal to back down. If the animal continues to advance, it is recommended to strike the animal across the nose which usually causes it to back down. Striking the animal on the body will not be effective due to the amount of fat present. If the animal is still approaching menacingly, the officer can push the baton into the animal's mouth. Studies by the manufacturer show that when the animal bites down on the metal it should release and back away.

3. Use an electronic controlled device (ECD) aimed at the body of the animal. If an ECD is used, the police officer should inform the Animal Control officer before an attempt is made by the Animal Control officer to capture the animal.

4. If an animal, either domestic or wild, must be destroyed due to aggressive behavior, the procedures in Section V below should be followed.

V. ANIMAL DESTRUCTION

There may be occasions when an animal is by temperament vicious; or is infected with rabies or other disease, and may not respond to the above defensive methods, and the officer must use deadly force to defend himself or others from harm by the animal. Additionally, there are many occasions in which an animal must be destroyed as a humanitarian gesture due to

severe injury. Animals should not be destroyed in view of the public, especially children, unless no other recourse is available. Officers should also be aware of other environmental concerns such as buildings, passing vehicles, etc., before shooting. **SHOOTING A DOMESTICATED ANIMAL SHOULD BE A LAST RESORT.**

A. If an officer discharges his firearm at an animal, he will:

1. Notify his supervisor;
2. Request the assistance of Animal Control as appropriate or necessary;
3. Complete an Incident Report;
4. Complete a Use of Force Statistical Report; and
5. The supervisor will contact the Crimes Against Persons Unit if charges other than a county ordinance violation may be pending, or a more in-depth investigation is warranted.

B. If an animal, either domestic or wild, must be destroyed due to aggressive behavior, the officer should try to avoid shooting the animal in the head. In order to test an animal for rabies, the brain must be intact.

VI. ANIMAL CAPTURE AND IMPOUND PROCEDURES

If a police officer is dispatched to, or becomes involved in a situation where an animal needs to be impounded for the protection of the animal, or for protection of the public, the police officer should follow the procedures below:

A. The police officer should make a request through the Communications Center for an Animal Control officer to respond to the location.

1. In situations involving non-aggressive or non-biting domesticated animals where the owner can not care for the animal (e.g. injury, arrest, etc.), the police officer should make every effort to find someone designated by the owner to take care of the animal (i.e. a neighbor, friend of the owner, etc.) before resorting to calling out Animal Control officers.

2. If the owner is unable to communicate, or the designated person is unavailable or unable to come to the scene within a reasonable time, the police officer should initiate the Animal Control call-out procedures. If possible, the owner should be advised by the police officer to contact the Cobb County Animal Shelter if the pet has been impounded.

B. The requesting police officer should relay all pertinent information to the communications operator regarding why the Animal Control officer is needed, and what kind of animal is involved. This information allows the Animal Control officer to make sure he has the proper equipment and any necessary assistance to handle the situation.

C. If possible, the police officer should ensure the animal is either secured, or in a place where it cannot harm humans or other animals, until the Animal Control officer arrives.

D. When the Animal Control officer arrives, he will take charge of the capture, removal, and/or care of the animal involved according to the established policies of the Animal Control Unit and any applicable laws. The police officer may assist the Animal Control officer if requested to do so.

E. If the owner is not available, the police officer should give the Animal Control officer all pertinent information regarding the owner, an alternate party authorized by the owner to retrieve the animal form the shelter if the owner can not, and any special medications or treatments the animal(s) may need while impounded if known.

F. Unless released by a supervisor or the Animal Control officer, the police officer should remain on the scene of the incident until the Animal Control officer has completed his task.

G. The Animal Control officer will only relinquish custody of an animal (dead or alive) in accordance with Animal Control policies and procedures. Police officers may not release animals that are under the care/custody of Animal Control officers.

Back to Top

Cobb County Police Department

Policy 6.08

CRIME ANALYSIS FUNCTION

Effective Date: December 15, 2013	
Rescinds: Policy 6.08 "Crime Analysis Unit" (January 12, 2013)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

Personnel assigned to the crime analysis function will collect, collate, analyze, and disseminate information gathered from resources within the Department, the Department of Public Safety, and those entities outside the Department which provide law enforcement information. Personnel will evaluate and interpret informational reports and provide components of the Department with data and analysis regarding crime patterns and trends. Crime analysis personnel will assist in the development of criminal suppression plans and strategies as needed.

I. ASSIMILATION OF DATA

A. Data Source

Collection of crime data is obtained from a variety of sources and collated by crime analysis personnel. These sources can include, but are not limited to the following:

- Incident Reports
- The Department of Public Safety Information System (IS) and Computer Aided Dispatch System (CAD)
- Department Records Management System (RMS)
- MCS Narcotics Task Force
- Other law enforcement agencies
- Georgia Crime Information System (GCIC)
- National Crime Information System (NCIC)
- Other data sources as needed

B. Factors to be Considered when Analyzing Crime Data

Crime analysis personnel analyze all Part One crimes. They also examine identifiable trends or patterns of other frequently occurring crimes and incidents. Crimes that occur where the offender and victim are known to one another are generally not tracked (i.e. – when a child takes a car without the permission of his parent). All analysis is based upon the:

- Type of activity and frequency of occurrence;
- Specific location of activity;
- Specific time and day of the activity;
- Description of victims and targets;
- Description of suspects and suspect vehicles;
- Modus Operandi; and
- Physical evidence and identified similarities.

II. DISSEMINATION OF DATA

Crime analysis personnel provide several types of analysis reports regarding criminal activity within the County. These reports contain sensitive information on the prediction of crimes. They are therefore investigative documents and shall not be distributed without authorization from the Department Records Custodian.

A. Routine Analysis Reports

1. Monthly Reports

   A basic analysis of all Part One Crimes, as well as all identified high frequency crimes and incidents, will be distributed monthly to each Captain, Major, Deputy Chief, and the Chief of Police. Each Captain/Major is then responsible for ensuring that the report is made available to all shift/unit commanders for review.

2. Annual Reports

   Crime analysis personnel will compile a comprehensive annual crime report indicating identified crime trends and areas of frequently occurring criminal activity. The report will show comparative information; evaluating specific incidents from the year against past year's figures.

3. Crime Mapping Website

   The Crime Mapping Website is a web-based interactive mapping program designed to give every officer the opportunity to examine specific information about all tracked activity. Officers can examine the specific statistical information inputted by crime analysis personnel allowing him to make an analysis of crime within a specific beat/area. Crime analysis personnel update this information on a regular basis.

B. Specific Analysis Reports

1. Specific crime analysis information will be disseminated to affected units on a timely basis as needed or requested by the unit and to include monthly, quarterly, semi-annually, and annual reporting.

2. Open records requests for specific crime analysis reports will be submitted to the Central Records Commander for evaluation regarding dissemination.

III. EVALUATION AND UTILIZATION OF DATA

Crime analysis personnel gather, evaluate, and utilize data in the identification of crime trends and patterns. The data is used to develop and assess crime suppression strategies and tactics by operational components of the Department. Conversely, the data can also be utilized to predict and allocate resources, manpower, and planning strategies.

A. Evaluation of Data

Crime analysis data, in conjunction with subordinate commanders' reports and comments, assist in keeping the Chief's Office informed of crime trends and activity. Information received from crime analysis personnel and subordinate commanders support the management decisions of the Department.

1. Precincts

   Precinct Commanders will act as one of the primary evaluators of crime analysis data. It shall be the responsibility of each precinct commander to examine crime analysis data in consultation with their watch Lieutenants and Property Unit Commanders assigned to the precinct.

2. Special Operations

   The Special Operations Commander, in conjunction with his respective unit commanders, will evaluate crime analysis data particularly related to the deployment of the Special Operations Personnel. In combination with the precinct commanders, he will assist in the deployment of personnel to combat identified crime areas.

3. Crime Prevention/Community Relations

   Personnel assigned to the Crime Prevention/Community Relations Function will evaluate crime analysis data particularly related to the deployment of community outreach programs. In combination with the precinct commanders, they will assist in the development and implementation of community awareness and community relations programs to combat identified crime problems/areas.

4. Chief's Office

   The Deputy Chiefs of Police shall evaluate crime data and review reports received by their subordinate commanders. They will prioritize the needs

of their subordinate commanders, and support their actions and recommendations as resources allow. The Deputy Chiefs shall compile the subordinate commanders' reports, along with their recommendations, when necessary, and forward them to the Chief of Police.

B. Utilization of Data

Each precinct/unit commander is responsible for implementing solutions to combat identified problem crimes and crime areas. They shall report, through the chain of command, any recommendations or actions to be initiated, and the results of those actions, based upon the evaluation and utilization of the crime data.

IV. FEEDBACK ANALYSIS

Feedback is necessary to evaluate the value of both the analysis and the implemented solutions. Careful review will help provide effective tools for combating and suppressing crime and planning for manpower and resource allocation.

Periodically, precinct and unit commanders will provide feedback to crime analysis personnel on the usefulness of analysis reports and the effectiveness of solutions implemented. Personnel assigned to the crime analysis function will review all comments submitted by the precinct/unit commanders and make a comparative analysis of implemented solutions to the increase/decrease of the identified problem.

Back to Top

Cobb County Police Department

Policy 6.09

FIELD TRAINING OFFICERS

Effective Date: May 1, 2016	
Rescinds: Policy 6.09 (January 12, 2013)	
Related Orders: FTO Manual; Georgia POST FTO Program	
Issued By: Chief J.R. Houser	**Page 1 of 7**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

It is the policy of the Cobb County Police Department to utilize competent, well trained officers for the duties of field training of police recruits. All newly hired officers will undergo a field training program of at least four weeks duration. The principles of the Field Training Program are established by the Georgia Peace Officers Standards and Training Council (POST) Field Training Officer Program course.

The appointment of an officer as a Field Training Officer (FTO) is not a promotion and the officer will not obtain any proprietary interest in the appointment. FTO status may be appointed or withdrawn at the discretion of the Chief of Police or the Director of the Cobb County Department of Public Safety Training Center (CCDPSTC). The assignment of an FTO to a unit within the Department or to the Department of Public Safety is at the discretion of the Chief of Police or the Director of the CCDPSTC, and will be based upon the training needs of the Department.

I. SELECTION PROCESS TO BE A FIELD TRAINING OFFICER

A. Time-in-Service Requirements

Generally, in order to be considered for an FTO position, an officer must have three years of continuous, uninterrupted service with the Cobb County Police Department (from the date of release from Phase II) prior to applying for the position. An officer with prior police experience may be considered after two years of continuous service with the Cobb County Police Department.

B. Performance Standards

1. The officer shall have received a minimum rating of Good Performance on the two most recent Annual Performance Appraisal Forms.

2. Must be able to perform the essential functions of an FTO with or without reasonable accommodation.

3. Must have no serious disciplinary action (generally a suspension of three or more day's duration) within two years prior to consideration for an appointment as an FTO.

4. Must not have a pattern of negligent or reckless driving.

5. Must be a POST certified law enforcement officer in good standing.

6. Must possess a POST Field Training Officer Certification.

7. Must not be under investigation by Internal Affairs, except with approval by the Chief of Police.

8. Must be willing to work overtime when necessary to accomplish training, and participate in all mandatory field training functions such as counseling sessions, FTO meetings, etc.

C. Training Requirement

Prior to submitting a letter of interest, the officer must attend and successfully complete the Georgia POST Field Training Officer Course at the CCDPSTC.

1. Officers who have completed the course elsewhere may be considered on a case by case basis.

2. An officer who has previously been a Department Field Training Officer and was deactivated in good standing, or an officer who attended the Field Training Course more than three years prior to activation, may be required to attend refresher training in the area of field training prior to activation.

3. An FTO returning from military service may be required to attend refresher training in the area of field training.

D. Procedures for Designation as a Field Training Officer

1. An officer who desires to be an FTO must submit a Field Training Officer Program Application through his chain of command to the precinct/unit commander.

2. The precinct/unit commander, or is designee, will evaluate the officer on the Field Training Officer Applicant Evaluation Form. The officer will be evaluated on his performance over the previous 12 months in the following areas:

   a. Field Performance (stress, critical incidents, etc.)
   b. Self Initiated Activity
   c. Officer Safety

d. Report Writing Skills
e. Knowledge of Traffic Codes
f. Knowledge of Criminal Procedure
g. Adherence to Department Policies
h. Demeanor and Professionalism

An officer must be rated at a minimum of "Meets Standards Well" (a rating of 5) in all the listed areas. The rating criteria are the Field Training Officer Rating Terminology included as Appendix A of this policy. The sum of the numerical ratings may be used for assistance in determining the most suited officer (among several officers) to be an FTO. Only the most suited officers should be selected to be FTOs.

3. The officer will further be evaluated on the following attributes:

   a. Demonstrated work ethic; and

   b. Demonstrated proficiency in communication skills with the public, peers and superiors.

4. The officer's immediate supervisors (sergeant or lieutenant) will complete the *Field Training Officer Applicant Evaluation Form* on the selected officer and submit the form to the Precinct Commander. If an officer is not selected by his precinct/unit commander, the precinct/unit commander will inform the applicant of the reasons that he was not selected, and recommendations on a course of action in order to be reconsidered at a future date.

5. The Precinct Commander, if he concurs, will then forward said Applicant Evaluation and a Memorandum through the Chain of Command to the Chief of Police requesting that the selected officer be appointed as an FTO.

6. The Chief of Police may then appoint the selected officer as an FTO.

7. All FTOs must be renewed annually.

8. An officer may not submit more than one request for activation every twelve (12) months.

E. Pay Procedures

1. Upon appointment as an FTO, appropriate documentation will be forwarded to Cobb County Human Resources for a pay adjustment to Police Officer III, consistent with the Cobb County Compensation Policy. At the discretion of the Chief of Police, he may recommend that an officer

receive a pay adjustment for being assigned to a specialty team as well as Police Officer III pay.

2. The Field Training Program Manager assigned to the CCDPSTC will maintain a roster of active FTOs, and ensure that the Cobb County Department of Public Safety Personnel Unit has a current roster.

F. FTO Insignia

Active FTOs will wear the Department-issued chevrons and FTO Pin as described by policy.

II. FIELD TRAINING OFFICER REVIEW PROCESS

A. Upon conclusion of Phase II for each recruit, the supervisor will complete a Field Training Officer Training Evaluation on the FTO. The evaluation is not required for temporary recruit assignment or rotation, but is required for recruits whose training is terminated. The documentation will be forwarded to the Field Training Manager. The FTO will not be eligible to receive another recruit until the review has been received by the Field Training Program Manager.

B. Upon release from Phase II of training, the recruit officer will complete a critique on his Field Training Officer by using the FTO Feedback form. This critique should be completed again in six months. Each critique will be forwarded directly to the Field Training Program Manager upon completion.

C. During the Performance Evaluation process, the FTO's knowledge, skills, abilities and qualifications will be reviewed by his Chain of Command and the Department of Public Safety (DPS) Police Academy Director, by use of the FTO / Police Officer III Renewal Requirements form. The DPS Police Academy Director will forward the review to the Department of Public Safety Personnel Unit.

III. RELIEF OF TRAINING DUTIES AND REVOCATION PROCESS

A. Voluntary Resignation

An FTO who wishes to resign as a field trainer must submit a request through his chain of command to the Deputy Chief of Precinct Operations. The FTO's training chain of command will be notified in the same manner.

Unless directed by the Field Training Program Manager, an FTO is obligated to continue the field training of any recruit assigned to him, regardless of whether the FTO has submitted a letter of resignation. The FTO will maintain FTO status and will be compensated (in accordance with the pay procedures set forth in this policy) until conclusion of the recruit assignment.

B. Temporary Relief

1. An FTO may be temporarily relieved from training duties with no loss of pay at the recommendation of the FTO's precinct/unit commander, a Deputy Chief, the Chief of Police, or the Director of the CCDPSTC. The purpose of the temporary relief will be documented in the FTO's training file.

2. If there is an administrative or disciplinary investigation that may affect the FTO's ability to appropriately train a recruit, the Chief of Police and the Director of the CCDPSTC shall be notified by the investigating party at the earliest possible opportunity.

C. FTO Revocation

FTO status may be revoked at the discretion of the Chief of Police or Director of the CCDPSTC based upon the training needs of the Department. Examples for revocation include, but are not limited to, recommendation for revocation by the FTO's chain of command, demonstrated poor training ability, disciplinary action, performance issues that impact on the FTO's ability to properly train, or other needs of the Department.

IV. LIAISON WITH THE CCDPSTC

A. The Field Training Program Manager is the primary liaison for the FTOs and the recruit officer's chain of command on recruit training issues. Any training issues involving the recruit may be formally or informally discussed with the Field Training Program Manager by the recruit's FTO or chain of command.

B. Training documentation is to be sent to the Field Training Program Manager in a timely manner. The Field Training Program Manager will be notified in writing of serious misconduct or serious training issues.

V. IN-SERVICE TRAINING OF FIELD TRAINING OFFICERS

A. The Field Training Program Manager may require an FTO to attend training specifically designed to improve the Field Training Program. Failure of an FTO to attend training when requested to do so may constitute cause for the FTO's appointment to be revoked.

B. A representative of the CCDPSTC (generally the Field Training Manager) should meet with all Field Training Officers at least annually (excluding those FTOs selected after the meeting). This meeting can be either a formal meeting with minutes, or formal training for POST credit (lesson plan and class roster). The purpose of the in-service meeting or training is to discuss issues pertaining to recruit training, from mandate training through the field training process. Any updates to the program (legal or otherwise) will be trained upon, with appropriate written documentation for this training.

VI. FIELD TRAINING OFFICER MANUAL

A. The CCDPSTC will create (and revise as necessary) a Field Training Officer Manual. The Manual will serve as a training resource and a reference manual for FTOs and the chain of command, serving the administrative purpose of a Standard Operating Procedure.

B. The Field Training Officer Manual will address the rotation of recruit field assignments, guidelines for the evaluation of recruits by FTOs and reporting responsibilities of FTOs and others in the recruit's chain of command.

APPENDIX A

FIELD TRAINING OFFICER RATING TERMINOLOGY

Rating Number 1 **UNACEPTABLE** – The officer has failed to perform his job duties in such a manner that he has been required to attend remedial training, or his performance has jeopardized the unit's ability to perform its mission.

Rating Number 2 **IMPROVEMENT NEEDED** – A significant improvement is needed to meet acceptable standards.

Rating Number 3 **IMPROVEMENT STILL NEEDED TO MEET PERFORMANCE STANDARDS** – Not acceptable. Slightly below minimum standards indicates that some improvement is required.

Rating Number 4 **MEETS MINIMUM PERFORMANCE STANDARDS**

Rating Number 5 **MEETS PERFORMACE STANDARDS WELL** – Slightly above minimum.

Rating Number 6 **EXCEEDS PERFORMANCE STANDARDS** – A rating of 6 indicates that the officer functions at a level above what is expected.

Rating Number 7 **OUTSTANDING** – A rating of 7 means that the officer performs his duties in a manner far exceeding what is expected.

Back to Top

Cobb County Police Department

Policy 6.10

RIDE-ALONG PROGRAM

Effective Date: January 12, 2013	
Rescinds: Policy 6.10 (August 8, 2010)	
Related Orders: None	
Issued By: Chief J.R. Houser	**Page 1 of 2**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to provide guidance to employees and participants relating to the Department's Ride-Along Program.

I. DEFINITION

Ride-Along: A person who rides as an observer (with a Cobb County Police Officer) who does not have law enforcement jurisdiction in unincorporated Cobb County. Typically, participants are limited to Police Explorers, Department Chaplains, interns, recruitment candidates, court personnel, 911 operators, and members of the media.

II. REQUIREMENTS

All Ride-Alongs must:

- Be lawfully present in the United States.
- Be at least 18 years of age.
- Be approved by the Chief of Police or his designee.
- Read, understand, and follow the program rules.
- Sign the Department liability waiver

Employees being compensated by Cobb County do not need to sign a liability waiver.

III. RULES

A. All Ride-Alongs must obtain body armor from the DPS Uniform Supply Unit prior to participation in the program.

1. Body armor must be worn at all times while participating in the program.

2. If body armor is not available, Ride-Alongs will not be permitted to participate in the program.

B. Ride-Alongs should wear business or business casual attire.

C. Ride-Alongs shall not be armed with any firearms unless they are certified law enforcement officers and permitted by law to do so.

D. Officers will not engage in vehicle pursuits while Ride-Alongs are in the vehicle.

E. Ride-Alongs should remain in the police vehicle on all calls for service or police business unless told otherwise by an officer. Should a Ride-Along be instructed to exit the vehicle he should:

- Play no active role in the police function.
- Avoid speaking to victims, witnesses, or prisoners unless authorized.

F. Prior to a Ride-Along entering private premises the officer must:

1. Advise a person at the private premises who has apparent authority over the property that the Ride-Along is a civilian with no law enforcement function; and

2. Receive consent from said person for the Ride-Along to enter.

G. Ride-Alongs should not operate any police equipment unless directed to do so.

H. Ride-Alongs shall not bring cameras or recording devices without the express permission of the Chief of Police or his designee.

I. Ride-Alongs shall not disclose any confidential information of which they become aware while participating in the program.

J. A supervisor has the authority to dismiss a participant from the program at his discretion.

Back to Top

Cobb County Police Department

Policy 6.11

RESERVE POLICE OFFICER (RPO) PROGRAM

Effective Date: February 1, 2015	
Rescinds: Policy 6.11 (January 12, 2013)	
Related Orders: Code of Conduct; Policy 2.02 "Secondary Employment"; Policy 2.08 "Uniform Dress Standards"; Policy 3.08 "Department Weapons"	
Issued By: Chief J.R. Houser	**Page 1 of 4**
The words "he, his, him," which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.	

The purpose of this policy is to establish guidelines for the Department regarding Reserve Police Officers.

I. POLICY

Unless noted otherwise, it is the policy of this Department that Reserve Police Officers (RPO's) will be treated the same as full-time officers regarding selection, training, and equipment. The purpose of the RPO program is to supplement the full-time police force as directed by the Chief of Police.

II. PROGRAM ESTABLISHMENT

The RPO Program consists of both volunteer officers, who will volunteer at least sixteen (16) hours of service per month in accordance with this policy; and part-time officers, who work twenty-nine (29) hours per week (or less) and are paid for their service at a rate determined by the Department. [Note: RPO's are not entitled to benefits (except Workers Compensation).]

A. The Chief of Police shall prescribe the powers and duties of RPO's and they shall be subject to removal by him or the Director of Public Safety at any time, with or without cause. RPO's are not subject to the Civil Service System of Cobb County.

B. Normally, volunteer RPO's are not paid for their time while working for the Department or attending training. In addition, part-time RPO's are generally not paid for their time while attending Department training.

C. Prior to assuming their duties, RPO's shall meet all requirements set forth by Georgia law, the Georgia Peace Officer Standards and Training Council (P.O.S.T.), and Department policy.

D. All Cobb County and Department polices, procedures, and code of conduct shall apply to RPO's while on duty (performing the service requirements), working secondary employment, and off duty. Violations of said policies, procedures, and codes of conduct may result in dismissal from the RPO program or other such discipline as may be appropriate.

III. SELECTION OF RPO's

A. The selection criteria for a RPO relating to knowledge, skills, and abilities shall be the same as that for a full-time officer.

B. To be eligible for a position as an RPO, the person must have been a former Cobb County Police Officer who has resigned or retired in good standing and with at least ten (10) years of service as a Cobb County Police Officer. The RPO application date must be within one year of the retirement/resignation date.

C. No person will be accepted to the RPO program that has a conflict of interest with this Department.

IV. TRAINING

A. If an RPO applicant's P.O.S.T. certification has lapsed, then he must attend all training necessary to become re-certified, and any other training required by the Department.

B. Reserve officers shall receive in-service training equivalent to that statutorily required for full-time officers.

C. Reserve officers shall be trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers in accordance with Policy 3.08 "Department Weapons".

D. Completion of the required training shall not count toward the officer's volunteer obligation to the Department.

V. LIABILITY AND WORKERS COMPENSATION PROTECTION

A. It is the intent of this Department to consider RPO's as peace officers and government officials, when they are acting in such capacity. Therefore, when legally appropriate, they should receive the same qualified and official immunity from torts as full-time officers.

B. RPO's are considered "employees" of Cobb County, as defined in O.C.G.A. § 34-9-1(2), when they are acting in an official capacity on behalf of Cobb County. As such, Worker's Compensation benefits will be provided to any RPO when they are acting in an official capacity on behalf of Cobb County.

VI. UNIFORMS AND EQUIPMENT

A. The Department shall provide uniforms and equipment to all RPO's. The number of uniforms and other issued equipment provided to an RPO will be established by the Chief of Police based upon the resources of the Department and the number of service hours provided to the County.

1. RPO's shall wear an insignia designated by the Chief of Police to signify their status as a Reserve Officer.

2. With the exception of the reserve officer insignia, uniforms and equipment for RPO's shall be the same as those for full-time (POII) officers; retired rank shall not be worn.

B. Reserve members are required to keep their uniforms clean and in good repair. They will wear their uniforms in a manner directed Policy 2.08 "Uniform Dress Standards".

1. RPO's will appear in uniform only while on-duty, traveling to and from work assignments, or while performing law enforcement Secondary Employment.

2. RPO's will not pose in uniform for advertising or publicity unless authorized by the Chief of Police.

C. All RPO's are accountable for their equipment and are to exercise care in the use and maintenance of all uniforms and equipment, whether issued by the Department or personally purchased.

1. An on-duty supervisor is to be notified immediately in the event that equipment is lost, damaged, or stolen. A report on the loss or damage will be forwarded to the RPO's Liaison Officer.

2. Reserve members are required to return all issued equipment and any other Department-owned items upon exit from the Reserve Officer Program.

VII. DUTIES AND RESPONSIBILITIES

A. RPO's serve as a supplement to the full-time police force to enhance law enforcement service to the citizens of Cobb County.

B. RPO's shall be considered under the Chain of Command of the Precinct Operations Deputy Chief. They will receive their assignments by the Liaison Officer appointed by said Deputy Chief.

C. All RPO's shall be considered the rank of a patrol officer and shall answer to the

supervisor for whom they are assigned while performing their service requirement.

D. Normally, RPO's will be assigned to administrative duties. However, they may be assigned to any patrol duty and may utilize any equipment that they are qualified or certified to use. They shall remain in proximate contact, by radio or otherwise, with the supervisor to whom they are assigned.

VIII. SECONDARY EMPLOYMENT

All employment outside of this Department falls under the definition of "Secondary Employment" as stated in Policy 2.02 "Secondary Employment". Therefore, all employment must be approved by this Department.

A. RPO's are authorized to work law enforcement related secondary employment in accordance with Policy 2.02.

B. The following additional limitations apply to RPO's regarding secondary employment:

1. RPO's shall work no more than 20 hours of law enforcement related secondary employment in the seven-day, 40-hour, work cycle of Sunday through Saturday.

2. RPO's are not authorized to use Department vehicles while working secondary employment.

C. Secondary employment hours will not count towards volunteer or part-time hours.

IX. PERFORMANCE EVALUATIONS

Performance evaluations of RPO's will be completed in accordance with the requirements for full-time police officers.

Cobb County
Department of Public Safety

Police Department
Code of Conduct

Revised: July 23,2008
Approved by: Director G.M. Lloyd

COBB COUNTY DEPARTMENT OF PUBLIC SAFETY
POLICE DEPARTMENT CODE OF CONDUCT

TABLE OF CONTENTS
Revised: 07/23/2008

I. PURPOSE

II. SCOPE

III. CODE OF CONDUCT

		Revision Date
1.01	Violation of Rules	07/23/2008
1.02	Unbecoming Conduct	10/01/1997
1.03	Fraternization	07/23/2008
1.04	Conformance to Laws	10/01/1997
1.05	Reporting for Duty	10/01/1997
1.06	Neglect of Duty	10/01/1997
1.07	Duty to Report Sickness or Injury/ Fictitious Illness or Injury Reports	10/01/1997
1.08	Sleeping on Duty	10/01/1997
1.09	Leaving Duty Post	10/01/1997
1.10	Rumors	07/23/2008
1.11	Performance of Duty	07/23/2008
1.12	Employment Outside of the Department	07/23/2008
1.13	Working on Personal Machinery/ Equipment While on Duty	07/23/2008
1.14	Use of Alcohol, Drugs, or Narcotics	07/23/2008
1.15	Use of County Telephones and Computers	10/01/1997
1.16	Harassment, Hostile Work Environment	07/23/2008
1.17	Use of Tobacco Products	10/01/1997
1.18	Insubordination	10/01/1997
1.19	Conflicting or Illegal Orders	10/01/1997
1.20	Gifts, Gratuities, Bribes, and Rewards	07/23/2008
1.21	Abuse of Position	10/01/1997
1.22	Endorsements and Referrals	10/01/1997
1.23	Identification	10/01/1997
1.24	Citizen Complaints	07/23/2008
1.25	Courtesy	10/01/1997
1.26	Requests for Assistance	07/23/2008
1.27	Associations	10/01/1997
1.28	Visiting Prohibited Establishments	10/01/1997
1.29	Gambling	10/01/1997
1.30	Public Appearances and Statements	10/01/1997
1.31	Personal Appearance	10/01/1997
1.32	Political Activity	07/23/2008

1.33	Labor Activity / Strikes by Employees	10/01/1997
1.34	Payment of Just Debts	10/01/1997
1.35	Duty to Provide Address and Telephone Number	07/23/2008
1.36	Dissemination of Information	10/01/1997
1.37	Intervention	10/01/1997
1.38	Department Reports	07/23/2008
1.39	Processing Property and Evidence	07/23/2008
1.40	Abuse of Process	10/01/1997
1.41	Use of Department Equipment	07/23/2008
1.42	Operation of Vehicles	07/23/2008
1.43	Carrying Firearms Off-Duty	10/01/1997
1.44	Testimony	07/23/2008
1.45	Use of Special Tests	10/01/1997
1.46	Financial Disclosure	10/01/1997
1.47	Treatment of Persons in Custody	07/23/2008
1.48	Use of Force	07/23/2008
1.49	Use of Weapons	07/23/2008
1.50	Arrest, Search, and Seizure	10/01/1997
1.51	Exclusion from Arrest or Patrol	07/23/2008
1.52	Reporting Hours Worked	10/01/1997

I. PURPOSE

This Code of Conduct was written as a formal statement of the standards of behavior that must be adhered to by Police Department employees, with a clear understanding of the high expectations that the citizens of this county have regarding our moral character and job performance. It is impossible, however, to formulate an exhaustive manual of rules and regulations governing the conduct of Department members. Of necessity, members will be required to exercise good judgment in determining their course of conduct in the general discharge of their duties and responsibilities. Violations may result in disciplinary action up to and including immediate termination (see also the Cobb County Progressive Discipline Procedures Policy).

Changes or additions to the Code of Conduct may be made periodically, and such modifications are effective upon issuance. Each member of the Department will receive a copy of the Code of Conduct, and has the responsibility to become familiar with its contents. Employees should maintain the Code of Conduct in an accessible place, keep it up-to-date, and refer to it often.

Employees are guided also by the Cobb County Employee Handbook, the Cobb County Civil Service Rules, Department of Public Safety (DPS) Policies and Procedures, the CCPD Policy Manual, Standard Operating Procedures, and daily verbal directives from their supervisors.

II. SCOPE

All employees assigned to the Cobb County Police Department.

III. CODE OF CONDUCT

1.01 Violation of Rules

Personnel shall not commit any acts or omit any acts which constitute a violation of any of the rules, regulations, directives, orders, or policies of Cobb County or the Police Department, whether stated in this Code of Conduct or elsewhere. Ignorance of the rules, regulations, directives, orders, or policies shall not be considered a justification for any such violations. Employees shall be responsible for their own acts, and shall not shift to others the burden of responsibility for executing or failing to execute a lawful order or their sworn duty.

1.02 Unbecoming Conduct

Personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Police Department. Unbecoming conduct shall include that which tends to bring the Department into disrepute or

reflects discredit upon the person as a member of the Department, or that which tends to impair the operation or efficiency of the Department or its personnel.

1.03 Fraternization

Dating, cohabitation, or sexual intimacy between supervisors and the personnel under their supervision, or between two supervisors in the same chain of command, are clearly inappropriate and are prohibited.

a. Should two single employees wish to begin a relationship which would be prohibited by this code of conduct, they shall come forward and request that one party be transferred to another chain of command before beginning a relationship.

b. The responsibility for preventing fraternization must rest primarily on the supervisor, or on the senior supervisor in the case of two supervisors. While the senior party is expected to control and preclude the development of an inappropriate senior-subordinate relationship, this policy is applicable to both employees and both are accountable for their own conduct.

1.04 Conformance to Laws

a. Personnel shall obey all laws of the United States and of any state and local jurisdiction in which they are present.

b. Personnel shall not commit any act for which they may be imprisoned or arrested, whether on or off duty, in uniform or otherwise. A conviction for the violation of any law shall be prima facie evidence of a violation of this section.

c. Personnel will immediately report to their chain of command any criminal proceeding instituted against them, including traffic cases, regardless of jurisdiction or fact.

1.05 Reporting for Duty

a. Personnel shall report for duty at the time and place required by assignment or orders, and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.

b. Judicial subpoenas shall constitute an order to report for duty under this section.

1.06 Neglect of Duty

Personnel on duty shall not engage in any activities or personal business which could cause them to neglect or be inattentive to duty.

1.07 Duty to Report Sickness or Injury / Fictitious Illness or Injury Reports

a. Personnel shall immediately report to their first-line supervisor any accident, sickness, or injury to themselves or other employee(s) that would, in that employee's judgment, affect duty performance.

b. Personnel shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any Public Safety official as to the condition of their health.

1.08 Sleeping on Duty

Personnel shall remain awake while on duty. If unable to do so, they shall so report to their superior officer who shall determine the proper course of action.

1.09 Leaving Duty Post

a. Personnel shall not leave their assigned duty posts during a tour of duty, except when authorized by proper authority.

b. Except for approved leave or sickness, permission to leave one's duty post should be restricted to personal emergency or necessity as determined by the employee's immediate supervisor.

1.10 Rumors

a. Individuals having any questions about policy, procedure, promotions, transfers, or other areas of concern relating to the county or its employees are directed to address their issues to their immediate supervisors under all circumstances. If the supervisor is unable to provide information, then questions may be directed to the next level of supervision.

b. Employees must refrain from publicly criticizing or ridiculing the County, its policies, or other employees by speech, writing, or other expression, where such speech, writing or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the County, interferes with the maintenance of discipline, or is made with reckless disregard to its truth or falsity.

1.11 Performance of Duty

a. Personnel shall promptly perform every duty required by law, these rules, or any Department order, instruction, or command, and do so to the best of their ability. Personnel shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Personnel shall perform their duties in a manner which will maintain the highest standards in carrying out the functions and objectives of the Police Department and the Department of Public Safety.

b. Unsatisfactory performance may be demonstrated by any of the following:

1. An unwillingness or inability to perform assigned tasks or to cooperate with or assist other members of their team or DPS in addressing the operational needs of the Department
2. The failure to conform to work standards established for that person's rank, grade, or position
3. The failure to take appropriate action on the occasion of a crime, disorder, or other situation deserving police attention
4. Absence without leave
5. Repeated poor work evaluations or a written record of repeated infractions of rules, regulations, directives, or orders of the Department.

1.12 Employment Outside of the Department

a. Personnel may engage in off-duty employment, except for the following types of employment or businesses:

1. One whose primary function involves the direct sale or distribution of alcoholic beverages
2. One that involves investigative work for insurance purposes
3. Collection agencies
4. Attorneys or bail bond agencies
5. Private Investigators
6. Any employer whom the employee has reason to believe has been convicted of a felony, or who openly associates with known convicted felons
7. Any business that the County regulates

b. Personnel shall submit a written request for off-duty employment to their immediate supervisor, who will forward the request up the chain of command to the Bureau Deputy Chief. Approval must be granted prior to engaging in such employment.

c. Approval may be denied or withdrawn where it appears that the outside employment does or might result in one or more of the following:

1. Interfere with the employee's primary duty with the Department.
2. Physically or mentally exhaust the employee to the point that his duty performance may be affected.
3. Require that any special consideration be given to scheduling of the employee's regular duty hours.
4. Bring the Department into disrepute or impair the operation of the Department or employee.

1.13 Working on Personal Machinery/Equipment While on Duty

No employee shall work on any type of machinery or equipment, other than that owned or leased by Cobb County Government, while on duty or on county property, which includes parking lots. Exceptions due to emergency situations, such as a flat tire, will be authorized.

1.14 Use of Alcohol, Drugs, or Narcotics

All personnel shall comply with the requirements of the Cobb County Drug-Free Workplace Policy.

1.15 Use of County Telephones and Computers

Personnel shall not use telephones or computers for personal use, where that use incurs additional, unreimbursed expense to the County, or adversely affects any employee's work performance.

1.16 Harassment, Hostile Work Environment

All personnel shall comply with the requirements of the Cobb County No Harassment and No Discrimination Policy.

1.17 Use of Tobacco Products

a. Personnel, while on duty, may use tobacco products as long as they do not have to leave their assigned post for the sole purpose of doing so, and as long as they are out of the general public view if they are in uniform or readily identifiable as a police employee. In no case shall such an authorized area be near or visible from any public entrance.

b. Smoking, and the use of smokeless tobacco products, will be allowed only in designated areas, and will not be allowed in any area where it is prohibited, or where it may possibly annoy other employees or citizens. Spitting into any container or device while on duty and in view of the public or other employees is prohibited. This includes, but is not limited to styrofoam cups, cans, wastebaskets or bottles.

c. There shall be no smoking or smokeless tobacco usage in county vehicles.

d. This rule explicitly applies to personnel working extra-departmental jobs relating to their law enforcement status.

1.18 Insubordination

Personnel shall promptly obey any lawful order of a superior officer. This will include orders relayed from a superior officer by an employee of the same or lesser rank or position, to include officers placed in a temporary position of higher authority.

1.19 Conflicting or Illegal Orders

a. Personnel who are given an otherwise proper order that is in direct conflict with a previous order, regulation, directive or manual, shall respectfully inform the superior officer who issued the order of the conflict. If the superior officer who issued the order does not alter or retract the conflicting order, that order shall stand. Under these circumstances, the responsibility shall be upon the superior officer. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order previously issued.

b. Personnel shall not obey any order which they reasonably believe would require them to commit any illegal act. If in doubt as to the legality of the order, persons shall request the issuing officer to clarify the order or confer with higher authority.

1.20 Gifts, Gratuities, Bribes, and Rewards

a. Rewards for performance may be accepted only after prior approval has been received from the Chief of Police.

b. All personnel shall comply with the requirements of the Cobb County Gifts and Gratuities Policy.

1.21 Abuse of Position

a. Use of Official Position or Identification

Personnel may not lend their identification cards or badges to another person, or permit them to be photographed or reproduced without the approval of the Chief of Police. Personnel are prohibited from the unauthorized use of their official position, official identification cards or badges for:

1. Personal or financial gain
2. Obtaining privileges or information not otherwise available to them except in the performance of duty
3. Avoiding the consequences of illegal acts

b. Use of Name, Photograph, or Title

Personnel shall not permit or authorize the use of their names, photographs, or official titles which identify them as employees, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.

1.22 Endorsements and Referrals

Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional services, or commercial service such as an attorney, ambulance service, towing service, bondsman, mortician, etc. In the case of ambulance or towing service, when such service is necessary, and the person needing the service is unable or unwilling to procure it or requests assistance, personnel shall contact 911 for the name of the company authorized to provide service in the zone.

1.23 Identification

When on duty, personnel shall carry their badges and/or identification cards on their person at all times, except when impractical or dangerous to their safety or to an investigation. They shall furnish their name and identification number to any person requesting that information, except when the withholding of such information is necessary for the performance of their duties, or is authorized by proper authority.

1.24 Citizen Complaints

Personnel shall courteously and promptly accept any complaint made by a citizen against any employee or any Department policy or procedure. Personnel may attempt to resolve the complaint, but shall never attempt to dissuade any citizen from lodging a complaint. Citizen complaints shall be promptly documented and forwarded up the chain of command to the level designated by operating procedures.

1.25 Courtesy

Personnel shall at all times be courteous and respectful to the public and to one another. Personnel shall be tactful in the performance of their duties, shall control

their tempers, and exercise patience and discretion. In the performance of their duties, personnel shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning sex, gender, race, ethnic background, religion, age, politics, national origin, lifestyle, or similar personal characteristics.

1.26 Requests for Assistance

a. When any person asks for assistance or advice, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner, and will be properly and judiciously acted upon consistent with established Department procedures.

b. Personnel shall answer all telephone calls promptly, courteously and professionally, and avoid as well as prevent any unnecessary telephone usage.

1.27 Associations

Personnel shall avoid regular or continuous associations or dealings with persons whom they know are racketeers, sexual offenders, gamblers, suspected felons, persons under criminal investigation or indictment or who have a reputation in the community for present involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other relationships of the employee.

1.28 Visiting Prohibited Establishments

Personnel shall not knowingly visit, enter, or frequent a house of prostitution, gambling house, or establishment wherein the laws of the United States, the state, or the local jurisdiction are regularly violated, except in the performance of duty or while acting under proper and specific orders from a superior officer. This prohibition applies whether on or off duty.

1.29 Gambling

Personnel shall not engage or participate in any form of illegal commercial gambling at any time, except in the performance of duty and while acting under proper and specific orders from a superior officer.

1.30 Public Appearances and Statements

a. Personnel shall not publicly criticize or ridicule any department within Cobb County Government, its policies, or its officers by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of a department, interferes

with the maintenance of discipline, or is made with reckless disregard for truth or falsity.

b. Personnel shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, release or divulge investigative information or anything else having to do with any department within Cobb County Government while holding themselves out as having an official capacity in such matters, without official sanction or proper authority.

1.31 Personal Appearance

a. Officers on duty shall wear the uniform or other clothing in accordance with bureau or staff operating procedures.

b. Officers on duty shall maintain a neat, well-groomed appearance.

1.32 Political Activity

Political activity shall be in accordance with the Cobb County Political Activity Policy.

1.33 Labor Activity / Strikes by Employees

a. Employees shall have the right to join any labor organization, but nothing shall compel the Department to engage in collective bargaining with any such organization, except as provided by law.

b. Department of Public Safety command staff appointees are prohibited from joining or belonging to any labor organization which has rank and file employees of Cobb County as members, and which claims to represent such employees as their collective bargaining agent.

c. Employees shall not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's assigned position, unauthorized holidays, the stoppage of work, or the abstaining in whole or in part from the full and faithful performance of the duties of employment, for the purposes of influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations or employment.

1.34 Payment of Just Debts

Personnel shall not undertake any financial obligations which they know, or should know, they will be unable to meet, and shall pay their just debts when due. An isolated instance of financial irresponsibility will not be grounds for

disciplinary action, except in unusually severe cases. Repeated episodes of financial irresponsibility, however, may be cause for disciplinary action. Filing for a voluntary bankruptcy petition shall not by itself be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or personal disaster shall not be cause for discipline, providing that a good-faith effort to settle all accounts is being undertaken.

1.35 Duty to Provide Address and Telephone Number

Personnel shall have telephones in their residences and shall immediately report any change of address or telephone number to their superior officer, the DPS Personnel Section, and such other persons as may be appropriate. The use of an answering machine/voice mail is acceptable provided it is closely monitored, and return calls are made in a timely fashion.

1.36 Dissemination of Information

All employees shall treat the official business of any department within Cobb County Government as strictly confidential. Dissemination of this information shall only be made to those for whom it is intended, in accordance with state and federal law. Employees shall not divulge the identity of any person providing confidential information, except as authorized by proper authority, in the performance of their duties.

1.37 Intervention

Personnel shall not intervene in any case being handled by another employee of the Department, or by another agency or person, unless:

a. The investigating officer, detective, and/or agency is first contacted, and

b. The intervening person can show cause that led him to believe beyond a reasonable doubt that a manifest injustice would result from his inaction, or

c. Ordered to intervene by a superior officer

1.38 Department Reports

Personnel shall not intentionally make an inaccurate, false or improper statement or report. Personnel shall be responsible for the timeliness, accuracy and completeness of reports made by them.

1.39 Processing Property and Evidence

Property or evidence which has been discovered, gathered, or received in connection with Department responsibilities will be processed through the Evidence Unit in accordance with existing polices and procedures. Personnel shall not conceal, falsify, manufacture, destroy, remove, tamper with, withhold, or convert to their own use any property or evidence found in connection with an investigation or other Department activity.

1.40 Abuse of Process

Personnel shall not make false accusations relating to a criminal or traffic charge. Personnel shall not make false accusations to Internal Affairs or to any other employee or person.

1.41 Use of Department Equipment

a. Personnel shall use Department equipment only for its intended purpose, and shall not damage, abuse or lose such equipment. All such equipment shall be maintained in proper order.

b. Personnel shall only use equipment they are trained and authorized to use. The only exception to this rule is during a life saving emergency.

c. Any employee who has knowledge of neglect, abuse or loss of Department equipment must promptly report this information to a supervisor. Any such neglect, abuse or loss may result in restitution by the responsible employee(s), or other disciplinary action up to and including termination.

1.42 Operation of Vehicles

a. Personnel shall operate Department vehicles in a careful and prudent manner, and shall obey all laws of the State of Georgia and the Department procedures pertaining to such operation.

b. Personnel shall attempt to set an example for all other persons by their proper operation of the motor vehicle or apparatus.

c. Each employee is responsible for possessing a current State of Georgia driver's license, and shall not allow said license to lapse.

d. The expiration, loss or suspension of a driver's license shall be reported immediately to the employee's immediate supervisor.

1.43 Carrying Firearms Off-Duty

When off-duty, carrying a firearm is an option for an officer. Officers are encouraged to do so, and may use either the primary or secondary issued firearm for this purpose. An officer who carries a firearm off-duty shall not consume alcoholic beverages, and shall comply with federal and state laws, and the Use of Force Policy. Further, the firearm shall be carried in a non-conspicuous manner.

1.44 Testimony

Upon the order of the Director of Public Safety, the Chief of Police, their designees, or a superior officer, personnel shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the Department which may be asked of them.

1.45 Use of Special Tests

Upon the order of the Chief of Police, the Director of Public Safety, their designees, or the Commander of the Internal Affairs Unit, all personnel shall submit to any medical, ballistics, chemical, polygraph examinations, photographs, line-ups, or other tests. All procedures carried out under this rule shall be specifically directed and narrowly related to a particular investigation being conducted by the Police Department or the Department of Public Safety.

1.46 Financial Disclosure

All personnel shall submit financial disclosure and responsibility statements in a prescribed manner if required by the Director of Public Safety or his designee in connection with a complaint in which this information is material to the investigation.

1.47 Treatment of Persons in Custody

Officers shall not mistreat, nor allow any other person to mistreat, persons in their personal custody. They shall be handled in accordance with the law and Department policy.

1.48 Use of Force

Officers shall not use more force in any situation than is reasonable under the circumstances. Force shall be used in accordance with the law and Department policy.

1.49 Use of Weapons

Officers shall not use or handle weapons in a careless or imprudent manner. They shall be handled in accordance with the law, Department policy, and training received.

1.50 Arrest, Search, and Seizure

Officers shall not make any arrest, search, or seizure which they know, or should know, is not in accordance with the law.

1.51 Exclusion from Arrest or Patrol

No superior officer shall order an officer under his command to exclude certain areas within his jurisdiction from proper patrol or investigation. No officer shall be ordered to exclude certain areas or persons within his jurisdiction from proper enforcement of the law or arrest. The only exception to this will be areas or persons presently under investigation where such patrol or arrest may hinder an investigation or operation already in progress.

1.52 Reporting Hours Worked

a. Personnel shall accurately and honestly reflect only the actual hours worked on their time cards.

b. Supervisors shall make a diligent effort to verify all hours worked or taken in leave prior to approving any time card. Supervisors shall review each time card to ensure conformance with applicable policies and procedures, and shall cause any errors on time cards to be corrected with the employee's knowledge.

Cobb County Department of Public Safety

Policy 9.01

FITNESS FOR DUTY

Effective Date: April 16, 2002	
Rescinds: November 1995	
Related Orders: CCPD Policy 3.03 II, Administrative Investigative Leave Civil Service Rule 5, Administrative Leave Civil Service Rule 7, Appeals CCPD Policy 2.02, Secondary Employment CCPD Code of Conduct, Rule 1.12, Employment Outside of Department	
Issued By: Director James D. Arrowood	**Page 1 of 6**

I. PURPOSE

It is the goal of the Cobb County Department of Public Safety to provide effective public safety services and to provide a safe and secure work environment for its employees. Accordingly, all employees must be mentally and physically able to perform the duties of their current job classification. The Cobb County Department of Public Safety will not knowingly allow any employee to undertake job responsibilities which he is physically or mentally incapable of performing, or where an employee is a direct threat to either the employee or others.

Reasonable accommodation will be undertaken as required or appropriate as determined by the Appointing Authority. The procedures set forth in the following sections of this policy shall govern an employee's "Fitness for Duty". This policy supersedes all other Fitness for Duty Policies currently in effect throughout the Department of Public Safety.

II. SCOPE

All employees assigned to the Cobb County Department of Public Safety.

III. PROCEDURES

A. Definitions

1. "Administrative Leave" - Refers to paid leave for a maximum period of 10 working days, granted by the Cobb County Department of Public Safety, pursuant to Civil Service Policy, while an internal investigation is conducted.
2. "Appointing Authority" - The person or groups of persons authorized by statute or lawfully delegated authority to make appointments to fill positions.
3. "County Physician" - A State of Georgia licensed physician, psychiatrist, or psychologist contracted with by Cobb County to conduct pre-employment examinations or fitness for duty examinations. When used in the context of this policy, the professional specialty of the physician shall be related to the condition being evaluated.
4. "Fitness" or "Fit for duty" - The ability to perform every essential or non-essential duty of the employee's current job classification with or without reasonable accommodation where required or appropriate.

5. "Restricted duty" or "Fit for restricted duty" - The employee is able to work, but unable to perform every essential or non-essential duty of his current job classification, even with reasonable accommodation as required or appropriate.
6. "He, him, his, himself" - is used generically and shall refer to both genders.
7. "Physician" - Shall include a State of Georgia licensed physician, psychiatrist, or psychologist. When used in the context of this policy, it is implied that the professional specialty shall be related to the condition being evaluated.
8. "Unfitness" or "Unfit for duty" - The employee is unfit for duty or unfit for restricted duty.
9. "Commanding Officer" - Command level personnel holding the rank of Agency Director, Chief, Deputy Chief, Department Manager, Department Assistant Manager, Commander, Division Chief, Battalion Chief, or higher.
10. "Threshold Determination" - A threshold determination is a preliminary determination, usually made by an employee's first level of supervision, using all facts and observations available to the supervisor at the time.

B. Notification Requirement

An employee shall notify his supervisor in writing of any condition, physical or mental, which could reasonably be expected to impair his ability to perform the essential or non-essential duties of his current job classification. Such notification shall be made when the employee becomes aware of the situation if already on the job, and prior to beginning work if the situation arises while off duty.

C. Determination of Fitness for Duty

1. Pursuant to Section I, an employee's immediate supervisor, with the concurrence of the Commanding Officer or his designee, will make a threshold determination of whether the employee is fit for duty. Such a determination shall be based upon observable behavior or other articulable facts which would reasonably bring the employee's fitness for duty into question. Such factors would include, but not be limited to:
   - Obvious physical or mental impairment.
   - Inappropriate behavior.
   - Notification of impairment, or possible impairment, from the employee or the employee's physician.
   - Excessive personnel complaints, whether originated internally or externally, particularly
   - Complaints of the use of unnecessary or excessive force, inappropriate verbal conduct, or any conduct indicating an inability to exercise self-control and self-discipline.
   - An abrupt and negative change in customary behavior.
   - Irrational verbal conduct or behaviors, including delusions and hallucinations.
   - Suicidal statements or behaviors, or personal expressions of mental instability.

- Unexplained and excessive fatigue or hyperactivity.
- Dramatic change in eating patterns resulting in sudden weight loss or gain, or
- Diagnosis of a life-threatening disorder.

2. Once a situation has arisen which brings an employee's fitness for duty into question, the employee's supervisor shall reduce the incident to writing. The written report shall concisely describe:
   a. The factors which gave rise to the evaluation.
   b. The determination that was made.
   c. A justification for the decision.

   Such written report will be approved by the employee's Commanding Officer, and forwarded to the DPS Personnel Unit to be retained in the employee's confidential medical file.
3. In the event of a threshold determination that the employee is not fit for duty, an employee occupying a sworn position or any position may for good cause be immediately placed on administrative leave with pay by the Appointing Authority or his designee pending a medical determination of the employee's physical or mental fitness for duty.
4. In the event of a threshold determination that the employee is not fit for duty, or in circumstances where a determination cannot be accurately rendered, the employee will be referred to the County Physician for a fitness for duty evaluation. The decision of the County physician shall be determinative and shall be reported on a "Fitness for Duty Affidavit" (Form # DPS101a).

D. Appeal Process

1. If the employee does not agree with the determination made by the County Physician, the employee may obtain an examination by a second physician of his choice and at his own expense. The physician will be required to submit a “Fitness For Duty Affidavit” (Form # DPS101a) provided by the Cobb County Department of Public Safety. Assuming a determination of fitness, and with the concurrence of the County Physician, the employee may continue to work or return to work.
2. If a dispute exists between the treating physician and the County Physician as to the employee's fitness for duty, the County Physician shall provide a list of at least three State of Georgia licensed, board certified specialists from which the employee may select for a further examination. The cost of such examination shall be paid by the County. The results of this examination shall be deemed determinative as to the employee's fitness for duty. The specialist will be required to submit a “Fitness For Duty Affidavit” (Form # DPS101a).

E. Restricted Duty

1. The Cobb County Department of Public Safety will attempt, where required or appropriate, to place employees who are not fit for duty in a "restricted duty" assignment. Unless the employee’s restrictions are the result of a Workers’

Compensation injury, all restricted duty assignments shall be of a limited duration of six (6) months or until the employee is fit for duty, whichever is sooner. If, at the expiration of six (6) months, the employee is not fit for duty, he may be eligible for accumulated paid leave or leave of absence without pay.

2. Employees who are not fit for duty as a result of a Workers' Compensation injury are eligible for "restricted duty" assignments for an initial six (6) months. However, the Cobb County Department of Public Safety will attempt, where required or appropriate, to place such employees who remain not fit for duty after the expiration of six (6) months in a "restricted duty" assignment for up to an additional six (6) months. The Public Safety Director will consider each extension request on a case by case basis.
3. Employees placed on a restricted duty assignment shall continue to receive the same rate of pay as that of their permanent job classification and shall suffer no loss of benefits.
4. All employees placed on restricted duty shall be required to acknowledge specific work related expectations and restrictions as set forth in the "Restricted Duty Acknowledgment Form" (Form # DPS101b). The form shall be completed by the employee's Commanding Officer or his designee and acknowledged by the employee's immediate supervisor as well as the employee. The employee shall acknowledge, by his signature, that he has read and understands the expectations and restrictions set forth in the form regarding the restricted duty assignment.
5. Public Safety personnel, while performing restricted duty, shall not undertake any law enforcement related responsibilities without the specific approval of a supervisor. In like manner, firefighters shall not perform fire fighting duties, and communications officers will not perform any emergency communications duties while in a restricted duty assignment without the specific approval of a supervisor.

F. Extra-Departmental Employment

Public Safety personnel, while in a restricted duty assignment, shall not engage in extra-departmental employment which is in any way dependent upon their being able to exercise the duties and responsibilities of a Peace Officer, Firefighter or Emergency Communications Officer.

G. Americans with Disabilities Act, Family and Medical Leave Act, or Applicable Law

This policy shall be interpreted, modified, and/or implemented consistent with the requirements of the Americans with Disabilities Act, the Family and Medical Leave Act, or other applicable law.

Cobb County Department of Public Safety

Policy 9.02

TAKE-HOME VEHICLE ASSIGNMENTS

Effective Date: Adopted November 1997	
Rescinds: CCPD Vehicle Assignment Policy 3.04	
Related Orders: n/a	
Issued By: Director James D. Arrowood	**Page 1 of 2**

?-I. PURPOSE

To set forth guidelines for the use of Public Safety vehicles when they are used other than during normal assigned working hours.

?-II. SCOPE

All employees assigned to the Cobb County Department of Public Safety who are assigned take-home vehicles.

?-III. BACKGROUND

As managers, we must take into account all manner of contingencies when planning for staffing to cover response to calls for help or for service requested and expected by the citizens of Cobb County. These contingencies call for an adequate number of trained and equipped personnel who are able to respond in a timely manner when requested, for the purpose of supplementing the on duty employees of the Department. To provide for management requirements and for emergency contingencies such as natural and manmade disasters, aircraft crashes, explosions and other critical incidents, an adequate number of employees within the Public Safety departments will be assigned vehicles for use in supplemental emergency rapid response.

?-IV. PROCEDURES

A. Assignment Categories

Vehicles will be assigned for use according to the responsibilities of the employee's position and the needs of the Department. These vehicles will be utilized in accordance with the guidelines set forth in the following assignment categories:

1. Key Command Vehicle Assignment

Assigned to a position of major responsibility within the Public Safety departments that is critical to both the operational efficiency of the department and to the safety of the citizens of Cobb County. Any individual having a key command vehicle assignment must be able to communicate with the Department at any and all times, and is subject to immediate response when needed. These vehicles may be operated with no restrictions other than the limitations listed in section B., Assignment Limitations.

2. Restricted Use Vehicle Assignment

Assigned to an employee within the Department of Public Safety to be used for official duties only. Any individual having a restricted use vehicle assignment is

subject to call-in while off duty. Vehicle use in this category is restricted, and may only be used for official business, with no exceptions.

3. On-Call Vehicle Assignment

Assigned to an employee for a limited period of time during which they are required to be on-call. Any individual having an on-call vehicle assignment is subject to call-in while off duty. Vehicle use in this category is restricted, and may only be used for official business, with no exceptions. The Director and Assistant Directors of Public Safety and the Heads of the Departments shall have the discretion to make these assignments for a limited time during emergency situations.

B. Assignment Limitations

Employees who are assigned vehicles under the provisions of this policy are subject to the following limitations:

1. Vehicle assignments under the provisions of this policy may not be made to individuals who live beyond a limit of 25 ground statute miles[1] from the Cobb County Government building, located within the city of Marietta, to the employee's residence.
2. Employees who were assigned vehicles prior to the effective date of this policy may not live beyond a limit of 30 ground statute miles from the Cobb County Government building located within the city of Marietta to the employee's residence.
3. If an employee who was assigned a vehicle prior to the effective date of this policy elects to change residence, the employee will then become subject to the limit of 25 ground statute miles.
4. A scaled map indicating ground statute mile distances and locations will be maintained in the office of the Director of Public Safety. This map will be the final authority on matters concerning the distance limitations on County vehicles for transportation to and from an employee's residence.

C. Vehicle Assignments

A current list of vehicle assignments for each assignment category will be maintained in each department's Chief's Office, and any changes or deviations must be approved by the Director of Public Safety or his designee.

[1] Ground Statute Miles are "as the crow flies", and <u>not</u> road miles.

Vehicle Assignment Positions Within the Department of Public Safety

1. Category 1 - Key Command Vehicle Assignment

Police:	Fire:	Corrections:	E911
Police Chief	Fire Chief	Warden	911 Comdr.
Deputy Police Chief	Deputy Fire Chief	Deputy Warden	911 Asst. Comdr.
Comdr., Field Ops.	Col., Fire Ops.		
Comdr., Patrol Bureau	Comdr. Training/Safety/Hazmat		
Comdr., Detectives	EMS/EMA Director		
Precinct Commanders(4)	Fire Marshal		

2. Category 2 - Restricted Use Vehicle Assignment

Police:	Fire:
Assistant Precinct Commanders (Captains)	Fire Investigators
Unit Commanders (Captains)	Vehicle Maint. Supv.
Asst. Unit Commanders (Lieutenants)	Public Information Officer
Special Operations Officer	
MCS Agent	
Public Information Officer	

3. Category 3 - On-Call Vehicle Assignment

Police: Fire:

All employees on a restricted rotating on-call status, and as assigned by a Department Head in preparation for or during emergency operations.

Cobb County Department of Public Safety

Policy 9.03

TIME REPORTING PROCEDURES

Effective Date: Adopted February 15, 1999	
Rescinds: DPS Special Order, Time Reporting Procedures, August 5, 1998	
Related Orders: DPS Code of Conduct, Rule 1.52. Reporting Hours Worked (All Depts.) CCFES Operating Guidelines Manual, Section 2, Duty Roster CCFES Operating Guidelines Manual, Section 8, Personnel Actions	
Issued By: Director James D. Arrowood	**Page 1 of 3**

§-I. PURPOSE

To provide guidance and clarification regarding time card procedures applicable to Department of Public Safety non-exempt employees.

§-II. SCOPE

All Department of Public Safety non-exempt (eligible for overtime pay) personnel, both sworn and civilian.[1]

§-III. POLICY

A. Employees' responsibility to record all hours worked

As set forth in the Cobb County Employee Handbook, County policy currently requires that all non-exempt employees must accurately record all hours worked. Employees may not work off-the-clock, on their own time, or for free. A failure to accurately record all hours worked can result in disciplinary action up to and including termination. It is a violation of the County's Time Card Procedures policy either to over-report or under-report time worked. (See County Employee Handbook, Policies for All Employees, Time Card Procedures, Section IV.A., Page TC-1).

Each employee must submit a time card that reflects daily entries of the exact times at which the employee starts any and stops all work. The employee must also total his/her hours worked for the work week or work period covered. (Employee Handbook, Policies for All Employees, Time Card Procedures, Section VII.A.1., Page TC-5).

The reverse side of each employee's time card (attendance side) is used primarily as an attendance record. Each non-exempt employee should each day enter the exact times at which that employee starts any and stops all work. (Employee Handbook, Policies for All Employees, Time Card Procedures, Section VII.A.3., Page TC-5 and VII.A.4.b., Page TC-6).

B. Specific time entries required

[1] The procedures set forth in the Cobb County Employee Handbook, Policies for all Employees, Time Card Procedures, address timecard guidelines for <u>all</u> personnel, including non-exempt employees, exempt employees, and key managerial staff.

Pursuant to the Time Card Reporting Procedures, all non-exempt employees of the Cobb County Public Safety Department must accurately record the following on their weekly time cards:

1. **Time Duty Begins**

   Time card entries must reflect an accurate report of the actual time non-exempt employees begin duty for each day worked. Employees may not elect to begin duty earlier than their normally assigned time without the express prior approval of a supervisor or manager of superior rank within an employee's chain of command.

2. **Meal Breaks**[2] (Does not apply to sworn, 56-hour employees)

   a) **Civilian Non-Exempt Employees; Sworn Non-Exempt Fire and Emergency Services Department Employees (other than 56-hour employees); and Sworn 8-Hour Corrections Employees:**

   Each employee in this category is to be provided a meal break during his/her normal daily work schedule. The times and duration of this period will be set forth in writing by each individual department, and will be consistent throughout each individual division.

   Cobb County policy provides discretion with regard to whether time out or in for meals must be shown on your time card. (Employee Handbook, Policies for All Employees, Time Card Procedures, Section IV.C.3., Page TC-2). So that there will be no confusion, all Public Safety employees are to accurately record times out and in for meal breaks on their time cards.

   No employee may elect to skip a meal break, or elect to take less time than provided without the express approval of a supervisor or manager of superior rank within the employee's chain of command.

   In the rare case of an emergency which results in the employee not being able to take the meal break, the employee is to record the fact that no meal was taken on his/her timecard, and to record the total hours worked for the day, which should include the normal meal break time. The employee is to immediately notify a supervisor or manager of superior rank within the employee's chain of command of such circumstances.

   b) **Sworn Non-Exempt Police Employees and Sworn 12-Hour Corrections Employees:**

   Sworn non-exempt police employees and sworn 12-hour Corrections employees are not provided with a break for meals except in cases where other entities or authorities are in actual control of the schedule on a temporary basis, such as the judicial system, training functions or during protracted emergency operations lasting longer than the scheduled shift. In such cases, sworn, non-

[2] DPS Code of Conduct (all departments), Section 1.10, Meals, is in conflict with this Policy, and is rescinded.

exempt employees will record the actual times of the breaks on their time cards.

3. **Time Duty Ends**

Time card entries must reflect an accurate report of the actual time non-exempt employees complete duty for each day worked.

If, for personal or other reasons, an employee leaves his/her place of work prior to the completion of the employee's shift, whether or not the employee intends to return to work, the employee is to record the time he/she actually leaves duty. If the employee returns to work, he/she is to record the time he/she returns to duty. (Employee Handbook, Policies for All Employees, Time Card Procedures, Section IV.C., Page TC-1).

An employee may not elect to remain on duty past his/her normal work routine without the express prior approval of a supervisor or manager of superior rank within the employee's chain of command.

In the case of an emergency which requires an employee to remain past normal work hours, or if an employee has been requested to remain past normal work hours, the employee is to record the total hours worked for the day, which should include the hours worked after normal hours. The employee is to immediately notify a supervisor or manager of superior rank within the employee's chain of command of such circumstances. The supervisor or manager will then determine whether the time will be paid as overtime or flexed within the same work period.

Any employee who violates the timekeeping policy will be subject to disciplinary action up to, and including, discharge.

C. Supervisor responsibilities

All supervisors must maintain a copy of this policy, be familiar with its contents and ensure compliance with its provisions. Each supervisor, manager and/or department head is to ensure that non-exempt employees accurately and completely record all hours worked.

It is imperative that all supervisors make all necessary approvals, such as:

- Overtime
- Irregular shifts
- Irregular meal breaks
- Early or late work
- Short time (leaving the workplace prior to the completion of the scheduled shift)

Supervisory personnel who violate the timekeeping policy or <u>allow</u> it to be violated will be subject to disciplinary action up to, and including, discharge.

Cobb County Department of Public Safety

Policy 9.04

PUBLIC INFORMATION AND MEDIA RELATIONS

Effective Date: Adopted February 22, 2000	
Rescinds: N/A	
Related Orders: DPS Code of Conduct, Rule 1.30. Public Appearances and Statements Police Department Policy 3.11, Public Information	
Issued By: Director James D. Arrowood	**Page 1 of 2**

I. PURPOSE

To ensure the smooth flow of information to the news media and to ensure that such information is released in compliance with federal, state and local laws. The Cobb County Department of Public Safety recognizes that the activities of its various departments are of public interest. It is the policy of this department to make public safety-related activities available to the media as soon as possible. All employees within Public Safety will extend courtesy and cooperation to the media. Public Safety employees will perform within the guidelines and limitations defined in this directive with the understanding that the public safety mission takes precedence. No information will be released prematurely, nor will information be withheld for the exclusive benefit of any individual or segment of the news media.

II. SCOPE

All Department of Public Safety personnel, both sworn and civilian.

II. DEPARTMENT HEAD RESPONSIBILITY

Department heads within the Department of Public Safety are responsible for accomplishing the following:

A. Ensuring that their public information procedures are in compliance with the guidelines given within this policy.

B. Reviewing the operations and areas of responsibility within their departments and implement the most effective methods of public information dissemination suited for their operations.

C. Appointing a member of their command staff to act as a point of contact for press and media inquiries if a PIO is not utilized.

D. Instructing all personnel within their departments of the Department of Public safety's philosophy of cooperation with the media. This will be accomplished with the understanding that the public safety mission takes priority.

III. PUBLIC INFORMATION OFFICER (PIO) PROGRAM

Departments within the Department of Public Safety that utilize a Public Information Officer program for press and media contacts will adhere to the following:

A. Public Information Officers will report directly to the department head. This will facilitate quicker access to decision makers and allow the PIO's greater authority when securing information for the media.

B. A Public Information Officer will be on call at all times and will be expected to respond to all media inquiries in a timely manner.

C. Public Information officers will be issued pagers specifically for use by the media. All media pager contacts will be responded to in a timely manner.

D. Public Information Officers will be committed to a continuous improvement process that will ensure optimum response to the media. Additionally PIO's will conduct an annual survey of the media to identify areas that could enhance our service to the media. This results of this annual survey will be distributed to all DPS departments as well as to the Cobb Communications Department.

E. If a department's PIO is unable to respond in a timely manner to a media inquiry, the PIO will be responsible for informing the Cobb Communications Department that their assistance will be required to provide information to the media. The media will be informed of this situation and will be provided the Communication Department's on-call number.

IV. RELEASE OF PUBLIC INFORMATION

A. All public information releases will be provided to representatives of the media as expeditiously as the circumstances of the situation will allow.

B. All routine daily releases of activity will when possible be released prior to 1000 hours the day following the activity.

V. UTILIZING THE COBB COMMUNICATIONS DEPARTMENT

A. Cobb Communications Department will be notified of all unusual or unique requests from the press and media.

B. Cobb Communications will be notified when a department will not be able to respond routinely to press and media inquiries and will be requested to assist utilizing their personnel.

C. Cobb Communications Department will be utilized by departments when conducting large scale press conferences or as needed for logistical support and guidance.

Cobb County Department of Public Safety

Policy 9.06

PUBLIC SAFETY SPECIAL COMMENDATIONS

Effective Date: March 1, 2004	
Rescinds: n/a	
Related Orders: n/a	
Issued By: Director G. M. Lloyd	**Page 1 of 2**

I. Purpose

The purpose of this policy is to establish criteria and procedure for two (2) awards: Director of Public Safety Commendation for Excellence and Director of Public Safety; Meritorious Action Commendation. The purpose of these commendations is to enhance morale, encourage proactive problem solving, recognize exemplary performance, encourage the pursuit of excellence by all public safety employees, and show appreciation to citizens from the community who have made a significant contribution to public safety in Cobb County.

II. Director of Public Safety Commendation for Excellence

A. Purpose

1. To publicly recognize managerial, supervisory, and administrative excellence from all segments of the Department of Public Safety.

2. To publicly recognize and show appreciation to citizens of the Cobb County community who have made a significant contribution to public safety.

B. Eligibility

1. All supervisors, managers and administrative employees within the Cobb County Department of Public Safety.

2. Any citizen that has made an outstanding contribution, or provided extraordinary effort for the benefit of Cobb County Department of Public Safety.

C. Nomination and Selection Process

1. Any employee may submit a written nomination on behalf of a Department of Public Safety supervisor, manager, administrative employee, or citizen. This nomination shall be sent directly to the Director of Public Safety.

2. The Director may ask for nomination(s) to be reviewed by a three-person review committee composed of designees appointed by the Director.

3. The review committee will submit their recommendation(s) regarding each nomination to the Director of Public Safety however; the Director will make the final decision regarding all nominations.

D. Issuance of Commendation of Excellence

1. The Director of Public Safety may issue a Commendation of Excellence award at any established Department of Public Safety award ceremony, or at any other appropriate function.

2. The recipient will be presented a certificate mounted on a plaque properly inscribed with the name of the award, the recipient's name, and a brief description of the action that merited the award.

III. Director of Public Safety Meritorious Action Commendation

A. Purpose

For the Director of Public Safety to recognize any Cobb County Department of Public Safety employee who demonstrates unusual initiative, dedication, skill, or excellence during the performance of their public safety responsibilities.

B. Eligibility

All employees of the Department of Public Safety.

C. Commendation Guidelines

1. The selection of Meritorious Action Commendation recipients will be at the discretion of the Director of Public Safety.

2. The Director of Public Safety will have sole discretion for the number of awards issued annually. The location and the time of the issuance of the award will be at his discretion.

3. First-time recipients will receive a white enamel achievement bar with an engraved gold star.

4. The Meritorious Action Commendation bar may be worn by employees on Class A uniforms on the left breast pocket flap. Civilian staff may also wear the achievement bar.

5. The recipient will also be presented a certificate properly inscribed with the name of the award, the recipient's name, and a brief description of the action that merited the award.

Cobb County Department of Public Safety

Policy 9.07

CREDENTIALS AND EQUIPMENT FOR NON-EMPLOYEES

Effective Date: April 1, 2006	
Rescinds: N/A	
Related Orders: N/A	
Issued By: Director G. M. Lloyd	**Page 1 of 4**

I. Purpose

The purpose of this policy is to establish the criteria for issuance of credentials and equipment to non-employees.

II. SCOPE

All sworn and civilian employees of the Department of Public Safety ("DPS").

III. BACKGROUND

The integrity and security of the Department of Public Safety is of primary importance. Therefore providing credentials and equipment to a non-employee must be safeguarded by certain guidelines governing the issuance.

IV. DEFINITIONS

A. **Credentials:** Any form of identification card, badge, or document that identifies a person and is issued by the Department of Public Safety or its subordinate units. A badge for a visitor who is accompanied by an employee is not considered a credential.

B. **Non-Employee:** An individual who is not elected to an appointment, employed by appointment, or occupies an appointment (whether paid or un-paid) within Cobb County government.

C. **Equipment:** Any item of property owned by the Cobb County Department of Public Safety or its subordinate units.

D. **Director:** Director of the Cobb County Department of Public Safety.

E. **Department Head:** Police Chief, Fire Chief and E911 Director.

F. **County Manager**: Chief employee of Cobb County government, appointed by the Board of Commissioners.

V. Credentials and Equipment

A. Credentials

1. At the discretion of the Director of Public Safety, it may be appropriate to issue temporary credentials to a non-employee. Examples would include, but are not limited to:

    a. A visiting dignitary;
    b. A person possessing unique skills or knowledge;
    c. A trainer;
    d. A person affiliated with another law enforcement organization; or
    e. Any other person the Director deems appropriate.

2. If the Director or a Department Head desires that a non-employee is issued temporary credentials, the Director or Department Head must write a memorandum of justification and note the type of credentials to be issued. If written by a Department Head, the memorandum will be addressed to the Director. The Director will indicate approval of the memorandum of justification by initialing it. This will constitute a conditional approval. The Director will then:

    a. Instruct the Department of Public Safety Internal Affairs Unit to create a file on the non-employee;
    b. Advise the department head in writing of the approval (if appropriate); and
    c. Instruct the Department of Public Safety Internal Affairs Unit to include a copy of the memorandum of justification in the file on the non-employee.

3. If approved by the Director, a background investigation of all non-employees will be conducted by the Internal Affairs Unit. Once the background check is complete, the Director will then get final written approval from the Cobb County Manager. Approval is not final until the background check is complete and the County Manager concurs with the request. The scope of the background check will be at the discretion of the Director or the Internal Affairs commander. At a minimum, the background investigation will include:

    a. A criminal history check through the NCIC/GCIC system (purpose code “C” or “J”);
    b. A local file check of the Cobb County Police Department’s Records Management System;
    c. A signed release for records; and

d. A signed "Hold Harmless" agreement and/or other appropriate waiver of liability.

4. The temporary credentials issued to the non-employee will clearly indicate the individual is a civilian and is not a sworn member of the Department.

5. Temporary credentials will contain an expiration date, with no credentials being valid for more than 24 months from the date of issue.

6. At the end of 24 months the application process as well as the background check must be redone to renew the credentialing request for non-employees.

B. Equipment

1. At the discretion of the Director, certain non-employees may be temporarily issued items of equipment normally reserved for employees of the Department. Examples would be, but not limited to:

   a. Clothing;
   b. Computer equipment;
   c. Communication devices.

2. If a Department Head desires that a non-employee be issued equipment, the Department Head must write a memorandum of justification to the Director and note the type of equipment to be issued. If the department head is also requesting credentials, it may be included as one memorandum.

   If equipment is approved by the Director, the Director will:

   a. Write a memorandum to the Department Head authorizing particular item(s) of equipment to be issued;
   b. Direct the Department of Public Safety Personnel Coordinator to include this memorandum in the personnel file; and
   c. Direct that the issuance of equipment to the non-employee be recorded in the same manner in the subordinate unit's records as an employee.

3. Non-employees will not be issued sworn employee badges (metal badge).

4. Non-employees will not be issued weapons. This does not preclude a non-employee from participating in an authorized training function.

VI. LIMITATIONS

A. The issuance of credentials and equipment shall not convey sworn status or arrest powers to any non-employee. It shall not convey any offer of employment, and it will not entitle any non-employee to any compensation or benefits by Cobb County government. Credentials and equipment remain the property of the Cobb County Department of Public Safety, and must be immediately surrendered at the direction of the Director or his designee.

VII. EXEMPTIONS

This policy is not to be construed as applicable to visitors, assessors, contractors, or other individuals who are fulfilling a public safety need of short duration for the Department.

Cobb County Department of Public Safety

Policy 9.08

BENEVOLENT ORGANIZATIONS

Effective Date: April 1, 2006	
Rescinds: N/A	
Related Orders: N/A	
Issued By: Director G. M. Lloyd	**Page 1 of 6**

I. PURPOSE

The purpose of this policy is to provide guidelines to ensure that the Cobb County Department of Public Safety's integrity and public trust is upheld when there is an affiliation with Benevolent Organizations.

II. SCOPE

All sworn and civilian employees of the Department of Public Safety ("DPS"). All existing affiliations as well as future Benevolent Organizations.

III. BACKGROUND

The Cobb County Department of Public Safety recognizes that the welfare and success of the Department rests not only with its employees, but also with the public it serves. Many people, both within the Department and from the public, share a civic desire and commitment to ensure that the Department fulfills its mission in the most productive and professional manner possible.

Accordingly, the Department may forge relationships with various organizations that further the overall mission. Cobb County Department of Public Safety supports and endorses proactive relationships with non-profit community organizations, as part of the Department's community-oriented philosophy.

However, public trust is of the utmost importance to the Department. Therefore, it is the Department's policy to only affiliate itself with organizations in such a manner that involvement with the organization is beyond reproach, and avoids any appearance of impropriety.

IV. DEFINITIONS

A. **Benevolent Organization:** A not-for-profit organization that seeks to enhance the morale and welfare of Cobb County Department of Public Safety employees; or a not-for-profit organization that seeks to promote the mission of Cobb County Department of Public Safety to the community.

B. Department: The Cobb County Department of Public Safety.

C. Director: The Director of Cobb County Department of Public Safety.

D. Bylaws: Rules or laws concerning the management of the Benevolent Organizations affairs. For the purpose of this policy, Bylaws may be used interchangeably with the word "policy" or "written procedures."

E. Publication: Any written letter, pamphlet, brochure, magazine, website or book produced by a Benevolent Organization.

V. PROPRIETARY INTEREST

A. Proprietary Interest of Names, Emblems, and Seals

The Department claims a proprietary interest in the following names, emblems, and seals:

1. Cobb County Department of Public Safety (and any of its derivatives such as, but not limited to: Cobb County DPS, Cobb DPS, etc.) and any emblem or seal.
2. Cobb County Police Department (and any of its derivatives such as, but not limited to: Cobb County Police, Cobb Police, etc.) and any emblem or seal.
3. Cobb County Fire & Emergency Services (and any of its derivatives such as but not limited to: Cobb County Fire, Cobb Fire, etc.) and any emblem or seal.
4. Cobb County E911 Communication Bureau (and any of its derivatives such as, but not limited to: Cobb County 911, Cobb 911, Cobb E911, etc.) and any emblem or seal.
5. Cobb County Animal Control Unit (and any of its derivatives such as, but not limited to: Cobb County Animal Control, Cobb Animal Control, etc.) and any emblem or seal.

B. Integrity

It is within the Department's interest to safeguard the integrity of these names, emblems, and seals to maintain public trust. The use or alteration of any of these names, emblems, or seals by a Benevolent Organization is prohibited, without prior express written permission from the Director.

VI. APPLICATION AND AUTHORIZATION

A. Application

An entity desiring to become a Benevolent Organization affiliated with the Department must submit a written request to the Director.

Only not-for-profit organizations will be considered for affiliation with the Department. This request will include:

1. The objectives of the Benevolent Organization;
2. A statement that the Benevolent Organization is not-for-profit;
3. By-laws governing the organization. These bylaws will address:

    a. An explanation of the organizational structure;
    b. A statement that the organization is non-discriminatory, and provides equal opportunities for participation in the organization;
    c. A statement as to whether the organization will engage in fundraising activities; and
    d. A statement describing what monies raised by the organization will be utilized for.

B. Fundraising

If the Benevolent Organization intends to engage in fund-raising activities, the bylaws must also address:

1. Formation of an annual budget.
2. Statement that no monies can pass through the organizations fund that are not utilized for the specific stated purposes of the organization.
3. Consultation with an accounting authority in order to establish financial practices in accordance with generally accepted accounting principles. The following are minimum financial practices:

    a. An income sheet;
    b. A balance sheet;
    c. Inventory records (if applicable);
    d. How funds are disbursed;
    e. A written statement that the Benevolent Organization will only maintain funds for the Benevolent Organization's purpose;
    f. Procedures for a required annual audit; and
    g. An annual financial disclosure to the Department.

C. Use of Department Name, Emblem, Seal and Publications

If the Benevolent Organization intends to use any name, emblem, or seal of the Department it shall make a request to do so prior to its use. The Benevolent Organization's bylaws will address the use of any name, emblem, or seal.

D. Approval

1. Upon receipt of the request to become an authorized Benevolent Organization, the Director will review the request to ensure that the request addresses the issues above. Should the request not be in accordance with this policy, it will be returned without action. If the request is in accordance with this policy, the Director reserves the privilege of requesting additional bylaws or clarification at his discretion.

2. When the Director approves a request to become a Benevolent Organization, the Director will:

    a. Notify the requesting entity in writing of the approval; and
    b. Notify the Internal Affairs commander in writing of the approval.

VII. PUBLICATIONS

The Director must approve any publication produced by, or on behalf of an authorized Benevolent Organization. At the discretion of the Director, Department resources may be utilized to assist in the production of a publication. The Benevolent Organization will submit an example of the publication to the Director for his review and comment prior to production. Once the Director has reviewed the publication, and is satisfied with the contents, he will notify the Benevolent Organization in writing of the approval. The Benevolent Organization must submit a copy of the publication to the Director for a final review prior to distribution. Once the Director has conducted the final review, he will authorize the distribution of the publication in writing.

VIII. INDEPENDENCE OF BENEVOLENT ORGANIZATIONS

A. It is the Department's objective that a Benevolent Organization is self-guiding in achieving its intended purpose. A Benevolent Organization may participate with the Department and its activities as authorized by the Director. A Benevolent Organization may utilize Department facilities and equipment only upon approval of the Director.

B. Department heads and assistant department heads may not hold any office or position of authority within an authorized Benevolent Organization.

C. Though the goal of the Department is that authorized Benevolent Organizations operate independently of the Department, there could be circumstances that justify compensation of a Department employee for involvement in activities related to the Benevolent Organization. Compensation will be in accordance with the Cobb County Payroll Policy.

IX. APPLICABILITY

It is not the intent of this policy to regulate affiliation with organizations that perform benevolent activities for the public safety profession as a whole. Typical examples of these types of organizations would be fraternal organizations, such as the Fraternal Order of Police, and professional organizations such as the International Association of Chiefs of Police, and the International Association of Fire Chiefs. These types of fraternal or public safety professional organization are not recognized as Cobb County Government entities.

X. DOCUMENTATION

A. The Director will maintain a list of authorized Benevolent Organizations

B. The Commander of the Internal Affairs unit will be given a copy of the list of authorized Benevolent Organizations

C. This list will be made available for public inquiry and review.

XI. AUDITS AND INVESTIGATIONS

The Director may at any time request an audit of an authorized Benevolent Organization's financial records or other documents deemed necessary by personnel he deems appropriate. The Director may investigate any activity of an authorized Benevolent Organization that might affect the operations or integrity of the departments. The authorized Benevolent Organization will cooperate with any audit or investigation initiated by the Director. The authorized Benevolent Organizations will annually conduct an audit for the periods of October through September and provide a copy of this audit report to the Director of Public Safety.

XII. TERMINATION

The decision to affiliate with a Benevolent Organization and to permit the use of a Department name, emblem, or seal is at the discretion of the Director. The Director, or his designee, may terminate the affiliation with any authorized Benevolent Organization at any time.

XIII. ACCEPTANCE OF GIFTS

Ordinarily, DPS Code of Conduct Rule 1.07, Acceptance of Gifts and Gratuities are not applicable when a Benevolent Organization authorized by the Director makes a gift to an employee. Any gifts that the Benevolent Organization wishes to give to the Department will be in accordance with Cobb County policies.

Cobb County
Department of Public Safety

G. M. Lloyd
Director

100 Cherokee Street, Suite 460
Marietta, GA 30090-9682
Phone: (770) 528-3801
Fax: (770) 528-3820

Public Safety – Emergency Responder Safety Standards

March 19, 2010

The Cobb public safety community is comprised of county, city and contract emergency responders including police officers, firefighters, and emergency medical services personnel. Individually we work for separate jurisdictions providing emergency services within Cobb County and its municipalities, but collectively we share the common goal of striving to make our communities throughout the County as safe as they can possibly be. At the same time, we understand and agree that in order to provide excellent public safety; we must first and foremost attend to the safety of our officers, firefighters and EMS personnel. Simply put, public safety personnel injured or killed during an emergency incident can't protect or rescue anyone else.

Recognizing that public safety personnel from separate jurisdictions within Cobb County frequently work together on dangerous emergency scenes, we have come to realize the value of standardized safety procedures or protocols for emergency scenes. Therefore, leaders of the below listed county and municipal public agencies have formed an interagency safety committee and together designed a universal set of safety standards for all emergency responders for roadway accident/incident situations anywhere within Cobb County (copy attached).

All members of the interagency safety committee have agreed to the attached new safety standards and most have expressed a willingness to formally incorporate the standards into their own jurisdictional procedures. Meanwhile, the Georgia Department of Transportation and other Georgia counties have become aware of our work, and they are eagerly awaiting its release and have expressed an interest in emulating it.

At this point, we have a set of standards to which the public safety agencies have agreed; however it is not yet a binding intergovernmental agreement. We hope to eventually formalize the standards by Intergovernmental Agreement or Memorandum of Understanding, but only after legal review by each participating agency. For now, we would like to publicly announce our agreement and release the attached standards on or about March 19, 2010. If you have any objection to your jurisdiction participating in the release, please let your police, fire or EMS agency representative know and we will do our best to resolve it before the release.

PARTICIPATING PUBLIC SAFETY AGENCIES

Cobb County Department of Public Safety	GARY M. Lloyd - Director 03-19-10
Cobb County Police Department	RONALD D. STORRY 03-19-10
Cobb County Fire Department	SAM D Newton 3-19-10
City of Marietta Police Department	For Dan Flynn DS Clayton 031910
City of Marietta Fire Department	03-23-10
City of Kennesaw Police Department	WILLIAM WESTENBERGER 3-19-10
City of Smyrna Police Department	For Stan Hook Michael Brown 3-19-10 Deputy Chief P.D. Lt. Damon Wisdom: Training Officer
City of Smyrna Fire Department	MAJOR C.W. Dennard, JR.
City of Acworth Police Department	03-19-2010
City of Powder Springs Police Department	L. RICK RICHARDSON 03-19-10
City of Austell Police Department	Bob Starrett 03-19-10
City of Austell Fire Department	TIMOTHY J. WILLIAMS 03/19/2010
Georgia Dept. of Transportation	GARY M. MILLSAPS 3/19/10
Puckett EMS	STEVEN K. Puckett
Metro Atlanta Ambulance Service	MIKE JERNIGAN

COBB PUBLIC SAFETY
ROADWAY OPERATIONS GUIDELINES

Effective Date: Approved 02/22/10
Rescinds: n/a
Related Guidance: Monterey County, California Fire Service Roadway Traffic Safety Guidelines NFPA Standard 1500, dated 2007 **Manual on Uniform Traffic Control Devices**
Approved By: Cobb Public Safety Officials – Acworth Police, Austell Police and Fire, Cobb County Police and Fire, Kennesaw Police, Marietta Police and Fire, Powder Springs Police, Smyrna Police and Fire, Metro Atlanta Ambulance, and Puckett EMS **Page 1 of 11**

I. GUIDELINE STATEMENT

Consistent with the principle that life safety is the first priority of emergency operations, it is the intent of this guideline to minimize the risk to personnel and equipment engaged in all aspects of emergency incidents during which personnel may be working or operating in or on roadways or locations where vehicular traffic is present. The goals of the guideline are to encourage safe practices, thereby reducing the threat of loss of life, injury and/or property damage. Nothing in this guideline is intended to supersede any existing local, state, or federal mandates.

II. SCOPE

All responders and members of public safety service providers within Cobb County.

III. DEFINITIONS

The following terms shall be used during incident operations, post-incident analysis, and training activities related to working at a roadway incident or location where vehicular traffic is present:

1. **Active Traffic Control -** the process of managing or directing traffic through the use of personnel with or without the aid of temporary traffic control devices.

2. **Activity Area –** Section of the highway where incident response activities take place. The activity area is comprised of the upstream buffer space and the incident space.

3. **Advance Warning –** notification procedure used to advise approaching motorists of an incident ahead and allow them to prepare for a transition from normal driving status to that required by temporary emergency traffic control measures.

4. **Block** – positioning of a vehicle, preferably a fire emergency vehicle (e.g., fire engine, HERO Truck, etc.), within the lanes of traffic creating a physical barrier between upstream traffic and the work area.

5. **Downstream** – Roadway or traffic flow beyond the incident space, when considered from the perspective of a passing motorist.

6. **Incident Space/Zone –** Physical area of the roadway within which the emergency responders perform their EMS, fire, law enforcement, and recovery tasks at a vehicle-related incident.

7. **Lane Identification –** the designation of a lane of traffic by assigning a numerical character starting from the lane closest to the centerline, with an assigned number of "1" and moving outward to the shoulder or curb of the roadway. Thus, a north/south roadway with two lanes in each direction would have designated lanes of #1 and #2 in the northbound direction, and lanes #1 and #2 in the southbound direction.

8. **Manual on Uniform Traffic Control Devices (MUTCD)** – The MUTCD is the national standard for all traffic control devices used during construction and maintenance activities (http://mutcd.fhwa.dot.gov/). MUTCD Chapter 6I covers the use of traffic control devices at an incident scene.

9. **Passive Traffic Control** – the use of temporary traffic control devices only. No personnel being used for traffic control.

10. **Roadway –** highways, streets, roads, parking lots or other non-laned areas where motor vehicles are located or operating.

11. **Shadow** – protected work area at a roadway incident that is shielded by the block from emergency response vehicle(s).

12. **Taper/Tapering**– the action of merging one or more lanes of traffic into fewer moving lanes.

13. **Temporary Traffic Control (TTC) Devices** – items such as cones or other devices used to warn or guide traffic on a roadway. The primary functions of temporary traffic control devices at a roadway incident are to move motorists safely and expeditiously past or around the incident.

14. **Temporary Traffic Control (TTC) Zone** – An area of a highway where road user conditions are changed due to a work zone or incident by the use of temporary traffic control devices, flaggers, uniformed law enforcement officers, and other authorized personnel/emergency responders.

15. **Termination Area** – Area used to return motorists to their normal path. The termination area extends from the downstream end of the incident space to the last temporary traffic control device

16. **Traffic Control –** the process of managing or directing traffic through the use of personnel and/or equipment.

17. **Traffic Incident** – A road user incident, a natural disaster, or any other unplanned event that affects or impedes the normal flow of traffic. A traffic incident requires a response to protect life or property, and to mitigate its impacts. Traffic incidents, for example, include motor vehicle crashes, fires, hazardous materials release, disabled vehicles, infrastructure damage, major disaster, terrorist events, and other occurrences that require an emergency response.

18. **Traffic Incident Management (TIM)** – Systematic, planned, and coordinated use of human, institutional, mechanical and technical resources to reduce the duration of traffic incidents, and improve the safety of the motorists, crash victims and incident responders.

19. **Traffic Incident Management Area (TIMA) –** Area of a highway where temporary traffic controls are imposed by authorized officials in response to an incident. A TIMA is a type of TTC Zone and extends from the first warning device (such as a sign or cone) to the last TTC device or to a point where vehicles return to the original lane alignment and are clear of the incident. The components of a TIMA include and advance warning area, transition area, and activity area and a termination area.

20. **Traffic Incident Scene** – Location at which a traffic incident occurred including the TIMA.

21. **Transition Area** – The section of the highway where motorists are redirected out of their normal path. The transition area is the area in which approaching motorists should change their speed and position to comply with the emergency traffic control measures established at an incident scene.

22. **Unified Command** – An Incident Command System (ICS) application in which responding agencies and/or jurisdictions with responsibility of the incident work together to establish a common set of objectives and strategies.

23. **Upstream** – Roadway or traffic flow prior to the incident space, when considered from the perspective of a passing motorist.

IV. GENERAL TRAFFIC SAFETY PRINCIPLES

A. All emergency responders should understand and appreciate the high risk of personal injury when operating at a roadway incident or location where vehicular traffic is present. Responders should operate within a protected environment at any type of incident on or near a roadway and near motor vehicle traffic.

B. Understanding that there is no absolute protection for emergency response personnel at the scene of a roadway incident, personnel are urged to consider general traffic safety principles, as stated below, to increase the margin of safety for personnel operating at roadway incidents.

1. Traffic Control

The primary functions of Temporary Traffic Control (TTC) at a traffic incident management area are to inform road users of the incident and to provide guidance information on the path to follow through the incident area. Alerting road users and establishing a well defined path to guide road users through the incident area will serve to protect the incident responders and those involved in working at the incident scene and will aid in moving road users expeditiously past or around the traffic incident, will reduce the likelihood of secondary traffic crashes, and will preclude unnecessary use of the surrounding local road system.

2. Leave Space

Individuals operating or persons utilizing traffic control devices should allow for an adequate longitudinal (length of TIMA) and lateral (width of TIMA) space to protect responder/victim safety and evidence while at the same time considering the needed movement of traffic.

3. Be Seen

Visibility of emergency response personnel at the scene of a roadway incident on or near a roadway with motor vehicle traffic is a critical component of the life safety priority. All scene personnel should wear at a minimum a "public safety" vest in accordance with the Federal Highway Administration's rule title 23 CFR Part 634.

C. While not an exhaustive list, other general safety precautions for personnel to bear in mind are as follows:

1. Do not trust approaching motor vehicle traffic, and avoid turning your back to approaching motor vehicle traffic.

2. Always look before you move:
   (a) Always keep an eye on motor vehicle traffic or have someone look out for you.
   (b) Always look before opening doors or stepping out into motor vehicle traffic areas. If at all possible, personnel should always exit emergency vehicles from the "shadow" side of the vehicle, away from motor vehicle traffic. If a vehicle is being used as a "block," exit the vehicle quickly when safe to do so and move away to the "shadow" area.
   (c) Always use extreme caution when retrieving equipment from the upstream side of the emergency vehicle.

3. Always wear appropriate personal protective equipment (PPE) when operating at a roadway incident.

4. Make sure there is enough personnel and equipment at the scene, but keep the amount to a necessary minimum. The more personnel and equipment on the scene, the greater the risk of being involved in a secondary incident.

5. Once your assignment is completed, consider leaving the scene as soon as safely possible. The longer you stay on the scene, the greater the risk.

V. EMERGENCY RESPONSE PROCEDURES

A. First Arriving Unit Initial Actions

1. The first arriving emergency response vehicle at the scene of a roadway incident should provide an on-scene report to 911. Such reports should include any pertinent information relating to the incident such as: nature of injuries, entrapment, fire, spills, roadway hazards, any other departments needed (i.e. utilities, DOT, etc.), and establishing Command/Supervision for emergency response personnel.

   a. Unified command should be established as soon as possible to recognize the needs and responsibilities of each agency and to ensure the safety of all responders and traveling public.
   b. Priority on incident/accident responses shall be as follows:

      First - Life Safety- emergency responders and citizens
      Second - Incident Stabilization- fire/hazmat, spill, evidence protection, crowd/traffic control
      Third - Property conservation

   c. Georgia or Local DOT will assume control of the clearance of incident scene in accordance with Fire and Law Enforcement needs and unified command.

2. The first arriving response vehicle shall assess, based on the nature or severity of the incident, whether other responding units should upgrade their response, downgrade their response, or cancel their response.

B. Size-Up by Command/Supervision

Once the initial on-scene report is given, the Command/Supervisor should further assess the incident and transmit additional information to 911 and incoming units. In addition to the items covered in the subsection above for the First Arriving Unit, the size-up ordinarily should include an assessment of the following (in no particular order):

1. Need for traffic control (e.g., personnel, advance warning, temporary traffic control devices, etc.);

2. Number of victims, types and numbers of injuries (major injuries, minor injuries, persons trapped, etc.).

3. Scene hazards (e.g., fire, hazardous materials, engine fluids, scattered debris) and obstructions (e.g., fallen utility poles, downed wires).

4. Assignments to incoming emergency response vehicle (e.g., placement of "block" vehicle, placement of advance warning devices, extrication assignment).

5. Identification of the safest and easiest route to access the scene for incoming units.

6. Additional resources needed (e.g., engine companies, ambulances, helicopter, towing vehicles, utilities, DOT, etc.).

7. Consider the need for perimeter control for the media and general public.

8. Consideration should be given to whether or not radio traffic should be moved to an alternate frequency. Pertinent information should be relayed on the general frequency or the assigned designated radio channel.

9. Cancellation of unneeded resources.

10. Observation of the debris field. When possible, debris should not be disturbed as it could compromise its evidentiary value for law enforcement investigative purposes. Tie-in shall be made with law enforcement on the scene before moving items or initiating any cleanup or washdown activities.

11. In the event responsibility has not been assumed by law enforcement, consideration should be given to clearing minor accident scenes to restore normal traffic flow when possible in accordance with Georgia Law, as set forth below, or as it may be amended.

GEORGIA STATE LAW REGARDING DUTY TO MOVE VEHICLES FROM ROADWAYS WHEN POSSIBLE

O.C.G.A. 40-6-275 "Steer it and Clear it"

"When a motor vehicle traffic accident occurs with no apparent serious personal injury or death, it shall be the duty of the drivers of the motor vehicles involved in such traffic accident, or any other occupant of any such motor vehicle who possesses a valid driver's license, to remove said vehicles from the immediate confines of the roadway into a safe refuge on the shoulder, emergency lane, or median or to a place otherwise removed from the roadway whenever such moving of a vehicle can be done safely and the vehicle is capable of being normally and safely driven, does not require towing, and can be operated under its own power in its customary manner without further damage or hazard to itself, to the traffic elements, or to the roadway. The driver of any such motor vehicle may

request any person who possesses a valid driver's license to remove any such motor vehicle as provided in this Code section, and any such person so requested shall be authorized to comply with such request".

O.C.G.A. 32-6-2
Notwithstanding Code Section 40-6-200 and Code Sections 40-6-202 through 40-6-204: (1) The department may regulate and prohibit the parking of any type of vehicle on any public road on the state highway system, including extensions thereof into or through municipalities. Whenever any state or local law enforcement officer or employee of the Department of Motor Vehicle Safety to whom law enforcement authority has been designated finds a vehicle parked in violation of law or the department´s regulations, such officer or employee is authorized to move such vehicle or require the driver or other person in charge of the vehicle to move the same. If the vehicle is unattended, such officer or employee is authorized to remove or provide for the removal of such vehicle to the nearest garage or other place of safety at the owner´s expense. State or local law enforcement officers and the department are further authorized, with or without the consent of the owner, to remove or have removed any obstruction, cargo, or personal property which is abandoned, unattended, or damaged as a result of a vehicle accident which the department determines to be a threat to public health or safety or to mitigate traffic congestion.

C. Traffic Control/Advanced Warning)

1. Properly positioned and placed advance warning devices for motorists approaching a roadway incident ordinarily will help increase the level of safety for personnel operating at the incident scene. Advance warning devices will also assist motorists in preparing for driving adjustments that may be needed to safely negotiate their vehicles around an emergency incident or make adjustments to the normal flow of traffic reducing secondary incidents.

2. Based on the duration of the incident, the proximity of the actual incident to the roadway, and the impact the incident has on the flow of traffic, advanced warning devices may be needed at the scene of a roadway incident.

3. Advanced warning procedures should be in accordance with the MUTCD Section 6 and 6I.

D. Vehicle Placement

1. Upon arrival of the first emergency vehicle on the scene, the size of the incident space should be determined based on the number and location of involved vehicles, the debris field, and the need for areas for patient triage and treatment, extrication, and a tool cache area.

2. Whenever possible, the first arriving emergency vehicle should be positioned to protect the scene. Initial emergency vehicle placement should provide a workspace protected from traffic approaching in at least one direction.

3. All other emergency vehicles should be strategically positioned to enhance scene safety.

4. When public safety personnel assist in loading patients into ambulances, assistance must be provided from within a protected work zone. (Ambulances should be parked

"downstream" from the actual incident, positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.)

5. If at all possible, public safety personnel should avoid parking in the opposite lanes of traffic that require personnel to cross over traffic lanes, medians, or barriers in order to reach the incident scene. This should only be done when the risk is worth the needed life safety and incident stabilization. Once life safety and incident stabilization are secure, units will go back in service or park within the shadow area of the incident, as soon as possible.

6. The goal of vehicle placement is to secure the scene for life safety and incident stabilization and allowing adequate room to operate, while limiting the size of the scene reducing the impact on traffic and the risk of secondary incidents.

E. Blocking Vehicles

When blocking, the following should be considered:

1. Larger emergency vehicles such as fire engines, ladder trucks, etc., provide the best block. (Passenger type vehicles can be used as the initial block, but they do not offer the same protection as larger vehicles). Larger vehicles should be used as soon as practical.

2. The front wheels of the block vehicle should be turned away from the work area.

3. A blocking action may be a "block to the right" or "block to the left" tactic based on the situation that will provide the best margin of safety for the emergency personnel operating at the scene.

   (Note: The exact angle and position of the block will be based on a number of factors including type of vehicle, position of operator, location of pump panel, use of pump panel, location of specialized equipment, and roadway configuration.)

4. The upstream side of the blocking emergency vehicle should be a "NO STAND" zone.

5. The positioning of block vehicles should be coordinated with all responding units.

6. An initial block should be established with the first arriving emergency vehicle.

7. When possible, emergency vehicles should be used to block the traffic lane that is already obstructed by the incident.

8. The most critical or highest traffic volume lane or lanes should be blocked first.

9. The blocking emergency vehicle should be positioned based upon consideration of factors that may affect or the limit sight distance of the approaching traffic, including lighting conditions, visibility, road conditions, curves, bridges, and over/underpasses.

10. For a single arriving engine company where a charged hose line may be needed, the block should be executed so that the pump panel is "downstream" on the opposite side of oncoming traffic.

11. When positioning a block vehicle on a roadway with high-speed traffic, consideration should be given to the block vehicle positioning at a safe distance from the involved vehicles of the roadway incident for the purpose of maximum visibility and providing a safe zone on the downstream side.

12. If the roadway incident has occurred in the center of a two-lane roadway, it may be necessary to position block vehicles on either side of the incident directing traffic towards the shoulders or to shut the roadway down completely.

13. In determining whether to cancel the second unit's response, consideration should be given as to whether the second unit could be utilized for blocking to enhance scene safety. This can eliminate the need for anyone to have to work off of or near the blocking vehicle.

14. If a vehicle is being used as a "block," exit the vehicle quickly when safe to do so and move to the "shadow" area.

F. Traffic Cones/Flares

1. The use of traffic cones/flares can be used to create a tapering effect to direct moving traffic to open lanes starting at a point that allows adequate distance for the moving traffic to be safely diverted away from the incident. The traffic cone/flare taper should end no closer than 100' to the first block vehicle in order to create a buffer space between the taper and the block vehicle. <u>The use of flares should consider hazards such as fuel spills, etc.</u>

2. When creating a taper, traffic cones/flares should be placed apart at a distance equal to the posted speed limit in feet. Based on the flow of traffic, the distance apart may be adjusted to provide for the optimum effective use of the cones/flares. The initial traffic control should be established in a manner that the motoring public understands the intended message of the traffic control.

3. Traffic cones/flares are intended to identify and suggest the transition and tapering actions that are required of the approaching motorist. Personnel should remain aware that the area defined by the traffic cones/flares is not a "safe haven" and may still be an area in harm's way.

4. The above is the minimum to stabilize the scene. Within the first 15 minutes of the traffic incident the decision must be made to the need of further traffic control which should to be implemented according to the MUTCD, Sections 6 and 6I.

G. Use of Safety Officer

Command/Supervision has discretion at an emergency incident scene to assign a Safety Officer for personnel involved in on-scene roadway incident activities. In no instance does the presence of Command/Supervision or a Safety Officer on the scene relieve any individual from exercising responsibility for the safety of oneself or others.

When a Safety Officer is designated, the functions of a Safety Officer may include:

1. Observing the use of PPEs, including the use of reflective vests for all responding personnel.

2. Observing and coordinating the appropriate positioning and use of emergency warning lights on emergency vehicles.

3. Observing activities of emergency responders to limit time spent in high-hazard areas.

4. Working to coordinate the use of temporary traffic control and blocking vehicles with on-scene law enforcement.

G. Lighting

When responding to emergency scenes, the use of lighting is essential, especially in the initial stages of the roadway incident, for the safety of emergency responders and persons operating at the incident, as well as approaching motorists.

The following recommendations pertain to lighting:

1. Whenever possible headlights and forward facing emergency lights should be turned off (especially at night) to reduce the interference with operations and to limit the distraction for oncoming traffic.

2. Once arriving at the scene, personnel should use all necessary emergency lighting equipment (including amber direction lights, etc.) necessary, meaning only those lights to provide adequate notification to the motorist. In some instances, emergency vehicle lighting can be a hazard and blinding to traffic and/or the responders at the incident scene. Emergency-vehicle lighting should be reduced if good traffic control is established at the incident scene. Emergency lighting only provides warning and should not be considered traffic control.

3. Adequate illumination should be provided for the actual work scene. Consideration should be given to the positioning of scene lighting so as not to blind oncoming motorists.

Law Enforcement Communications Policy

The purpose of this policy is to establish procedure for all radio communications involving employees of the Cobb County E911 Communications Bureau, as well as all employees of agencies who receive service from the Cobb County E911 Communications Bureau.

I. Policy

All radio communications will be in compliance with local, state, and federal laws, and with Federal Communications Commission's rules and regulations

II. Authority

Employees of the Cobb County E911 Communications Bureau work under the authority of the Cobb County Director of Public Safety.

III. General Use of Radios

Primary Radio Channels are to be used for emergency and other official communications. Non-essential business related "car to car" communications will be conducted on the private channels. Do not use radio channels to conduct personal business.

A. **Listen before you transmit.** Never key a radio without first listening to see if someone else is talking.

B. Use only the codes, signals, and phonetic alphabet in this policy, combined with plain language, to communicate on the radio. If you encounter a situation not described by these codes and signals, or if transmission of additional information is necessary, use language that is clear and concise.

C. Do not ask the Dispatcher to make contact with another employee when both employees have radio communications capabilities. Instead, switch your radio to that employee's talk group and make direct contact. If you do not have radio communications capabilities, you may ask the Dispatcher to relay necessary information.

D. Always identify yourself by your assigned unit number or badge number when generating radio traffic.
   1. When you raise the Dispatcher or another unit, state your unit number first and then the person you are trying to raise.
   2. When, as a field unit you are being called on the radio, answer with your unit number to let the caller know he has reached the right unit.
   3. When you call a Dispatcher on the radio, they will answer with your unit number to let you know it is your turn to talk.

4. Dispatchers will all be identified by the name "Radio" regardless of which channel, precinct, or jurisdiction they are working.

E. The following applies to off-duty use of radios.
   1. If you do not have a permanently assigned unit number, use your badge number for all transmissions when you are off duty.
   2. Advise the Dispatcher of your assignment using "Signal 15," along with your location and duration of the off-duty assignment. If you will be using a departmental vehicle on the assignment, advise the Dispatcher of the vehicle number or description.

F. Profanity and discourtesy are strictly prohibited. Do not willfully or maliciously interfere with any radio communications or signals.

G. Field Supervisors and Communications Supervisors have the responsibility to monitor the radio communications of their employees for compliance with this policy.

IV. Dispatch Procedures

A. Dispatching Calls

1. Communications Officers will screen incoming requests for service and determine the appropriate signal for each request.
2. The Dispatcher will raise the field unit and provide the signal of the call.
3. The field unit will respond with the assigned unit number and location.
4. The Dispatcher will repeat the field unit number and proceed with the dispatch, concluding with the time and using the word "hours." Responding units will be given the primary signal, location(s), and contact information for each dispatch. Officer safety information and descriptions will be provided as available.
5. The field unit will repeat the assigned unit number and verbally acknowledge the dispatch. Clicking the radio as an acknowledgement is not acceptable.
6. If the field unit fails to respond, the Dispatcher will call the field unit again. If unit does not respond after three calls by the Dispatcher, the Dispatcher will assign the call to another unit and notify the appropriate supervisor that the original unit did not acknowledge the call.

B. Call Priorities

Call priorities are determined by the signal chosen to describe an event. Communications Officers will assign signals to events according to their call taking procedures policy and training. Field supervisors have the authority and responsibility to change the response mode of any call due to existing conditions and manpower.

1. Priority 1:

a. Require immediate dispatch to the beat car or to the closest available field unit. If no field units are available, the field

supervisor will be notified and is responsible for assigning units to the call.

b. Will be broadcast over the appropriate Precinct Channel and all channels which are routinely monitored by the 911 Bureau.

c. Will be preceded by a short alert tone and will be broadcast immediately upon receipt.

2. Priority 2:
Require an immediate dispatch to the beat car or the closest available field unit. If no field units are available, the Field Supervisor will be notified within two (2) minutes and is responsible for assigning units to the call.

3. Priority 3:
Require a rapid response. Field Supervisors will be notified of a call holding within 10 minutes of receipt of the call, and a notation will be made in the CAD system. Field Supervisors will use discretion to hold or assign a unit to the call.

4. Priority 4:
Require a routine response and may be held until the beat car or beat partner are in service. Field Supervisors will be notified of a call holding within 10 minutes of receipt of the call, and a notation will be made in the CAD system.

5. Priority 5: Animal Control Only
Require immediate dispatch to closest available unit. Notify field supervisor if no units are available. After hours- 1800-0600/Holidays the on-call Supervisor should be notified via county assigned cell if enroute time exceeds 10 minutes or no officer is on duty.

6. Priority 6: Animal Control Only
Dispatch available unit. Notify Field Supervisor if no units are available. After hours – 1800-0600/Holidays, the on-call Manager should be notified via county assigned cell if enroute time exceeds 30 minutes or no officer on duty.

7. Priority 7: Animal Control Only
Does not require an immediate response and will be processed as time and manpower permit.

8. Priority 9:
Does not require an immediate response and will be processed as time and manpower permit.

C. Alert Tones
Prior to raising a field unit, the Dispatcher will sound one short, steady alert tone for all Priority 1, and the following Priority 2, dispatches:

1.	Kidnapping in progress	signal 5 IP
2.	Burglary in progress/residence	signal 6
3.	Burglary in progress/business	signal 7
4.	Armed robbery in progress	signal 44 IP
5.	Rape in progress	signal 49
6.	Person shot	signal 50
7.	Person stabbed	signal 51
8.	Officer needs help	signal 63
9.	Aircraft Down	signal 90
10.	Civil disorder/riot	signal 91
11.	Hostage situation	signal 99

D. Scene Arrivals

When you arrive at the scene, notify the Dispatcher and provide your assigned unit number. The Dispatcher will acknowledge you by repeating your unit number and stating the current time. Providing the signal of your call when you arrive may help to eliminate confusion about your location when you trade calls with other units.

1. The dispatcher will check on any units that have not advised they are on the scene within 20 minutes of the dispatch.
2. Dispatchers will check the welfare of field units within four (4) minutes of scene arrival by checking Code 4.
   a. If you do not want or need to be checked on again for the duration of the current call you are on, advise "Code 4 Remainder." The Dispatcher will reset the timer to zero and will not check on you again.
   b. If you want or need to be checked on again, advise "Code 4 at present" or "Code 4, still checking." This will let the Dispatcher know to continue checking on you every four (4) minutes until you advise "Code 4."
   c. On all traffic stops, Dispatchers will check Code 4 of field units within four (4) minutes of the initial stop. After the initial four-minute check, if the Dispatcher has not heard from the field unit within four (4) minutes, the Dispatcher will check Code 4 and will continue to do so every four minutes they have not had radio contact with the field unit until the unit goes in service.
   d. On all C25 stops, Dispatchers will check Code 4 of field units within four (4) minutes of the initial stop. After receiving Code 4 from the unit, Dispatch will check Code 4 every fifteen (15) minutes until the unit goes in service.

E. Going In Service

When you complete a call or vehicle stop, notify the Dispatcher by stating your unit number, advising you are in service and the disposition for the call. The Dispatcher will acknowledge your transmission and state the current time. Do not put your unit in service via the MDT without also advising your status change over the air.

F. Vehicle Stops

1. When you initiate a traffic stop, provide your unit number and "Code 18"
2. The Dispatcher will acknowledge the transmission by repeating the unit number. You must wait for the Dispatcher to acknowledge you before broadcasting the details of the traffic stop.
3. For all traffic stops, provide information in the following order: **location, tag (two times), description, and any additional information.**
4. The Dispatcher will acknowledge your traffic stop by repeating the unit number and acknowledging affirmatively.

G. GCIC/NCIC Inquiries

1. Registration Request/Warrant-Wanted Information
   a. A traffic stop provided in the aforementioned order automatically runs the tag through GCIC/NCIC. Upon receipt of a GCIC return, the Dispatcher will check the return for wanted/stolen information and to determine if it matches the description you gave.
   b. If the tag or vehicle is stolen, wanted, shows no valid insurance, or the return does not match the description you gave, the Dispatcher will clear you for traffic and provide the information.
   c. **If the tag or vehicle is not wanted or stolen and the return matches the description you gave, the Dispatcher will not raise you with tag returns.**
   d. If you need tag information for any other reason such as to confirm ownership, ask the Dispatcher for the tag returns.
   e. For all other registration requests not generated by a traffic stop, raise the Dispatcher using your unit number and "Check 10-28." After the Dispatcher acknowledges you, provide the registration information and the state, if other than Georgia.
2. Driver License Request/Warrant-Wanted Information
   a. When requesting driver license information use a name and DOB whenever possible. Name and DOB inquiries automatically check GCIC/NCIC for warrants/wants. This eliminates the need to specify multiple states if checking for warrants/wanted information nationwide.
   b. For all driver license requests, raise the Dispatcher using your unit number and "Check 10-27." After the Dispatcher acknowledges, provide the driver license information, last name/first name/middle initial, date of birth, sex, race, and the state, if other than Georgia.
   c. If a subject returns "not of file," you can ask the Dispatcher to run the subject using the OLN. When driver license checks are run by OLN, warrant/want information is only checked through the State in which it is run.
3. Guns

   When requesting information through GCIC/NCIC on firearms, provide the serial number, caliber, and make of the firearm. Returns will only show a wanted status. No owner information is available from a serial number on a firearm.

4. Articles
   When requesting information through GCIC/NCIC on decals or articles, provide the serial number from the article. Returns will only show a wanted status. No owner information is provided.
5. Boats
   When requesting information on boats through GCIC/NCIC provide the boat hull or serial number and registration number. The registration number will provide owner information and the boat hull or serial number will determine stolen information.
6. Hit Confirmations
   Inquiries on persons and vehicles that return as stolen or wanted will be handled as follows: the Dispatcher will clear the unit for traffic, advise the return information and ask the unit to stand by for a confirmation. The Dispatcher will then contact the unit's agency records department to confirm the warrant is still valid and will advise you of the results. Do not assume a warrant or stolen information is valid until the Dispatcher gives you a verbal confirmation. If the officer in the field has received a hit on their MDT, advise the dispatcher to confirm the information and follow confirmation process.
   If an officer receives a hit on NCIC for an ICE immigration warrant, the officer should look on the return for the NIC number. The officer should request radio to contact the Cobb County Sheriff's Office's (CCSO) Immigration Deputy and advise subject's information. The deputy will confirm whether the warrant is valid and whether the subject can be arrested and transported to ADC based solely on the ICE warrant.
7. Sheriff Office field units will confirm both in-county and out of county warrants through the CCSO office, not the 911 center.

H. Location and Status

Each time you exit your vehicle or have contact with the public, advise the Dispatcher of your location and status over the radio. This includes residence checks, meals, flag downs, and scene arrivals.

I. Telephone Calls to Alarm Sites and Release of Location Prior Incidents

Generally, field units should not ask a Dispatcher to make a phone call to any alarm site prior to arrival. However, should a field unit arrive at the alarm site and observe what could be a life threatening condition, the field unit may request a phone call be made to the alarm site. Priors can be requested by field personnel for Domestic calls or any potentially dangerous incidents.

J. Backup

For some calls, a back-up unit is recommended at the time of the original dispatch to ensure field unit safety. Those call types are identified on the list of signals at the end of the policy. The need for additional backup units will be determined by the field supervisor based on all available information.

1. The first officer on the scene of the call should advise the Dispatcher, as soon as possible, the need for additional unit(s).
   If no unit has indicated they will be responding as back up, the Dispatcher will notify the Sergeant.
2. Back-up units should advise the Dispatcher they are enroute as back-up. Any Special Operations Unit or adjacent precinct beat unit responding as back up will advise their dispatcher of their response and switch to the incident channel.

K. Notification by Supervisor

Supervisors should notify the Dispatcher that they are aware of a Priority 1 or 2 call by acknowledging receipt of the information as soon as the primary unit indicates they are enroute to the call.

L. Wrecker Requests

1. Use the appropriate signal "Signal 85" when requesting a county or city contract wrecker. The county and city wrecker contracts allow for a 15-minute response to the scene.
   a. If the response exceeds the 15-minute allowance, take into consideration conditions that might affect wrecker response, such as traffic or weather, before re-contacting the dispatcher.
   b. Complaints of time delays for contract wreckers should be handled through the chain of command.
2. Use the term "private request" only when a citizen is requesting a wrecker that is not a county or city contracted wrecker for the area.

M. Emergency Messages

Field units may be dispatched to deliver emergency messages if, through questioning by Communications personnel, it is determined the complainant is unable to reach someone in any other timely manner to advise of death or serious illness. In those cases of non-emergency (i.e. delivering a routine message because the recipient has no phone), a field unit will not be dispatched

V. Emergency Traffic (10-3) Status

A. A radio channel may be placed in an Emergency Traffic Status (10-3) by affected field personnel, any field supervisor, or the Dispatcher. Emergency Traffic Status should only be used in emergency situations such as a pursuit, a field unit involved in a fight, or at the discretion of the field supervisor. Emergency Traffic Status will not be used for any type of routine call.

B. When a channel is placed in Emergency Traffic Status (10-3), the following alternate channels will be used unless other directions are given by the Dispatcher due to an emergency (10-3) already on the alternate channel:

Marietta Patrol 1	**moves to**	**Marietta Patrol 2**
Cobb Precinct 1	**moves to**	**Cobb Precinct 4**
Cobb Precinct 2	**moves to**	**Cobb Precinct 5- due to air time**

Cobb Precinct 3	**moves to**	**Cobb Precinct 2**
Cobb Precinct 4	**moves to**	**Cobb Precinct 1**
Cobb Precinct 5	**moves to**	**Cobb Precinct 1**
Cobb Special Ops	**moves to**	**Cobb Precinct channel for the Officer(s) current location**
Powder Springs	**moves to**	**Cobb Precinct 2**
Sheriff Office 1	**moves to**	**Sheriff Office 2**
Animal Control	**moves to**	**Cobb Precinct 5**

C. Only those units directly involved in the emergency will transmit on the 10-3 channel. All other traffic should be conducted on the alternate channel. Do not use the 10-3 channel to make suggestions, comments or other transmissions not directly related to the immediate resolution of the emergency.

D. If an emergency (10-3) occurs while units are on an alternate channel, the Dispatcher will either assign another channel or will advise "All units minimum traffic" until the 10-3 status is resolved. In this instance, field units and the Dispatcher will only transmit traffic necessary to process priority 1 and 2 calls and field unit status information.

E. If a CCPD channel is placed 10-3 and the need arises to advise the precinct supervisor of a situation or call holding, the dispatcher should try to raise a road supervisor of the precinct 10-3 on the alternate channel.

F. If the Marietta Patrol 1 is placed 10-3 and the need arises to advise the supervisor of a situation or call holding but there are no Marietta supervisors on the alternate channel (MP2) the dispatcher should announce the situation or call holding to "any unit in the area" over the Marietta Patrol 2 channel.

VI. Communications Pursuit Policy

A. When a pursuit occurs (on foot or in a vehicle) the involved channel will be under an automatic Emergency Traffic Status (10-3) until conclusion of the pursuit or the field units advise they are okay, "Code 4." Pursuit traffic will remain on the initiating channel. All field units not directly involved with the pursuit will automatically switch to the designated alternate channel for routine transmissions and dispatches. In the case of simultaneous pursuits on the same channel, the Dispatcher will advise the officer(s) involved in subsequent pursuits which channel to use or will handle both pursuits on the same channel.

B. All pursuits will be broadcast over all channels which are routinely monitored by the 911 Bureau with the exception of Fire Channels.

C. Radio transmissions from the field during vehicle pursuits should follow department policy.

D. Dispatchers handling a pursuit will perform the following tasks: receive and record all incoming information on the pursuit, clear the channel of any unnecessary radio traffic, assure the Field Supervisor is monitoring the pursuit, perform relevant record and motor vehicle checks, advise pursuit vehicles of any known or potential hazards (accidents, road closings, etc.), notify surrounding affected jurisdictions, and coordinate any response.

VII. Emergency Button Alerts

Emergency Signals are a critical situation. The emergency button should never be used for any other reason.

Each portable and mobile radio on the 800 MHz radio system has a small orange button called the Emergency Button. The emergency button is designed to alert dispatchers that a radio user is in some type of distress and needs emergency assistance. All emergency button alerts should be considered actual emergencies until a Dispatcher determines otherwise through voice contact with the radio user.

A. Location of Alerts

The 911/Communications Bureau is the primary location of the 800 MHz radio equipment. As a result the 911 Bureau is the primary site at which ALL emergency button alerts will be received.

B. Instructions for Use

1. Pressing the emergency button will send out an emergency tone and your radio will be automatically placed in the Emergency Talk Group. Your radio emergency signal will be given priority access over all other radios, no matter how busy the radio system is.
   a. Press the Transmit switch to talk on the Emergency Talk Group. A Dispatcher will respond to your emergency button alert and will be ready to assist you. **If you activated the emergency button by mistake, stay on the Emergency Talk Group until the Dispatcher has made voice contact with you and acknowledged that you are okay.**
   b. If you are unable to talk, the Dispatcher will be able to identify you by the radio alias that displays on the radio console. If no voice contact is made with you within three attempts, the Dispatcher will notify your supervisor of the situation and take appropriate action to send assistance.
2. All users have the ability to monitor the Emergency Talk Group. For this reasons, the only users with the authority to transmit and talk on the Emergency Talk Group are the actual user in the emergency, his field supervisor, and the dispatcher. All other users should contact the Dispatcher on their assigned talk group if they wish to relay information to the emergency user.

C. Resetting the Radio

1. It is important that you exit the Emergency Talk Group when you have finished your emergency call. To do this, press the emergency button for more than 1-1/2 seconds. You will hear an exit tone until you release the emergency button. The radio will return to normal operation.
2. Do not reset your radio until you have notified and been acknowledged by the Dispatcher.
3. Do not reset your radio by turning it off and back on as this may reactivate the emergency button.
4. If you are unable to reset your radio, ask the Dispatcher for further instructions.

VIII. Radio System Failure

A. Isolated Failure

If one of the transmitter sites (towers) become inoperable, communications will be limited in this geographic area. There may be problems with portable coverage. MDT coverage is not affected if using Air Cards. Motorola will be called and an alpha page will be made to all notification groups. Dispatchers should advise units of the situation.

B. Trunking System Failure/WideArea Failsoft

When the trunking radio system is not operational, WideArea Failsoft will be initiated. Trunking ceases and all radio traffic will occur on sixteen pre-assigned frequencies. County wide communications will exist, but will be limited to shared channels (talkgroups). Features such as the emergency button, radio alias and individual talk groups will no longer be available. All users will share channels (talkgroups). The radio system will operate in a mandatory "emergency traffic only status." No GCIC requests will be handled over the radio. All GCIC requests will be handled via MDT or PDO until advised otherwise by a Radio Supervisor. **ALL RADIO USERS MUST SWITCH THEIR RADIOS TO THEIR RESPECTIVE CCPD* or CCSO* ASTERISK ZONE in order to communicate with the Cobb 911 Center.**

C. Countywide Failure/Disaster Failsoft

If the radio network can no longer communicate with the tower sites, the system goes into Disaster Failsoft. Diversified technicians will need to travel to the individual tower sites to manually put the system into disaster failsoft. This can take up to an hour. **ALL RADIO USERS MUST SWITCH THEIR RADIOS TO THEIR RESPECTIVE CCPD* or CCSO* ASTERISK ZONE in order to communicate with the Cobb 911 center.**

When Diversified manually activates Disaster Failsoft, communications will be limited to the shared failsoft channels (talkgroups). Each shared channel will

operate from a specific pre-configured tower site. Communications on individual channels will be limited to the geographic coverage area of its particular tower site. During the time the radio system is down, use your MDT (on air cards) to communicate with the dispatcher. The Dispatcher will send a message to their field units advising their direct phone extension. **Supervisors will call their channel Dispatcher. The Dispatcher should stay on the phone with the road supervisor unless it is mandatory they disconnect. Officers will advise their dispatcher of a contact number via MDT or by calling the center**. Any operator receiving the unit number and location information will update CAD or send messages to the channel operator to verify the location and C-4 status of the units. Units who want to advise only their location and number should not be transferred to the channel operator.

D. International Talk-Around Channels (8TAC) can be used if the outage is specific to the trunking system only and the repeater site tower and building are still standing and there is power to the building. Dispatch will access the appropriate 8TAC channel using either radio console or the desktop radio on the top of the console. 8TAC94 will be in direct mode is for on-scene communications where the trunked system does not work.

Cobb County is part of the metro-area simulcast 8TAC system. The Kennesaw Mountain and Riverwood Office Building radio sites are equipped with repeaters for each 8TAC channel (8TAC90, 8TAC91, 8TAC92, 8TAC93, 8TAC94). The 8TAC repeaters can be activated from the consoles.

The dispatchers can manually turn on the 8TAC90-94 repeaters. Do NOT turn them on unless instructed to do so by 911 Management or the 800MHz Radio System Manager. This frequency should be used for "on scene" communication similar to the way the Fire Department uses it today when the radio coverage is not adequate in side building or outside Radio System coverage area.

IX. Inclement Weather

During times of inclement weather an abundance of non-emergency calls are produced. Severe thunderstorms can generate a large volume of audible alarms. Ice or snowstorms can produce a large volume of accidents, with no injuries and minor damage. When this happens, the Field Supervisor will make a determination as to the appropriate action for non-priority calls. Reporting parties may be directed to drive to a police station, make a report by phone, or call back when the weather has subsided.

X. Phones

A. During normal business hours (0800- 1700 Mon-Fri) you may call your Department's switchboard and ask to be transferred to an internal police department number for business purposes. Do not ask to be transferred to a ten-digit number or any number outside of the Department unless for business related purposes.

B. After normal business hours phone users should dial internal police department numbers directly.

C. Do not dial 911 for any reason other than to report an emergency or to request emergency assistance.

1. If a Dispatcher asks you to call the Communication Center, dial (770) 499-3911 and ask for the appropriate Dispatcher.
2. You may dial 911 to reach the Communications Center only if the Dispatcher specifically request that you dial 911.

XI. Telephone Response

Certain calls for police reports can be handled by telephone by some departments. The Communications Officer will screen each call to determine if the call can be processed by telephone. Callers with complaints that fit the criteria listed below may be given the telephone number to the appropriate department/precinct and instructed to call at their own convenience.

A. The complaint or event occurred inside a jurisdiction that can process reports by phone.
B. No personal injury has occurred and no one is in present danger.
C. The offense is not in progress.
D. It is not a stolen vehicle report.
E. It is not a runaway/missing person report/return.
F. Suspect(s) no longer on the scene.
G. No physical evidence is at the scene.
H. Damage is not extensive or wide spread.
I. A patrol unit is not demanded by the complainant.

Based on the aforementioned criteria, the following calls can generally be taken by officer over the telephone.

- Theft by taking / which occurred over one hour ago – no extenuating circumstances
- Gas drive offs
- Suspicious person/vehicle gone for over 24 hours
- Shoplifting
- Harassing phone calls
- Lost Property
- Criminal trespass/damage to property occurred over an hour previous
- Supplemental reports. This does not include cancellations of runaway reports.

XII. Complaints

A. All complaints on field units coming through the Communications Center will be handled and forwarded to the on-duty field supervisor.

1. The Dispatcher will obtain the name of the unit and the complainant's name and return call number.
2. The above information only will be entered into CAD using a Signal 36 and forwarded to the appropriate on-duty Supervisor via CAD/MDT or

phone. No information regarding the specific officer or situation will be sent via CAD or MDC. The road Supervisor will confirm receipt of CAD or MDC message. If no confirmation is received with in 10 minutes, the Dispatcher will raise them on the air and have them call radio. The Dispatcher will document the name of the Supervisor the complaint was forwarded to. The specifics of the situation provided by the complainant can be forwarded directly to the Supervisor via phone or in person when requested.

B. All complaints from the public or within public safety about Communications Center personnel should be forwarded through the Field Supervisor to the on-duty Communications Supervisor.

XIII. Critical Incident Notifications

A. The 911 Communications Center Supervisor is responsible for incident notifications to the police and fire departments served by the Center. After an incident has stabilized and 911 Communications operations have returned to a less than critical level, the 911 Communications Supervisor will send a group page/text to all police, fire and public safety command staff approved to receive information , regardless of the jurisdiction involving the event. The page will contain brief information about the event. Subsequent group/call type messages may be made to give updated information. Following is the list of command staff to be notified:

1. Marietta Police – Chief, Deputy Chiefs
2. Cobb Police – Chief, Deputy Chiefs
3. Powder Springs Police – Chief
4. Marietta Fire – Chief, Deputy Chief, Assistant Chiefs, Commanders
5. Cobb Fire – Chief, Deputy Chiefs
6. Cobb DPS – Director, Cobb 911 – Manager, Assistant Manager

B. Each respective command staff has the responsibility to make any and all other notifications they deem appropriate. The 911 Communications Center will not be available to assist with these notifications.

C. When requested by a field supervisor, the 911 Supervisor will make voice contact with the designated Public Information Officer (PIO) for the affected department/ jurisdiction. A notation in the CAD system will be made upon completion of the group page and any voice contacts with the PIO.

D. In cases regarding injured field personnel, at the request of the injured officer's supervisor, the 911 Supervisor will notify the Director of Public Safety and the injured field personnel's respective Chief prior to sending out the page/text.

E. The following is the list of events for which notifications will normally be made:

1. Injury or death of field personnel
2. Injury or death of citizen involving field personnel
3. Radio system failure

4. Multi-casualty incident
5. Imminent attack
6. Train derailment
7. Hazardous materials incident
8. Tornado touchdown
9. Plane crash
10. Major water or power outage
11. Flooding
12. Building collapse
13. Riot
14. Hostage situation
15. Bomb device located
16. Explosion
17. Homicide
18. Bus Accidents With or Without Injuries
19. Multi alarm fires
20. Incidents involving public officials/high profile individuals
21. Any incident lasting longer than three hours
22. Any incident the Supervisor believes may result in inquiry to Command Staff personnel by the media or public officials.
23. CERT/VSAR team call out
24. Active Shooter
25. Dive Team Call Out- Notification Only
26. STEP Call Out Notification Only
27. SWAT Team Call Out Notification Only

XIV. Notification of K-9 Request

A. The request for a K-9 Team must come from a road supervisor. The Dispatcher should clarify whether the request is for a K-9 Team to respond to the scene OR for general information to confirm that one is available if needed. The Dispatcher will attempt to gain as much information as possible as to the nature of the request and crime committed. The Dispatcher will notify the K-9 Unit Commander for authorization.

B. If the K-9 request is for a lost child, a missing elderly person, a non-violent mentally challenged person, etc., the dispatcher will contact the Sheriff's Office On-Duty Field Ops Watch Commander or Supervisor to check the status of the Bloodhound Team.

C. If another agency's K-9 Team responds *and/or* arrives on the scene prior to the arrival of the CCPD On-Call K-9 Team, the Radio Dispatcher will notify the On-Call K-9 Team.

XV. Use of Additional Radio Frequencies/ Multi-jurisdictional Responses, Emergency and Non-Emergency

For normal traffic involving an individual agency or department, the assigned channel will be used. If a secondary channel is needed for a non-emergency planned event or unexpected heavy traffic, the Road Supervisor may request one of the four Disaster Channels.

For emergency incidents involving multiple agencies, Disaster Channels will be assigned. Disaster Three is the assigned Law Enforcement Channel. Additional Disaster Channels can be utilized as the incident expands.

Communications Signals and Codes

Signals are used to classify an event and enter it into the computer aided dispatch (CAD) system. Status codes describe the current status of a field unit. 10 Codes describe field unit status and requests for information or action. Field units are "dispatched" to signals and then status codes and 10 codes are used to communicate responses and requests.

Those signals with a "Y" in the column labeled "Backup" should have a backup unit respond to the scene at the time of the initial dispatch. Those signals with a "Y" in the column labeled "Supervisor" should have a supervisor respond to the scene at the time of the initial dispatch.

SIGNALS

Signal	Description	Priority	Backup	Supervisor
1	Abandoned auto	4		
2	Silent alarm	3		
3	Audible alarm	3		
4	Ambulance request			
5	Kidnapping in progress Kidnapping already occurred	1 2	Y	Y Y
6	Burglar in residence	2		
7	Burglar in business	2		
8	Call communication Bureau	9		
9	Call a phone number	9		
11	Family violence order service	3		
12	Committal probate order service	3		
13	Civil paper service	3		
14	Warrant service	3		
15	Administrative or off Duty detail	4		
16	Citizen Contact	4		
17	Sex Offender Verification	4		
18	Stranded motorist	4		
19	Civil Process (Papers)	3		Y
20	Animal call-PD Response	4		
21	Vicious animal call-PD Response	2		
22IP 22AO	Child abuse/neglect in progress Child abuse/neglect already occurred	2 3	Y	Y
23	Disorderly juvenile	4		
24	Demented person	4		
25	Discharging firearms	3		
26	Discharging fireworks	4		

27	Disorderly person	3	Y	
28	Drunk person	3	Y	
29	Physical fight in progress	2	Y	
30	Impaired driver	3		
31	Electric wires down/ fire response	3		
32	Escaped prisoner	2	Y	Y
33	Fire	2		
34	Gambling	4		
35	Report to assigned headquarters	9		
36	Complaint	9		
37	Illegal parking	4		
38	Controlled substance violation	3		
39	Information for officer	9		
40	Threats	3		
41	Auto accident	3		
414	Auto accident w/injury / fire response	2		
42	Burglary already occurred	4		
43	Hit and run	4		
434	Hit and run/with fire response	2		
44IP 44JO	Armed robbery in progress Armed robbery already occurred	1 2	Y	Y
45 45IP 45BV 45BT	Theft Theft In Progress Theft of Bait Vehicle Theft of Bait Trailer	4 2 2 2	Y	Y
46	Person hit by auto/with fire response	2		
48	Person dead/with fire response	2		Y
49	Sexual assault	2	Y	Y
494	Sexual assault w injury / with fire response	2	Y	Y
49IP	Sexual assault in progress/ with fire response	2	Y	Y
50	Person shot/ with fire response	2	Y	Y
51	Person stabbed/with fire response	2	Y	Y
52	Found property/stolen goods	4		
53	Suicide/with fire response	2		Y
53A 53T	Suicide attempt method—/w fire resp Suicide Threats	2	Y	Y
54	Suspicious	3		
55	Trouble unknown	2	Y	Y
56	Missing person/runaway	3		
57	Noise violation	4		
59	Meet with –	9		
60	Shoplifter transport	4		
61	Money transfer	4		
62	PD and EMS request	2		

63 63AS	Officer needs help emergency Active Shooter	1 1	Y Y	Y Y
64	Ordinance violation	4		
65 66	Hold up alarm Business open Panic Alarm	2 2	Y	
68	Person screaming	2	Y	
69	Person armed	2	Y	Y
70	Prowler/trespasser	2	Y	
71	Public indecency	3		
72	Traffic violation	4		
73	Rush your call (without delay)	--		
75	Forgery in progress	3		
77	Unarmed Robbery/snatch thief	2		
78	Lookout/description	3		
81	Street hazard	3		
82	Paddy wagon request	4		
83	Wanted person located	2	Y	Y
84	Work traffic	3		
85	Wrecker request	3		
86	Domestic dispute – verbal	3	Y	
87	Business dispute – verbal	3	Y	
88	Damage to property/vandalism	4		
88IP	Damage to property in-progress	2		
89	Bomb threat	2	Y	Y
90	Aircraft Down/with fire response	1	Y	Y
91	Civil disorder/riot	1	Y	Y
92	Inmate disorder	2	Y	Y
911	911 call unknown problem	2	Y	
99	Hostage situation	1	Y	Y
ALS1	Advanced Life Support /with fire	2		
BUS	Accident involving a bus/with fire	3		
BUS4	Injury Bus Accident/with fire	2		
BUSI	Bus Accident on Interstate	2		
BUS4I	Bus Acc w Injury on Interstate/w fire	2		
COMM	Commercial Fire/ with fire	3		
FALL	Person has fallen/ with fire	2		
House	House Fire / assist fire	3		
PDFD	Suspicious Substance/with fire	2		
Search	Missing Person Search/ with fire	2		
Truck	Truck Fire/ with fire	2		
Train	Train Accident/ with fire	2		

ANIMAL CONTROL

20-15	Administrative Detail	7		
20-20A	Animal to Animal Attack	5		
20-20B	Person Bit	5		
20-20C	Cruelty or Abandonment of Animal	6		
20-20D	Dead Animal	7		
20-20I	Injured Animal	5		
20-20S	Stray Animal	7		
20-20T	Trapped Animal	5		
20-21	Vicious Animal	5		
20-57	Noise Violation-Animal Related	7		
20-59	Meet with/ Animal Control	5		
20-64	Ordinance Violation/Animal Related	7		
20-81	Road Hazard/Animal Related	5		
20-ZP	Zone Patrol/ Animal Related	7		

PHONETIC ALPHABET

Letter	Phonetic
A	Alpha
B	Bravo
C	Charlie
D	Delta
E	Echo
F	Foxtrot
G	Golf
H	Hotel
I	India
J	Juliet
K	Kilo
L	Lima
M	Mike
N	November
O	Oscar
P	Papa
Q	Quebec
R	Romeo
S	Sierra
T	Tango
U	Uniform
V	Victor
W	Whiskey
X	x-ray
Y	Yankee
Z	Zulu

10 CODES

10 Code	Description
10-0	Use caution
10-1	Radio Transmission is not clear
10-2	Radio Transmission is clear
10-3	Stop transmitting
10-4	Okay, affirmative, understood, acknowledged
10-6	Busy – out of service
10-7	On scene
10-8	In service
10-9	Repeat
10-10	Busy but available for call
10-11	Family Violence Order
10-12	Unwelcome subject present
10-13	Weather/Road Conditions
10-14	Escort/transport
10-15	Prisoner in custody
10-16	Bad Check Citation
10-17	Warrant(s)
10-19	Return to _____
10-20	Location
10-21	Call Telephone Number
10-22	Disregard
10-27	OLN check
10-28	Vehicle registration check
10-29	Wants & warrant check
10-30	Inappropriate radio traffic
10-32	Intoximeter
10-33	Emergency
10-35	Out of service for the remainder
10-42	Officer residence
10-64	Resume normal radio traffic
10-74	Negative
10-75	Make contact w/_____
10-76	Enroute
10-77	ETA (Estimated Time of Arrival)
10-80	In pursuit
10-88	Copy Phone Number
10-99	Wanted/stolen

STATUS CODES

Code	Description
Code 1	Answer call as emergency
Code 2	Answer call without delay
Code 3	Answer call routinely
Code 4	Everything okay
Code 5M	Out of car for meal at _____
Code 6	Unable to locate, 10-8 unless further
Code 7	Backup request
Code 8	Enroute
Code 9	Surveillance/stakeout
Code 10	Detective request
Code 11	Gone on arrival
Code 12	Unfounded
Code 13	No report
Code 14	Juvenile compliant form
Code 15	Incident report
Code 16	Accident report
Code 17	Citation
Code 18	Traffic stop
Code 19	Turned over to _____
Code 20	Supervisor request
Code 25	Truck inspection
Code 26	Ordinance Violation

COBB COUNTY
E911 COMMUNICATIONS BUREAU

140 North Marietta Parkway
Marietta, Georgia 30060-1454
(770) 499-4163 • fax: (770) 590-5719

Tony N. Wheeler
Emergency Communications Manager

MEMORANDUM

To: John Houser, Chief, Cobb County Police Department
Jeff Pattellis, Captain, Cobb County Animal Control
Neil Warren, Sheriff, Cobb County Sheriff's Office
Dan Flynn, Chief, Marietta Police Department
Charles Sewell, Chief, Powder Springs Police Department

From: Tony N. Wheeler, Emergency Communications Manager

Date: October 10, 2011

Ref: Cobb County Police Communications Policy

Please find the attached Police Communications Policy. We want to ensure you are aware of changes made to our operating procedures. I know all of you have had an opportunity to review this policy and its impact on your agency. It is our goal to meet the needs of our Public Safety departments while also maintaining compliance and an exemplary level of service delivery.

This policy will be effective at 0800 on November 1, 2011 and my employees will receive training on this new procedure. I want to thank you for all your assistance and feedback in reviewing this new procedure.

If you have any questions please do not hesitate to contact me.

"Servamus Vitae"

Cc: Sam Heaton, Interim DPS Director
Ann Flynn, Assistant Emergency Communications Manager
Kathy Strickland, Public Safety Services Coordinator

Acknowledgement Form

John Houser
Chief, Cobb County Police Department

10-13-11
Date

Jeff Patellis
Captain, Cobb County Animal Control

10/24/11
Date

Neil Warren
Sheriff, Cobb County Sheriff's Office

10/24/2011
Date

Dan Flynn
Chief, Marietta Police Department

10-20-11
Date

Charles Sewell
Chief, Powder Springs Police Department

10-20-11
Date