

**Cobb County Police Department**

**Policy 1.03**

**ORGANIZATION OF THE DEPARTMENT**

<b>Effective Date:</b> May 1, 2016
<b>Rescinds:</b> Policy 1.03 (February 1, 2015)
<b>Related Orders:</b> None
<b>Issued By:</b> Chief J.R. Houser <span style="float: right;"><b>Page 1 of 11</b></span>
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.