

Cobb County Police Department

Policy 1.03

ORGANIZATION OF THE DEPARTMENT

Effective Date: August 27, 2020	Issued By: Chief C.T. Cox
Rescinds: Policy 1.03 (January 6, 2019)	Page 1 of 14
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. Chief of Staff

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

1. Assistant Chief of Staff

The Assistant Chief of Staff reports directly to the Chief of Staff. The Assistant Chief of Staff is responsible for completing administrative duties as assigned by the Chief's Office.

a. Community Affairs Unit

The supervisor of the Community Affairs Unit reports to the Assistant Chief of Staff. The Community Affairs Unit seeks to effectively engage the community and citizens to strengthen Public Safety and community partnerships, facilitate a joint effort in solving problems which affect our community, and foster enhanced trust, communication, transparency, and mutual respect.

Officers help foster working relationships between the Department and the community it serves. Officers work with homeowners' associations, community organizations, advocacy groups, public and private schools, faith-based organizations, and individual residents to promote partnerships that are mutually beneficial.

As a result of these working partnerships, the officers are able to develop pro-active crime fighting projects that are jointly undertaken by Department personnel and citizens.

b. Ranger Unit

The Ranger Unit reports to the Assistant Chief of Staff. 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.

2. Public Information Office

The supervisor of the Public Information Office reports to the Chief of Staff for day-to-day operations, but has the authority to report directly to the Chief of Police for matters involving the media and public information. The Public Information Office is the primary point of contact for the dissemination of information from the Department to the media and general public.

3. Administrative Manager

The Administrative Manager reports to the Chief of Staff. The responsibilities of the Administrative Manager include, but are not limited to:

- Preparing/presenting agenda items to the County Administration (BOC)
- Researching, writing, and managing grants, including financial oversight, legal compliance, and reporting deadlines
- Serving as a public safety liaison to various community groups; using various social media and communication avenues to keep the public informed of public safety initiatives and programs
- Tracking federal and state asset forfeiture/equitable sharing proceeds and expenditures; preparing annual federal certification documentation
- Overseeing the Department's accountable equipment/asset management
- Overseeing the Department's budgetary process: biennial budgets, management plans, approving purchases, etc.
- Managing the Department's Police Athletic League
- Organizing community events on behalf of the Department
- Special projects/assignments as directed by the Chief of Police

a. Budget Coordinator

The Budget Coordinator is a part time position that reports to the Administrative Manager. 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.

b. False Alarm Coordinator

The False Alarm Coordinator reports to the Administrative Manager. The responsibilities of the False Alarm Coordinator 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.

D. Cobb County Public Safety Training Center and Police Academy

The Academy Director reports to the Chief of Police. The Academy Director is responsible for the administration of the Georgia Peace Officers Standards and Training Council Mandate Basic Training Program for new police recruits. The Police Academy 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.

III. FIELD OPERATIONS

The Precinct Commanders report to the Field 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.

IV. SPECIAL INVESTIGATIONS AND RESPONSE

A. Special Investigations Division Commander

The Special Investigations Division Commander reports directly to the Special Investigations and Response Deputy Chief.

1. Major Crimes

The Major Crimes Commander reports directly to the Special Investigations Division Commander.

a. Crimes Against Persons

The shift commanders of the Crimes Against Persons Unit report directly to the Major Crimes 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)

i. Technology Based Crimes Unit (TBCU)

The supervisor of the TBCU reports to the designated shift commander of the Crimes Against Persons Unit. The TBCU is responsible for investigating crimes or cases involving electronic devices such as computers, cell phones, and other technology type devices. The TBCU provides support for the forensic analysis of electronic devices.

ii. Crime Scene Technicians

The Crime Scene Technicians reports to the designated shift commander of the Crimes Against Persons 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).

b. Special Victims Unit

The commander of the Special Victims Unit reports directly to the Major Crimes Commander.

i. 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.

ii. 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.

iii. Elder Abuse Unit

The Elder Abuse Supervisors report directly to the Special Victims Unit Commander. The unit is responsible for the investigation of the follow incidents:

- Investigate Family Violence/Elder Abuse of persons 65 years old or older or Abuse of Disabled adults over the age of 18.
- Investigate Elder Abuse to include abuse or neglect of persons 65 years old or older or disabled adults over the age of 18 years of age who are residents of a long-term care facility.

- Investigate and respond to Family Violence and/or abuse/neglect cases involving persons 65 years or older or disabled adults over the age of 18 who have been hospitalized, serious injury, or other specific factors, will be referred to the Elder Abuse Unit.
- Receive and investigate referrals from Adult Protective Services for abuse and neglect of persons 65 years or older or abuse of disabled adults over the age 18 in unincorporated Cobb County.
- Submit referrals to Adult Protective Services involving criminal investigations or for resources or additional follow up for persons 65 years or older or disabled adults over the age of 18 who need additional services not involving law enforcement.
- Submit referrals to Healthcare Facility Regulations when there is a report of abuse or neglect of a person 65 years or older or a disabled adult over the age of 18 in a long-term care facility.
- Investigations of all unlicensed personal care homes in unincorporated Cobb County.

2. Special Tactics and Apprehension Response (STAR)

The STAR unit consists of the VIPER and Tactical Units

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

The commander of VIPER reports to the Special Investigations Division Commander. The primary mission of the VIPER Unit is to reduce the occurrences of street level violent crimes.

b. Tactical Unit

The commander of the Tactical Unit reports directly to the Special Investigations Division 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.

3. Special Investigations Unit Commander

The Special Investigations Unit Commander reports directly to the Special Investigations Division Commander. The Special Investigations Unit Commander oversees the Homeland Security Unit and the Organized Crime Unit.

a. Homeland Security

The Homeland Security manager reports directly to the Special Investigation Unit Commander. The JHAT/CIKR manager is responsible for Joint Hazard Assessment Teams (JHAT), Critical Infrastructure Key Resources (CIKR), and 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.

i. Task Force Officers

Officers assigned to the various task forces report administratively to the Homeland Security manager.

B. Technology Special Projects Commander

The Technology Special Projects Commander reports directly to the Special Investigations and Response Deputy Chief. The Technology Special Projects Commander oversees the department's Criminal Intelligence Analyst Unit while researching new, innovative technologies for our department, manage current technologies, and coordinate with surrounding agencies and private venues on technology initiatives.

1. Crime Analysis

The Crime Analysis Coordinator will report directly to the Technology Special Projects Commander. The Crime Analysis Unit is responsible for collecting, collating, analyzing, and disseminating 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.

2. GIS Operator

Personnel assigned as Geographic Information System (GIS) operators report to the Crime Analysis Coordinator. The (GIS) Intelligence Analysts support the department by assessing geospatial technologies, workflows, processes, procedures, and products in use across the Geospatial Intelligence (GEOINT) community and providing analysis and recommendations. The GIS Intelligence Analyst will determine the

significance and reliability of incoming information, establish and maintain intelligence records and files, initiate, coordinate and conduct research efforts, gather, analyze, and evaluate information from a variety of sources

C. Special Operations

The Special Operations Commander reports directly to the Special Investigations and Response 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 Stop Arm 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. 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.

3. 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.

4. Special Events Coordinator

The Special Events Coordinator reports to the Special Operations Commander. The primary mission of the Special Events Coordinator is the planning, developing, and implementing special events traffic management systems at special events such as SunTrust Park, Kennesaw State University, Dobbins Air Force Base, Town Center Mall, Cumberland Mall, parades, road races, and any other venues requiring a coordinated and specific traffic management plan. Additionally, the Special Events Coordinator is responsible for reviewing Cobb County Department of Transportation Safety Action Plans and related police response, and serving as an information sharing conduit between Cobb DOT and Cobb Police.

V. SUPPORT AND ADMINISTRATION

A. Administrative Services

The Administrative Services Commander reports directly to the Support and Administration 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.

1. Assistant Administrative Services Commander

The Assistant Administrative Services Commander reports directly to the Administrative Services Commander.

a. Central Records

The manager of Central Records reports directly to the Assistant Administrative Services Commander. 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. Property and Evidence Unit

The supervisor of the Property and Evidence Unit reports directly to the Assistant Administrative Services Commander. 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.

c. Permits Unit

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

d. Special Projects

Special Projects Unit personnel report directly to the Assistant Administrative Services Commander, however, they have the authority to report directly to the Chief of Police in all matters regarding unit assignments. The Special Projects Unit is responsible for policy development, planning and research, accreditation and certification, and other projects as assigned. The unit provides administrative support to other components of the Department when requested to do so by the Chief of Police or his designee.

B. Reserves/Fleet Coordinator

The Reserves/Fleet Coordinator reports to the Administrative Services Commander. The Reserves/Fleet Coordinator is responsible for fleet/infrastructure, coordinating the activities of all Reserve Police Officers, and other duties as requested.

C. RMS Coordinator

The RMS Coordinator reports to the Central Records Manager. 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.

D. RMS Video Coordinator

The RMS Video Coordinator reports to the Central Records Manager. The RMS Video Coordinator is responsible for monitoring the system functions of the Department's in-car/body-worn camera records management computer system, examining work process to ensure quality control, and providing technical support as necessary.

VI. 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, MFF, Bomb Squad, and Honor Guard report to the Special Events Coordinator. The SWAT Unit reports to the Tactical Unit Commander. 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. Mobile Field Force (MFF)

The purpose of the Mobile Field Force is to stop or disperse riotous behavior while allowing law abiding citizens their legal right to protest. Additionally, the unit’s goal is to mitigate violence and risk of injury to officers and citizens, minimize property damage, and clear unauthorized road closings as needed.

F. 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. The commander of the Honor Guard has the authority to report directly to the Chief of Police

VII. MARIETTA-COBB-SMYRNA (MCS) ORGANIZED CRIME

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. MCS investigates complaints of drug, vice, or other organized crime activity that can not be investigated by field personnel due to the complexity of the investigation. The Intelligence Unit commander reports administratively to the Special Investigation and Response Deputy Chief. The narcotics lieutenant reports to the Sheriff's Office Narcotics Commander, but for department related matters he reports to the Intelligence Unit commander.

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.

VIII. 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 responsible for building maintenance, office supplies, and uniform and equipment issuance for the Police Department.