

Georgia Department of Public Safety

Policy Manual

SUBJECT CAPITOL POLICE DIVISION	POLICY NUMBER 25.09
DISTRIBUTION ALL EMPLOYEES	DATE 4/4/2013

25.09.1 Purpose

To establish a policy and subsequent procedure regarding law enforcement and security services within the jurisdiction of the Capitol Police Division.

25.09.2 Mission

The mission of the Capitol Police Division is to provide professional law enforcement and security services to protect the public, state employees and visitors to the Capitol Square area.

25.09.3 Policy

It is the policy of the Capitol Police Division of the Georgia Department of Public Safety to deliver effective, efficient law enforcement and facilities security services to the State Capitol and other state owned buildings and properties in the Capitol Square area.

25.09.4 Definitions

A. Capitol Square

1. The property owned by the State and the sidewalks and streets within the area in the City of Atlanta bounded by Washington Street, Trinity Avenue, Memorial Drive, Capitol Avenue, Jessie Hill, Jr. Drive, Martin Luther King, Jr. Drive; and
2. The buildings and property owned and operated by the Georgia Building Authority which are located on or bounded by Central Avenue, Trinity Avenue, Memorial Drive, Capitol Avenue, Jessie Hill, Jr. Drive, Martin Luther King, Jr. Drive, Peachtree Street and Marietta Street.

25.09.5 Organization

A. The Capitol Police Division consists of three units.

1. Post 50 Capitol Hill

Post 50 Capitol Hill shall be staffed by Georgia State Patrol (GSP) troopers who have been carefully screened and selected for the positions in accordance with DPS Policy #24.01, Promotions and Transfers.

2. Capitol Police Services Unit

The Capitol Police Services Unit shall be staffed by sworn law enforcement officers.

3. Capitol Square Security Unit

The Capitol Square Security Unit shall be staffed by non-sworn Safety Officers and GSP Cadet Troopers.

- B. The Director of the Capitol Police Division shall be appointed, without competitive examination, by the Commissioner of the Georgia Department of Public Safety from the ranks of the Georgia State Patrol.

The Director shall hold the rank designated by the Commissioner and will be responsible for the operations of the Division.

25.09.6 Procedures

The Capitol Police Division has the jurisdiction to enforce all laws in Capitol Square and the property and buildings owned by the Georgia Building Authority within a five-mile radius of Capitol Square. The Division's duties include maintaining peace and order, enforcing the laws and regulations related to controlling access to Capitol Square, enforcing parking and traffic laws and investigating accidents within Capitol Square, enforcing state law when ordered to do so by the Commissioner and exercising law enforcement powers to protect life and property.

- A. Post 50 Capitol Hill shall provide the full range of law enforcement and security services to the State Capitol, as well as other State owned buildings and properties in the Capitol Hill area including but not limited to:

1. Control and access to the State Capitol, as well as other State owned Buildings as designated;
2. Screening or searching packages entering those spaces for dangerous instruments;
3. Monitoring groups and individuals entering the spaces for dangerous or threatening behavior, and
4. Monitoring groups and individuals participating in special activities in and around the State Capitol, i.e. press conferences, rallies, demonstrations, etc. and;
5. Conducting area patrols in the buildings and on grounds to create a safe and secure environment for members of the public and state employees who work and/or visit the State Capitol area.

- B. The Capitol Police Services Unit shall provide the full range of police services in the Capitol Hill area including but not limited to:

1. Responding and investigating traffic crashes and the management of related traffic issues;
2. Respond to criminal complaints;

3. Securing and stabilizing crime scenes;
 4. Conducting criminal investigations;
 5. Management of vehicular and pedestrian traffic;
 6. Referring major criminal investigations to the Georgia Bureau of Investigation and assist that agency as requested;
 7. Coordinating police and security services and criminal or security intelligence for special events in the Capitol Hill area, and
 8. Monitoring groups and individuals participating in special activities in and around the State Capitol, i.e. press conferences, rallies, demonstrations, etc.
- C. The Capitol Square Security Unit shall provide a full range of facility security and safety services including but not limited to:
1. Controlling and monitoring access to the Capitol and various executive center offices to detect and identify dangerous devices, persons or groups, and behaviors;
 2. Screening or searching packages entering those spaces for dangerous instruments;
 3. Monitoring groups and individuals entering the spaces for dangerous or threatening behavior;
 4. Providing immediate notice to police officers of dangerous persons, instruments, or behaviors, and
 5. Providing timely notice of facility safety issues (e.g., broken or damaged doors, windows, stairs, fire extinguishers, elevators, etc.).