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*Accenting Professional Law Enforcement Management Through Training*

November 15, 2016

Chief Scott Freeman  
Athens-Clarke County Police Department  
3035 Lexington Road  
Athens, GA 30605

On October 26th, 2016, the State Certification Joint Review Committee met and reviewed the On-Site Assessment Report for your agency. After review, your department approved for re-certification in the State Certification program as recommended by the assessment team. I have enclosed a copy of the final report for your review and your files as required in the Standards Manual.

The presentation of the Certification Plaque and Certification Manager Award will be made at a City Council or County Commissioners meeting at your discretion and depending on when a State Certification Representative can be scheduled through the GACP office. To arrange for the presentation, please contact me at 770.495.9650 or [mtbender@gachiefs.com](mailto:mtbender@gachiefs.com).

I congratulate your department on this outstanding professional achievement. I look forward to seeing you as a certified law enforcement agency.

Sincerely,

A handwritten signature in black ink that reads "Mark Bender".

Mark Bender  
Director of State Certification  
Georgia Association of Chiefs of Police

Enclosure

cc: GACP File



# Georgia Association of Chiefs of Police

## Georgia Law Enforcement Certification Program

### On-Site Assessment – Final Report



**To:** Mark Bender  
Director of State Certification

**From:** Lt. Dan Clark

**Date:** July 19, 2016

**Type:** 5<sup>th</sup> Edition Standards

- Initial Certification
- Re-Certification
- Re-Certification Tier 1
- Re-Certification Applicable to Georgia

**Agency:** Athens-Clarke County Police Department

**Agency CEO:** Chief Scott Freeman

**Certification Manager:** Sara Ivy

**Dates of Assessment:** July 14, 2016

**Assessment Team:**

**Team Leader** Lt. Dan Clark, Suwanee Police Department

**Assessor (if necessary)**

**Shadow Assessor (if necessary)**

## Agency Profile

The Athens Police Department was formed after reorganization of the city charter in 187, which provided taxes to support local government services. In response to demand for law enforcement services in unincorporated portions of Clarke County, the county government established the Clarke County Police Department in 1974. A proposed charter for a unified government was drafted and adopted in 1990. On January 4, 1991, the governments and the two police departments were unified. Due to facility problems, combined operations did not commence until the new building was occupied in July 1991. The Athens-Clarke County Police Department is a full-service law enforcement agency with specialized units and response capabilities, which include forensic services, traffic enforcement, criminal investigations, a tactical team, and a 911Center.

The Athens-Clarke County Police jurisdiction covers 125 square miles and is the smallest in land area of Georgia's 159 counties. Athens-Clarke County is located 65 miles northeast of Atlanta. The population according to the 2010 census was 116,714. There are 13 elementary, four middle and three high schools within the jurisdiction. Athens-Clarke County is also the home to the University of Georgia and Athens Area Technical College. The Athens-Clarke County has an authorized strength of 305 personnel, 240 sworn and 65 non-sworn.

Chief Scott Freeman started his law enforcement career early in life. While a high school student at Rockdale County High School, Chief Freeman joined the Conyers Police Explorers in the 9th grade. He also was a cadet in the Marine Corps JROTC program throughout his high school years. While still in high school, he worked part-time as a dispatcher in the 911 Center when it was a division of the Rockdale County Sheriff's Office.

After graduating high school, Chief Freeman started with the Conyers Police Department as a dispatcher. During his 22-year career with the Conyers Police Department, he served in many different capacities and leadership roles. Chief Freeman was instrumental in leading the Conyers Police Department in advancing with technology, best practices for law enforcement, and the implementation of the CompStat paradigm within departmental operations. Just prior to leaving the Conyers Police Department in 2012, he held the rank of Major.

From January 1, 2013 through June 26, 2015, Chief Freeman served as the Chief Deputy for the Rockdale County Sheriff's Office. During his time with the Rockdale County Sheriff's Office, Chief Freeman managed and led the daily operation for the Jail, Criminal Investigations, Field Services, Judicial Services, Support Services, and the Office of Professional Standards.

On July 6, 2015, Chief Freeman was officially appointed to the position of Chief of Police for the Athens-Clarke County Police Department.

Chief Freeman holds various degrees, which include the following:

- Doctorate in Public Policy and Administration, with a specialization in Public Safety Management and Leadership.
- Graduate Certificate in Criminal Justice Education
- Master of Public Administration degree
- Bachelor of Science degree in Organizational Leadership
- Associate of Science degree in Criminal Justice

Chief Freeman is a strong advocate of both well-trained, highly educated law enforcement officers and the advancement of police technology. He devotes considerable time furthering the cause of higher education to help professionalize law enforcement in Georgia and throughout the country. Chief Freeman is an active member with the International Association of Chiefs of Police, Georgia Association of Chiefs of Police, Police Association for College Education, American Society of Criminology, Academy of Criminal Justice Sciences, American Society for Public Administration, Peace Officers Association of Georgia, Georgia International Law Enforcement Exchange, and both national and state chapters of the Federal Bureau of Investigation National Academy Associates.

### **Assessment Summary**

I arrived at the Athens-Clarke County Police Department on July 14<sup>th</sup> and met with Certification manager Sara Ivy. Sara led me to the conference room, which was set up as the work area for the assessment. The tour of the agency was conducted after the review of the files. Because this was an accelerated on-site, there were no offsite files.

The only issue noted in during the assessment was in Standard 1.13 bullet C was not-complaint for one year, the agency failed to provide Domestic Violence/Employee training for non-sworn employees in the first year of the assessment period, this standard is discussed in the Chapter Summaries.

Prior to the assessment I read the agency's 2015 CALEA Assessment report to determine if there were any non-complaint or applied discretion standards that would apply to State Certification standards and there were none.

There were no significant occurrences during the assessment.

### **Chapter Summaries**

#### **Chapter One**

There were six standards reviewed in Chapter 1, 1.13, 1.12, 1.13, 1.14, 1.27, and 1.28. All of the files reviewed in Chapter one contained the appropriate written directives and proofs to show compliance with the standards except for one, 1.13 Bullet C. In the first year of the certification cycle the agency failed to train "all personnel" on Domestic Violence/Employee, sworn employees received the training but non-sworn did not. The agency found the deficiency in the training when a training audit was conducted at the end of that year, the agency immediately put procedures in place to insure that it did not occur again. The remaining two years of the certification cycle contained proofs of compliance that all personnel received the training.

#### **Chapter Two**

There was one standard reviewed in Chapter 2, 2.9. The file contained the appropriate documentation in all bullets to demonstrate compliance with the standard.

### **Chapter Three**

There were two standards reviewed in Chapter 3, 3.3 and 3.5. Both files reviewed contained the appropriate written directives and proofs of compliance.

### **Chapter Four**

There were no applicable standards in Chapter 4.

### **Chapter Five**

There were five standards reviewed in Chapter 5, 5.16, 5.27, 5.28, 5.29 and 5.35. All of the files reviewed in Chapter 5 contained the appropriate written directives and proofs to show compliance with the applicable standards.

### **Chapter Six**

The two files reviewed in Chapter 6 were 6.8 and 6.16.

In standard 6.8 the written directives and proofs were good, they showed that agency employees are involved in achieving the agencies community relations and crime prevention objectives through community meetings and events. The agency obtained a Waiver for standard 6.16, the agency does not provide a Court Security function. Waiver was verified.

### **Chapter Seven**

The only file reviewed in Chapter 7 was 7.5. The agency utilizes the "Language Line" for translation proofs included Communications utilizing the Language line as well as Officers utilizing the Language Line in the field for translation.

### **Chapter Eight**

There were no applicable standards in Chapter 8.

### **Agency Inspections/visits**

After reviewing the files Certification Manager Sara Ivy escorted me to the agency's property and evidence building which was beside the police department. The property/evidence building construction was completed approximately two years ago and has been operational for approximately a year. The building has access controlled by access cards so that only authorized personnel can gain entry. The property and evidence room is managed and operated by Property Custodian Larry Emlett and a support staff of five property/evidence technicians. Prior to entering the evidence room I signed the property room entry log then was given a tour of the evidence room. The evidence room is two stories high with shelving units running the length of the room on both floors, larger items and general evidence are maintained in this area. There were additional rooms for the storage of high security items, one was a room on the first floor for drug storage that was alarmed and another room on the second story for the storage of firearms. All evidence viewed was arranged neatly, clearly identifiable, and bar-coded. The

temporary evidence storage area has pass through lockers for officers to secure evidence when the property/evidence staff is not available. The agency also has a secured fenced in lot for the storage of vehicles and other large property items. The Property/Evidence building has numerous surveillance cameras throughout the interior and exterior of the building and the cameras are monitored in the 911 Center.

After the inspection of Property and Evidence we went to the 911Center. The Athens-Clarke County 911 Center has been CALEA Communications accredited since 2010. The 911 Center has secured access so that only authorized personnel can enter and escorted visitors have to sign a log stating the reason for the visit. The communications center was clean and organized.

While touring the building Sara Ivy showed me the agency's new video integration system which will allow the agency to monitor traffic and events in the downtown area. The system includes all new digital cameras with PTZ (Pan/Tilt/Zoom) capabilities. Ivy said that initially the video integration system will be staffed by volunteers and there are future plans for full-time duty assignments.

#### Agency Interviews

*While touring the property/evidence section I spoke with Property Custodian Larry Emlet. Emlet provided a tour of the property/evidence section and was able answer any questions I had regarding the operations of the property/evidence building and agency practices.*

*While touring the 911 Center I spoke with Captain Keith Kelley who oversees the 911 Center and Communications Supervisor Kenya Campbell.*

#### Waiver(s):

The agency applied for and received one waiver from the Georgia Association of Chiefs of Police, this was for Standard 6.16, the agency does not provide a court security function.

#### Files Sent Out for Repair:

File Maintenance		0
Non-Compliant		0
Files Returned Multiple Times		0

#### Standards Found to be in Non-Compliance:

Standards found to be in non-Compliance	1.13 Bullet C	1
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#### Standards Found to be Compliance/Written Directive Change

Standards found to be in – Compliance/ Written Directive Change		0
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**Agency Totals**

<b>Standards found to be in compliance</b>	<b>17</b>
<b>Standards found to be compliant/written directive change</b>	<b>0</b>
<b>Standards found to be in non-compliance</b>	<b>1</b>
<b>Standards that were granted waiver</b>	<b>1</b>
<b>TOTAL NUMBER OF STANDARDS</b>	<b>19</b>

**Exit Interview:**

After reviewing the files and touring the agency, I met with Chief Freeman, Deputy Chief Justin Gregory and Sara Ivy. I discussed the issue with 1.13 Bullet C being in non-compliance for year. I also was complementary of the Property and Evidence facility and 911Center. I thanked the agency for its hospitality and answered any questions about the assessment.

**Recommendation:**

The Athens-Clarke County Police Department is a professional hat is committed to the certification and accreditation processes. I recommend the Athens-Clarke County Police Department be re-certified.

  
St. Dan Clark  
*Signature of Team Leader*

(Please attach assessor worksheets)

**STATE OF GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM**

**On-Site Assessment Assessor Worksheet**

<b>AGENCY:</b> Athens-Clarke County <b>CHAPTER:</b> Applicable Standards		<b>ASSESSOR'S NAME:</b> Lt. Dan Clark <b>DATE:</b> 07/14/16 <b>ASSESSOR INITIALS:</b> DGC <b>PAGE</b> 1 <b>OF 1</b>
<b>Standard Number</b>	<b>Level of Compliance</b>	<b>COMMENTS / RECOMMENDATIONS</b>
1.13	C	WD and proofs good, proofs show all receive Ethics training annually.
1.12	C	WD and proofs good, proofs show sworn pursuit training each year and legal updates for sworn and civilian all three years.
1.13	NC	WD and proofs good for all bullets except C, in first year of assessment civilian employees did not get domestic violence/employee training. Was corrected remaining 2 years
1.14	C	By policy agency does not authorize neck restraints, no violation of policy during assessment period.
1.27	C	WD and proofs good, no violations of policy during assessment
1.28	C	WD and proofs good, 1 policy violation during assessment.
2.9	C	All bullet proofs good.
3.3	C	WD and proofs good.
3.5	C	WD and proofs good.
5.16	C	WD and proofs good.
5.27	C	WD and proofs good.
5.28	C	Protocol available to all on PowerDMS
5.29	C	Proofs good, investigators trained in special investigation and Cottage House utilized for forensic interviews.
5.35	C	Pursuit reports submitted all 3 years
6.8	C	WD and proofs good.
6.16	W	Waiver Verified, no court security function
7.5	C	Language Line utilization used for proofs.

