



**gwinnett**county  
GEORGIA

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16

**POLICE**  
DEPARTMENT

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Deputy County Administrator



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## Letter from the Chief



The year 2016 was a busy year for the Gwinnett County Police Department. Together, we made significant improvements in our ability to provide services throughout Gwinnett County. Among the accomplishments were:

- With the goal of providing justice to victims and their families, our Homicide Unit worked diligently throughout the year. The homicide solve rate was 93 percent, compared to the national average of 61.5 percent.
- We continued our community outreach efforts through programs such as our Multi-Cultural Festival, Public Safety Fall Festival and Coffee with a Cop.
- The department engaged residents, businesses and relevant stakeholders in a wide variety of crime prevention strategies to prevent crimes from occurring. The department offered 1,030 crime prevention programs that were attended by 48,239 residents.
- In an effort to reduce traffic crashes, our Special Operations Section worked with the Department of Transportation to identify roads/intersections with the highest number of crashes. Specific enforcement details were conducted to reduce crashes in these areas.
- Our volunteer program delivered a total of 15,324 volunteer hours for police support valued at \$353,524.68.
- The Department earned national accreditation for the eighth time. The Department had the distinction of being one of the few agencies in the nation to receive the *Accreditation with Excellence Award*.
- The Countywide Emergency Operations Plan was revised. This plan will enable the department to respond more effectively and efficiently to emergencies.
- Officer safety was enhanced by providing all of our officers with TASERS and ballistic-rated helmets.
- Our 911 Center enhanced its ability to better serve our community by replacing its logging recorder system.

Although the department faced numerous challenges in 2016, we remained focused on providing our residents the best law enforcement services possible. We will continue to serve our community with our core values of integrity, courtesy, pride, and professional growth in mind. Through the delivery of professional law enforcement services, community engagement and effective partnerships, we will ensure Gwinnett County remains a great place to live.

A handwritten signature in black ink that reads "A.A. Ayers".

**A.A. Ayers**, Chief of Police



## Mission, Vision, Values



### Mission

The Gwinnett County Police Department is committed to serving the community through the delivery of professional law enforcement services in an unbiased and compassionate manner in order to protect the lives and property of the citizens and improve the quality of life in our community.

### Vision

The vision of the Gwinnett County Police Department is to be regarded by the community we serve and by our law enforcement peers as the leader of innovative policing and professional excellence.

### Values

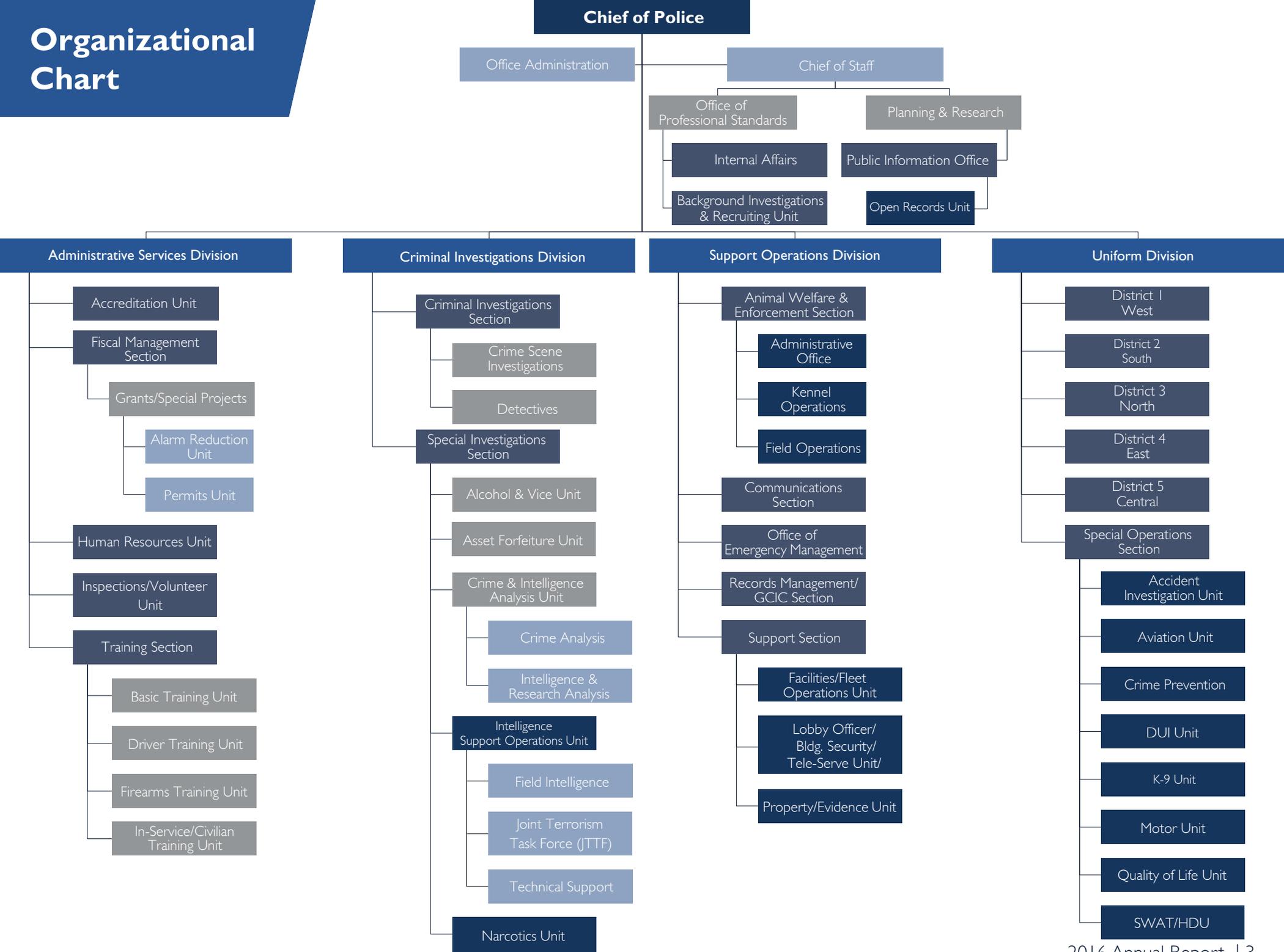
**Integrity:** We are committed to achieving the public's trust by holding ourselves accountable to the highest standards of professionalism and ethics.

**Courtesy:** We will conduct ourselves in a manner that promotes mutual respect with the community and our peers.

**Pride:** We are committed to conducting ourselves in a manner that brings honor to ourselves, our department, and the community we serve.

**Professional Growth:** We are committed to developing future leaders through training and education.

# Organizational Chart



## Office of the Chief



The mission of the Gwinnett County Police Department's Office of the Chief is to provide direction and leadership to the members of the Department and to ensure that the integrity and high standards of the Department are maintained while planning for the future to ensure the delivery of the highest quality law enforcement services to all of our citizens.

The Office of the Chief is composed of the following: Chief of Police, Administrative Staff, Chief of Staff, Office of Professional Standards, Planning and Research, Promotional Coordinator, and the Public Information Office.

### Chief of Police

The Chief of Police is ultimately responsible for the planning, directing, coordinating, controlling and staffing of administrative and operational activities of the Department. He has within his authority the responsibility to, at his discretion, appoint, promote, demote and terminate personnel within the Department; oversee all departmental fiscal activities; ensure the enforcement of all rules and regulations; serve as the official representative of the Department when required by protocol; and perform any other executive action that may directly or indirectly effect the Police Department. The Chief of Police reports to the County Administrator and to the Board of Commissioners all departmental activity as required.



### Chief of Staff

The position of Chief of Staff is filled by a Police Major. The Chief of Staff oversees the Office of Professional Standards, the Planning and Research Unit, and the Public Information Office. The Chief of Staff or his designee serves as the promotional coordinator. Additionally, the Chief of Staff is responsible for coordinating with the Law Department all issues regarding lawsuits, legal opinions, and human resources issues requiring legal guidance.

The Chief of Staff is responsible for coordinating both short and long range planning and research within the Department. This includes developing goals, policies and procedures; analyzing police operations and statistics; conducting research on assigned issues; providing long range planning for capital projects; and conducting evaluations of activities to determine the utility of existing policies, procedures, or programs.

*Major C.L. Clemons  
Chief of Staff*

## Office of Professional Standards

The Office of Professional Standards is composed of two units: Internal Affairs Unit and the Background Investigations and Recruiting Unit.

### Internal Affairs

The Internal Affairs Unit is responsible for recording, registering and investigating complaints against employees of this Department; supervising and monitoring the investigation of alleged misconduct; and maintaining the confidentiality of investigations and records so that the integrity of the Department is maintained in an objective, impartial and fair manner.

In 2016, the Internal Affairs Unit investigated 110 allegations of misconduct, policy violations, or other inquiries. Of these allegations, 78 were sustained, seven were not sustained, 12 were exonerated, six were unfounded, and seven were administratively closed.

### Background Investigations and Recruiting Unit

The Background Investigations and Recruiting Unit is responsible for recruiting the most qualified personnel that reflect the demographics of the County and ensuring that these candidates are qualified and meet hiring guidelines established by the Department, Human Resources Department, and the Merit System Rules and Regulations.

In 2016, the department received 5,148 applications for both sworn and non-sworn positions and hired 84 police officers and 83 non-sworn employees.

## Planning and Research

The Planning and Research Coordinator is responsible for developing policies and procedures; analyzing police operations and statistics; conducting research and assignments authorized by the Chief or Chief of Staff; providing long-range planning and coordinating facility adaptation and design; analyzing demographic and social data as related to the demand for public safety services; conducting evaluations of activities to appraise the utility of existing policies, procedures or programs; analyzing performance using the Balanced Scorecard methodology; and preparing the Department's Monthly Report.



## Promotional Coordinator

The Chief of Staff, or his designee, will serve as the Promotional Coordinator to act as the liaison with the Department of Human Resources for all promotion processes. The coordinator will have the authority and responsibility for administering the Department's role in the process and will keep the Chief of Police apprised of matters pertaining to the administration of the promotion process.

## Public Information Office

The Public Information Office is responsible for coordinating the Department's response to media inquiries, assisting news personnel in covering routine news stories, acting as a liaison at major incident scenes, providing on-call response to news media, and preparing and distributing news releases.

Media Releases	Interviews
274	593



## Administrative Services Division



*M.B. West*  
*Assistant Chief*

The mission of the Administrative Services Division is to manage the fiscal processes including budget and capital projects; to handle the permitting function for certain businesses/individuals; to oversee the basic and in-service training of departmental personnel; to maintain accredited status through the state certification program and the Commission on Accreditation for Law Enforcement Agencies (CALEA); and to provide administrative support in payroll and human resources.

The Division consists of the following units: Accreditation Unit, Fiscal Management Section, Human Resources Unit, Inspections Unit, Training Section, and Volunteer Unit.

The Administrative Services Division Commander is responsible for planning, directing, coordinating, controlling, and staffing of the administrative and operational activities for the Division. Personnel assigned to these functions report to the Administrative Services Division Commander.

The Administrative Services Division is responsible for providing assistance/guidance to employees and staff members in resolving problems and issues as well as assisting in the interpretation of Merit Rules & Regulations and Department and County policies. Additionally, the Administrative Services' staff is responsible for developing the Department's Business Plan.

### Accreditation Unit

The Accreditation & Certification Manager is responsible for coordinating the Department's efforts to maintain state certification and national accreditation standards. The Commission on Accreditation for Law Enforcement Agencies, Inc. (C.A.L.E.A.) awarded the department with accreditation for the eighth time. By attaining accreditation status, the Gwinnett County Police Department has demonstrated compliance with more than 400 standards that C.A.L.E.A. has established to promote fair and professional law enforcement services in the areas of policy, procedures, management, and operations.

### Fiscal Management Section

The Fiscal Management Section oversees the budget for daily operations and capital projects, monitors account balances and overtime to keep from exceeding allocations, processes all purchases and payments for the Department, and oversees expenditures and purchases to ensure compliance with County policy.

## Grants/Special Projects

The Grants/Special Projects Coordinator is responsible for coordinating the development and administration of all grants from all sources. Examples include the Justice Assistance Grant (JAG) and Department of Homeland Security Grant. This position is also responsible for all contracts relating to Police operations. In addition, the Coordinator is responsible for projects assigned by the Division Director.

## Alarm Reduction Unit

The Alarm Reduction Unit enforces the Gwinnett County Alarm Ordinance by registering all alarm users, tracking false alarm activations, billing and receiving fines from alarm owners for violations of the Alarm Ordinance.

In 2016, Gwinnett County Police Officers responded to 29,727 alarms and collected \$378,325 in false alarm fines. In an effort to reduce the number of false alarms and recover the associated costs, the following fee structure is in effect:

Response	Fee
First	\$0
Second	\$25
Third	\$50
Fourth+	\$100

Following the fourth response, the violator is subject to a \$100 fee and the alarm registration may be revoked. A \$25 fee can be charged for a response to an alarm which is not registered with the Police Department.

## Permits Unit

The Permits Unit conducts criminal history record review for those individuals applying for work permits as required by County Ordinance. Currently, positions within the following industries require such a review; burglar alarm installers, canvassing/soliciting, escort/dating, fortune tellers, locksmiths, pawn, precious metals, pool rooms, and those that serve alcohol for consumption at a restaurant. Additionally, the Unit provides fingerprint services and conducts Georgia criminal history inquiries via name search for those that need such services for personal inspection, employment and/or licensure.

During 2016, the unit issued 7,391 permits, performed 1,130 criminal history background checks, performed a total of 8,521 background reviews with 189 being for Business License and Revenue, fingerprinted 7,588 individuals with 5,320 being for Probate Court, issued 36 denials/holds and contributed to the arrest of 33 wanted persons. The Unit also generated \$436,587.80 in revenue.

## Human Resources Unit

The Human Resources Unit processes payroll, timesheets, and position control; maintains personnel files; and addresses other personnel issues for an ever-increasing authorized number of police employees. This Unit serves as liaison to the County's Department of Human Resources and Financial Services in such matters as FMLA, Accident/Property Loss reports, and Worker's Compensation.

## Inspections Unit

The Inspections Unit conducts staff inspections. A staff inspection is conducted within all organizational components at least once every three years. At his discretion, the Chief of Police may direct additional staff inspections. During an inspection, members of the inspection team have the same authority as the Chief of Police to examine Departmental property, records and documents.

## Training Section

The Training Section is responsible for all training conducted in this Department, including basic recruit training and in-service training. Other responsibilities of the Training Section include, but are not limited to planning, developing, implementing and coordinating in-service; remedial, and advanced training programs; conforming to all Peace Officer Standards and Training (P.O.S.T.) Council rules, regulations and policies; maintaining Department and P.O.S.T. training records; administering the Gwinnett County Police Academy and the Field Training and Evaluation Program; providing quarterly firearms qualifications; providing all sworn personnel with legal updates and recent court decisions; identifying, selecting, and training qualified personnel as instructors; and conducting ongoing research in order to provide state-of-the-art programs that meet departmental needs.

## Volunteer Unit

The Volunteer Coordinator is responsible for the operation of the Volunteer Unit. The Unit is responsible for processing all applications for volunteer service as well as placement and tracking of those volunteers. The Intern Program is also managed in the Volunteer Unit. The Volunteer Coordinator processes all internship applications, make selections, and schedule all required hours.

Volunteer Working Hours	Monetary Value
24,872.25	\$353,524.68



## Criminal Investigations Division



*M. Reonas*  
*Assistant Chief*

The mission of the Gwinnett County Police Criminal Investigations Division is to conduct follow-up investigations of criminal violations of the law and provide crime scene and evidence recovery services.

The Criminal Investigations Division is composed of two subordinate investigative sections. These are the Criminal Investigations Section and the Special Investigations Section.

**Criminal Investigations Section** – General Unit, Homicide Unit, Robbery Unit, Special Victims Unit, Burglary Unit, Gang Unit, Motor Vehicle Theft Unit, Electronic and Financial Crimes Unit, and Crime Scene Investigations

**Special Investigations Section** – Narcotics Unit, Intelligence Support Operations, Crime and Intelligence Analysis, Alcohol and Vice Unit, Asset Forfeitures

The primary functions of the Criminal Investigations Division are criminal investigations, documentation of investigative findings, scientific crime scene processing, narcotics and vice investigations, technical and undercover investigations, collecting, processing and sharing crime data, and intelligence information

## Criminal Investigations Section

### Homicide Unit

Investigators assigned to the Homicide Unit primarily investigate adult felony crimes against persons, including murder, assaults, kidnappings, missing persons, and suspicious deaths.

### Robbery Unit

Investigators assigned to the Robbery Unit primarily investigate armed robbery, robbery by force, robbery by intimidation, home invasion robbery, robbery by sudden snatch, and hijacking of a motor vehicle.

## **Special Victims Unit**

The Special Victims Unit's primary responsibility will be the investigation of physical abuse against children under the age of 18 and sexual abuse/assaults against both children and adults. The Unit may also be responsible for the investigation of any other persons crimes against children under the age of 17 with the exception of robbery or homicide. This Unit is also tasked with the investigation of physical abuse which is directed against persons 65 years of age or older. Other crimes targeting the elderly, such as financial crimes, will be investigated by the Unit most appropriate to the crime.

## **Burglary Unit**

The Burglary Unit is responsible for investigating commercial and residential burglaries, burglary attempts, and related crimes as directed by the Unit supervisor. Commercial cases are primarily business, church, and school burglaries. Residential cases are primarily home or dwelling burglaries.

## **Gang Unit**

The Gwinnett County Police Gang Unit is an investigative and proactive enforcement team intended to improve the quality of life for Gwinnett County residents. This is accomplished through direct enforcement actions in high crime areas and in areas of known gang patterns and trends, and the investigation of reported crimes involving gangs. The unit monitors and tracks criminal street gang activity through traditional and non-traditional enforcement activities, investigative efforts, intelligence gathering, and intervention/education efforts.

The Gang Unit also assists other Criminal Investigations units on gang-related crimes and street-level criminal activity in which CID has investigative responsibility such as a gang-related homicide. In addition, the Unit gathers and disseminates gang intelligence information to members of the Department for investigative purposes only and to other law enforcement agencies in compliance with established criteria.

## **Motor Vehicle Theft Unit**

The Motor Vehicle Theft Unit is responsible for the follow-up investigation of stolen and recovered motor vehicles and related conveyances. The Motor Vehicle Theft Unit maintains a record of the vehicle impounds for one year. They also monitor the Gwinnett County contract wrecker service(s) responsible for the impoundment and storage of vehicles.

## **Electronic and Financial Crimes Unit**

The following are examples of the types of crimes investigated by the Electronic and Financial Crimes Unit: questioned document offenses, excluding deposit account fraud/bad check offenses, forgeries and embezzlements, financial transaction card theft/fraud, financial exploitation of elderly or incapacitated adults, theft by deception/conversion involving business records, bribery, computer fraud, information systems theft, and other violations of the Computer Systems Protection Act, insurance fraud, advanced fee loan scams, identity theft fraud, mortgage fraud, telemarketing fraud, internet crimes, electronic surveillance crimes, and other financial or electronic related crimes as determined by the Unit supervisor.



### General Unit

The General Unit is responsible for investigating crimes involving thefts of physical property, entering autos, terroristic threats and acts, criminal damage to property, reckless conduct, stalking, battery, and other crimes as designated by the Division Commander.

### Crime Scene Investigations

Crime Scene Investigations provides scientific investigative services to all branches of the Gwinnett County Police Department. It also provides photographic processing to the Gwinnett County Police Department and other branches of the county government at the discretion of the Chief of Police. CSI maintains prisoner mug shots for photo line-ups and fingerprint arrest cards for fingerprint comparisons. These records are obtained from the Gwinnett County Sheriff's Department. Composite sketches may be prepared by CSI of suspects by computerized software programs or with the assistance of a Forensic Sketch Artist. CSI also performs marijuana drug identification.

## Special Investigations Section

Total Arrests	Search Warrants	Drugs Seized (Retail Value)	Currency Seized
1,587	268	\$86,872,620.05	\$215,196.80

### Narcotics Unit

The Narcotics Unit is responsible for the investigation and control of violations of the *Georgia Controlled Substances Act*, dangerous drug laws, model glue laws, prescription fraud, and elements included under section 16-13 of the Official Code of Georgia.

There are generally three categories of investigations handled by the Unit. First are those investigations of a short-term nature, typified by street-level users and sellers, often conducted through undercover stings. Second are sellers or suppliers of narcotics which require investigations to identify these offenders. Third are the activities of criminal organizations, which are typically long-term in nature and target distributors and transshipments using Gwinnett County as a base of operation.

## Intelligence Support Operations

Criminal intelligence information-gathering techniques are conducted in such a manner that the constitutional rights of individuals, groups, or organizations involved are not violated.

## Crime and Intelligence Analysis

The Crime and Intelligence Analysis Unit is responsible for systematically collecting, documenting, disseminating and storing crime and intelligence information in an effort to identify crime patterns and trends for operational deployment of personnel, tactical intervention, strategic planning, and management analysis.

The Crime Analysis function of the Unit processes crime data and information from sources such as incident reports, arrest reports, supplemental reports, field interview forms, as well as other agency reports and records in order to evaluate criminal activity in an effort to identify crime patterns and trends for operational deployment of personnel, tactical intervention, strategic planning and management analysis.

The Intelligence and Research function of the Unit processes data and information including but not limited to criminal conduct, terrorism and suspicious activities, individuals and vehicles. Personnel assigned to this function also conduct surveillance and assist in requests for the production of subpoenas and records.



## Alcohol and Vice Unit

The Alcohol Unit is responsible for the enforcement of county ordinances and state laws related to the sale and consumption of alcoholic beverages. Personnel assigned this function assist the Permits Unit and Occupational Tax Certificate Office

Normally, personnel assigned to the Unit will conduct semiannual inspections of consumption-on-premises establishments. Additional inspections are conducted as new businesses open, as managers change, or when other conditions dictate.

## Asset Forfeitures

Upon being notified within 20 days of a seizure of property or cash by an officer or investigator, the Asset Forfeiture Manager shall initiate forfeiture proceedings by having a DA file number assigned to the case. Verification will be made so that forfeiture of the property may proceed according to the laws of Georgia.

# Support Operations Division



**M.C. Bayreuther**  
Assistant Chief

The mission of the Gwinnett County Support Operations Division is to maintain the animal shelter and respond to citizen calls; operate the E-911 and Computer Aided Dispatch (CAD) system; coordinate emergency management for the County; provide operational support in fleet, ground and building maintenance for the Department; maintain evidence collected; and manage the maintenance and processing of police records.

The division consists of the following units: Animal Welfare and Enforcement Section, Communications Section, Office of Emergency Management, Records Management/GCIC Section, and Support Section.

## Animal Welfare and Enforcement Section

The goals of the Animal Welfare and Enforcement Section are to reduce the number of animal control ordinance violations and enforce the state of Georgia and Gwinnett County protocol on rabies control through effective deployment of personnel and the timely response to calls for service. The Animal Welfare and Enforcement Section is composed of (5) five distinctive patrol districts covered by road officers as well as an extra officer for assistance, a Bite Officer, a Cruelty Officer, a Rescue Officer, a Neglect Officer, and Kennel personnel.

The primary functions of the Section are: rabies control, enforcement of all Gwinnett County Animal Control Ordinances, enforcement of State Protocol on Rabies, and preventive patrol.

Visitors	Animals Adopted	Animals Rescued	Animals Returned to Owners
24,839	2,121	1,984	1,264

## Communications Section

The Communications Section receives calls from the citizens of Gwinnett County and dispatches emergency personnel as quickly and accurately as possible; maintains rapid and accurate communications for the command and the control of personnel resources; and ensures the safety of field personnel. The Communications Section is directed by the Support Operations Commander along with the Communications Manager who is responsible for the daily operations of the Section.

**There are three primary and distinct operational tasks of the Section: 911/emergency and non-emergency call taking, police dispatch, and fire/EMS dispatch. The primary responsibilities of the Section are:**

- Telephone Communications – receiving emergency and non-emergency calls from the citizens of Gwinnett County
- Radio Communications – proper dispatch of all emergency and non-emergency calls for police service, fire and EMS; responding to all field requests, maintaining and monitoring unit status.
- Alarm Monitoring – responsible for the monitoring of the property room, evidence shed and evidence containers.

The Gwinnett County Police Department conducts a 200-hour course for new communications officers, which exceeds the 40-hour course required by the state.

911/Communications Activity	Number of Calls
911 Calls Received	505,174
Administrative/non-emergency (Incoming)	306,000
<b>Total Calls Received</b>	<b>811,174</b>
Calls dispatched (Police)	733,672
Calls dispatched (Fire and Emergency Services)	92,090
Administrative/non-emergency dispatched (Outgoing)	178,199
<b>Total Calls Dispatched</b>	<b>1,003,961</b>





## Office of Emergency Management

The Office of Emergency Management is responsible for developing, evaluating and revising policies and emergency response plans for the protection of Gwinnett County residents, visitors and infrastructure. The cornerstone of these plans is the Gwinnett County Emergency Operations Plan. Emergency Management serves as liaison to, and coordinates emergency planning efforts with, county government departments; local, state and federal governments; and community shareholders. Emergency planning efforts address a wide variety of potential hazards, including man-made, natural and biological threats.

## Records Management/GCIC Section

Records Management/GCIC Section ensures the entry of law enforcement information into the records management system and Georgia Crime Information Center database in a timely manner. It also processes all requests made under the *Georgia Open Records Act* in a timely manner and in accordance with all applicable and current laws.

Records is responsible for obtaining, separating, assigning, processing, distributing and maintaining all incident, traffic accident, and arrest reports along with criminal histories, traffic citations, crime lab reports, investigative reports, and supplemental reports generated by the Police Department. The Unit also retrieves all reports for dissemination to the public, court officials, and law enforcement officers. The dissemination of reports will be consistent with state law and departmental policy. Requests submitted under the *Open Records Act* are processed and handled in accordance with applicable laws. Open Records requests are taken by phone, email or in person. The Records Management/GCIC lieutenant is responsible for maintaining the Records function and for the proper storage, retention, destruction, and distribution of records.

The GCIC function is responsible for entry and removal of identified property that has been stolen or recovered. These files must be entered in GCIC/NCIC files within 12 hours after a Gwinnett County Police Department Incident Report has been completed. GCIC will make entries for all missing persons including runaways immediately. GCIC is required to participate in the record validation program established and administered by GCIC/NCIC. Additional responsibilities consist of the training of all agency employees who work with CJIS data, affected CJIS data, or use a CJIS network terminal. This training provides employees with a working knowledge of Federal and State regulations and the laws governing the security of information.

## Support Section

The Support Section manages ancillary support functions of the agency including:

- Providing a safe and efficient environment for the secure storage of all evidence and property recovered by members of the Department
- Enhancing the safety and security of the work environment for members of the police department and its visitors to the Headquarters facility
- Enhancing service to the community by constructing police reports over the telephone, thereby eliminating the need for zone cars to be dispatched to calls generally considered informational or for report purposes that usually require no investigative follow-up
- Coordinating maintenance and construction projects at all police facilities
- Managing and maintaining fleet operations in coordination with Gwinnett County Fleet Maintenance

The Support Section is composed of three units: Facilities/Fleet Operations Unit, Lobby Officer/Building Security/Tele-Serve, and Property and Evidence Unit.

### Facilities/Fleet Operations Unit

The Facilities/Fleet Operations Unit is responsible for fleet operations, facility repairs and maintenance, and all construction-related projects. The Police Department has 11 facilities: Headquarters, Police Annex, five precincts, animal welfare shelter, training academy, aviation hangar and K-9.



### **Lobby Officer/Building Security/Tele-Serve**

The Lobby Officer's responsibilities include screening visitors, vendors and deliveries to the Headquarters' facility; and monitoring security of the lobby, the building, parking lots and grounds to include video surveillance recordings. The officer enforces state law and county ordinances as needed and resolves conflicts in the lobby regarding incidents of a non-enforcement nature.

The Lobby Officer assists crime victims and others who enter the lobby of Police Headquarters by facilitating contacts with Investigators, Crime Scene Investigations Unit, Evidence and other personnel; fields inquiries regarding the criminal justice process and locations of the various government installations; and assists visitors who have difficulty understanding English in utilizing the Language Line as needed.

The Lobby Officer prepares reports on crimes and accidents beyond the scope or abilities of the Tele-Serve Unit and handles other duties as assigned.

Tele-Serve Operators are civilian employees responsible for handling calls for service and preparing police incident reports via the telephone or for citizens who come to police headquarters. Tele-Serve Operators are only authorized to complete certain types of reports as described in the Gwinnett County Police Department General Directives Manual.

### **Property and Evidence Unit**

The Property and Evidence Unit is responsible for properly recording, safeguarding, and storing all property that is secured into police custody. The Property and Evidence Room must be maintained as mandated by federal, state, and local ordinances. A chain of custody must be established and maintained until final disposal of property. It is also responsible for transporting evidence to the GBI crime lab, providing 24-hour on-call support, and ensuring all property is disposed of according to the statutory and departmental guidelines. The Property and Evidence Unit Manager is accountable for maintaining the Unit and for the proper storage and disposition of all property.



## Uniform Division



*T.S. Doran*  
*Assistant Chief*

The mission of the Gwinnett County Police Uniform Division is to respond to 911 calls for service; provide preventive patrol and criminal and traffic law enforcement; conduct preliminary investigations of incidents and traffic crash investigations; prepare case and incident reports; perform crime prevention efforts; enforce ordinances related to quality of life issues; and provide tactical response to critical incidents.

The primary responsibilities of the Uniform Division are as follows: preventive patrol, criminal law enforcement, traffic enforcement and control, preliminary investigations, case and incident reporting, accident investigation, crime prevention efforts, community relations, parking enforcement, tactical operations, and maintenance of public order.

General Calls	Traffic Calls
414,866	143,734

The Uniform Division is composed of five patrol districts and the Special Operations Section.

### Patrol Districts

#### District 1 – West Precinct

West Precinct is the smallest geographical district, located along Interstate 85 and sharing a border with DeKalb County. This area is culturally diverse and is characterized by light to medium industry and numerous multi-family dwellings. West Precinct officers serve the cities of Berkeley Lake and Peachtree Corners as well as unincorporated parts of Gwinnett County to include Norcross, western Lilburn, and northern Tucker. The North Atlanta Trade Center is located in West Precinct.

#### District 2 – South Precinct

South Precinct is the second largest of the five districts geographically. It is a diverse area containing a large amount of single family homes, a few multi-family housing complexes, commercial areas and some rural space. The officers of South Precinct provide police services to unincorporated areas of Tucker, Lilburn, Stone Mountain, Centerville, Snellville, Loganville and Lawrenceville. They also work with the East Precinct to provide service to the incorporated city of Grayson.



### **District 3 – North Precinct**

North Precinct serves the cities of Buford, Sugar Hill and Rest Haven, as well as unincorporated areas around the cities of Suwanee and Lawrenceville. The district is made up of light to heavy industry and single and multi-family residences. North Precinct contains the Mall of Georgia, Coolray Field (home of the Gwinnett Braves), F. Wayne Hill Water Treatment Plant, Mill Creek High School (the largest high school in Gwinnett County), and a small portion of Lake Lanier.

### **District 4 – East Precinct**

The East Precinct serves a 125-square mile area, which includes the city of Dacula, as well as unincorporated areas of Auburn, Loganville, Lawrenceville, Suwanee, and a portion of Grayson.

The tremendous growth in this district has increased the need for police services, and in response, the number of police officers assigned to the East Precinct has increased as well. As the population continues to grow in this district, we anticipate an even greater demand for police services and the subsequent addition of police officers to the precinct's staff. The staff and officers of the East Precinct are committed to providing professional police services and improving the quality of life for citizens throughout the district.

### **District 5 – Central Precinct**

Central Precinct serves some of the unincorporated areas of Duluth, Norcross, Suwanee, Lilburn, and Lawrenceville. This is a very busy district that includes Gwinnett Place Mall, Sugarloaf Mills Mall, the Gwinnett Arena, the Infinite Energy Center (formerly Gwinnett Center), the Center for Performing Arts, and the Hudgens Art Center. The precinct encompasses approximately 69 square miles and includes many subdivisions, apartment complexes, commercial and industrial areas, and portions of Interstate 85 and Highway 316.

## Special Operations Section

### Accident Investigation Unit (AIU)

The Accident Investigation Unit is responsible for the investigation of all fatal or life-threatening traffic crashes that occur in Gwinnett County. The Unit is also responsible for the follow-up investigation for hit-and-run crashes. Additionally, a member of A.I.U. serves as a representative on the Gwinnett County Police Safety Review Board. With the approval of A.I.U. supervision, A.I.U. may investigate or assist with the investigation of complicated or disputed traffic crashes.

### Aviation Unit

The purpose of the Aviation Unit is to provide air support to the Gwinnett County Police Department, and other County departments as needed. The Unit currently operates two helicopters. The Unit provides coverage 24 hours per day, 5 days per week, with pilots on call at all other times.

### Crime Prevention

The mission of Department's crime prevention activities is twofold: to promote citizen participation in the reduction and prevention of crime through education and active support as well as to provide educational and safety-related programs based on community needs. This is accomplished through the development and presentation of various programs in response to the changing needs of the County, as well as maintaining established prevention, safety and educational programs. Officers assigned to conduct crime prevention activities work with patrol and investigative personnel to assist with special programs and to address community concerns.

Crime prevention duties include speaking to various groups on crime prevention methods, distributing crime prevention literature, staffing information booths, alerting victims on how to best avoid future victimization, developing crime prevention materials for use by the media, and developing or maintaining liaisons within neighborhood groups.

Crime prevention activities target programs by crime type and geographical areas based on crime analysis data. Programs also address community perceptions or misperceptions of crime in the community.

The crime prevention officers are responsible for the delivery of crime prevention programs to the community and to the maintenance of C.O.P.S. Programs within their district.



## DUI Unit

This Department recognizes the real and present danger presented by the DUI-impaired driver to the safety and welfare of our citizens. Therefore, the Department has established DUI enforcement as a high priority. Officers of this Department shall make every effort to detect and apprehend impaired drivers and shall be alert at all times for indications of DUI impairment in all contacts with motorists.

The DUI Unit's primary responsibilities are that of the detection and apprehension of the DUI impaired driver. The DUI Unit is also responsible for selective traffic enforcement, traffic complaints, special details, and other special operations as deemed appropriate by the Special Operations Commander.

## K-9 Unit

Recognizing the superior scenting abilities, keen eyesight, advanced hearing capabilities, and the ability to deter crime with his sheer presence, the trained canine is a valuable asset to the law enforcement community. Canine (K-9) teams are available to the Department on a 24-hour, on-call basis to track suspects and lost and/or missing persons, to locate hidden evidence of a crime, to search for suspects who are attempting to avoid arrest, to protect the public and police officers from death or injury, to prevent the escape of felons or violent offenders, and to detect the presence of a narcotic substance as well as explosive materials.

## Motor Unit

The Motor Unit is responsible for selective traffic enforcement, traffic complaints, special details, and other special operations as deemed appropriate by the Special Operations Commander.

Officers assigned to the Motor Unit conduct traffic enforcement duties as specified in the General Directives Manual. Selective enforcement is based on citizen complaints and traffic crash data.



### Quality of Life Unit

The Gwinnett County Police Quality of Life Unit is a community-oriented, proactive and complaint responsive enforcement team designed to improve the quality of life for Gwinnett County residents. The Unit accomplishes this by enforcing county ordinances and zoning regulations. The Unit's primary goal is to improve the quality of life for residents in Gwinnett County by selective enforcement in high crime and depressed areas.

The Quality of Life Unit (QOLU) is a specialized component of the Uniform Division within the Special Operations Section. The QOLU is further divided into two distinctive squads, Police Enforcement and Code Enforcement. These squads are both proactive and reactive to quality of life complaints and violations.

### Special Weapons And Tactics Team/Hazardous Device Unit

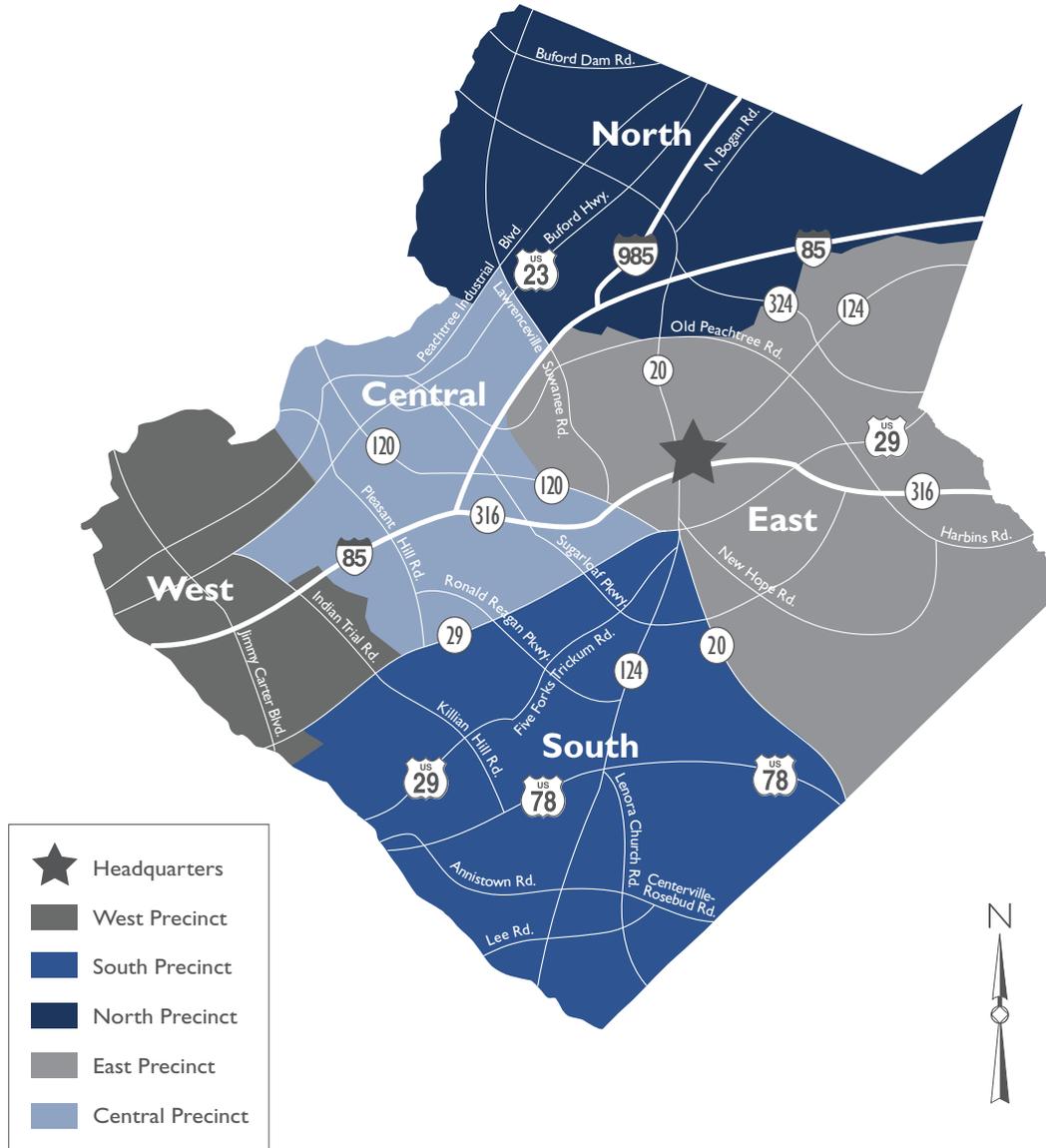
It is the intent of the Gwinnett County Police S.W.A.T. Team to provide a highly-trained and skilled tactical team as a resource for the Gwinnett County Police Department in handling critical incidents in order to reduce the risk of injury or loss of life to citizens, police officers and suspects.

HDU is responsible for assisting the S.W.A.T. Commander with needs including but not limited to the handling of explosive devices, suspicious packages and tactical explosive breaching.

SWAT: Call-outs and Pre-Planned Warrants	HDU Call-outs
39	79



# Appendix A Precinct Map



## Appendix B Crime Data: Uniform Statistics 2006 – 2016



Year	Calls Dispatched		Auto Accident Data			
	Traffic	General	Accidents	Fatalities	Injuries	DUI Arrests
2016	143,734	414,866	31,499	47	5,863	1,531
2015	147,778	401,822	29,946	56	5,967	1,634
2014	162,705	405,580	25,675	44	4,866	907
2013	184,649	419,387	20,791	42	4,707	1,178
2012	205,281	441,408	22,350	37	4,828	2,471
2011	207,904	451,551	19,271	45	5,143	2,808
2010	194,200	431,839	19,821	54	4,818	2,634
2009	211,497	529,829	23,103	51	3,988	1,953
2008	192,095	532,440	24,971	50	3,906	1,786
2007	184,076	466,767	29,603	65	3,833	1,406
2006	149,241	360,690	29,030	86	4,260	2,132

# Appendix C

## Part I Crimes/Statistical Data 2006 – 2016



Crime	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Murder	36	42	33	35	22	23	34	28	29	25	29
Rape	112	89	125	141	161	135	155	133	146	123	155
Robbery	940	1,286	1,246	1,077	739	644	681	702	630	758	790
Aggravated Assault	759	761	694	638	620	565	573	583	556	704	753
<b>Total</b>	<b>1,847</b>	<b>2,178</b>	<b>2,098</b>	<b>1,891</b>	<b>1,542</b>	<b>1,367</b>	<b>1,443</b>	<b>1,446</b>	<b>1,360</b>	<b>1,610</b>	<b>1,727</b>
Burglary	5,557	5,544	5,778	5,431	5,408	5,021	4,122	3,711	3,313	2,964	3,218
Theft	12,843	9,815	6,346	6,442	6,837	6,994	6,953	8,401	8,607	8,360	8,935
Auto Theft	2,853	2,517	2,086	1,828	1,503	1,209	1,105	1,187	1,249	1,366	1,238
<b>Total</b>	<b>21,253</b>	<b>17,876</b>	<b>14,210</b>	<b>13,701</b>	<b>13,748</b>	<b>13,224</b>	<b>12,180</b>	<b>13,299</b>	<b>13,169</b>	<b>12,690</b>	<b>13,391</b>
Crime Rate Population/ Statistical Population*	639,713	659,895	677,809	693,850	708,231	735,100	735,100	735,100	745,962	761,172	770,784
Authorized Strength	662	700	729	741	759	758	758	758	758	754	783
Officers/1,000 Population*	1.03	1.06	1.07	1.06	1.07	1.03	1.03	1.03	1.02	0.99	1.02
Violent Crimes/1,000 Population*	2.89	3.3	3.1	2.7	2.18	1.86	1.96	1.97	1.80	2.12	2.24

\*Years prior to 2007 used total population rather than Crime Rate Population/Statistical Population. As a result, figures in the years 2007 and later vary slightly.

# Appendix D

## Personnel Allocations 2006 – 2016



Authorized Personnel Strength				Turnover		Hired	
Year	Sworn	Non-Sworn	Total	Sworn	Non-Sworn	Sworn	Non-Sworn
2016	783	321	1,104	97	51	84	83
2015	753	314	1,067	98	64	106	88
2014	758	308	1,066	81	44	71	58
2013	758	307	1,065	79	27	51	46
2012	758	307	1,065	55	46	57	39
2011	758	307	1,065	52	60	28	29
2010	759	307	1,066	40	45	117	62
2009	741	300	949	65	52	69	28
2008	729	319	985	83	53	91	64
2007	700	313	1,013	58	40	92	112
2006	662	289	951	36	36	132	48



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**gwinnettcounty**  
**Police Department**  
75 Langley Drive  
Lawrenceville, GA 30046  
[www.gwinnettpolice.com](http://www.gwinnettpolice.com)

