


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date: August 1, 2014		APD.SOP.3089 Supervisor Notification
Applicable To: All employees		
Approval Authority: Chief George N. Turner		
Signature: Signed by GNT		Date Signed: 7/28/2014

1. PURPOSE

The intent of this directive is to provide officers and supervisors with situations where supervisor presence or notification is required.

2. POLICY

The officers of the Atlanta Police Department will keep their immediate chain of command informed of their actions through prompt notifications in all applicable situations.

3. RESPONSIBILITIES

3.1 Officers will notify and/or request the presence of a supervisor in all the following situations to include, but not limited the following listed below in section 4.1.

4. ACTION

4.1 Supervisor Notification

4.1.1 An officer must notify his or her supervisor if any of the following situations exist. See the cited SOP in the Policy Manual for more detail:

1. When an officer plans to transport a critically ill or injured person in a police vehicle (APD.SOP.3088 "Signals and Codes");
2. When transporting stranded persons in a police vehicle (APD.SOP.3087 "Civilians in Patrol Vehicles");
3. Accidents involving hazardous materials (APD.SOP.4010 "Traffic");
4. Vehicle pursuit situations (APD.SOP.3050 "Pursuit Policy");
5. Kidnappings, hostage, barricaded person, sniper, and suicide situations (APD.SOP.3180 "Unusual Occurrences");
6. Bomb threats and sniper situations (APD.SOP.3180 "Unusual Occurrences");
7. Evacuation of a building (APD.SOP.3180 "Unusual Occurrences");
8. Building search (APD.SOP.3180 "Unusual Occurrences");



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9. Notify the zone supervisor of intention to execute a warrant (APD.SOP.5030 "Special Enforcement Section");
10. An officer or other department employee is injured (APD.SOP.2150 "Injury on Duty");
11. Death notifications;
12. Any occurrence which generates, or has the potential to generate, coverage by the news media (APD.SOP.1060 "Public Affairs");
13. When an on-duty officer must leave the city;
14. When a call involves a person injured;
15. When a call involves missing children (APD.SOP.3085 "Missing Persons");
16. When an officer initiates a code 31 (removal of a shotgun and/or patrol rifle from the officer's vehicle). (APD.SOP.3088 "Signals and Codes");
17. When an officer uses force resulting in the injury and/or complaint of injury from the suspect or officer (APD.SOP.3010 "Use of Force");
18. When an officer discharges his or her firearm, or uses a chemical agent on a suspect (APD.SOP.3040 "Weapons");
19. When an officer deploys his or her Electronic Control Device (ECD) on a suspect (APD.SOP.3042 "Electronic Control Devices");
20. When a citizen requests the presence of a supervisor;
21. When a department employee or law enforcement officer from any jurisdiction is involved in any matter requiring police intervention. (APD.SOP.2010 "Work Rules");
22. When an officer plans to place a hold on a vehicle (APD.SOP.4010 "Traffic");
23. When an officer plans to impound a government vehicle (APD.SOP.4010 "Traffic");
24. When an officer receives a LoJack activation (APD.SOP.4010 "Traffic");
25. Traffic accidents involving on-duty employees of the department (APD.SOP.4010 "Traffic");
26. When a call involves an active shooter (APD.SOP.3185 "Active Shooter");
27. When an officer observes a protest or demonstration (APD.SOP.3180 "Unusual Occurrences");
28. When an officer has a priority 9 report involving a stolen vehicle or missing person (APD.SOP.3062 In-Vehicle Computers); and
29. Any call involving the Atlanta Streetcar System, as outlined in Sec 4.1.2 of this directive.



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- 4.1.2 The supervisor must give his or her estimated time of arrival and respond directly to the following calls, to include but not limited to:
1. When an arrestee, complainant, or other citizen requests to have a supervisor present;
  2. When a sworn police employee is arrested or there is potential for such arrest;
  3. When an officer's family or friends are involved in a situation requiring official action by that officer;
  4. When a demented or disabled person may be taken into custody (APD.SOP.3084 "Mentally Ill and Disabled Persons");
  5. Accidents involving fatalities (APD.SOP.4010 "Traffic");
  6. Traffic accidents involving on-duty employees of the department (APD.SOP.4010 "Traffic");
  7. Help calls (APD.SOP.3088 "Signals and Codes");
  8. When an officer responds to calls involving terrorist activity, civil disorders, riots, barricaded gunmen, snipers, hostages, and suicide threats (APD.SOP.3180 "Unusual Occurrences");
  9. When an officer responds to calls involving homicides, deaths of questionable cause, serious injury, or major property loss;
  10. When an officer has used force with a firearm resulting in death, injury, or property damage (APD.SOP.3040 "Weapons");
  11. Bank alarm (APD.SOP.3180 "Unusual Occurrences");
  12. When a person to be charged claims exemption from arrest as a member of the General Assembly, a member of the volunteer forces, or a poll official; claims diplomatic immunity or is an elected state or local official (APD.SOP.3030 "Arrest");
  13. An officer or other department employee is injured (APD.SOP.2150 "Injury on Duty");
  14. When more than four employees execute a search warrant (APD.SOP.5010 "Criminal Investigations Division");
  15. A robbery or burglary in progress call;
  16. When an officer responds to a call involving an active shooter (APD.SOP.3185 "Active Shooter"); and
  17. When an officer requests a supervisor.
  18. Any of the following incidents involving the Atlanta Streetcar System:
    - a. Any traffic accident involving the streetcar;



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- b. Physical altercations occurring on or related to the streetcar system;
- c. Damage to The streetcars, stations, VMF, track, and high voltage wires.

(APD.SOP.3220 "Atlanta Streetcar System," Section 4.5.2

5. DEFINITIONS

N/A

6. CANCELLATIONS

APD.SOP.3089, "Supervisor Notification," effective January 30, 2014

7. REFERENCES

APD.SOP.1060 "Public Affairs"  
APD.SOP.2010 "Work Rules"  
APD.SOP.2150 "Injury on Duty"  
APD.SOP.3010 "Use of Force"  
APD.SOP.3030 "Arrest"  
APD.SOP.3042 "Electronic Control Devices"  
APD.SOP.3050 "Pursuit Policy"  
APD.SOP.3062 In-Vehicle Computers"  
APD.SOP.3085 "Missing Persons"  
APD.SOP.3088 "Signals and Codes"  
APD.SOP.3087 "Civilians in Patrol Vehicles"  
APD.SOP.3180 "Unusual Occurrences"  
APD.SOP.3185 "Active Shooter"  
APD.SOP.3220 "Atlanta Streetcar System"  
APD.SOP.4010 "Traffic"  
APD.SOP.5030 "Special Enforcement Section"