



Atlanta Police Department – Standard Operating Procedure			
	<b>APD.SOP.2300 – Atlanta Citizen Review Board (ACRB) Investigations</b> Effective Date: September 23 <sup>rd</sup> , 2025		
<b>Chief Darin Schierbaum</b>	<b>Signature by: DS</b>	<b>Date Signed: 9/23/2025</b>	<b>Expires:2027</b>

## SIGNIFICANT CHANGES

APD Staff,

The Policy and Standards Section is dedicated to providing the department, and its employees, with accurate, understandable and transparent policies. In order to publish policies that reflect the most up-to-date standards, the Policy and Standard Section regularly reviews all policies to ensure that they are reflective of the current mission and objectives of the Atlanta Police Department.

As part of the review and renewal of APD.SOP.2300 – Atlanta Citizen Review Board (ACRB) Investigations, this policy has been updated to strengthen the Department’s alignment with the ACRB by clarifying procedures and expectations for employee cooperation. We strongly encourage you to read the policy in its entirety to understand your responsibilities should you be involved in an ACRB investigation.

[APPENDIX IV. - CITIZEN REVIEW BOARD | Code of Ordinances | Atlanta, GA | Municode Library](#)

**Thank you and stay informed!**

**Policy and Standards Section  
Planning, Research, and Accreditation Unit**



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## 1. PURPOSE

The purpose of this policy is to establish clear guidelines for the Atlanta Police Department's cooperation with the Atlanta Citizen Review Board (ACRB). The ACRB serves as an independent oversight body responsible for receiving, investigating, and reviewing allegations of misconduct involving sworn APD personnel. This policy demonstrates the Department's commitment to transparency, accountability, and community trust by supporting a fair and impartial civilian complaint review process.

## 2. POLICY

It is the policy of the Atlanta Police Department to fully cooperate with the lawful investigations of the Atlanta Citizen Review Board and its authority in accordance with the Atlanta City Code Ordinance No. 2020-46-(20-O-1477). This policy does not limit an employee's due process rights or the Department's internal investigative responsibilities.

## 3. RESPONSIBILITIES

- 3.1 The Chief of Police will work directly with the ACRB to ensure timely communications and transparency between APD and the ACRB regarding officer-involved shootings, death in custody, serious bodily injury in custody and firearm discharges.
- 3.2 The Office of Professional Standards (OPS) Commander will be the principal liaison to the ACRB.
- 3.3 The OPS Commander will establish a process by which Investigators of the ACRB may consult with staff of OPS on an open ACRB investigation prior to presentation to the board.
- 3.4 Division and section commanders will ensure compliance with this directive.
- 3.5 Supervisors will ensure that their subordinates receive, read, and adhere to this directive.
- 3.6 Employees are responsible for adhering to this written directive.

## 4. ACTION

### 4.1 COOPERATION WITH THE ACRB

- 4.1.1 Department employees will cooperate fully with the Atlanta Citizen Review Board (ACRB) in the investigation and adjudication of a complaint.
- 4.1.2 If an employee refuses to report before the ACRB when requested to do so, the employee will be subject to disciplinary actions (APD.SOP 2020, "Disciplinary Process").
- 4.1.3 In addition to attending a yearly ACRB meeting, the Chief of Police and the Executive Director of the ACRB, will meet on a quarterly basis for the purpose of updates, revisiting the commitments outlined in the 2025 MOU, and reviewing current operations.
- 4.1.4 The APD Deputy Chief of Professional Development and the Executive Director of the ACRB will meet quarterly to review training.
- 4.1.5 On a monthly basis, the Major of OPS and the ACRB Executive Director (or their designees) will meet to ensure data from reports are accurate as well as discuss the status of cases within the articulated scope. A representative from OPS will also be required to attend monthly ACRB board meetings.



- 4.1.6 Biweekly, a meeting between the Deputy Director of ACRB and a Lieutenant of OPS (or their designees) will be held to share updates on the status of cases within scope.
- 4.1.7 Every 2 years, the ACRB staff and the APD will collaborate on training for the board to review OIS investigations and for any ongoing training administered by the ACRB.
- 4.1.8 APD training staff will invite ACRB staff to APD Training, where the ACRB will explain their process and discuss patterns of complaints.
- 4.1.9 The ACRB staff will be allowed to have access to observe recruit and officer training regarding the following:
  - 1. Use of Force Class
  - 2. Integrating Communication, Assessments and Tactics (ICAT) Class
  - 3. Safety checks
  - 4. Reality Based Training Scenarios and Debrief
  - 5. Shoot/don't shoot scenarios.

**4.2 NOTIFICATIONS AND REPORTING**

- 4.2.1 APD will notify the ACRB Executive Director and Deputy Director via email of any situation involving an officer involved shooting (OIS), death in custody, serious bodily injury in custody, or firearm discharge, within 24 hours, unless extenuating circumstances prevent timely notification.
- 4.2.2 APD will notify the ACRB Executive director and Deputy Director via email of a closed case by copying them on the officer notification letter within 24 hours of the decision.
- 4.2.3 After a closed case decision is made, APD will share case files by email to the ACRB Executive Director and Deputy Director from the APD evidence management system, within 24 hours for all OIS, Death or serious bodily injury while in custody cases.
- 4.2.4 If the file remains open due to the employee seeking an appeal, the case will not be considered closed until all possible avenues of appeal have been exhausted.
- 4.2.5 In the event a District Attorney has made a request for evidence and/or files to be withheld until further notice, the APD will communicate the restriction with the ACRB immediately and advise once the restriction has been lifted.
- 4.2.6 APD will provide the ACRB with monthly status reports by the 10<sup>th</sup> of each month, for the preceding month, regarding OIS, death in custody, serious bodily injury, and all firearm discharges cases.

*For the purposes of this policy, a firearm discharge will include any discharge of the firearm by an APD Officer regardless of whether a person, animal or object was hit. This will also include Accidental Discharges and euthanizing animals.*

**4.3 ACRB HEARING AND INVESTIGATIONS**

- 4.3.1 During any ACRB hearing or investigation, all statements made by a Department employee and evidence gained as a result of such statements will not be used against the Department employee in criminal proceedings involving the employee, except in cases of perjury; however, the evidence may be used to support an internal administrative investigation.
- 4.3.2 Department employees on request of the board, will be available to meet with, and be interviewed by, the board or its representatives, and/or to testify before the board.



- 4.3.3 Department employees may have counsel or representation present at any and all hearings/interviews conducted by the ACRB.
- 4.3.4 Upon request, Department employees will produce the following to the ACRB within five (5) business days of receiving the request:
1. Department documents.
  2. Department records.
  3. Department files.
  4. Any other information, if needed and approved by the employee's supervisor and/or commander. If a Department employee produces, gives, or presents any document(s) to the ACRB, he or she will promptly notify the Office of Professional Standards (OPS); and
  5. Documentation of any disciplinary action taken, if available.

#### 4.4 THE POWERS AND DUTIES OF THE ACRB

- 4.4.1 In order to accomplish its goals, the ACRB has full access to the Department's personnel for interviews and to relevant documents; including, but not limited to, the following:
1. OPS files, citizen complaints, and determinations made pursuant thereto; Department's review files; ethics and accountability files, and the files of any other internal investigative agency charged with investigating police misconduct.
  2. Department paperwork (e.g., documents and other paperwork produced by the Department for the purpose of investigating suspects or to aid in their prosecution; excluding information from "open" criminal investigations that would hamper the successful prosecution of the criminal investigation and in undercover situations which could potentially jeopardize the safety of undercover officers).
  3. Information related to past assignments and disciplinary action.
  4. Department directives and other police documents that the ACRB deems relevant to the issue under review.
  5. All general summaries, statistical compilations, and other internal reports on shootings, injuries, and complaints of abuse, training, and any other issues related to the work of the ACRB.
- 4.4.2 The ACRB, at its discretion, may make specific recommendations on a citizen complaint at any time, and will issue a public report summarizing its activities and recommendations not less than semi-annually to the Chief of Police. The ACRB will make copies of the report available to the public in the Office of the Municipal Clerk of the City of Atlanta
- 4.4.3 No ACRB findings or recommendations will be based solely upon an unsworn complaint or statement; nor will prior unsubstantiated, unfounded, or withdrawn complaints be the sole basis for any such finding or recommendation.
- 4.4.4 The ACRB will acknowledge receipt of complaints filed by individuals that allege an Atlanta Police employee misconduct after receiving such complaint. Such response will indicate whether, in the exercise of its discretion, the ACRB will study the allegations made, not study them, or request additional information to enable it to decide on its options. The ACRB will notify the OPS in writing concerning the nature of the complaints that are received and the identities of the accused Department employees.



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- 4.4.5 The ACRB has the responsibility of informing the public about its purpose and duties. The Board will develop and administer an ongoing program for the education of the public regarding the provisions of the Atlanta Code of Ordinances. In addition, the Chief of Police, or their designee, will meet with the ACRB periodically to aid in its fact-gathering function and pursuant to the provisions of the City of Atlanta Code of Ordinances.
- 4.4.6 The chair of the ACRB may exercise subpoena power (after receiving approval by majority vote of the appropriate City Council committee) and compel access to, or the production of, such materials or the appearance of such person as may be relevant to investigate, study, or review matters within the Board's authority and discretion. ([Atlanta City Ordinance; Appendix IV – Section 12](#))
- 4.4.7 Failure to comply with a subpoena will be punishable in accordance with APD.SOP.2020 – Disciplinary Process.
- 4.4.8 Department employees who are designated the subject of a related criminal investigation by a law enforcement agency may elect not to appear until the conclusion of that investigation. Department employees that elect not to appear must promptly notify the Office of Professional Standards, who will be responsible for notifying the ACRB of the employee's decision.
- 4.4.9 Hearings will be informal and open to the public, except when, in the opinion of the ACRB, executive sessions are required. Strict rules of evidence will not be applied during hearings.
- 4.4.10 Sworn testimony will be taken from any individual who presents themselves as having relevant information about the complaint.

#### **4.5 AUTHORITY OF THE ACRB**

- 4.5.1 The ACRB has the power to recommend that the Chief of Police take certain actions; including but not limited to, recommending general reforms (such as changes in training, changes in the preservation of records, changes in counseling available to officers) or specific actions directed at individual officers (such as hiring, firing, promotion, demotion, punishment, or commendation).
- 4.5.2 The Chief of Police will retain full and ultimate authority, power, discretion, right privilege, and responsibility to set disciplinary policies, or take other lawful actions as they deem appropriate relative to the Department (under the provisions of the City of Atlanta Code of Ordinances.)
- 4.5.3 The Chief of Police may not accept a recommendation from the ACRB that will punish the same officer more than once for the same act or omission that constitutes misconduct for which the officer has already been punished by the City.
- 4.5.4 Nothing in this directive will be construed to limit the rights of members of the Department with respect to disciplinary action; including, but not limited to the right to notice and a hearing, which may be established by any provision of law.
- 4.5.5 The provisions of this directive will not be construed to prevent or hinder the investigation or prosecution of members of the Department for violations of law by any court of competent jurisdiction, a Federal or State Grand Jury, the United States Attorney for the State of Georgia, a county district attorney, or other authorized officer, agency, or body.
- 4.5.6 The ACRB will report a summary of findings semi-annually to the City of Atlanta Public Safety Committee.



#### 4.6 NOTIFICATIONS OF ADVERSE ACTION & RECOMMENDATIONS

- 4.6.1 The ACRB will share their decision within three business days to the APD Chief of Police, the Major of the Office of Professional Standards, Atlanta City Council, and the Mayor and Chief of Staff.
- 4.6.2 OPS will then forward the decision regarding the disciplinary recommendations to the employees Division Commander.
- 4.6.3 Within 30 days of the submission of a recommendation for action by the ACRB, the Office of the Chief of Police will respond in writing regarding which recommendations are accepted, rejected, or will be implemented with modifications. The explanation must detail on APD Form 834 – Notice of Final Adverse Action, the reasoning for the variance, including relevant mitigation factors, new evidence, legal bases, and/or applicable City Ordinance of APD Policy.

#### 4.7 ISSUE RESOLUTION

- 4.7.1 When the ACRB and APD are unable to agree on final complaint investigation decisions, the Chief of Police and the ACRB Executive Director, and/or their designee, will follow the Issue Resolution Process as outlined in Section 4 of the Memorandum of Understand (MOU) between the Atlanta Polcie Department and the Atlanta Citizens Review Board.
- 4.7.2 The ACRB and APD will use the Resolution Review Process, as directed in the Memorandum of Understand between the Atlanta Polcie Department and the Atlanta Citizens Review Board, only after the reconsideration review and issue resolution has concluded.

### 5. DEFINITIONS

The Atlanta Citizen Review Board (ACRB): The board that advises the Mayor, the President of the City Council, City Council members, and the Chief of Police on policies and actions of the police department with the purpose of improving the ability of police personnel to carry out their duties, and to improve the relationship between the Department and the community.

Scope: The scope for purposes of this policy refers to Officer Involved Shootings, death in custody, serious bodily injury in custody, and firearm discharges.

Officer Involved Shooting: a shooting incident by police that results in death or serious bodily injury.

Serious Bodily Injury in Custody: an injury that occurs in custody, that requires medical treatment to the involved party in an emergency room.

Firearm Discharges: For the purpose of this policy, firearm discharges include any discharge of a firearm by APD Officers regardless of whether a person, animal or object is hit. This includes accidental discharges and euthanizing wildlife.

### 6. CANCELLATIONS

APD.SOP 2300 - Atlanta Citizen Review Board (ACRB) Investigations issued July 7<sup>th</sup>, 2025.

### 7. REFERENCES

- City of Atlanta Code of Ordinances, Chapter 1 & Chapter 2, “Citizen Review Board”
- Memorandum of Understand (MOU) between the Atlanta Polcie Department and the Atlanta Citizens Review Board