


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date June 4, 2019		APD.SOP.3089 Supervisor Notification
Applicable To: All Employees		Review Due: 2023
Approval Authority: Chief Erika Shields		
Signature: Sign by ES		Date Signed: 6/4/2019

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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 (APD) will keep their immediate chain of command informed of their actions through prompt notifications in all applicable situations.

3. RESPONSIBILITIES

3.1 All supervisors are to be notified by officers in all the situations listed in section 4.1. They are to be present in all the situations listed in Section 4.2, and any other situation where he/she feels that their supervision is required to insure the safety of the officers under their command and the efficient resolution to an incident.

3.2 Officers are responsible for notifying and/or requesting the presence of a supervisor in all the following situations to include, but not limited the following listed in this directive.

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," Section 4.10, No.4);
2. When transporting stranded persons in a police vehicle (APD.SOP.3087 "Civilians in Patrol Vehicles," Section 4.2.1, No. 2);



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3. Accidents involving hazardous materials
(APD.SOP.4010 "Traffic," Section 4.18.15, No. 1);
4. Vehicle pursuit situations
(APD.SOP.3050 "Pursuit Policy," Section 4.5.2);
5. Kidnappings, hostage, barricaded person, and suicide situations
(APD.SOP.3180 "Unusual Occurrences," Section 4.2);
6. Bomb threats and sniper situations
(APD.SOP.3180 "Unusual Occurrences," Section 4.3);
7. Evacuation of a building
(APD.SOP.3180 "Unusual Occurrences," Section 4.6.10, No.1);
8. Building search
9. Notify the zone supervisor of intention to execute a warrant
10. An officer or other department employee is injured
(APD.SOP.2150 "Injury on Duty," Section 4.1.1);
11. Death notifications;
12. Any occurrence which generates, or has the potential to generate, coverage by the news media
13. When an on-duty officer must leave the city;
14. When a call involves a person injured;
15. When a call involves missing persons, adults or children;
(APD.SOP.3085 "Missing Persons," Section 3.2);
16. When an officer initiates a code 31 "Removing Shotgun" and/or when an officer removes his/her patrol rifle from their patrol vehicle for a non- administrative purpose ;
17. When an officer uses any force outlined in APD.SOP.3010 "Use of Force."
18. When a citizen requests the presence of a supervisor;
19. When a department employee or law enforcement officer from any jurisdiction is involved in any matter requiring police intervention.
20. When an officer plans to place a hold on a vehicle
(APD.SOP.3068 "Vehicle Storage for Investigative Purposes," Section 3.5);
21. When an officer plans to impound a government vehicle
(APD.SOP.4010 "Traffic," Section 4.15.7, No.1);
22. When an officer receives a LoJack activation



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(APD.SOP.4010 "Traffic," Section 4.11.4, No. 1));

23. Traffic accidents involving on-duty employees of the department
(APD.SOP. 3152 "Employee Involved Motor Vehicle Collisions," Section 4.1.2);
24. When a call involves an active shooter
(APD.SOP 3185 "Active Shooter," Section 4.1.4, No. 2);
25. When an officer observes a protest or demonstration
26. When an officer has a priority report involving a stolen vehicle or missing person
(APD.SOP.3062 In-Vehicle Computers, Section 4.5.1, No. 2); and
28. Any of the following incidents involving the Atlanta Streetcar System:
 - a. Any traffic accident involving the Atlanta Streetcar ;
 - b. Physical altercations occurring on any of the Atlanta Streetcar System stations, which are situated on City of Atlanta sidewalks and streets. to the Atlanta Streetcar System;
 - c. Damage to streetcar track and/or high voltage wires associated with the Overhead Catenary System that are causing a road hazard or general hazard to the public at large.

4.2 Supervisor Response

4.2.1 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
5. When a person suffering from mental illness may be taken into custody;
6. When a person with physical disabilities may be taken into custody;
7. Accidents involving fatalities
(APD.SOP.4010 "Traffic," Section 4.18.5);
8. Traffic accidents involving on-duty employees of the department
(APD.SOP.3152 "Employee Involved Motor Vehicle Collisions," Section 4.1.2);
9. Help calls
(APD.SOP.3088 "Signals and Codes, Section 4.10, Signal 59 'Right Away' and Signal 63");



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10. When an officer responds to calls involving terrorist activity, civil disorders, riots, barricaded gunmen, snipers, hostages, and suicide threats (APD.SOP.3180 "Unusual Occurrences, Section 4.2 and 4.3");
11. When an officer responds to calls involving homicides, deaths of questionable cause, serious injury, or major property loss;
12. When an officer uses any force outlined in APD.SOP.3010 "Use of Force."
13. Any incident arising from the activation of a Bank alarm;
14. 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, Section 4.12");
15. An officer or other department employee is injured (APD.SOP.2150 "Injury on Duty," Section 4.1.1);
16. When employees execute a search warrant with a forcible entry (APD.SOP.3020 "Search and Seizure," Section 4.2.8, No. 5);
17. A robbery or burglary in progress call;
18. When an officer responds to a call involving an active shooter (APD.SOP.3185 "Active Shooter," Section 4.1.4, No. 2); and
19. When an officer requests a supervisor.
20. Any of the following incidents involving the Atlanta Streetcar System:
 - a. Any traffic accident involving the Atlanta Streetcar;
 - b. Physical altercations occurring at any of the Atlanta Streetcar System stations. These stations are located on City sidewalks and streets like MARTA bus stops.
 - c. Damage to-streetcar track and/or high voltage wires associated with the Overhead Catenary System that are causing a road hazard or general hazard to the public at large.

5. DEFINITIONS

N/A

5.1 Definition: Text

6. CANCELLATIONS

APD.SOP.3089, "Supervisor Notification," effective August 1, 2014



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7. REFERENCES

APD.SOP.2010 "Work Rules"
APD.SOP.2150 "Injury on Duty"
APD.SOP.3010 "Use of Force"
APD.SOP.3030 "Arrest"
APD.SOP.3050 "Pursuit Policy"
APD.SOP.3062 "In-Vehicle Computers"
APD.SOP.3068 " Vehicle Storage for Investigative Purposes"
APD.SOP.3085 "Missing Persons"
APD.SOP.3088 "Signals and Codes"
APD.SOP.3087 "Civilians in Patrol Vehicles"
APD.SOP.3152 "Employee involved Motor Vehicle Collisions"
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"

8. SIGNIFICANT CHANGES

8.1 Addition to policy

Section 3.1 added to read: All supervisors are to be notified by officers in all the situations listed in section 4.1. They are to be present in all the situation listed in Section 4.2, and any other situation where he/she feels that their supervision is required to insure the safety of the officers under their command and the efficient resolution to an incident.

8.2 Revision to policy

Section 3.2 revised to read: "Officers are responsible for notifying and/or requesting the presence of a supervisor in all the following situations to include, but not limited the following listed in this directive."

Section 4.1, No.15 revised to read, "When a call involves missing persons, adults or children."

Section 4.1, No.16 revised to read, "When an officer initiates a code 31"Removing Shotgun" and/or when an officer removes his/her patrol rifle from their patrol vehicle for a non-administrative purpose."

Section 4.1, No. 28 & Section 4.2, No. 20 revised to read, "Any of the following incidents involving the Atlanta Streetcar System:

- a. Any traffic accident involving the Atlanta Streetcar ;
- b. Physical altercations occurring on any of the Atlanta Streetcar System stations, which are situated on City of Atlanta sidewalks and streets. to the Atlanta Streetcar System;
- c. Damage to streetcar track and/or high voltage wires associated with the Overhead Catenary System that are causing a road hazard or general hazard to the public at large."



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Section 4.2, No. 13, revised to read, "Any incident arising from the activation of a Bank alarm."

8.3 Replaced in policy

Section 4.1.1, No 17-19 & 4.1.2, No. 12 replaced to read: "When an officer uses any force outlined in APD.SOP.3010 "Use of Force."

8.3 References reviewed and revised throughout policy