



Atlanta Police Department – Standard Operating Procedure			
	APD.SOP.3089 – Field Supervisor Notification and Action Effective Date: December 31st, 2025		
Chief Darin Schierbaum	Signature by: DS	Date Signed: 12/31/2025	Renewal: 2029

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.

This policy provides guidance to patrol officers on situations that require timely notification to a supervisor during their tour of duty. While not an exhaustive list, it outlines the most critical incidents in which supervisory awareness or response is necessary to maintain safety, accountability, and operational effectiveness.

Officers are expected to exercise sound judgment and inform their supervisor whenever circumstances involve significant risk, injury, use of force, or potential policy violations. Additionally, officers must review and adhere to notification requirements found situational specific departmental policies to ensure full compliance with reporting and communication standards.

If you are unsure if a supervisor notification or action is required, please refer to your specific chain of command for additional guidance and clarity.

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 expectations for patrol officers regarding timely notification to their supervisor for certain events that occur during the course of duty.

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 Officers are responsible for notifying and/or requesting the presence of a supervisor in the following situations to include, but not limited to the following listed in this directive.
- 3.2 Supervisors are responsible for listening to the radio and being aware of the calls their officers are involved in.
- 3.3 Captains and approved Lieutenants will be assigned by the FOD Commander, or designee, to temporarily fill-in for Night Commander and/or Weekend Commander as needed. Personnel filling in will be responsible for the requirements outlined within this policy.

4. PROCEDURE

4.1 GENERAL

- 4.1.1 Officers are to contact their supervisors at the earliest opportunity in the event of any incident involving the department that may be serious, major, controversial, sensitive, require extensive media involvement, or may otherwise have an adverse effect on the Department.
- 4.1.2 Supervisors are responsible for obtaining as much information on the incident as possible and make any additional and/or necessary notifications as soon as practicable. Line supervisors will add the Night or Day Commander to their email distribution list for staffing reports.
- 4.1.3 Watch supervisors are required to monitor the radio and be aware of the calls their officers are involved with.

4.2 WATCH SUPERVISOR NOTIFICATION AND RESPONSE

- 4.2.1 Supervisors are to be present on a call where they believe their supervision is required to ensure the safety of officers and the efficient resolution to an incident.
- 4.2.2 Watch Supervisors are required to acknowledge on radio and **physically** respond to the following, but not limited to, critical situations:
 - Kidnappings.
 - Hostages or barricaded person.
 - Bomb threats and active shooter.
 - Homicides, suicides, and/or deaths.
 - Death Notifications (should be done by supervisors or trained personnel).
 - Critical Missing Persons/Children.



- Traffic Accident Fatalities.
- Vehicle accidents involving sworn personnel on & off duty within city limits.
- Situations involving terrorist activity, civil disorder, protests or riots.
- An Officer or department employee injured.
- Serious injuries / aggravated assaults.
- Robberies.
- Supervisors Requests where the officer and caller are both still on scene.
- The arrest/potential arrest of a City employee, including any investigations of family violence.
- When an officer is involved in a use of force situation.
- When an individual is detained and/or arrested claims exemption from arrest as a member of the General Assembly, any individual who claims diplomatic immunity or is an elected state or local official.
- When an officer's family or friends are involved in a situation requiring official action by that officer.
- Any occurrence which generates, or has the potential to generate, coverage by the news.

4.2.3 Supervisors are required to be notified of, and respond (via phone, radio or LiveStream) to, the following, but not limited to, incidents:

- Missing or injured persons.
- Suicide attempts.
- Supervisor requests for situations that occurred on another watch/date.

4.3 OFFICER NOTIFICATION AND SUPERVISOR ACKNOWLEDGMENT

4.3.1 Officers must notify their supervisor of the following, but not limited to, incidents. These incidents require a supervisor acknowledgement, but do not require a supervisor response, unless the situation escalates, or the supervisor is requested to respond.

- Completed Part 1 Crimes.
- Evacuation of a building.
- When an officer plans to transport a critically ill or injured person in a police vehicle.
- Courtesy rides.
- Accidents involving hazardous materials.
- Vehicle pursuits.
- Notification to the zone supervisor when executing a search warrant within a zone by a non FOD Unit. **Note** that a supervisor must be present during the execution of any search warrant.
- When an on-duty officer must leave the city on official business.
- When an officer initiates a code 31 "Removing Shotgun/Rifle" from their patrol vehicle for a non- administrative purpose.



- When a department employee or law enforcement officer from any jurisdiction is involved in any matter requiring police intervention.
- When an officer plans to place a hold on a vehicle or impound a government vehicle.
- Juvenile arrests.
- Family Violence instances when:
 - a. A repeat call for police services to the same location involving the same disputants within a 24-hour period, regardless of whether or not the original call for service was handled by the responding officer.
 - b. The aggressor has left prior to arrival by the responding officer and the officer believes the victim is in grave danger of being seriously physically injured by the perpetrator.

4.4 NIGHT/ WEEKEND DAY COMMANDER NOTIFICATION

4.4.1 The function of the Night Commander (NC) and Weekend Day Command (WD) is intended to:

1. Ensure the presence of an on-duty command level supervisor outside typical operational hours, therefore the NC/WED must remain on-duty through his or her tour, unless personally relieved by another Commander.
2. Respond to, and oversee, field operations and provide command level supervision at all significant events, including but not limited to, the events outlined in this policy.
3. Act in a manner that maximizes employee safety and maintains the normal development of operational activities.
4. Make necessary decisions and issue appropriate orders pertaining to the night operations of the department in the absence of other command level supervision.

4.4.2 Departmental section commanders and assistant section commanders may assume the duties and responsibilities of temporary Night Commander and/or Weekend Day Commander when scheduled or directed by the FOD commander.

4.4.3 Before undertaking the Night Commander (NC) and Weekend Day (WD) commander tasks, contact the current assigned Night Commander, the FOD Executive Officer, FOD Deputy Chief, or consult your section commander and assistant commander for advice or questions you may have that aren't clear in this communication.

4.4.4 The Night Commander is in charge of any significant incident to which he or she is required to respond, until relieved by a commander of equal or higher rank. Conflicts of rank shall be resolved in the following manner:

1. If a zone commander is present at the scene of an incident within his or her area of responsibility, the zone commander's decision shall prevail. The Night Commander shall assume the role of assistant incident commander.
2. If a conflict should occur between the Night Commander and another police commander of equal rank (not the zone commander), the Night Commander's decision will prevail. This does not include incident commanders where the Incident Command System has been activated or an incident involving the deployment of SWAT personnel.



3. If a conflict should occur between the Night Commander and a police commander of a higher rank, the Night Commander shall defer to the higher-ranking commander and note the incident in the tour of duty report to the FOD Commander.
- 4.4.5 The NC/WD Commander will coordinate with the on-duty Communications Section's commander at the beginning of each tour of duty and provide their name, and cellular telephone number and will monitor Detective radio during their tour.
- 4.4.6 The following incidents require the NC /WD commander to respond to the scene:
 1. Any police officer from any department is arrested.
 2. Any vehicle accident involving human fatalities or a pedestrian struck.
 3. A homicide or suspected homicide.
 4. Terrorist activity, a kidnapping, a civil disorder, a riot, a barricaded gunman, a sniper, or a hostage situation.
 5. A suspected bomb or suspicious package is located.
 6. A firearm discharge involving a police officer that results in death, injury, or property damage.
 7. A claim of diplomatic immunity or political asylum.
 8. A missing child aged 12 or under.
 9. Any incident when directed by the Chief of Police, the Assistant Chief of Police, or a division commander.
- 4.4.7 The NC/WD Commander must respond to the scene of each major incident, advise of the initial incident via the Command text, and indicate the incident on the End of shift Commander's report. (CALEA 6th ed. Standard 11.3.3).
- 4.4.8 Once on scene, the NC/WD Commanders should call the appropriate commander (DC, Major etc.) and provide the preliminary facts of the incident including but not limited to:
 1. Location type (i.e. apartment, corner store, warehouse, as well as inside of the location or outside of the location)
 2. Ages names of the victims, (names if possible), current condition, and a brief synopsis of the motive (i.e. result of a robbery, domestic, gang-related, road rage etc.) and what may have occurred, if readily known
 3. Juvenile victims – names DOBs, and parent or guardian name phone#, the school they may be attending current condition.
 4. Notifications that have been made, Homicide, OPS, EAP, AAU, GSP, etc.
 5. Need for resources not already on the scene that there is difficulty obtaining.
 6. When unsure or in doubt about making notifications, make the phone call and don't worry about waking us up.



4.4.9 The FOD Commander and Executive Officer must be notified via phone call (A text message will not be sufficient) as soon as possible when the following types of incidents occur:

1. Injury of any Officer.
2. Any homicide, death investigation, or serious aggravated assault.
3. Officer-involved shooting/discharge of a weapon – A phone call and regular updates via phone call must be made a text will not suffice unless otherwise directed
4. Kidnapping.
5. Serious injury/death of a child as a result of a crime or accident.
6. Any significant event at a tourist location, major hotel, major cooperation, or other newsworthy location.
7. Any significant event involving a student from the AU Center, Georgia State, Georgia Tech, or a tourist.
8. Any incident involving or arrest of a city employee, mayor, or council member.
9. Any incident involving an APD officer which could bring attention from media or otherwise.
10. Prior to taking any enforcement action which will close a business establishment early or impact their normal operations.
11. Significant incident which is likely to garner media attention or is attracting media attention.

Any event you deem significant enough for the notification of the Commander of the Field Operations.

4.4.10 While on the scene of a major incident, the Night Commander may be the liaison between the department and the media and may conduct all media interviews. All protocol for releasing information shall follow the guidelines as stated in the APD.SOP 1060 Public Affairs.

4.4.11 Upon the completion of his or her tour of duty each night, the Night Commander shall submit a written report to the FOD Commander identifying the zones visited and detailing any significant events. The FOD Commander shall insure that a copy of the Night Commander's report shall be forwarded to the Chief of Police, the Assistant Chief of Police, the SSD Commander, the CID Commander, the SSP Commander, and the other Command Staff members on a daily basis.

5. DEFINITIONS

Kidnappings: Any incident where an individual is unlawfully seized, confined, or moved against their will by force, threat, or deception, regardless of ransom demand. Includes both attempted and confirmed kidnappings.

Hostage or Barricaded Person: Situations in which a suspect holds one or more persons against their will, or refuses to surrender and has isolated themselves in a structure, vehicle, or location, potentially armed or threatening violence.

Bomb Threats and Active Shooter Incidents:

- Bomb Threats: Any verbal, written, or electronic threat to detonate an explosive device, whether verified or unverified.
- Active Shooter: Any situation involving one or more individuals actively engaged in killing or attempting to kill people in a populated area.



Homicides, Suicides, and/or Deaths: Any confirmed or suspected death resulting from homicide, suicide, accidental causes, or unknown circumstances requiring investigative or medical examiner response.

Death Notifications: Situations in which department personnel are required to inform next of kin of a death. Such notifications will be conducted by a supervisor or trained personnel in accordance with department procedures.

Critical Missing Persons/Children: Missing persons whose disappearance presents a credible threat to life, safety, or welfare, including all missing children under twelve (12) years old, persons with cognitive impairments, or those missing under suspicious circumstances.

Terrorist Activity, Civil Disorder, Protests, or Riots: Any event involving violence, threats of violence, or large-scale disruption linked to terrorism, political or social unrest, or organized protest activity that impacts public safety or department operations.

Serious Injuries / Aggravated Assaults: Incidents resulting in serious bodily injury or involving the use of deadly weapons, or where intent to cause grave harm is evident, including assaults on officers or civilians.

Robberies: Any taking of property from another person by force, intimidation, or threat of violence, including armed, strong-arm, or commercial robberies.

6. CANCELLATIONS

APD.SOP.3089 – Supervisor Notifications Effective June 4th, 2019

APD.SOP.3140 – Night Commander Effective March 2021 (**Archived**)

7. REFERENCES

N/A