

Atlanta Police Department
Policy Manual



Standard Operating
Procedure

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APD.SOP.3088
Signals and Codes

Applicable To: All sworn employees

Approval Authority: Chief George N. Turner

Signature: Signed by GNT

Date: 5/6/2014

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1. PURPOSE

To establish a uniform plain talk dispatch; to define signals and codes for radio communications and provide general guidelines for responding or initiating calls for service.

2. POLICY

Atlanta Police Department will utilize uniform plain talk dispatch and approved signals and codes to provide safe, efficient, and expeditious communication between dispatchers, employees, and other agencies.

3. RESPONSIBILITIES

- 3.1 All employees are responsible for using plain talk in radio communications between officers and dispatchers (with the exceptions noted in section 4.3), and in all communication between the Department and other agencies. (CALEA 5th ed. standard 81.2.5(f))

4. ACTION

- 4.1 Department approved signals and codes are for official departmental use and will not be disclosed or disseminated to anyone except to employees of the Department without prior permission of the Chief of Police.

4.2 Responding to Calls (CALEA 5th ed. standard 41.2.1)

- 4.2.1 The method of responding to a call for service will be based on all information known at the time of dispatch. Officers will proceed to all calls by exercising a Code 1 response unless an emergency exists.

- 4.2.2 Supervisors are responsible for monitoring the response code selected by officers. Supervisors may upgrade the response code when the nature of the incident requires a more immediate response. Supervisors will downgrade the response code when:

1. The nature of the incident does not justify a Code 2 or Code 3 response;
2. It appears that the safety of response personnel or the public is in danger; or
3. Other emergency response personnel are closer to the scene or have arrived to handle the incident.

4.2.3 Use of Emergency Equipment

1. Officers will engage in emergency driving only in police vehicles fully equipped with emergency lights and sirens. The emergency equipment, both lights and sirens, must be activated and operational at all times during emergency driving. If either becomes inoperable, the driver must resume a "Code 1" response.
2. Safety restraining devices will be used by all occupants (O.C.G.A 40-8-76, CALEA 5th ed. standard 41.3.4).



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3. An officer will not engage in emergency driving when non-law enforcement personnel are in the vehicle unless authorized or directed by a supervisor. Officers may engage in emergency driving if law enforcement personnel from other agencies are in the vehicle under provisions of mutual aid.
4. An officer will exercise due regard for lives and property that may be endangered by the emergency operation of a vehicle. Due regard is defined as how a reasonable, careful, and prudent officer, performing similar duties under similar circumstances, would act in the same situation. (O.C.G.A. 40-6-6, CALEA 5th ed. standard 41.2.1)
5. An officer engaged in emergency driving should be constantly aware of environmental, weather, and traffic conditions. Officers will not engage in emergency driving under weather or road conditions that may cause the driver to lose control of the vehicle or in a manner that does not allow for the proper safety of others.
6. When approaching an intersection governed by a red traffic signal or sign that would ordinarily require the officer to stop or yield, officers will slow their vehicles in order to exercise due regard and will bring their vehicle to a complete stop if the intersection is unsafe to enter.
7. When approaching an intersection governed by a green traffic signal, officers will reduce their speed to the posted speed limit or lower (based upon traffic conditions) to insure there is no conflicting traffic or pedestrians that may be in danger.
8. An officer will exercise due regard for the lives and property that may be endangered by the emergency operation of the vehicle when approaching:
 - a. A high traffic area, (e.g., school zone especially during opening and closing times)
 - b. Rush hour periods;
 - c. Shopping areas and residential neighborhoods; or
 - d. A location where a special event or community activity is taking place.
9. When approaching a school bus with visual signal activated, officers will bring their vehicle to a complete stop. Once the area is safe and clear of all pedestrians, the officer may ease through while using extreme caution.

4.2.4 Authorized Emergency Vehicles (O.C.G.A. 40-6-6, CALEA 5th ed. standard 41.2.1)

1. The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Code section (O.C.G.A. 40-6-6, CALEA 5th ed. standard 41.2.1)
2. The driver of an authorized emergency vehicle or law enforcement vehicle may:
 - a. Park or stand, irrespective of the provisions of this chapter;



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- b. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;
 - c. Exceed the maximum speed limits so long as he or she does not endanger life or property; and
 - d. Disregard regulations governing direction of movement or turning in specified directions.
3. The exceptions granted by this Code section (O.C.G.A. 40-6-6) to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving red light visible under normal weather conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal, state, or local law enforcement agency and operated as such shall be making use of an audible signal and a flashing or revolving blue light with the same visibility to the front of the vehicle.
4. It shall be unlawful for any person to operate an authorized emergency vehicle with flashing lights other than as authorized by subsection (c) of this Code section (O.C.G.A. 40-6-6).

4.3 Plain Talk Dispatch:

1. All officers will be required to be familiar with all signals and codes.
2. All radio communications between officers and dispatchers will be made in plain talk; with the exception of Section 4.3 (#5.) Dispatchers will use both signals and codes when placing entries into the Computer Aided Dispatch system (CAD).
3. All radio communications between the Department and outside agencies will be done in plain talk.
4. Officers will utilize only these required codes during the performance of their duties when arriving on a call and when pulling in from calls for service.
5. Officers and dispatchers will be required to use signals in all of the following situations:

Signal	Definition
20A	Contagious Disease - HIV
20H	Contagious Disease - Hepatitis
20T	Contagious Disease - Tuberculosis
21	Kidnapping
24	Demented Person
48	Investigate Person Dead
49	Investigate Rape or Attempt
59	Meet Officer (Right Away)
60	Molesting Woman or Child
63	Officer Needs Help
83	Wanted/Escape Person

6. While all radio communications should be plain talk, the Department recognizes that situations exist that may necessitate officers communicating with other officers using signals and codes. Officer to officer communications using signals and codes will not be



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discouraged in situations where it is necessary and appropriate for the safety of officers and/or the effective resolution of the situation.

4.3.1 Plain Talk Dispatch Signals (* "G" given with the signal means "GO" to location)

1	Abandoned Auto	39	Information to Officer	70	Prowler
1R	Recovered Auto	40	Animal Call	71	Public Indecency
2S	Silent Alarm	41I	Auto Accident-Injuries	72	Traffic Stop
2A	Audible Alarm	41IT	Auto Accident-Trapped	72B	Safety Checkpoint
3	Fire Alarm	41F	Auto Accident-Fire involved	72P	Pursuit
4	Carbon Monoxide	41P	Auto Accident-Police Involved	72T	Traffic Detail
6R	Burglary (Residence)	41S	Auto Accident – Streetcar Involved	73	Bomb Threat
6B	Burglary (Business)	42B	Commercial Burglary	73P	Suspected Explosive/Incendiary
6 S	False Alarm (weather-storm)	42R	Residential Burglary	73H	Haz. Mat. – Chem. or Bio.
7	Criminal Trespass	43	Hit and Run	74	Terrorist Incident
10	Wash Down	44B	Business Robbery	75	Air Rifle
15	Welfare Check	44P	Pedestrian Robbery	76	Abandoned Children
16	Emergency Message	44R	Residential Robbery	77	Snatch Thief
17	Lockout	44V	Carjacking	78	Lookout
18	Tree Down	45	Larceny	79	Stolen Vehicle - In Progress
19	Water Problem	46	Ped. Struck by Vehicle	80	Gas Leak
20A	Cont. Disease-HIV	47	Person Injured	81	Street Hazard
20H	Cont. Disease-Hep.	48	Person Dead	81W	Weather Hazard
20T	Cont. Disease-TB	49	Rape	81S	Traffic Obstruction - Streetcar
21	Kidnapping	50	Person Shot	82	Prisoner Transport
22	Against Dept. Policy	51	Person Stabbed	83	Escape Person
23	Disorderly Children	52	Found Property	84	Aircraft Incident
24	Demented Person	53	Suicide	85	Wrecker Request
25	Shots Fired				
26	Fireworks	54	Suspicious Person	85S	Wrecker Request – Streetcar Route
27	Intoxicated Driver	55	911 Hang-Up	86	Vandalism
28	Intoxicated Person	56	Missing Person	87	Person Trapped
29	Fight in Progress	57	Noise Complaint	88	Extra Job
30	Explosion (Any Type)	58	Domestic Disturbance	89	Directed Patrol
31	Wire Down/Elec. Short	59	Meet Officer	90	Obscene Phone Calls
32	Open Door/Window	60	Molesting Woman/Child	91*	Community Policing



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33	Structure Fire	60A	Child Abuse	92	Rescue Person(s)
34	Vehicle Fire	61	Non-Police Help Call	93	Odor of Smoke
35	Wood/Grass Fire	62	Switch Radio Channel	95	Check and Advise
36B	Robbery – In-Progress Business	63	Officer Needs help		
36P	Robbery – In-Progress Pedestrian	64	Person Soliciting Sex		
36R	Robbery – In-Progress Residential	65	Gambling		
36C	Robbery – In-Progress Carjacking	66	Peeping Tom		
37	Illegal Parking	67	Hold Radio Trans.		
38A	Illegal Alcohol	68	Person Screaming		
38D	Illegal Drugs	69	Person Armed		

4.3.2 Plain Talk Dispatch Codes

1	Non-Emergency	11	Information	23	Arrest/Copy of Charges
2	Emergency – Lights and Siren NOT Required	12	No Arrest/Report	24	Nothing to Call
3	Emergency – Lights and Siren Required	13	Not Valid Address	25	Located Explosive Device or Suspected Explosive Device
4	Cancel Call	14	Alarm – Refused: A- Alarm Out B- Alarm Reset	26	Arrive on Call
5	Domestic A - Report B - Report/Arrest	15	Alarm - Owner On Way: A- Alarm Out B- Alarm Reset	28	Wanted Check A- Wanted B- No Wants C- No Record D- Homicide/Assault E- Rape F- Robbery G- Assault H- Burglary I- Auto Theft J- Other Felony K- Misdemeanor L- City Ord. M- Narcotics
6 6S	False Alarm False Alarm(weather-Storm)	16	Release Stolen Property to Owner		
7	Available for Service				
8	Person “Gone”	17 17F 17T 17P	Report Made Used Force to affect Arrest. Pull in after ECD use. Vehicle Pursuit		
9	Transfer Responsibility A- Crime Prevention	19	Stolen Article	30	Mayor or Mayor's Family Injured



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10	B- Detective C- Animal Control D- Fire Department E- Ambulance F- Humane Society G- Military Police H- Owner/Manager I- Alarm Company	20 20T	O.C. Used ECD Deployment.	31	Remove Shotgun/Patrol Rifle
		21	Kidnapping - Officer	32	Alarm Out of Service
	Vehicle Impound	22	Can't locate address	33 34 35 36 91V	CSI Photos CSI Prints CSI DNA CSI Plaster Check on Abandoned property

4.3.3 Response Codes to a Wanted Check

- | | |
|---------------------|-----------------|
| A. Wanted | G. Assault |
| B. No Wants | H. Burglary |
| C. No Record | I. Auto Theft |
| D. Homicide/Assault | J. Other Felony |
| E. Rape | K. Misdemeanor |
| F. Robbery | L. Ordinance |
| | M. Narcotics |

4.3.4 Coded Words – Alphabet

- The following coded words will be used to identify letters of the alphabet in voice communications:

- | | |
|-------------|-------------|
| A - Adam | T – Tom |
| B - Baker | U - Uncle |
| C - Charles | V - Victor |
| D - David | W - William |
| E - Edward | X - X Ray |
| F - Frank | Y - Yankee |
| G - George | Z - Zebra |
| H - Henry | |
| I - Ida | |
| J - John | |
| K - King | |
| L - Lincoln | |
| M - Mary | |
| N - Ned | |
| O - Oscar | |
| P - Paul | |
| Q - Queen | |
| R - Robert | |
| S - Sam | |



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4.3.5 Signals

Signals are used by employees to communicate efficiently and concisely with other employees about an incident or call for service.

Signal 1A:

Call for service that involves an abandoned automobile, which may be a traffic hazard, a public nuisance, or a possible stolen vehicle.

Signal 1R:

Call for service that involves a recovered stolen vehicle.

Signal 2A:

Call for service that involves the activation of an audible alarm. An officer who receives a signal 2A should proceed to the location and assume a position that will allow a visual observation of the location prior to a physical inspection. If there is a crime in progress, the officer will request additional units and direct their approach to strategic positions.

Signal 2P:

Call for service that involves a police burglar alarm or robbery alarm (TAC Alarm). These alarms are monitored directly by the Atlanta Police Alarm Board in Communications.

Signal 2S:

Call for service that involves the activation of a silent alarm. An officer who receives a signal 2S should proceed to the location and assume a position that will allow a visual observation of the location prior to a physical inspection. If there is a crime in progress, the officer will request additional units and direct their approach to strategic positions.

Signal 3: (A - S)

Call for service that involves a Fire Alarm.

Signal 3A	Assembly
Signal 3B	Business
Signal 3D	Dwelling, 1-2 Family
Signal 3DC	Detention/Corrections
Signal 3E	Educational Facility
Signal 3H	Healthcare, Personal Care Homes
Signal 3HM	Hotel, Motel, Dormitory
Signal 3HR	High-Rise
Signal 3I	Industrial/Utility
Signal 3M	Multi-Family Dwelling
Signal 3MC	Mercantile
Signal 3R	Rooming, Lodging & Boarding
Signal 3S	Storage/Warehouse

Signal 4:

Call for service that involves a check of a carbon monoxide/smoke detector.



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Signal 6R:

Call for service that involves a burglar in a residence. The homeowner suspects that a person has entered his or her residence, or third party may have witnessed a person making entry into a residence, illegally.

Signal 6B:

Call for service that involves a burglar in a business. The business owner suspects that a person has entered his business or third party may have witnessed a person making entry into the business, illegally.

Signal 7:

Call for service that involves criminal trespassing. This could be a person refusing to leave a location, a person who has violated a criminal trespass warning, etc.

Signal 10:

Call for service where a wash down of material off the roadway is needed.

Signal 15:

Call for service wherein an officer is needed to check the welfare of an elderly or ill person. When a concerned person is unable to contact an elderly or ill person by conventional means, officers of the Department are at times asked to ensure their well being by going to the person's location to check on them.

Fire Department personnel may be dispatched on a signal 15 to assist invalids; officers will not be dispatched in these situations.

Signal 16:

Call for service wherein an officer is needed to deliver a death or emergency message. When a concerned person is unable to contact a next-of-kin about a death or other emergency by conventional means, officers of the Department are at times asked to deliver these messages.

Signal 17A:

Assistance is needed with a lock out of a vehicle.

Signal 17R:

Assistance is needed with a lock out of a residence.

Signal 18:

Call for service involving a tree down.

Signal 19:

Call for service involving a water problem (e.g. water main break, fire hydrant burst).

Signal 20: (A, H, T)

Call for service involving a person with a Contagious Disease.

Signal 20A

HIV

Signal 20H

Hepatitis

Signal 20T

Tuberculosis



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Signal 21:

1. Call for service involving a kidnapping or a hostage/barricaded person situation. If the first officer on the scene determines that a kidnapping or hostage situation exists, he or she will:
 - a. Provide radio dispatch of the exact location and all relevant information;
 - b. Secure the scene and remove bystanders and injured persons;
 - c. Assess the need for assistance from EMS and/or Fire Department personnel and request that Communications have the necessary support units respond to the scene;
 - d. Request a supervisor and any additional assistance;
 - e. Attempt to keep the perpetrator in one location; and
 - f. Maintain witnesses in one location for questioning.
2. The responding supervisor will:
 - a. Take charge of the scene and coordinate all responding personnel and equipment until relieved;
 - b. Notify the SWAT commander (or his or her designee) and a hostage negotiator of the situation;
 - c. Establish a safe area for the command post;
 - d. Advise responding personnel of the safest route by which to respond;
 - e. Establish a perimeter to block avenues of escape, divert traffic routes, if necessary, and position pursuit or surveillance vehicles if necessary; and
 - f. Upon the arrival of SWAT and/or the hostage negotiator, provide all related details and make all witnesses and employees available for debriefing.
3. SWAT, after being requested by a field supervisor or the commander, will assume command of all hostage situations upon their arrival. Officers still on the scene after the arrival of SWAT who are given security assignments by the SWAT commander will maintain their positions until they are properly relieved.

Signal 22:

Signal that advises an officer that he or she has requested or is involved in an action that is contrary to, and in violation of, Department policies, procedures, rules, or regulations.

Signal 23:

Call for service that involves disorderly children. A child or children are engaged in behaviors that have the potential to adversely affect public safety.



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Signal 24:

1. Call for service that involves a mentally demented person. The dispatcher will usually advise the officer whether the person is violent or nonviolent. An officer will take into custody any person and transport that person to an emergency receiving facility if:
 - a. There is a court order commanding a peace officer to remove and deliver the person;
 - b. There is a doctor's certificate authorizing removal and delivery (Ga. Dept. Human Resources Form 1013); or
 - c. The person has committed or is committing a crime and the officer believes that the person is mentally ill and requires involuntary treatment.
2. In all instances where an officer takes a demented person into custody under authority of a doctor's certificate or court order, the order or the certificate should accompany the person to the emergency receiving facility, or be delivered without delay. The Report of Peace Officer (back side of Form 1013) must be completed at the emergency receiving facility, and an incident report will be made. The staff at the emergency receiving facility must be notified if the person is under arrest, the nature of the charges, and be provided appropriate documentation. See APD.SOP.3084 for more information. (CALEA 5th ed. standard 41.2.7)

Signal 25:

Call for service that involves a person discharging a firearm. The call may be that a shooter has been identified; an officer has pulled out on "shots fired," or that a concerned citizen merely hears shots being fired in the area.

Signal 26:

Call for service that involves a person discharging fireworks.

Signal 27:

Call for service that involves a person who is drunk or disorderly in an automobile. This signal is used when officers pull out on a person suspected of driving under the influence (DUI), or a concerned citizen may report a person they suspect to be DUI after witnessing a person driving erratically, a person asleep at the wheel, etc. See APD.SOP.4010 for additional information.

Signal 28:

Call for service that involves a person who is intoxicated and causing a nuisance or disturbance. An officer who encounters a person in any public place who is under the influence of alcohol or other drugs who has not committed a crime and is unable to remove himself or herself when ordered to do so may take or allow the person to go home or to a treatment center in lieu of arrest. Persons who are unconscious, sick, or injured and have committed a crime will be charged and transported to Grady Hospital emergency room. Those persons who are unable to walk or stand will be transported to Grady Detention before booking.

Signal 29:

Call for service that involves a general disturbance or an assault (fight). The call may range from a verbal argument or disagreement to a physical fight.

Signal 30:

Call for service that involves an explosion of any kind.



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Signal 31:

Call for service that involves utility wires that are down. Upon receiving or pulling out on a signal 31, do not attempt to "fix" the situation, but make the scene safe, attempt to determine the type of wire, and advise the Communications dispatcher to contact the appropriate utility company.

Signal 31I:

Call for service that involves an electrical short inside a structure.

Signal 32:

Call for service that involves an open window or door on a building. The officer, while conducting a building check, may pull out on a signal 32 or the call may be the result of a citizen discovering that a door or window of a building is open and they suspect a perpetrator is still inside. In the event that an open window or door is discovered, the building will need to be searched. Notify the dispatcher and request additional assistance. An officer will not enter a building to search it alone except under exigent circumstances. After the building has been searched, one officer will remain at the scene until the owner or representative arrives. If the owner cannot be contacted or refuses to come, the building will be secured as well as possible, and patrolled throughout the watch.

Signal 33: (A – S)

Call for service that involves a fire. Officers may be requested by the Fire Department to assist with traffic or crowd control:

Signal 33A	Assembly
Signal 33B	Business
Signal 33D	Dwelling, 1-2 Family
Signal 33DC	Detention/Corrections
Signal 33E	Educational Facility
Signal 33G	Garbage/Trash
Signal 33H	Healthcare, Personal Care Homes
Signal 33HM	Hotel, Motel, Dormitory
Signal 33HR	High-Rise
Signal 33I	Industrial/Utility
Signal 33M	Multi-Family Dwelling
Signal 33MC	Mercantile
Signal 33R	Rooming, Lodging, and Boarding
Signal 33S	Storage/Warehouse

Signal 34:

Call for service that involves a vehicle fire. Officers may be requested by the Fire Department to assist with traffic or crowd control.

Signal 35:

Call for service that involves wood, grass fires, or outside burning. Officers may be requested by the Fire Department to assist with traffic or crowd control.

Signal 36: (B, P, R, V)

Call for service that involves a robbery in progress, in which the perpetrator is still on the scene. Additional precautions should be taken when answering a signal 36: officers may want to avoid



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using sirens, since the noise would announce the arrival of the police; wait until a second officer arrives to enter the location, etc.

Signal 36B	Business
Signal 36P	Pedestrian
Signal 36R	Residence
Signal 36V	Carjacking

Signal 37:

Call for service that involves illegal parking of an automobile. See APD.SOP.4010 "Traffic" for impound details if necessary.

Signal 38:

Call for service that involves illegal drugs or alcohol.

Signal 39:

Call for service that involves information being given or provided to an officer. Officers may also be dispatched on a signal 39 when a concerned citizen would like to meet with an officer to relay information, or officers might pull out on a signal 39 if they are receiving information that needs to be documented.

Signal 40:

Call for service that involves a situation with an animal. The animal might be causing a nuisance, being mistreated, causing an injury, etc.

Signal 41: (I, IT, F, P, S)

Call for service that involves a vehicle accident. The accident may be either on private property or on a public roadway. See APD.SOP.4010 "Traffic" for additional information:

Signal 41I	Accident with Injuries
Signal 41IT	Accident with Entrapment
Signal 41F	Accident involving Fire/City Vehicle
Signal 41P	Accident involving Police/City Vehicle
Signal 41S	Accident involving Streetcar

Signal 42B:

Call for service that involves a burglary to a business. A signal 42 is given when a business has been burglarized and the perpetrator is no longer thought to be on the scene.

Signal 42R:

Call for service that involves a burglary to a residence. A signal 42 is given when a residence has been burglarized and the perpetrator is no longer thought to be on the scene.

Signal 43:

Call for service that involves a hit-and-run vehicle accident, wherein two or more vehicles have collided and one or more of the vehicles that were involved has left the scene of the accident. See APD.SOP.4010 for additional information.



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Signal 44: (B, P, R, V)

Call for service that involves a robbery. A signal 44 is given when a residence, business, or person has been robbed and the perpetrator is no longer thought to be on the scene:

Signal 44B	Business
Signal 44P	Pedestrian
Signal 44R	Residence
Signal 44V	Carjacking

Signal 45: (A, G, P, S, V)

Call for service that involves a larceny (theft). A signal 45 refers to theft situations and the perpetrator is no longer thought to be on the scene:

Signal 45A	From Vehicle
Signal 45G	Gas drive off
Signal 45P	Pickpocket
Signal 45S	Shoplifting
Signal 45V	Vehicle Theft

Signal 46:

Call for service that involves a person who has been struck by a vehicle. This could be a pedestrian or a person on a bicycle on private property or on a public roadway. See APD.SOP.4010 "Traffic" for additional information.

Signal 47:

1. Call for service that involves a person injured. This could be a person with a life threatening injury, a medical emergency, or a sick call. Upon arrival at a signal 47, officers will: evaluate the situation, determine if an ambulance is needed and the ambulance priority (code 1, 2, or 3), advise radio dispatch and a supervisor of the situation.
2. In non-critical cases, the officers will assist the victim or the victim's parent, guardian, spouse, or other responsible person in obtaining transportation and medical treatment of their choice. When appropriate, transportation by MARTA, taxi service, or private automobile should be encouraged instead of calling an ambulance. If the victim is a minor, incompetent, or unable to give directions, and there is no parent, guardian, or other responsible person available, the investigating officer will determine whether medical treatment is needed, notify a supervisor, and determine how the victim will be transported. If the person is under arrest, see APD.SOP.3030 "Arrest Procedures" as to transportation for further.
3. If the victim's life is in danger, advise Radio that emergency medical services are needed and should be ordered without delay and give the appropriate code (1, 2, or 3). The officer will administer first aid if appropriate. If the victim is not under arrest, ambulance personnel will decide where to take him or her. If the victim is under arrest and his or her life is in danger, see APD.SOP.3030 "Arrest Procedures".
4. Transportation in a police vehicle should be used only in an extreme emergency when a life is at stake and no other mode of transportation is available. Supervisor approval is needed.



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Signal 48:

1. Call for service that involves a dead person. Upon arrival officers will attempt to determine whether the death is by natural causes or the result of a crime and take the appropriate steps for either situation.
2. In cases of a natural death, the officer will:
 - a. Obtain necessary information concerning the deceased from available family members or close friends. This will include the name, race, sex, date of birth, possible causes of death, known medical problems, history of medication which the deceased has been taking, name and address of next of kin, name, address, and phone number of attending physician if applicable, prior funeral arrangements, etc.
 - b. If no funeral arrangements have been made and the family members do not have a preference as to funeral homes, the officer will request the undertaker on call
 - c. Contact the medical examiner and provide all information received concerning the deceased; and
 - d. Prepare an incident report.
 - e. Officers may leave the scene when all necessary information has been provided to the medical examiner, the situation at the scene is calm and under control, the officer and medical examiner determines that the death is of nonviolent and natural causes.
3. In cases of an accidental death, the officer will:
 - a. Secure the accident scene from further injury to bystanders and for investigation;
 - b. Locate, identify, and secure possible witnesses;
 - c. Identify the deceased and determine the probable cause of death;
 - d. Contact the medical examiner and provide all necessary information;
 - e. The officer should attempt to determine if prior funeral arrangements have been made and use the preferred undertaker if possible. If no arrangements can be determined, the officer will request the undertaker on call.
 - f. Prepare an incident report.
 - g. Remain at the scene until the deceased is removed.
4. In cases of a suicidal death, the officer will:
 - a. Secure the scene, if a weapon was involved, locate and secure the weapon, but do not move it without the consent of the Medical Examiner's Office and/or Homicide unless necessary to preserve public safety.
 - b. Locate, identify, and secure possible witnesses.
 - c. Contact the medical examiner and provide all necessary information.



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- d. The officer should attempt to determine if prior funeral arrangements have been made and use the preferred undertaker if possible. If no arrangements can be determined, the officer will request the undertaker on call.
 - e. Prepare an incident report.
 - f. Remain at the scene until the deceased is removed
5. In cases of a questionable death, if officers have questions or doubts concerning the cause of death or any aspect of the investigation the officer will request that a supervisor respond to the scene.
6. In situations involving any death classification, the notification will be the responsibility of a supervisor. Whenever possible, assistance should be obtained from the chaplain or a relative or close friend of the victim.

Signal 49:

Call for service that involves investigating a rape or an attempted rape. If upon arrival at a signal 49 the officer finds physical evidence of a rape, he or she will immediately contact a sex crimes detective and an ID technician to process the crime scene. If there is no physical evidence, the officer will complete an incident report and broadcast a lookout of the perpetrator.

Signal 50:

Call for service that involves a person who has been shot with a firearm. Upon arrival, officers will evaluate the situation, decide on the ambulance priority (code 1, 2, or 3), advise the supervisor of the situation, and contact the appropriate investigator.

Signal 51:

Call for service that involves a person who has been stabbed. Upon arrival, officers will evaluate the situation, decide on the ambulance priority (code 1, 2, or 3), advise the supervisor of the situation, and contact the appropriate investigator.

Signal 52:

Call for service that involves investigating stolen goods or found property.

Signal 53:

Call for service that involves a suicide, attempted suicide, or threatened suicide. For an attempted suicide, the officer will evaluate the situation, decide on the ambulance priority (code 1, 2, or 3), and advise the supervisor of the situation. For a threatened suicide, the officer will: secure the scene to minimize the risk of death or injury; request a supervisor and other additional assistance.

Signal 54:

Call for service that involves a suspicious person.

Signal 55:

Call for service that involves a 911 hang-up. Officers should use extreme caution, since the exact nature of the call is unknown.



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Signal 56:

Call for service that involves a missing person, lost child, or a runaway. The officer should investigate the situation, attempt to locate the person, and broadcast a lookout. In all cases where a juvenile is missing, contact the Special Victims Unit.

Signal 57:

Call for service that involves a loud radio, loud party, or other noise disturbance. Officers should refer to the Atlanta City Ordinance § 74-137 and to the O.C.G.A. § 40-6-14 for enforcement guidelines.

Signal 58:

Call for service that involves a man beating a woman.

Signal 59:

Call for service that involves meeting another officer. The officer can use a signal 59 to routinely meet with another officer. A signal 59 "Right Away" will be used when an officer is having difficulty with a situation and needs immediate help from other officers. The officer has limited control over the situation, but is having some difficulty that could result in the complete loss of control.

Signal 60:

Call for service that involves the molestation of a woman or a child. Upon receiving a signal 60 that involves a woman, the investigating officer will evaluate the situation and determine if a sex crimes investigator is needed. If not, complete the investigation and complete an incident report if required. If the signal 60 involves a child, and the officer determines that child molestation has occurred, the officer will contact the Special Victims Unit for further instructions.

Signal 60A:

Call for service that involves abuse of a child.

Signal 61:

Call for service that involves a non-police officer help call. The signal 61 can be a civilian employee of the Department, a security guard, etc. A Signal 61 should be handled like a 59 right away or a 63.

Signal 62:

Call for service that involves switching to another radio channel. The dispatcher could give the signal 62 to an individual officer or to an entire zone if problems exist on a certain radio channel. Officers may also self-initiate a signal 62 after they advise their dispatcher.

Signal 63:

Call for service that involves an officer needing immediate help. In a signal 63, the officer is in a life-threatening or potentially life-threatening situation. All employees, whether on duty or off duty, are responsible for responding to a signal 63.

Signal 64:

Call for service that involves a person soliciting sex. The signal 64 can be a person loitering in a known area of prostitution, a person pimping, a person soliciting prostitution (pandering), etc.



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Signal 65:

Call for service that involves gambling. Officers may either pull out on a signal 65 when they catch gamblers in the act, or respond to a dispatched call when a concerned citizen reports illegal gambling.

Signal 66:

Call for service that involves a "Peeping Tom". A Peeping Tom is a person who peeps through windows, doors, etc. on or about the premises of another for the purpose of spying upon or invading the privacy of another person. See O.C.G.A Title 16 § 16-11-61.

Signal 67:

Call for service that advises officers to hold radio transmissions. When situations arise in which officers may be in danger and anticipate the need for an emergency transmission, officers will use a signal 67. Other employees should not transmit during a signal 67 unless they have emergency radio traffic.

Signal 68:

Call for service that involves a person screaming.

Signal 69:

Call for service that involves a person who is armed with a weapon. When officers receive a signal 69, the dispatcher will, when possible, advise the type of weapon that the perpetrator has and a description of the perpetrator if practical or available. Extreme caution should be exercised when responding to a signal 69.

Signal 70:

Call for service that involves a prowler around a business, residence, parking lot, etc. Officer should proceed to the location and assume a position that will allow a visual observation of the location prior to a physical inspection.

Signal 71:

Call for service that involves a person displaying public indecency. A signal 71 could be a public display of nudity, public urination or defecation, a public sexual display, etc.

Signal 72: (B, P, T)

Call for service that involves reckless driving or speeding. See APD.SOP.4010 "Traffic" for details:

Signal 72B	Safety Checkpoint
Signal 72P	Pursuit (CALEA 5 th ed. standard 41.2.2)
Signal 72T	Traffic Detail

Signal 73: (P & H)

Call for service that involves a bomb threat. Refer to APD.SOP.3180 Unusual Occurrences for additional information:

Signal 73P	Suspected Explosive or Incendiary
Signal 73H	Hazardous Material, Chemical or Biological Package (CALEA 5 th ed. standard 61.2.1e)



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Signal 74:

Calls for service that includes Nuclear, Biological, and/or Chemical (NBC) Terrorist Incidents.

Signal 75:

Call for service that involves a person discharging an air rifle, air pistol, slingshot, etc.

Signal 76:

Call for service that involves abandoned children. A signal 76 should be handled with compassion and concern for the children involved. See APD.SOP.3190 "Juvenile Procedures" for detailed instructions for officers taking custody of abandoned children.

Signal 77:

Call for service that involves a snatch thief, a crime where the perpetrator has committed or attempted to commit the offense of robbery by sudden snatching.

Signal 78:

Indication that an officer should standby for a "lookout." The signal 78 will be followed by a description of a perpetrator, vehicle, stolen property, missing person, etc.

Signal 79:

Call for service that involves a vehicle that is in the process of being stolen or having items or property stolen from it. A signal 79 is an "in progress" call and should be handled immediately.

Signal 80: (C, D, G, H, N, P)

Call for service that involves hazardous materials. Officers should use extreme caution when answering a signal 80. When making radio transmissions move well away from the affected area to avoid the risk of explosion. The appropriate utility company will be contacted as soon as possible:

Signal 80C	Chlorine
Signal 80D	Diesel
Signal 80G	Gasoline
Signal 80H	Hazmat
Signal 80N	Natural Gas
Signal 80P	LP/Propane

Signal 81:

Call for service that involves a street or sidewalk hazard. A signal 81 could be a stalled vehicle, an intoxicated person in the roadway, an open man-hole cover, etc. The officer will report any immediate hazard to persons or property to radio dispatch for action. Communications will contact the appropriate Department via telephone. The officer will complete Form APD-678 Maintenance Checklist upon observing or responding to a potentially hazardous condition (See APD.SOP.3080 "General Procedures" for further information).

Signal 81W:

Calls for service that involve weather related hazards.

Signal 81S:

Calls for service that involve a traffic obstruction caused by the Atlanta Streetcar.



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Signal 82:

Call for service that is a request for a prisoner transport wagon.

Signal 83:

Call for service that involves a wanted or escaped person.

Signal 84S:

Call for service that involves emergency equipment sent out to the edge of the runway when the FAA tower advises that a aircraft pilot has declared an emergency and the aircraft is about to land. These emergencies are usually a mechanical problem with the aircraft, i.e. engines out, hydraulic problems, etc.

Signal 84D:

Call for service that involves an aircraft down.

Signal 85:

Call for service that is a request for a contract wrecker. When officers request a wrecker, the dispatcher will call the contract wrecker service, which serves the zone where the hauling service is needed.

Signal 85S

Call for service that is a request for a contract wrecker regarding a vehicle that is obstructing the Atlanta Streetcar rail (Right-of-Way). When officers request a wrecker, the dispatcher will call the contract wrecker service, which serves the area of the Atlanta Streetcar route within the zone where the hauling service is needed.

Signal 86:

Call for service that involves vandalism.

Signal 87:

Call for service that involves a person trapped in an elevator, equipment, etc.

Signal 88:

Call for service that involves an officer working an extra job. When an officer is working an extra job, he or she will pull out on a signal 88, give the location of the extra job, name of business, the starting and ending times, unique ID, and radio number.

Signal 89:

Call for service that involves a directed patrol. A signal 89 is given to officers so that businesses, homes, and other locations that have been having crime problems or owners who are away can be given special attention and frequent drop-ins. Signal 89 can also be used when a property cannot be adequately secured.

Signal 90:

Call for service that involves threatening or obscene phone calls.

Signal 91:

Call for service that involves community-policing activities. Signal 91 applies only to those activities that directly involve problems identified by the community and/or solutions requiring community input or involvement. When initiating a signal 91, use the assigned letter to indicate the type of community policing activity:



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91-C:

Community Contact to meet or exchange information with residents and other members of the community about local crime and disorder conditions.

91-D:

Drop-in to meet or exchange information with business people about local crime and disorder conditions.

91-M:

Community Meeting – to attend a meeting at neighborhood, civic, NPU or other organizations to discuss crime and disorder problems and solutions.

91-P:

Park and Walk – parking the patrol car and patrolling a business or residential area on foot with an emphasis on interaction with members of the community.

91-R:

Problem Solving – e.g. problem identification, follow-up and referrals based on problems raised by the community or requiring community involvement.

91-O:

Other (i.e. all other community policing activities not mentioned above.)

91-V:

Code Enforcement infractions-Checking for persons, code infractions, and criminal activity at vacant/abandon property.

Signal 92: (E, H, R, W)

Call for service that involves the rescue of an individual(s)

Signal 92E	Extraction
Signal 92H	Hazmat
Signal 92R	Trench/Rope
Signal 92W	Water

Signal 93:

Call for service that involves smoke or the odor of smoke in the area

Signal 95:

Call for service that involves a request to check and advise as to a situation.

4.3.6 Codes

Codes are used by employees to communicate efficiently and concisely with other employees about an incident or call for service.

Code 1:

These calls for service are not emergencies and do not require an emergency response. Officers are not authorized to use emergency equipment and must obey the Uniform Rules of the Road as outlined in Title 40 of Georgia Code.



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This code indicates that the response for a particular call or situation is routine and that no emergency exists. Officers are not authorized to use emergency equipment and must follow and obey all of the Uniform Rules of the Road.

Code 2:

This code indicates that a call for service may require an emergency response requiring the occasional activation of all warning devices to expedite travel through congested or potentially hazardous areas when there is reasonable belief that a nonviolent offense is being committed or there is a possibility of apprehending a perpetrator of an offense. Officers are authorized to engage in emergency driving, and when doing so, are required to use emergency equipment.

Code 3:

This code indicates that a call for service requires an emergency response requiring the simultaneous and continuous activation of all emergency equipment to expedite travel directly to the scene of the incident where there is reasonable belief, based on the information known, that the life or safety of another is threatened. Officers are authorized to engage in emergency driving, and when doing so, are required to use emergency equipment.

Code 4:

This code indicates that an officer is no longer needed and can cancel the call. Upon arrival at a call where more than one unit has been on the way, the officer at the scene may "code 4" any other unit once the situation is under control.

Code 5:

This code indicates how a domestic situation has been handled, as follows:

1. Report has been made (code 5A).
2. Report and arrest have been made (code 5B).

Code 6:

This code indicates that an alarm call has been handled and no evidence of a crime exists, i.e., a false alarm. A false alarm is the activation of a burglary or robbery alarm at a time when no burglary or robbery is being committed or attempted on the premises.

Code 6S

This code is for a call for service that involves instances where the false alarm was triggered by storm, severe weather, lightning, or multiple alarms within a specific geographic radius e.g. many alarms going off in the same neighborhood within a narrow time frame.

Code 7:

This code advises the Communications dispatcher that a unit is available for service. Officers will use the code 7 at the beginning of the watch to indicate that they are in service.

Code 8:

This code indicates that a person is "gone". An officer leaving work before the end of the watch would indicate that he or she is "code 8". Also, upon handling a call where the perpetrator has already left the scene, the officer would pull in code 8.

Code 9:

This code indicates that the officer receiving the call is relinquishing responsibility for the call to another unit or to the following: (Use the letters with the code 9.)

1. Crime Prevention (code 9A)



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2. Detective (code 9B)
3. Animal Control (code 9C)
4. Fire Department (code 9D)
5. Ambulance (code 9E)
6. Humane Society (code 9F)
7. Military Police (code 9G)
8. Owner or Manager (code 9H)
9. Alarm Company (code 9I)

Code 10:

This code indicates that an officer has impounded a vehicle.

Code 11:

This code indicates that an officer responded to a call or has pulled out on a call where no investigation took place but information was received.

Code 12:

This code indicates that an officer responded to a call or has pulled out on a call where an investigation has taken place and no arrest or report has been made.

Code 13:

This code is a pull in when an officer responds to a call where upon arrival in the area, the officer finds that the address he or she was dispatched to is not a valid address.

Code 14:

This code is used by the Communications dispatcher when a TAC alarm has activated and the owner has refused to respond to a location. This code is not to be used by the officer as a pull in for alarm calls. The code is used with the following:

- a. Alarm out
- b. Alarm reset

Code 15:

This code is used by the Communications dispatcher when a TAC alarm has activated and the owner is on the way to a location. This code is not used by the officer as a pull in for alarm calls. The code is used with the following:

- a. Alarm out
- b. Alarm reset



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Code 16:

This code indicates that an officer has released a recovered stolen vehicle, other stolen property, etc. to the rightful owner.

Code 17:

This code indicates that an officer has completed an incident report.

Code 17F:

This code indicates that an officer had used force during an incident or to effect an arrest.

Code 17T:

This code indicates that an officer who had deployed an ECD is pulling back in service.

Code 17P:

This code indicates that an officer has engaged in a vehicle pursuit.

Code 18:

This code indicates that an officer has responded to an abandoned vehicle call, affixed a 5-day sticker to the vehicle, but has not impounded the vehicle.

Code 19:

This code indicates that an officer has an article that is stolen. For example, stolen vehicles are referred to as "code 19 vehicles".

Code 20:

This code indicates that an officer is using, is about to use, or has used the O.C. chemical agent provided by the Department.

Code 20T:

This code indicates that an officer has used the ECD deployment.

Code 21:

This code indicates that an officer is being held hostage and the situation is such that the broadcast of a signal 63 would further endanger him or her. Code 21 should be used discreetly so as not to alarm the perpetrator(s). An example would be: "Unit 3610 cancel any other car coming to my location; put me in-service Code 21."

Upon hearing a Code 21, officers will switch to the tactical frequency to receive instructions. If the Code 21 is given on the tactical frequency, officers will switch their radios to Zone 5. The officer's immediate supervisor will assume command until relieved by a SWAT supervisor. All personnel are reminded of the severity of this call. Use of emergency equipment near the scene should be avoided.

Code 22:

This code indicates that an officer responded to a call and he or she is not able to locate the address, caller, or trouble. When officers pull in code 22, the Communications dispatcher will dial the "call-back" number (when available) to attempt to obtain further information.

Code 23:

This code indicates that an arrest has been made or a citation is issued. Code 23 is used for both physical arrests and a copy of charges, including both general and traffic citations.



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Code 24:

This code indicates that an officer responded to a call and, after evaluating the situation, discovers that there is nothing to the call or report.

Code 25:

This code indicates that an officer has located an explosive device or a suspected explosive device.

Code 26:

This code indicates that an officer has arrived on a call. This code must be used on all calls as soon as the officer arrives on the scene of the call. Officers will ensure that the dispatcher acknowledges the code 26.

Code 28:

This code indicates that officers are requesting a wanted check from the Communications dispatcher. Code 28R is used by officers to request a wanted check and a record check from the Communications dispatcher. When the dispatcher gives the information for the officer's code 28 or 28R, the following response codes are used:

1. "A": Wanted (generic)
2. "B": No Wants
3. "C": No Record
4. "D": Homicide / Assault
5. "E": Rape
6. "F": Robbery
7. "G": Assault
8. "H": Burglary
9. "I": Auto Theft
10. "J": Other Felony
11. "K": Misdemeanor
12. "L": City Ordinance
13. "M": Narcotics

Code 30:

This code indicates that the Mayor or a member of the Mayor's family is injured or in danger.

Code 31:

This code indicates that an officer has removed the shotgun from the patrol vehicle for a non-administrative purpose.



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Code 32:

This code indicates that an alarm is out of service, or not operational.

Code 33:

This code indicates that CSI photos have been processed at the incident scene.

Code 34:

This code indicates that CSI prints have been processed at the incident scene.

Code 35:

This code indicates that CSI DNA has been processed at the incident scene.

Code 36:

This code indicates that CSI plaster has been processed at the incident scene.

4.4 Codes for Alarm Calls

When responding to an alarm call (Signal 2) it is the responding officer's responsibility to give the appropriate code to the dispatcher after the officer has made a thorough investigation and determined to the best of his or her ability the reasons for the alarm being activated. ONLY the following codes will be used when pulling in from an alarm call:

Code 6:	False alarm
Code 6S	False alarm (Special Circumstances: Weather related and multiple alarms within a geographical area)
Code 9B:	Handled by detectives
Code 9D:	Handled by the Fire Department
Code 9H:	Handled by Owner/Manager
Code 9J:	Handled by Alarm Company
Code 13:	No such number
Code 17:	Reports
Code 22:	Unable to locate
Code 23:	Arrest made (in conjunction with Code 17)
Code 32:	Alarm out

4.5 Codes for Code Enforcement

Code 91V:

Checking for persons, code infractions, and criminal activity at a secured or unsecured vacant/abandoned property.



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5. DEFINITIONS

Due Regard: Due regard is defined as how a reasonable, careful, and prudent officer, performing similar duties under similar circumstances, would act in the same situation.

6. CANCELLATIONS

APD.SOP.3088 "Signals and Codes," issued October 1, 2013

7. REFERENCES

O.C.G.A 40-6-6
O.C.G.A 40-6-14
O.C.G.A 16-11-61

City Ordinance subsection 74-137

APD.SOP.3190 "Juvenile Procedures"
APD.SOP.6010 "Communications"
APD.SOP. 4010 "Traffic"
APD.SOP.3030 "Arrest Procedures"

CALEA 5TH Edition Standard 41.2.1, 41.2.2, 41.2.7, 41.3.4, 61.2.1e; and 81.2.5f

Ga. Dept. Human Resources Form 1013