



**PUBLIC SAFETY COMMISSION
TUESDAY, OCTOBER 27, 2020
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Approval of Minutes

- [1.](#) September 22, 2020

Alcohol Applications

- [2.](#) (2) New Alcohol Applications

Comments, Questions, Concerns

Police Department

- [3.](#) Crime/Crash Statistics 2020
- [4.](#) Financial Statistics September 2020
- [5.](#) Written Directive Review

Fire Department

- [6.](#) Statistical Report for September, 2020
- [7.](#) Financial Report for September, 2020
- [8.](#) Reviewed SOG
 1. FO-12: Initial assignments for all structure fires and fire alarms
 2. FO-17: Truck operation at working structure fires
- [9.](#) New SOG
 1. M-1: Administering Naloxone (Narcan)
- [10.](#) Revised SOP
 1. GP-7: Residency requirements for Dalton Fire Department employees

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SEPTEMBER 22, 2020

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Bill Weaver, Commissioners, Luis Viamonte, Truman Whitfield, Anthony Walker via Zoom live, Fire Chief Todd Pangle, Police Chief Cliff Cason, Councilmember Annalee Harlan, and City Attorney Gandhi Vaughn. Commissioner Terry Mathis was absent.

AGENDA AMENDMENT

On the motion of Commissioner Viamonte, second Commissioner Truman, the Agenda was amended to reflect the following changes. The vote was unanimous in favor.

- Item #1 “Old Business” will become Item #2 on Agenda
- Item #2 “Personnel Matters will become Item #1 on Agenda
- Under “Old Business” add “Committee Assignment”
- Under Fire Department add Item #14 “Approval of new fire truck”

PERSONNEL MATTERS

1. Police Department – New Employee Confirmations

On the motion of Commissioner Whitfield, second Commissioner Viamonte, the Commission approved the following personnel as new Dalton Police Officers. The vote was unanimous in favor.

- Charles E. Walker
- Zachary C. Bell

2. Police Department – Employee Promotion Confirmation

On the motion of Commissioner Whitfield, second Commissioner Viamonte, the Commission promoted Officer David J. Saylors to the rank of Sergeant. The vote was unanimous in favor.

3. Police Department – Traffic Officer of the Year Award

Police Chief Cliff Cason presented the Traffic Officer of the year award to Officer Justin Smith. The Commission congratulated him on receiving the award and thanked him for his continued service to the safety of the public.

OLD BUSINESS

Comments by Commissioner Viamonte & Commissioner Walker – Study on college courses and programs for first responders with Dalton State College (Informational)

Commissioner Viamonte updated the Commission with regards to the progress being made in developing a program in conjunction with Dalton State College for the City’s first responders, with regards to further continuing education. Commissioner Viamonte and Commissioner Walker contacted Dalton State College President, Margaret Venable and other various staff members to get a better understating of programs available.

Commissioner Viamonte said it his understanding that at the present time, there is a survey will be conducted with first responders of the Fire and Police Department to gauge interest in furthering their education. Commissioner Viamonte and Commissioner Walker both believe having a program in place would help recruitment, retention, reward the first responders, boost up engagement, and boost the employee’s working environment.

Chairman Weaver thanked the Commissioners for their report and will look forward to additional reports in hope of developing the program.

OLD BUSINESS

.....Continued

Comments by Jason Parker on POAB + GPPF and Tuition Fund Program

Chairman Weaver asked City Administrator Jason Parker to update the Commission on the progress being made with regards to the approval and funding by the City Council on the Peace Officer's Annuity and Benefit Fund program (POAB) and the Georgia Fire Fighter Pension Fund (GPPF). In addition, to also update the Commission on the City of Dalton Tuition Fund Program.

City Administrator Jason Parker stated the City Council is currently evaluating the City's Defined Contribution Plan providers to ascertain if other providers can manage the plan better, in addition to reviewing the POAB and GPPF. Parker stated that although it is a different program and not connected, he believes it's relatable and hopes the City Council comes to a decision at an October 2020 Council meeting.

City Administrator Parker reported on the City's Tuition Fund Program stating the City currently budgets \$15,000.00 per year for tuition reimbursement and only \$5,000.00 gets used typically. Parker stated he believes there is a lack awareness of the program and its availability to City employees. The Commission stated they do not think the \$1,000.00 tuition reimbursement per year per participant has kept up with rising costs of tuition. City Administrator Parker stated that he would relay the message to the City Council in support of raising it, if he could demonstrate the demand for it from participants by enrolling in the program. The Commission thanked Jason Parker for his report.

Committee Assignment / Appointment

Chairman Weaver would like to create a Committee to review data already available to the Commission with regards to the types of emergency calls, and how they compare to other municipalities, counties, and the state. Chairman Weaver further mentioned he would like the report back by no later than November. The Committee would consist of Council member Harlan, Fire Chief Todd Pangle, and Commissioner Viamonte.

On the motion of Commissioner Walker, second Commissioner Whitfield, the Commission created the Committee. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of August 25, 2020. On the motion of Commissioner Viamonte, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for August 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of August, 2020, and gave a written and oral summary. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes is down by 18.1% when compared to the same month in 2019. Chief Cason further reported that during the month, there were 95 non-private property crashes and stated injury crashes increased from July 2020.

On the motion of Commissioner Viamonte, second Commissioner Walker, the report was approved. The complete report in its entirety is a part of these minutes. The vote was unanimous in favor.

Financial Statistics for August 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of August, 2020. Chief Cason reported that the department expended 63.4% of their 2020 budget and are 3.2% under budget, and on track for the fiscal year.

On the motion of Commissioner Viamonte, second Commissioner Whitfield, the financial report was approved. The complete report in its entirety is a part of these minutes. The vote was unanimous in favor.

POLICE DEPARTMENT

.....Continued

Written Directives

Police Chief Cliff Cason presented the following directives for approval:

- 2.4 Oath of Office and Code of Ethics
- 2.10 Complaint Review Policy
- 2.19 Vehicle Assignment
- 2.22 Accident Review Procedure
- 2.24 Use of Computers, Phones, and Related Technology
- 7.4 Criminal Investigations Organization and Administration

On the motion of Commissioner Viamonte, second Commissioner Whitfield, the Commission adopted the following Written Directives. The directives are a part of these minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

Monthly Statistical Report – August 2020

Fire Chief Todd Pangle presented the August 2020 Statistical Report to the Commission. Chief Pangle outlined details of the complete report that included the Incident Type Report, Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, Engine Company Pre-Plan Updates, and the Inspection Summary.

On the motion of Commissioner Viamonte, second Commissioner Whitfield, the Commissioners approved the August, 2020 Statistical Report for the Fire Department. A copy of the report outlining all incident values is a part of these minutes. The vote was unanimous in favor.

Monthly Financial Report – August 2020

Fire Chief Todd Pangle presented the Financial Report for the month of August 2020 to the Commission. Chief Pangle stated the department is .7% under budget for the month and on track for the fiscal year.

On the motion of Commissioner Viamonte, second Commissioner Walker, the Commissioners approved the Financial Report for the Fire Department. A copy of the report is a part of these minutes. The vote was unanimous in favor.

Breathing Air Compressor Fill Station Recommendation

Fire Chief Todd Pangle presented a bid quote for approval to purchase a “Breathing Air Compressor Fill Station” in the amount of \$58,349.10. On the motion of Commissioner Viamonte, Commissioner Whitfield, the Commission approved the purchase. A copy of the bid packet is a part of these minutes. The vote was unanimous in favor.

Standard Operating Procedures - SOP Reviewed

On the motion of Commissioner Viamonte, second Commissioner Walker, the Commission approved the following S.O.P reviews. The vote was unanimous in favor.

- S.O.P – FO-14 Mayday Procedures
- S.O.P – FO-16 Emergency Evacuation

Sutphen Fire Truck Purchase Approval

On the motion of Commissioner Viamonte, second Commissioner Whitfield, the Commission supports approval by the Mayor & Council to purchase of a Sutphen Heavy Duty 75’ Mid-Mount Aerial Ladder Truck. The approval was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Whitfield, the meeting was adjourned at 9:55 a.m.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

2020 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY OCTOBER 27, 2020

M&C MONDAY NOVEMBER 2, 2020

(2) 2020 ALCOHOL APPLICATION

1. Business Owner: God is Good, LLC
d/b/a: Tequila's Liquor
Applicant: Juan Carlos Jimenez
Business Address: 312 N. Glenwood Ave
Type: Package Beer, Package Wine, Package Liquor
Disposition: **New**

2. Business Owner: Logan's Roadhouse II, LLC
d/b/a: Logan's Roadhouse #427
Applicant: Audrea Mills
Business Address: 811 Walnut Square Blvd
Type: Pouring Beer, Pouring Wine, Pouring Liquor
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020**

SUMMARY OF DATA AND CRIME STATISTICS FOR SEPTEMBER 2020

General

Part 1 crimes have decreased approximately 20.5% when compared to year to date numbers from September 2019. Part 2 crimes also decreased by approximately 3% during the same time. Calls for service are 10.6% higher than in 2019. Traffic crashes have decreased by approximately 19.7% when compared to year to date numbers from September 2019.

DALTON POLICE DEPARTMENT
CRIME STATISTICS

	INCIDENTS				CLEARANCES				ARRESTS			
		2020	2019			2020	2019			2020	2019	
	9/20	9/19	YTD	YTD	9/20	9/19	YTD	YTD	9/20	9/19	YTD	YTD
Homicide	0	0	0	1	0	0	1	0	0	0	0	0
Rape	1	1	6	15	0	0	2	10	0	0	0	0
Robbery	2	3	15	5	0	3	7	6	0	3	5	6
Aggravated Assault	7	2	48	49	4	2	32	37	4	1	31	31
Burglary	10	12	71	84	7	3	13	23	6	3	22	20
Larceny - Theft	59	111	488	672	19	16	163	280	16	13	136	235
Motor Vehicle Theft	14	9	62	43	4	3	17	19	3	3	13	12
Arson	0	0	1	0	0	0	1	1	0	0	1	1
PART I SUBTOTAL	93	138	691	869	34	27	236	376	29	23	208	305

Part 2 Offenses	Total
Code Violation	125
Controlled Substance Offense	64
Warrant Served	46
Battery/Assault - Non-aggravated	38
Traffic Offense	36
Trespass of Real Property	36
Destruct/Damage/Vandalize Property	22
DUI	18
Disorderly Conduct	16
Forgery/Fraud	15



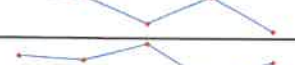

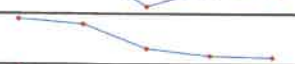






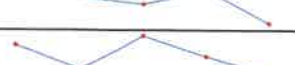




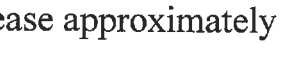
Traffic offenses decreased by approximately 59% in September 2020 compared to August 2020. DUI offenses decreased by approximately 38% when compared to August 2020. Calls for service increased by approximately 4% when compared to 2019. Citations showed a decrease of 1.4% compared to 2019 numbers.

	September 2020	September 2019
Calls for Service	3,610	3,486
Traffic Crashes	88	104
Citations	827	839

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2016-2020

September 2020

	2016	2017	2018	2019	2020	TREND
Part I Crimes YTD	1,003	917	897	869	691	
Homicides	0	0	0	1	0	
Rape	16	15	8	15	6	
Robbery	18	16	24	5	15	
Aggravated Assault	57	57	42	49	48	
Violent Crime Totals	91	88	74	70	69	
Burglary	140	101	102	84	71	
Larceny-Theft	727	660	658	672	488	
Motor Vehicle Theft	39	65	60	43	62	
Arson	6	3	3	0	1	
Property Crime Totals	912	829	823	799	622	
Violent Crime Clearance	69%	80%	59%	76%	61%	
Property Crime Clearance	37%	36%	35%	40%	31%	
Part I Arrests	321	286	264	305	208	
Citations	10,070	9,073	10,464	9,600	8,842	
Calls for Service	33,743	30,412	31,711	33,030	36,544	
Traffic Crashes	1,048	1,056	1,026	1,033	829	

Analysis

In the year to date 2020 there have been 691 Part 1 crimes reported versus 869 in 2019 which shows an approximate decrease of 20.5%. Larceny-Theft crimes have decrease approximately 27.4% when compared to 2019 numbers.

There have been 69 violent crimes reported 2020 YTD compared to 70 reported violent crimes YTD 2019. Year to date property crimes have shown a decrease of approximately 22% when compared to 2019 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are significantly lower than the normal range. Violent crime numbers are slightly lower than the 5 year average.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
	9/20	9/19	2020 YTD	2019 YTD	9/20	9/19	2020 YTD	2019 YTD	9/20	9/19	2020 YTD	2019 YTD
Part I Offenses												
Homicide	0	0	0	1	0	0	1	0	0	0	0	0
Rape	1	1	6	15	0	0	2	10	0	0	0	0
Robbery	2	3	15	5	0	3	7	6	0	3	5	6
Aggravated Assault	7	2	48	49	4	2	32	37	4	1	31	31
Burglary	10	12	71	84	7	3	13	23	6	3	22	20
Larceny - Theft	59	111	488	672	19	16	163	280	16	13	136	235
Motor Vehicle Theft	14	9	62	43	4	3	17	19	3	3	13	12
Arson	0	0	1	0	0	0	1	1	0	0	1	1
PART I SUBTOTAL	93	138	691	869	34	27	236	376	29	23	208	305
Part II Offenses												
Other Assaults - not agg.	38	53	324	339	31	28	222	233	27	21	198	188
Forgery/Counterfeiting	7	6	39	86	3	3	16	36	1	3	9	32
Fraud	14	20	143	207	3	3	34	65	2	3	27	56
Embezzlement	1	1	2	9	1	2	2	10	1	1	2	4
Stolen Property	2	1	14	20	2	0	19	11	2	0	19	11
Vandalism	22	24	238	297	1	6	61	87	1	4	58	68
Weapons Violations	1	9	31	48	0	14	32	47	0	14	32	38
Commercial Sex	1	2	1	3	0	2	0	2	0	2	0	2
Other Sex Offenses	7	5	60	51	5	2	22	20	2	0	11	9
Drug Sales	6	11	45	72	7	16	63	95	6	16	56	94
Drug Possession	42	35	224	414	39	33	179	445	37	32	170	437
Gambling	0	0	0	1	0	0	0	0	0	0	0	0
Offenses Against Family/Children	8	3	59	41	5	1	45	24	5	1	44	23
Liquor Violations	8	8	47	63	6	8	37	54	6	8	33	53
Drunkenness	8	14	93	107	8	13	95	100	8	13	95	100
Other Disorderly Conduct	16	29	201	225	12	23	110	134	11	23	105	124
Curfew Violations	2	13	18	36	3	11	13	53	3	9	11	50
All Other Offenses	312	298	2773	2427	189	224	1433	1999	183	222	1584	1948
DUI	18	10	130	135	19	10	131	134	19	10	131	134
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	513	542	4442	4581	334	399	2514	3549	314	382	2585	3371
PART I AND II TOTAL	606	680	5133	5450	368	426	2750	3925	343	405	2793	3676
Crashes			2020	2019	Enforcement						2020	2019
	9/20	9/19	YTD	YTD					9/20	9/19	YTD	YTD
Public Roadway	88	104	829	1,033					470	504	5,072	5,729
									357	335	3,770	3,871
911 Calls	3,610	3,486	36,544	33,030					827	839	8,842	9,600

Summary of Significant Events for September 2020

20-006246	Aggravated Assault	426 Lester Ave
Officers responded to the area of Lester Ave to reports of shots fired. Upon arrival officers discovered several shell casings scattered about the roadway. As they approached the home, bullet holes were seen, mostly near the northeast window. Contact was made with family members who advised most were sleeping when the incident occurred. A canvas of the area was performed, but no one could be located. There were no injuries reported.		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020

20-006305

Motor Vehicle Theft

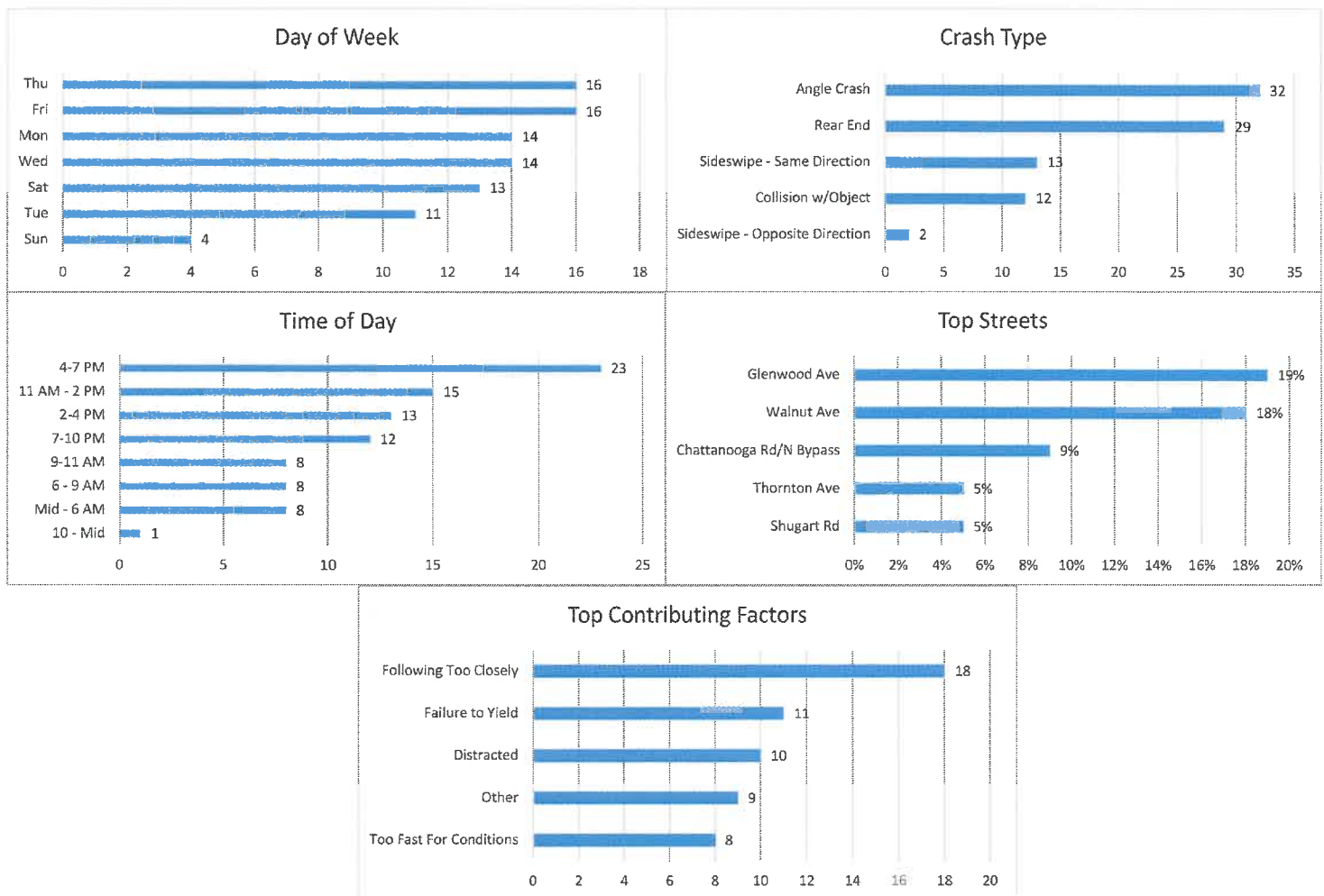
652 S Hamilton Street

The complainant reported the theft of a 2000 White Ford F250. He stated he went inside and left the vehicle unoccupied. When he returned the vehicle had been taken. At approximately 23:15 hours, dispatch received hit from Decatur, GA that they had located the stolen vehicle. The subject arrested in Decatur, GA had recently been released for an earlier motor vehicle theft in the same area of this theft.

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING OCTOBER 27, 2020

September 2020 Crash Statistics

In September 2020 there were 88 non-private property crashes reported. Injury crashes and total injuries increased from August 2020. Rear end and angle crashes were the most prevalent during September 2020. Disregard stop sign/signal was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave and Glenwood Ave had the highest number of crashes in September 2020. Glenwood Ave had the highest number of injuries during September 2020.



88 Crashes Reported in September 2020

- There were 7 less crashes in September 2020 than in August 2020.
 - 24 crashes reported in which injuries occurred.
 - That is one injury crash for every 3.7 crashes reported.
 - Multiple injuries were reported in 5 crashes.
- Total Injuries Reported
 - 31 injuries were reported.
 - 0 serious injuries were reported.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020

Top 5 Streets

- Glenwood Ave
 - 17 Total Crashes
 - 19.3 % of Total Crashes
 - 25.8 % of Injuries Reported (8 Injuries Reported on the Roadway)

- Walnut Ave
 - 16 Total Crashes
 - 18.2 % of Total Crashes
 - 22.6 % of Injuries Reported (7 Injuries Reported on this Roadway)

- Chattanooga Rd/N Bypass
 - 8 Total Crashes
 - 9.1 % of Total Crashes
 - 12.9 % of Injuries Reported (4 Injuries Reported on this Roadway)

- Thornton Ave
 - 4 Total Crashes
 - 4.5 % of Total Crashes
 - 6.5 % of Injuries Reported (2 Injuries Reported on the Roadway)

- Shugart Rd
 - 4 Total Crashes
 - 4.5 % of Total Crashes
 - 0 % of Injuries Reported (0 Injuries Reported on the Roadway)

Crashes Involving DUI

- 5 Reported Crashes involving DUI

Crashes Involving Speed

- 7 Reported Crashes involving Speed (Includes Too Fast for Conditions)

Crashes Involving Distracted or Inattentive Driver

- 10 Crashes Reported with Distracted or Inattentive Driver

Crashes Involving Drivers Following One Another Too Closely

- 18 Crashes Reported involving Following Too Closely

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020**

Crashes by Type

- Angle Crash 32 / 36.36%
- Rear End 29 / 32.95%
- Sideswipe – Same Direction 13 / 14.77%
- Collision with an Object 12 / 13.64%
- Sideswipe – Opposite Direction 2 / 2.27%

Days of the Week

- 14 crashes occurred on Mondays
- 11 crashes occurred on Tuesdays
- 14 crashes occurred on Wednesdays
- 16 crashes occurred on Thursdays
- 16 crashes occurred on Fridays
- 13 crashes occurred on Saturdays
- 4 crashes occurred on Sundays

Time of Day

- 0000- 0559-8
- 0600-0859-8
- 0900-1059-8
- 1100-1359-15
- 1400-1559-13
- 1600-1859-23
- 1900-2159-12
- 2200-2359-1

Top Contributing Factors

- Following Too Closely: 18 (20.45 % of all crashes)
- Failure to Yield: 11 (12.50 % of all crashes)
- Distracted: 10 (11.36 % of all crashes)
- Other: 9 (10.23 % of all crashes)
- Too Fast for Conditions: 8 (9.09 % of all crashes)

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020**

Based on the crash data from August 2020, Selective Enforcement Details were conducted in the following areas in September 2020:

- **Walnut Ave**
- **Chattanooga Rd**
- **Glenwood Ave**

There were 33 total Enforcement Details conducted in September 2020, resulting in 307 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of September 2020, details will be conducted in October 2020 in the following areas:

- **Walnut Ave**
- **Chattanooga Rd**
- **Glenwood Ave**

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 27, 2020

SUMMARY OF THE FINANCIAL STATISTICS FOR SEPTEMBER, 2020

The police department budget is on track for FY 2020, and we have expended approximately 73% of our 2020 budget at 76% of the way through the budget cycle. We are currently approximately 3% under budget for the year in our total budget.

Hazard pay due to COVID-19 has ended. As time progresses, we will work with the finance department to make any adjustments in salary and benefit lines that may need to be made. Our current lines that are under budget are in the area of operations. We believe there is sufficient funding within the budget to make any needed adjustments.

10/12/2020 14:52
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 99

0010 GENERAL FUND - OPERATING

141501 PD ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 000010 SALARIES-REGULAR	351,000	-1,160	349,840	286,941.86	.00	62,898.14	82.0%
141501 000011 SALARIES OVERTIME	1,290	0	1,290	705.50	.00	584.50	54.7%
141501 000016 SALARY - BONUS	0	1,160	1,160	1,158.14	.00	1.86	99.8%
141501 000020 FICA	27,625	0	27,625	22,308.02	.00	5,316.98	80.8%
141501 000030 PENSION	4,170	0	4,170	2,700.59	.00	1,469.41	64.8%
141501 000032 PENSION - DB PLAN	226,000	0	226,000	190,315.10	.00	35,684.90	84.2%
141501 000040 HOSPITALIZATION I	31,635	0	31,635	30,146.50	.00	1,488.50	95.3%
141501 000045 EE LIFE & DISABIL	2,100	0	2,100	1,920.36	.00	1,179.64	61.9%
141501 000050 GENERAL INSURANCE	106,105	1,000	107,105	109,705.00	.00	.00	100.0%
141501 000060 WORKER COMPENSATI	10,415	3,600	14,015	8,679.16	.00	1,735.84	83.3%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	101.92	177.37	4,720.71	5.6%
141501 000110 TELEPHONE	45,000	0	45,000	31,771.93	2,584.58	10,643.49	76.3%
141501 000120 TRAINING EXPENSES	15,000	-5,000	10,000	1,936.80	.00	8,063.20	19.4%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	60.00	.00	1,940.00	3.0%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	4,298.48	.00	4,701.52	47.8%
141501 000150 PRINTING	4,000	0	4,000	1,942.28	.00	2,057.72	48.6%
141501 000160 POSTAGE	3,500	0	3,500	650.60	46.80	2,802.60	19.9%
141501 000360 LEGAL FEES	15,000	0	15,000	6,048.18	.00	8,951.82	40.3%
141501 000410 GAS & OIL	5,800	0	5,800	2,194.03	.00	3,605.97	37.8%
141501 000440 SUPPLIES	800	0	800	262.83	22.98	514.19	35.7%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	381.75	.00	1,418.25	21.2%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	1,569.67	91.64	338.69	83.1%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	120,486.58	10,082.10	26,471.32	83.1%
141501 001300 MEALS	2,000	0	2,000	1,928.99	.00	71.01	96.4%
141501 001410 DUES/FEES/SUBSCRI	3,500	0	3,500	3,500.00	.00	.00	100.0%
141501 001665 RADIO SUBSCRIBER	25,000	-1,800	23,200	23,155.20	.00	44.80	99.8%
141501 001990 MISCELLANEOUS	2,000	0	2,000	90.91	.00	1,909.09	4.5%
141501 003226 CUSTODY OF PRISIO	120,000	-2,800	117,200	47,443.53	.00	69,756.47	40.5%
TOTAL PD ADMINISTRATION	1,180,580	-5,000	1,175,580	903,303.91	13,005.47	259,270.62	77.9%

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 PD PATROL							
141503 000010 SALARIES-REGULAR	3,377,600	0	3,377,600	2,609,212.46	.00	768,387.54	77.3%
141503 000011 SALARIES OVERTIME	101,000	0	101,000	36,135.11	.00	64,864.89	35.8%
141503 000020 FICA	270,065	0	270,065	200,164.14	.00	69,900.86	74.1%
141503 000030 PENSION	154,620	0	154,620	95,500.21	.00	59,119.79	61.8%
141503 000032 PENSION - DB PLAN	436,550	0	436,550	352,825.32	.00	83,724.68	80.8%
141503 000040 HOSPITALIZATION I	515,705	0	515,705	384,432.48	.00	131,272.52	74.5%
141503 000045 EE LIFE & DISABIL	20,300	0	20,300	14,924.05	.00	5,375.95	73.5%
141503 000060 WORKER COMPENSATI	95,900	0	95,900	79,916.66	.00	15,983.34	83.3%
141503 000120 TRAINING EXPENSES	114,000	-30,000	84,000	25,842.34	408.50	57,749.16	31.3%
141503 000130 VEHICLE EXPENSES	12,650	30,000	42,650	39,764.81	406.65	2,478.54	94.2%
141503 000130 SHOP VEHICLE EXP -	115,050	0	115,050	76,900.03	.00	38,149.97	66.8%
141503 000400 EQUIPMENT MAINT &	12,500	0	12,500	4,820.85	121.90	7,557.25	39.5%
141503 000410 GAS & OIL	173,990	-15,000	158,990	112,100.15	.00	46,889.85	70.5%
141503 000440 SUPPLIES	5,500	0	5,500	2,229.21	518.30	2,752.49	50.0%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	5,079.25	.00	4,920.75	50.8%
141503 000460 UNIFORMS	64,000	0	64,000	18,215.75	14,296.70	31,487.55	50.8%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	837.17	35.56	2,127.27	29.1%
141503 001300 MEALS	2,000	0	2,000	57.41	.00	1,942.59	2.9%
141503 001410 DUES/FEES/SUBSCRI	3,750	0	3,750	568.00	220.00	2,962.00	21.0%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	.0%
141503 001930 MISCELLANEOUS	5,000	0	5,000	613.35	115.00	4,271.65	14.6%
141503 039980 CAPITAL OUTLAY <	29,400	0	29,400	14,490.91	.00	14,909.09	49.3%
TOTAL PD PATROL	5,525,080	-15,000	5,510,080	4,074,629.66	16,122.61	1,419,327.73	74.2%

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141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	823,000	0	823,000	663,906.74	.00	159,093.26	80.7%
141504 000011 SALARIES OVERTIME	38,300	-11,000	27,300	13,364.35	.00	13,935.65	49.0%
141504 000020 FICA	67,085	0	67,085	50,998.80	.00	16,086.20	76.0%
141504 000030 PENSION	23,900	0	23,900	17,771.29	.00	6,128.71	74.4%
141504 000032 PENSION - DB PLAN	331,570	0	331,570	273,223.84	.00	58,346.16	82.4%
141504 000040 HOSPITALIZATION I	86,245	11,000	97,245	102,757.00	.00	-5,512.00	105.7%
141504 000045 EE LIFE & DISABIL	5,050	0	5,050	3,752.48	.00	1,297.52	74.3%
141504 000060 WORKER COMPENSATI	22,570	0	22,570	18,808.34	.00	3,761.66	83.3%
141504 000120 TRAINING EXPENSES	30,000	-6,000	24,000	7,652.90	.00	16,347.10	31.5%
141504 000130 VEHICLE EXPENSES	7,000	1,020	8,020	4,092.63	.00	3,927.37	51.0%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	357.58	.00	1,142.42	23.8%
141504 000410 GAS & OIL	19,390	0	19,390	12,066.88	.00	7,323.12	62.2%
141504 000440 SUPPLIES	3,000	0	3,000	756.56	.00	2,243.44	25.2%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	1,007.50	.00	2,992.50	25.2%
141504 000455 CLOTHING ALLOWANC	9,000	0	9,000	4,500.00	.00	4,500.00	50.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	307.14	.00	3,692.86	7.7%
141504 001300 MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410 DUES/FEES/SUBSCRI	4,500	0	4,500	1,492.91	159.99	2,847.10	36.7%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	918.00	.00	29,082.00	3.1%
141504 001660 COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	5,000	265.00	182.00	4,553.00	8.9%
141504 039980 CAPITAL OUTLAY <	5,000	0	5,000	4,786.21	.00	213.79	95.7%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,522,310	-4,980	1,517,330	1,182,786.15	341.99	334,201.86	78.0%

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141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	537,380	0	537,380	435,536.88	.00	101,843.12	81.0%
141507 000011 SALARIES OVERTIME	7,680	0	7,680	3,400.72	.00	4,279.28	44.3%
141507 000012 SALARIES-PART TIM	22,005	0	22,005	4,863.45	.00	17,141.55	22.1%
141507 000020 FICA	44,175	0	44,175	33,512.20	.00	10,662.80	75.9%
141507 000030 PENSION	17,580	0	17,580	9,946.53	.00	7,633.47	56.6%
141507 000032 PENSION - DB PLAN	171,950	0	171,950	114,628.63	.00	57,321.37	66.7%
141507 000040 HOSPITALIZATION I	67,205	0	67,205	60,340.02	.00	6,864.98	89.8%
141507 000045 EE LIFE & DISABIL	3,200	0	3,200	2,235.25	.00	964.75	69.9%
141507 000060 WORKER COMPENSATI	15,775	0	15,775	13,145.84	.00	2,629.16	83.3%
141507 000120 TRAINING EXPENSES	42,000	26,000	68,000	30,397.81	1,799.11	35,803.08	47.3%
141507 000130 VEHICLE EXPENSES	2,000	2,895	4,895	4,144.85	.00	750.15	84.7%
141507 000330 UTILITIES	48,000	0	48,000	33,100.87	.00	14,899.13	69.0%
141507 000410 GAS & OIL	7,300	0	7,300	3,474.41	.00	3,825.59	47.6%
141507 000440 SUPPLIES	2,400	0	2,400	1,748.46	30.30	1,221.24	59.3%
141507 000450 CLEANING ALLOWANC	600	0	600	899.50	.00	1,500.50	37.5%
141507 000460 CLOTHING ALLOWANC	4,000	0	4,000	300.00	.00	300.00	50.0%
141507 000460 UNIFORMS	3,200	0	3,200	1,555.39	733.50	1,711.11	57.2%
141507 001010 OFFICE SUPPLIES	2,500	0	2,500	2,440.53	298.18	461.29	85.6%
141507 001300 MEALS	2,100	0	2,100	.00	.00	500.00	.0%
141507 001410 DUES/FEES/SUBSCRI	600	0	600	214.41	250.00	1,635.59	22.1%
141507 001415 CREDIT CARD & BAN	7,500	0	7,500	286.72	.00	313.28	47.8%
141507 001610 APPLICANT TESTING	12,500	-1,750	10,750	2,421.75	167.25	4,911.00	34.5%
141507 001880 COMMUNITY SERVICE	0	5,725	5,725	4,160.74	.00	6,589.26	38.7%
141507 001880 15048 COM SCVS - D	1,500	0	1,500	5,724.75	.00	.25	100.0%
141507 001990 MISCELLANEOUS	109,145	-6,870	102,275	714.00	.00	786.00	47.6%
141507 084725 BUILDING/GROUNDS M				37,980.49	1,181.15	63,113.36	38.3%
TOTAL PD SUPPORT SERVICES	1,133,295	26,000	1,159,295	807,174.20	4,459.49	347,661.31	70.0%
TOTAL GENERAL FUND - OPERATING	9,361,265	1,020	9,362,285	6,967,893.92	33,929.56	2,360,461.52	74.8%
TOTAL EXPENSES	9,361,265	1,020	9,362,285	6,967,893.92	33,929.56	2,360,461.52	74.8%
GRAND TOTAL	9,361,265	1,020	9,362,285	6,967,893.92	33,929.56	2,360,461.52	74.8%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	120	-19,880	.00	.00	-19,880.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-18,280.00	.00	-41,720.00	30.5%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST EAR	-600	0	-600	-521.34	.00	-78.66	86.9%
210001 361100 TREAS INTEREST TRE	-30	-120	-150	-152.80	.00	2.80	101.9%
210001 392100 STATE PROCEEDS FRO	-10,000	0	-10,000	-4,584.46	.00	-5,415.54	45.8%
TOTAL REVENUES	-110,660	0	-110,660	-23,538.60	.00	-87,121.40	21.3%

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210415 EXPENDITURES

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	4,595.00	.00	13,405.00	25.5%
210415 000370 STATE COURT COSTS	12,500	0	12,500	3,298.60	.00	9,201.40	26.4%
210415 001990 JUSTI MISCELLANEOU	200	0	200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	653.00	.00	5,497.00	10.6%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	15,234.37	.00	11,145.63	57.7%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	37,000	0	37,000	.00	.00	37,000.00	.0%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENDITURES	106,730	0	106,730	23,780.97	.00	82,949.03	22.3%
TOTAL CONFISCATED ASSETS	-3,930	0	-3,930	242.37	.00	-4,172.37	-6.2%
TOTAL REVENUES	-110,660	0	-110,660	-23,538.60	.00	-87,121.40	
TOTAL EXPENSES	106,730	0	106,730	23,780.97	.00	82,949.03	
GRAND TOTAL	-3,930	0	-3,930	242.37	.00	-4,172.37	-6.2%

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 000350 610 FACILITY REPAIR	0	19,030	19,030	19,030.00	.00	.00	100.0%
370005 001020 445 COMPUTER SOFTW	60,000	-59,000	1,000	.00	562.28	437.72	56.2%
370005 039980 445 CAPITAL OUTLAY	0	18,750	18,750	15,478.74	3,004.56	266.70	98.6%
370005 039990 414 CAPITAL OUTLAY	295,000	271,870	566,870	157,684.48	289,446.60	119,738.92	78.9%
370005 039990 415 CAPITAL OUTLAY	369,450	17,135	386,585	7,667.08	359,757.60	19,160.32	95.0%
370005 039990 420 CAPITAL OUTLAY	293,000	266,270	559,270	471,918.84	62,301.40	25,049.76	95.5%
370005 039990 445 CAPITAL OUTLAY	0	40,250	40,250	40,214.34	.00	35.66	99.9%
370005 039990 610 CAPITAL OUTLAY	175,000	-19,030	155,970	89,571.00	.00	66,399.00	57.4%
370005 521210 610 CONTRACT SERVI	0	359,705	359,705	359,702.49	.00	2.51	100.0%
TOTAL EXPENDITURES	1,192,450	914,980	2,107,430	1,161,266.97	715,072.44	231,090.59	89.0%
TOTAL CAPITAL ACQUISITION FUND	1,192,450	914,980	2,107,430	1,161,266.97	715,072.44	231,090.59	89.0%
TOTAL EXPENSES	1,192,450	914,980	2,107,430	1,161,266.97	715,072.44	231,090.59	
GRAND TOTAL	1,192,450	914,980	2,107,430	1,161,266.97	715,072.44	231,090.59	89.0%

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DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE

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**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					98,123.31
1/29/2020	PO 21019064	Verizon - Nov 10 - Dec 9 Cell Phones		1,830.25	96,293.06
1/31/2020		Interest Credit	62.39		96,355.45
2/26/2020	PO 21019065	Verizon - Dec 10 - Jan 09 Cell Phones		1,688.83	94,666.62
2/26/2020	PO 21020001	Verizon - Jan 10 - Feb 09 Cell Phones		1,738.83	92,927.79
2/26/2020	19-002128	GOVDEALS - Seized F150 Sold	2,500.00		95,427.79
2/26/2020	19-002128	GOVDEALS - Seized Tires & Wheels Sold	205.00		95,632.79
2/26/2020		GOVDEALS FEES For Items Sold 19-002128, 18-003999, 18-007116		358.57	95,274.22
2/28/2020		Interest Credit	55.37		95,329.59
3/10/2020	PO 21020002	DA's Office - Jones Seizure Court Costs		881.60	94,447.99
3/10/2020	PO 21020003	Clerk of Court - Jones Seizure Court Costs		82.00	94,365.99
3/18/2020	PO 21020004	Elite Wrecker - Tow Seized Infiniti; 20-000497		100.00	94,265.99
3/18/2020	PO 21020005	Whaley's Towing - Tow 4 Seized Vehicles; 20-001409		460.00	93,805.99
3/27/2020	PO 21020006	Verizon - Feb 10 - Mar 09 Cell Phones		1,738.83	92,067.16
3/31/2020		Interest Credit	61.91		92,129.07
4/30/2020		Interest Credit	56.79		92,185.86
5/8/2020	PO21020007	Petty Cash Reimb - Title Seized 2006 Lancer; 19-006839		18.00	92,167.86
5/8/2020	PO21020008	Verizon - Mar 10 - Apr 09 Cell Phones		1,649.18	90,518.68
5/29/2020		Interest Credit	54.18		90,572.86
6/26/2020		Officers purchasing out of date department cell phones.	352.00		90,924.86
6/30/2020		Officers purchasing out of date department cell phones.	14.00		90,938.86
6/30/2020		Interest Credit	59.59		90,998.45
7/2/2020		Officers purchasing out of date department cell phones.	114.00		91,112.45
7/9/2020		Officers purchasing out of date department cell phones.	67.00		91,179.45
7/9/2020		CALEA Refund (Annual Continuation Fee)	3,617.46		94,796.91
7/21/2020		Officers purchasing out of date department cell phones.	75.00		94,871.91

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
7/31/2020		Interest Credit	59.57		94,931.48
7/31/2020	PO 21020009	Verizon - Apr 10 - May 09 Cell Phones		2,288.52	92,642.96
7/31/2020	PO21020010	Clerk of Court - Durkan Seizure Court Costs		82.00	92,560.96
7/31/2020	PO21020011	DA's Office - Pack/Thomas Seizure Court Costs		78.90	92,482.06
7/31/2020	PO21020012	Clerk of Court - Pack/Thomas Seizure Court Costs		82.00	92,400.06
7/31/2020	PO21020013	Verizon - May 10 - June 09 Cell Phones		1,962.28	90,437.78
7/31/2020	PO21020014	CALEA Yearly Continuation Fee		4,595.00	85,842.78
7/31/2020	PO21020015	Verizon - June 10 - July 09 Cell Phones		1,962.66	83,880.12
8/3/2020		Officers purchasing out of date department cell phones.	52.00		83,932.12
8/5/2020		Officers purchasing out of date department cell phones.	47.00		83,979.12
8/31/2020	PO 21020016	DA's Office - Bonds Seizure Court Costs		32.20	83,946.92
8/31/2020	PO 21020017	Clerk's Office - Bonds Seizure Court Costs		82.00	83,864.92
8/31/2020	PO 21020018	DA's Office - Ector Seizure Court Costs		360.00	83,504.92
8/31/2020	PO 21020019	Clerk's Office - Ector Seizure Court Costs		82.00	83,422.92
8/31/2020	PO 21020020	DA's Office - Adams-Hayes Seizure Court Costs		254.70	83,168.22
8/31/2020	PO 21020021	Clerk's Office - Adams-Hayes Seizure Court Costs		82.00	83,086.22
8/31/2020	PO 21020022	Verizon - Jul 10 - Aug 09 Cell Phones		1,975.68	81,110.54
8/31/2020		Interest Credit	53.43		81,163.97
9/9/2020	20-003854	Ector Seizure	3,600.00		84,763.97
9/9/2020	20-003369	Bonds Seizure	322.00		85,085.97
9/9/2020	20-001429	Thomas/Pack Seizure	789.00		85,874.97
9/9/2020	20-003435	Adams-Hayes Seizure	2,547.00		88,421.97
9/9/2020	18-000620	Jacobo-Martinez Seizure	1,766.00		90,187.97
9/9/2020	19-008171	Jones Seizure	8,816.00		99,003.97
9/9/2020	20-000497	Ruiz/Ramirez Seizure	440.00		99,443.97
9/21/2020		Officers purchasing out of date department cell phones.	62.00		99,505.97

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
9/28/2020	PO 21020023	Dalton Wrecker - Tow White Honda 20-004834		75.00	99,430.97
9/28/2020	PO 21020024	Verizon Wireless - Aug 10 - Sept 09 Cell Phone		1,918.39	97,512.58
9/28/2020	PO 21020025	DA's Office - Jones Seizure Court Costs		572.00	96,940.58
9/28/2020	PO 21020026	Clerk's Office - Jones Seizure Court Costs		82.00	96,858.58
9/28/2020	PO 21020027	DA's Office - Tancrede Seizure Court Costs		463.20	96,395.38
9/28/2020	PO 21020028	Clerk's Office - Tancrede Seizure Court Costs		82.00	96,313.38
9/30/2020		Interest Credit	58.11		96,371.49

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					27,071.62
1/31/2020		Interest Credit	17.24		27,088.86
2/28/2020		Interest Credit	15.59		27,104.45
3/31/2020		Interest Credit	17.82		27,122.27
4/30/2020		Interest Credit	16.72		27,138.99
5/29/2020		Interest Credit	16.17		27,155.16
6/30/2020		Interest Credit	17.86		27,173.02
7/31/2020		Interest Credit	17.31		27,190.33
8/31/2020		Interest Credit	17.32		27,207.65
9/30/2020		Interest Credit	16.77		27,224.42

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					0.48
1/31/2019		Balance			0.48
2/28/2020		Balance			0.48
3/31/2020		Balance			0.48
4/30/2020		Balance			0.48
5/29/2020		Balance			0.48
6/30/2020		Balance			0.48
7/31/2020		Balance			0.48
8/31/2020		Balance			0.48
9/30/2020		Balance			0.48

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: October 27, 2020
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.14		<u>Rules of Conduct</u>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
		Section II – Rewording
	1-9	Section III (A) – Rewording
	5	(A) (8) – Updated wording to match the City Handbook
	10-11	(B - E) – Rewording
	11	(F) – Rewording, new numbering
	12	(G) – Rewording, new numbering
	12-14	(H) – Rewording, items 9b and 9c were added to match the City charter
2.23		<u>Records Management System</u>
	1	Updated Revision and Re-evaluation dates
	7	Section XI – Rewording
		Section XII – Rewording
	8	Section XIII – Rewording
		Section XIV – This section was updated to match a new process being put in place by the I.T. Department for system backups.
	10	Section XVIII – New section for Media Protection that is required by GCIC
		Section XIX – New section for Security Incident Reporting / Handling that is required by GCIC
	11	Section XX – New section for Disposal of Information that is required by GCIC
3.10		<u>Off-Duty / Extra-Duty Employment</u>
	1	Updated Revision and Re-evaluation dates
		Section I – This section was restructured
		Section II – New section with wording moved from previous section
		Section III – Rewording
	2	Section IV – Rewording, new numbering, approvals now expire on Dec. 31 of each year, new numbering

	4	(B) (11) – New lettering, restructured item b, new item c
	5	(E) – New numbering
4.20		<u>Blood Borne Pathogens and Other Infectious Diseases</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Rewording, new numbering, more explanatory language added throughout the policy
4.27		<u>Responding to Suspicious Items – Biological Threats</u>
	1	Reworded the name of the policy Updated Revision and Re-evaluation dates Section I – Rewording Section II – Updated the biological weapon definition Section III – Rewording, new numbering
7.19		<u>Municipal Court and Municipal Meeting Security</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Rewording Section III – Rewording, new numbering and lettering
	4	Section IV – Rewording Section V – Rewording, new lettering Section VI – Rewording
	5	Section VII – Rewording, new lettering and numbering, new item B

DALTON POLICE DEPARTMENT

		Effective Date December 1, 1998	Number GO88-2.14
Subject Rules of Conduct			
Reference CALEA Standards – 1.2.9, 22.1.8, 26.1.1, 26.1.3, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 26.3.7		Revised April 24, 2018 October 27, 2020	
Distribution All Personnel	Re-evaluation Date April 2020 October 2022		No. Pages 13

I. Policy

Actions of employees that are inconsistent, incompatible, or in conflict with the values established by this ~~agency~~ **Department** negatively affect its reputation and that of its employees. Such actions and inactions thereby detract from the ~~agency's~~ **Department's** overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of ~~this~~ **the Dalton Police Department** that employees conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this ~~agency~~ **Department**.

II. Definition

Accountability – In the context of this policy, accountability means the duty of all employees to truthfully acknowledge and explain their actions and decisions, ~~without deception or subterfuge~~, when requested to do so by an authorized member of this ~~agency~~ **Department**. ~~without deception or subterfuge~~.

III. Procedures

A. Obedience to Rules of Conduct

All sworn and ~~civilian~~ **non-sworn** employees ~~will~~ **shall** be governed by the following general rules of conduct. Violation of any of these rules ~~will~~ **shall** be considered sufficient cause for disciplinary action up to and including ~~dismissal~~ **termination**.

1. Obedience to laws, regulations, and orders

- a. Employees shall not violate any law or any ~~agency~~ **Department** policy, rule, or procedure.
- b. Employees shall obey all lawful orders.

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- c. Employees must realize that every situation cannot be covered by a rule or regulation. Employees must use sound judgment, wisdom, and common sense in their decision-making.

2. Duty of Employees

Employees have a shared responsibility and proactive duty to prevent **police** misconduct by intervening, whenever reasonably possible, to prevent such misconduct. It is understood that timely intervention is not always possible. When timely intervention is not reasonably possible, employees are expected to report any misconduct of which they become aware in accordance with other policies established by this **agency Department**. The duty to intervene to prevent misconduct applies to all employees, regardless of rank or seniority.

- a. If a member becomes aware that a fellow member is about to commit misconduct, the member shall intervene, when reasonably possible, to prevent the misconduct.
- b. Intervention may consist **in** of a range of behaviors, including, but not limited to:
 - (1) Verbally calming or admonishing a member
 - (2) Preventing contact between a member and a subject or item
 - (3) Removing a member from a scene
 - (4) Physically restraining a member
- c. Employees shall use the minimum **level of** intervention reasonably likely to be effective.
- d. If a member intervenes with an Officer of higher rank or seniority and is rebuffed, the member shall, except in emergency circumstances, discontinue the intervention and, as soon as possible, report the incident to his or her immediate Supervisor and to the Chief of Police. If the higher-ranking member is the intervening member's direct Supervisor, the intervening member shall report the incident to the higher-ranking member's direct Supervisor and to the Chief of Police.
- e. In emergency circumstances, a member intervening with a member of higher rank or seniority shall continue intervention attempts despite being rebuffed and shall, as soon as possible, report the incident to his or her immediate Supervisor and to the Chief of Police. If the higher-ranking member is the intervening member's direct Supervisor, the intervening member shall report the incident

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to the higher ranking member's direct Supervisor and to the Chief of Police.

- f. Continued intervention attempts with a member of higher rank under emergency circumstances, despite the higher-ranking member's rebuffs, shall not be considered insubordination.
- g. A member whose actions have prompted another member to intervene shall not engage in any retaliation of any kind against the intervening member.
- h. A member who feels that another member's intervention was not justified or inappropriate may bring the matter to his or her Supervisor for resolution.
- i. Nothing in this policy shall be construed to permit a member to disregard the lawful order of a higher-ranking member.

3. Accountability and Responsibility

- a. Employees are directly accountable for their actions through the chain of command to ~~this the agency's~~ Chief ~~Executive Officer~~ of Police.
- b. Employees shall cooperate fully in any internal administrative investigation conducted by this or any other authorized ~~agency~~ Department and shall provide complete and accurate information in regard to any issue under investigation.
- c. Employees shall be accurate, complete, and truthful in all matters.
- d. Employees shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability; nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
- e. Employees who are arrested, cited, or come under investigation for any criminal offense in this or any other jurisdiction shall report this fact to a Supervisor as soon as possible.
- f. Employees shall not engage in any conduct or activities, on or off duty, that reflect discredit on the employees, tend to bring this ~~agency~~ Department into disrepute, or impair ~~it's~~ the Department's efficient and effective operations.

4. Duty of Supervisors

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- a. The primary responsibility for maintaining and reinforcing employee conformance with the standards of conduct of this Department shall be with the employee and the first line Supervisors.
 - b. Supervisors ~~will~~ shall enforce the rules, regulations, and policies of this Department. They ~~will~~ shall not permit, or otherwise fail to prevent, violations of the law, Departmental rules, policies, or procedures. When possible, they ~~will~~ shall actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.
 - c. Supervisors shall familiarize themselves with the employees in their unit and closely observe their general conduct and appearance on a daily basis.
 - d. Supervisors ~~should~~ shall remain alert for indications of behavioral problems or changes that may affect an employee's normal job performance. Such information ~~should~~ shall be documented by the Supervisor.
5. Conduct toward Fellow Employees
- a. Employees shall conduct themselves in a manner that will foster cooperation among all employees of this ~~agency~~ Department, ~~sharing~~ exhibiting respect, courtesy, and professionalism in their dealings with one another.
 - b. Employees shall not use language or engage in acts that demean, harass, or intimidate another person (see policy GO96-3.7, Harassment and Discrimination in the Workplace.)
6. Conduct toward the Public
- a. Employees shall conduct themselves toward the public in a civil and professional manner that connotes a service orientation and that ~~will~~ fosters public respect and cooperation.
 - b. Employees shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude, ~~or~~ refrain from language that may belittle, ridicule, or intimidate the individual, ~~or~~ and act in a manner that does not unnecessarily delays the performance of their duty.
 - c. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, employees shall adhere to this ~~agency's~~ Department's use of force policy and shall observe the civil rights and protect the well-being of citizens in their charge.

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- d. All employees are issued official ~~agency~~ Department identification with their photograph and position within the ~~agency~~ Department. Upon request, ~~agency~~ employees ~~will~~ shall furnish this identification in a respectful and professional manner. Any employee actively working in an undercover position or assignment shall be exempt from honoring this request unless ~~they have~~ he / she has identified themselves as an employee of the Department. When ~~an~~ employees ~~is~~ are conducting official ~~agency~~ Department business over the phone, they ~~will~~ shall clearly state their name and ~~agency~~ who they work for.

7. Use of Alcohol and Drugs

See ~~policy~~ GO97-3.8, Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse and Employee Assistance.

8. Use of Tobacco Products

~~While on duty, a member shall not use a tobacco product unless in a designated area and not while conducting police business. (See also City of Dalton Ordinance sec.2-397)~~

- a. Employees are strictly prohibited from smoking and / or using tobacco or tobacco products anywhere on City of Dalton property during the employees' working hours, which includes lunch hours and any break periods.
- b. For the purpose of this policy, City of Dalton property includes all land, buildings, structures, parking lots, and means of transportation owned, operated, or leased by or to the City and any locations, including private property, where an employee is engaged in official business.

9. Duties and Responsibilities

a. ~~Reporting Address and Telephone Number~~

~~Officers and~~ All employees ~~will~~ shall have a working telephone at their residence and ~~will~~ shall register their correct residence address and telephone number with the ~~police~~ Department. Any change in address ~~must~~ shall be reported immediately.

b. ~~Supplies or Services~~

~~Officers and other~~ No employees ~~will~~ shall not use ~~agency~~ Department supplies or resources for personal use. The use of the time, facilities, equipment, or supplies of the Department for private gain or advantage is prohibited.

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c. ~~Bulletin Boards~~

Employees are responsible for reading notices posted on official bulletin boards, which are located in each Division.

d. ~~Exchange, Alteration, or Transfer of Badge, Patch, or Logo~~

The official badge, patch, or logo of the agency Department shall ~~will~~ not be altered, transferred, or exchanged, except as authorized by the Chief of Police.

10. Abuse of Law Enforcement Powers or Position

a. All employees are prohibited from receiving gifts.

(1) Gifts are described as:

Food (including free or discounted meals while on or off duty), lodging, transportation, personal services, gratuity, subscription, membership, trip, loan, extensions of credit, forgiveness of debt, advance or deposit of money, or anything of value.

(2) Gifts shall not include

- (a) Legitimate salary, benefits, fees, commission, or expenses associated with a recipient's non-public business employment, trade, or profession.
- (b) An award plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private, or public service or achievement.
- (c) Food or beverages and registration at group events to which all employees of an agency the Department are invited.
- (d) Actual reasonable expenses for food, beverages, travel, lodging, and registration provided to permit participants in a meeting related to official or professional duties, if participation has been approved in writing by the Chief of Police or Division Commander.
- (e) Promotional items generally distributed to the general public.

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- (f) A gift from a relative or personal friend of the employee.
 - (g) Food, beverage, or expenses afforded employees, relatives, or others that are associated with normal or customary business or social functions or activities.
- b. Employees shall not use their authority or position for financial gain, for obtaining or granting privileges or favors, not otherwise available to them or others, except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, or to barter, solicit, or accept any goods or services (to include gratuities, gifts, discounts, rewards, loans, or fees), whether for the Officer or for another.
- c. Employees shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property or any property held or released as evidence.
- d. Employees shall not solicit or accept contributions for this ~~agency~~ **Department** or for any other agency, organization, event, or cause without the expressed written consent of the Chief of Police or his / her designee.
- e. Employees are prohibited from using information gained through their position as a law enforcement member to advance financial or other private interests of themselves or others.
- f. Employees who institute or reasonably expect to benefit from any civil action that arises from acts performed under color of authority shall inform their ~~commanding officer~~ **Division Commander**.

11. Off-Duty Police Action

- a. Officers shall not use their police power to resolve personal grievances (e.g. those involving the Officer, family, employees, relations, or friends), except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, Officers shall summon on-duty ~~police~~ **law enforcement** personnel and **notify** a Supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.
- b. Unless operating a marked police vehicle, off-duty Officers shall not arrest or issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that Officers would reasonably be expected to take appropriate action.

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12. Prohibited Associations and Establishments

- a. Arresting, investigating, or custodial Officers shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in the custody of **or actively being investigated by this agency Department**.
- b. Except in the performance of official duties, employees shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated.
- c. Employees shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or conspiracies.
- d. Employees ~~of the Department~~ shall avoid regular or continuous association or dealings with:
 - (1) Persons whom they know, or have reason to know, have been convicted of a felony within the past five years.
 - (2) Persons who have completed serving a term of incarceration for a felony conviction within the past five years.
 - (3) Employees ~~of the Dalton Police Department~~ may not frequent places, nor associate with persons or organizations, which may compromise the Department's image and reputation for integrity and fairness. This includes, but is not limited to, persons who are under investigation or indictment for any criminal act **and** persons who have an open and notorious reputation within the community for engaging in felonies or continuous or frequent violations of federal, state, or local criminal statutes, laws, or ordinances.
 - (4) This policy shall not apply where such association or dealings with such persons are necessary for the performance of the member's official duties or where such association or dealings are unavoidable because of the member's familial relationships.

13. Ethical Requirements and Avoidance of Conflicts of Interest

- a. All ~~managers, Supervisors, Officers and~~ employees ~~of the Dalton Police Department~~ are required at all times to conduct themselves in their personal, private, and professional lives **and in their dealings with all superiors, peers, subordinates, and members of the public**

RESTRICTED LAW ENFORCEMENT DATA

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in a manner that protects the interests of the City and the Department. ~~in their dealings with all superiors, peers, subordinates, and employees of the public.~~

- b. No ~~manager, Supervisor, Officer, nor other member of the Department~~ employee shall buy, receive, or sell anything of value from or to, nor engage in any intimate, romantic, or sexual contact or relationship with, any complainant, suspect, witness, defendant, prisoner, or other person involved in any case, except as may be specifically authorized by the Chief of Police.
- c. Intimate, romantic, or sexual involvement between a Supervisor or manager and any other employee is the type of conduct that can cause real or perceived conflicts of interest and that can result in charges and liability for sexual harassment. Even where such charges have no basis in truth, the City's legal defense to such charges is costly, and the resulting damage to its reputation for integrity and as an employer is often irreparable. This is a risk that the ~~Dalton Police~~ Department cannot accept. Therefore the ~~Dalton Police~~ Department ~~will~~ shall not tolerate dating, nor any other intimate, romantic, or sexual involvement, between any Supervisor or manager and any ~~Department~~ other employee, regardless of the positions of the individuals, the reporting relationships, the marital status of the individuals, and regardless of whether both parties freely consent to such relationships. When it is learned that such a relationship or activity has occurred, the superior ~~will~~ shall be subject to termination. Should a Supervisor or manager desire to date or become involved with an employee, the manager or Supervisor ~~should~~ shall first resign from employment with the Department.
- d. The ~~Dalton Police~~ Department ~~will~~ shall not condone personal relationships that may affect the day-to-day operations of the Department. Any employee that becomes involved in dating or any intimate, romantic, or sexual relationship with another employee shall report the relationship to his / her Supervisor(s) as soon as feasible.

14. Use of Equipment and Property

Employees are responsible for the careful use and maintenance of all Department equipment and / or property, including:

- a. All issued Department equipment
- b. All Department equipment or property that the employee uses or possesses
- c. All Departmental vehicles, buildings, and their contents

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B. Public Statements, Appearances, and Endorsements

1. Employees shall not, under color of authority:

- a. Make any public statement that could be reasonably interpreted as having an adverse effect upon Department morale, discipline, ~~or operation of the agency~~ or the perception of the public.
- b. Divulge, or willfully permit to have divulged, any information gained by reason of their position for anything other than its official authorized purpose.
- c. ~~Unless expressly authorized,~~ Make any statements, speeches, or appearances that could reasonably be considered to represent the views of this ~~agency~~ Department, ~~unless expressly authorized.~~

2. Endorsements

Employees ~~may~~ ~~shall~~ not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes, but is not limited to, the use of tow services, repair ~~companies~~, firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services, where there is a duty to make such endorsements.

C. Political Activity

Employees shall be guided by state law regarding their participation and involvement in political activities. Where state law is silent on this issue, employees shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of this ~~agency~~ Department:

1. Engage in any political activity
2. Place or affix any campaign literature on City-owned property
3. Solicit political funds from any member of this ~~agency~~ Department or another governmental agency of this jurisdiction
4. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures ~~on property owned by this jurisdiction~~
5. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public

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6. Demonstrate favor or discrimination against any person seeking employment because of political opinions or affiliations
7. Participate in any type of political activity while in uniform

D. Expectations of Privacy

1. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, Departmentally-owned vehicles, file cabinets, computers, cell phones, or similar areas that are under the control and management of this ~~law enforcement—agency~~ Department. While this ~~agency~~ Department recognizes the need for employees to occasionally store personal items in such areas, employees should be aware that these and similar places may be inspected or otherwise entered to meet operational needs, internal investigatory requirements, or for other reasons at the direction of the Chief of Police or his / her designee.
2. No member ~~of this agency~~ shall maintain files or duplicate copies of official ~~agency~~ Department files, in either manual or electric formats, in his or her place of residence or in other locations outside the confines of this ~~agency~~ Department, without express written permission.

E. Violence in the Workplace

Violence in the workplace ~~will~~ shall not be tolerated. Prohibited conduct includes, but is not limited to: threats, threatening behavior, acts of physical violence or related disruptive conduct, including conduct against persons or property that is sufficiently severe, offensive, or intimidating that it disturbs, interferes with, or prevents normal work functions and activities.

F. Attendance and Punctuality

1. Attendance and punctuality are important factors for ~~your~~ success. ~~We~~ Working as a team ~~and this~~ requires that each person be in the right place at the right time.
2. If an employee is going to be late for work or absent, ~~they~~ he / she must notify ~~their~~ his / her Supervisor before the start of ~~their~~ his / her workday. The employee is required to speak with ~~their~~ his / her Supervisor directly or, if ~~their~~ his / her Supervisor is not available, ~~they~~ he /she must speak with another Supervisor. It is not acceptable to have another person call for the employee, ~~or~~ leave a message with a co-worker, or leave a message on voicemail.
3. Excessive tardiness is generally defined as more than one unexcused incident of being tardy per quarter or an unacceptable pattern of absences and / or tardiness over an employee's employment history. Second or subsequent incidents of being tardy ~~will~~ shall result in disciplinary action.

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Excessive absenteeism and tardiness may result in termination. Attendance is simply one aspect of an employee's job performance and ~~will~~ shall be considered together ~~with~~ as a part of his / her ~~their~~ overall performance and attitude. This policy ~~will~~ shall be applied consistent with all applicable laws.

G. Job References

1. Employees ~~are~~ shall not ~~to~~ provide any reference regarding a current or former employee's employment with the ~~Dalton Police~~ Department.
2. Any request for a reference or employment history of any kind ~~should~~ shall be directed to the Professional Standards Unit. The response of the Professional Standards Unit or ~~their~~ designee's response ~~will~~ shall be limited to providing dates of employment and job positions.
3. Upon written request, with authorization from the former employee, further information may be provided. This information ~~will~~ shall only be given by the Professional Standards Unit or ~~their~~ designee, and no employee is authorized to provide any information of any kind concerning a current or former employee.

H. Disciplinary Action

1. Where a Supervisor perceives that an employee may be having or causing problems, the Supervisor ~~should~~ shall assess the situation and determine the most appropriate action. The following criteria ~~will~~ shall be used to determine what, if any, type of action shall be taken:
 - a. The seriousness of the incident(s) or issues
 - b. The circumstances surrounding the incident(s) or issues
 - c. The employee's past disciplinary record
 - d. The employee's past work experience
 - e. The overall negative impact to the organization caused by the incident(s) or issues
 - f. The likelihood of similar incidents or issues in the future
2. Discipline ~~will~~ shall generally be administered in a progressive fashion, ranging from verbal counseling to ~~dismissal~~ termination.
3. ~~2.~~ All Supervisors shall have the authority to initiate disciplinary action without approval from a higher authority and may utilize the following disciplinary techniques:

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- a. Counseling may be used by a Supervisor as follows:
 - (1) To determine the extent of any personal or job problems that may be affecting performance and to offer assistance and guidance
 - (2) To discuss minor and infrequent rule violations and to discuss the substance and importance of the rules with the employee
 - b. A Supervisor may also use retraining to refresh and reinforce an employee's skills. Training may be appropriate when the conduct was unintentional, ~~was~~ the result of a lack of knowledge, or involved slight negligence.
- ~~4.3.~~ The Supervisor shall document all instances of counseling and / or retraining used to modify an employee's ~~negative~~ behavior in the Department's performance evaluation program and shall be kept in accordance with state retention guidelines.
- ~~5.4.~~ If the Supervisor determines that the employee's actions warrant punitive actions beyond counseling and / or retraining, the matter shall then be forwarded to the Professional Standards Unit and ~~will~~ ~~shall~~ be addressed in accordance with ~~policy~~ GO88-2.10, Complaint Review Policy.
- ~~6.5.~~ The Chief of Police shall have the authority to determine if any other forms of discipline are warranted. This may include a written reprimand, suspension, demotion, or ~~dismissal~~ ~~termination~~. A record of these actions ~~will~~ ~~shall~~ be placed in the employee's personnel file and kept in accordance with state retention guidelines.
- ~~7.~~ If an employee's misconduct leads to ~~a dismissal~~ ~~termination~~, the employee shall receive a notice, which shall include the following:
- a. A written statement citing the reason for ~~the dismissal~~ ~~termination~~
 - b. Effective date of the ~~dismissal~~ ~~termination~~; ~~and~~
 - c. A statement of the status of ~~fringe and retirement~~ ~~accrued employee~~ benefits after ~~dismissal~~ ~~termination~~
- ~~8.6.~~ Nothing in this policy shall prevent any Supervisor from relieving an employee from duty due the egregious nature of his / her actions. The Supervisor may make an emergency relief of duty for up to one day, with pay, to allow the investigative process to begin.
- ~~9.7.~~ Appeal Process

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- a. If it was determined that the employee needed counseling, retraining, and / or received a written reprimand, he / she may appeal the decision, as outlined by [policy](#) GO11-3.18, Grievance Procedures.
- b. If the sworn employee was suspended, he / she may request a hearing before the Public Safety Commission.
- ~~c.b.~~ If the [non-sworn](#) employee was demoted, suspended, and / or ~~dismissed~~ terminated, or if the sworn employee was demoted or terminated:
 - (1) Employees hired prior to June 1, 1998 may appeal the decision to the City's Grievance Committee.
 - (2) Employees hired on or after June 1, 1998 may appeal the decision to the Director of Human Resources or the City Administrator.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO89-2.23
Subject Records Management System			
Reference CALEA Standards – 11.4.1, 82.1.1, 82.1.4, 82.1.5, 82.1.6, 82.2.3, 82.2.4, 82.3.4, 82.3.5		Revised February 25, 2020 October 27, 2020	
Distribution All Personnel	Re-evaluation Date February 2022 October 2022		No. Pages 16

I. Policy

It is the policy of the Dalton Police Department to operate and maintain various systems designed to manage data, information, and other hardware and computer systems intended to assist employees with achieving the Department's mission.

II. IT Department Function

The City of Dalton's Information Technology (IT) Department is responsible for managing the Department's computer systems, serving as system security, and serving as system coordinator. The IT Department provides information and support to other components of the Department, researches and designs programs for the Department and computer systems, serves as computer coordinator, and responds to user requests and problems regarding hardware and software.

III. Definitions

- A. *User* – A person who utilizes the system on a regular basis or makes periodic requests of the system.
- B. *Records Management System (RMS)* – Refers to the computerized system the Department uses to record, catalog, retrieve, and analyze data collected by the Department and other sources. The RMS is comprised of combinations of hardware components and application software, but includes all other data gathered by peripheral hardware, software, employee input, and other human and electronic resources.

IV. Administrative Reporting System

The administrative reporting system provides management with information regarding Department activities on a daily, monthly, and annual basis.

- A. The shift / section report, a summary of police activity that occurred during the shift, shall be completed at the end of each shift or detail and shall be transmitted via electronic mail and other means, as necessary, to all personnel. The Watch

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Commander shall be responsible for this report.

- B. The monthly activity report shall be a summary of Department activity and shall include activity totals for criminal activity, service activity, and arrests. This report shall be completed by the Intelligence Analyst and shall be generated through the use of the RMS. This report shall be transmitted via electronic mail and other means, as necessary, to all Supervisors.
- C. An annual summary of comparative data and statistics relating to the various components of the Department shall be compiled by the Assistant Chief of Police. The Chief of Police may use this summary in determining the success of various programs, setting future Department goals, and determining budgeting needs.
- D. A schedule of all periodic reports, reviews, and other activities mandated by applicable accreditation standards shall be maintained by the Chief of Police or his / her designee. The schedule may be reviewed at Command Staff meetings to ensure that all tasks are being completed.

V. **IT Department Administrative Responsibilities**

- A. The IT Department shall serve as the day-to-day manager of all Department hardware, software, data devices, telephony, and computer-related processes. On-going duties include, but are not limited to:
 - 1. Conducting and verifying the RMS backup procedures, including at least weekly verification of data integrity.
 - 2. Monitoring systems components for proper configuration, capacity, and function.
 - 3. Contacting and coordinating outside support resources and arranging necessary maintenance, repairs, or upgrades.
 - 4. Managing and completing computer work orders and other requests for hardware and software assistance.
 - 5. Performing an annual evaluation of all system components and processes and forwarding any recommendations in writing to the Chief of Police.
- B. The Division Commander of the Support Services Division is designated as the liaison to the IT Department.
- C. All personnel are responsible for helping to ensure the smooth day-to-day operation of the RMS by notifying the IT Department of problems and potential problems utilizing computer work orders or, in an emergency, direct communication.

VI. **Case Numbering System**

- A. A single case numbering system is used by the Whitfield County 911 Center for all case numbers that are assigned to personnel of the Department. Unique case

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numbers are assigned in sequential numerical order by dispatchers through a Computer Aided Dispatch (CAD) system. Case numbers are not omitted or duplicated. If a case number is canceled, a record of the cancelation shall be made in the CAD system.

- B. Case numbers shall have eight (8) digits. The first two (2) digits represent the year, followed by a dash. The remaining numbers are the generated case number. For example, the first case number assigned in 2012 was 12-000001. The next case number was 12-000002, etc.

VII. **Status of Reports**

- A. After a report has been reviewed and approved by a Supervisor, it shall be submitted to the Records Section no later than the next business day.
- B. The Records Section shall use a CAD Case Report Summary printout to compare the case number against the Daily Work Allocation Report to ensure that the original report has been received by the Records Section.
- C. During the approval process, a Supervisor may assign a case for further investigation. The name of the Officer / Investigator assigned for follow-up shall be entered into RMS. Supervisors shall enter a due date into the RMS for a status update within ten (10) days of the assigned date. The Officer / Investigator shall be responsible for reviewing the case and submitting a status update before the due date. Supervisors shall be responsible for ensuring assigned cases are updated according to the prescribed schedule and all follow-up reports are submitted in a timely manner.

VIII. **Data Entry**

- A. Incident Reports
 - 1. Law incident reports shall be accurately entered into the Records Management System (RMS). Reports shall be completed in a timely manner, either during or shortly after the shift on which the incident was reported. Supplemental reports shall be entered by the appropriate Officer or Investigator during follow-up.
 - 2. All documents, images, or electronic files shall be added to the RMS and linked to the correct law incident report(s), or, in some cases, entered into the Property and Evidence Section.
 - 3. Original and supplemental reports shall be reviewed by the appropriate Supervisor as soon as possible after submission. Supervisors shall return the report to the originating Officer for correction if there are errors.
 - 4. Upon final approval, the Supervisor shall electronically forward all reports to the Records Section.

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5. The Records Section shall audit all reports for accuracy, completeness, and NIBRS compatibility. If discrepancies are noted that need correction by the Officer, the Records Section shall notify the Officer.
6. Upon final completion, the Records Section shall move each report to the partitioned area of the RMS to maintain long-term integrity and guard against accidental changes. All partitioned reports shall be visible to Department members based on normal user permissions, but in a read-only capacity. Reports may be moved out of the partitioned area for further processing at the discretion of a Division Commander.
7. At the discretion of the Chief of Police, certain reports may be temporarily locked from general view during an active investigation.

B. Traffic Collision Reports

1. Traffic collision reports shall be completed accurately by the investigating Officer using the Georgia Electronic Accident Reporting System (GEARS). Reports shall be completed in a timely manner, either during or shortly after the shift on which the collision was reported.
2. Supervisors shall be responsible for reviewing each traffic collision report for accuracy and completeness. Supervisors shall review and approve or disapprove each report, rejecting reports with errors back to the Officer for correction. The reports are maintained within the GEARS database.

C. Field Interview Reports

1. Field Interview Reports (FIR) shall be entered accurately into the RMS by the originating Officer / Investigator during his / her tour of duty.
2. Supervisors shall be responsible for reviewing each FIR for accuracy and completeness. Upon approval, the FIR shall be forwarded electronically to the Records Section.
3. The Records Section shall be responsible for auditing all FIRs for accuracy, notifying the Officer / Investigator of any errors.

D. Traffic Citations

1. Officers are responsible for accurately entering traffic citation information into the appropriate citation software, which forwards the citation automatically to the RMS via the designated manner.
2. With Supervisor approval, Officers may issue paper citations, which shall be forwarded to the Records Section. The Records Section is responsible for manually entering paper citation data into the RMS.
3. The Records Section shall review each citation and written warning submitted to the RMS and verify that the offense location is properly geo-

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coded. The Records Section shall coordinate with the IT Department if assistance is needed in verifying the location or other data.

E. Data Entry Standards

1. Data entered into all Department paper and electronic records must comply with the Data Entry Standards outlined in Appendix A.
2. Every Supervisor and Manager in the Department is responsible for ensuring that data is accurate, as complete as possible, and in conformance with the Data Entry Standards.

F. Evidence and Property Data Entry

A Property and Evidence Technician (PET) shall be responsible for the entry of all evidence and property records within twenty-four (24) hours after having received them.

G. Training Data Entry

The Training Coordinator shall be responsible for the entry of all academy / technical training, formal education, and various qualifications and certifications after having received a record of said training or qualification.

H. Personnel Data Entry

The Chief of Police's Administrative Assistant is responsible for accurate entry into the RMS of all personnel data, including but not limited to:

1. Commendations / Awards
2. Promotions
3. Disciplinary action
4. Assignments and transfers
5. Payroll changes
6. Personal information

I. Issued Equipment Entry

PETs are responsible for accurate entry into the RMS of all Department and individual-issued property and equipment.

J. Vehicle Fleet Data

PETs are responsible for the accurate entry into the RMS of all vehicle fleet maintenance, repair, and fuel usage data.

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IX. **Accountability for Traffic Citations**

Traffic citations shall be accounted for from the point of issuance to the individual Officer through final adjudication by the court.

A. Issuance of Manual Citation Books

After the issuance of a manual citation book, the Officer shall initiate a record of the citation book to include citation numbers, Officer's name, and the date issued. After completion, the record shall be turned into a Supervisor for approval.

B. Issuance of Electronic Citations

The IT Department shall be responsible for assigning ticket ranges for the electronic citation system. Electronic citation numbers are issued to Officers at the point of submission and then uploaded into the RMS.

C. Citation Audits

1. A documented citation audit shall be conducted annually by the Patrol Division Commander or his / her designee. The audit shall consist of a sufficient representative sample of electronic and manual citations to ensure citations are accounted for.
2. If deemed necessary, the Chief of Police or Patrol Division Commander may direct any additional audits to be conducted on electronic or manual citations.
3. Lost or stolen citations shall be reported to the Patrol Division Commander via written memorandum.
4. The Patrol Division Commander shall make every effort to locate the citation(s) and, if not found, shall prepare a memorandum to the Chief of Police.
5. The memorandum shall list the citation number(s), results and explanation of the investigation of the lost or stolen citation(s), and actions taken.

D. Security of citations

1. All un-issued electronic citations shall be password protected and maintained by the IT Department until issued.
2. All un-issued manual citations shall be maintained in a secure area, accessible to Supervisors, until time of issuance.

X. **Privacy and Security of Central Records**

- A. Designated Department records in hard copy shall be maintained in the Records Section with accessibility for operations personnel, 24 hours a day.

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- B. Electronic Department records are accessible to employees at all times, via the Department's RMS, with security access and limitations inherent within each user's log-in and password. Passwords shall be in compliance with the standards as determined by the Support Services Division Commander.
- C. Physical access to the Records Section is controlled through an electronic keypad and is limited to employees and contractors with a legitimate need for access.

XI. **Release of Agency Department Records**

- A. Persons requesting information and / or records shall make the request by telephone, by mail (electronically or digitally), or in person at the Records Section window located on the first floor of the Police Services Center.
- B. Records shall be released in accordance with Georgia's Open Records Act. If a question arises concerning the release of records, the Support Services Division Commander shall make the determination as to the release and is authorized to seek guidance from the City Attorney regarding compliance with the Georgia Open Records Act.

XII. **Distribution of Reports / Records**

- A. Incident and supplemental reports are completed in RMS and are stored electronically. Traffic collision reports are completed and stored within the GEARS system.
- B. Copies of originals or computer-printed copies shall be used when records are requested approved for release. ~~Exceptions are for confidential investigations, until such time as the investigation is completed.~~
- C. The Department also participates in the National Incident-Based Reporting System (NIBRS) program. The records gathered are submitted electronically to the Federal Bureau of Investigation's NIBRS program.
- D. Anytime an employee completes a report of a juvenile or adult that needs follow-up action by the Department of Family and Children Services or Adult Protective Services, the employee shall fax or email the report to the appropriate agency utilizing a Department fax machine or device.

XIII. **Criminal History Records**

The computerized criminal history files for the State of Georgia are maintained by the Georgia Crime Information Center (GCIC). At the Department, criminal history records are generated within the Records Section, the Patrol Division, and the Criminal Investigations Division. All areas have controlled access, and each computer with access to GCIC must be accessed via a username and password. It is the responsibility of all personnel accessing GCIC criminal history records to ensure that the records are disseminated properly. The following reflects the various situations in which criminal histories may be obtained:

- A. Officers may receive criminal histories for investigative purposes.

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- B. With a signed consent form, criminal histories are generated for:
 - 1. All persons who desire to participate in the Ride-Along Program or the Citizen's Police Academy.
 - 2. Persons who wish to have a copy of their own criminal history.
- C. With a signed ~~Open Records Request~~ Criminal History Consent form, persons can receive limited criminal histories on other persons.

XIV. **Security of the Central Records Computer System**

To ensure the integrity of the Department's RMS and all associated electronic data stored on-site, the Department, **in coordination with the IT Department**, has developed on-going security processes.

- A. Storage / System Backup
 - 1. The Department's computer servers are securely stored within the "Server Room" located in the Records Section **of the Police Services Center**. Limited authorized access is controlled through a keypad entry to the room.
 - 2. **The Department's computer servers are backed up by secondary servers maintained at City Hall.**
 - ~~3.2.~~ The IT Department shall **ensure a backup of the all RMS data takes place** on a regular daily basis or more often, as necessary. **The backup shall be maintained and secured on a cloud-based storage system.**
 - ~~3. The backup shall be completed within the guidelines of the proper electronic processes and that backup shall be transferred to a backup medium and server.~~
 - ~~4. At least one full backup shall be transported to and stored in a bank safe deposit box on a weekly basis.~~
 - ~~5. The IT Department, the Support Services Operations Supervisor, and other personnel designated by the Chief of Police shall have access to the bank safe deposit box.~~
 - ~~4.6.~~ On a weekly basis, the IT Department shall verify that the backup procedures **have been** ~~was~~ successful **by analyzing the data contained within the backup.**
- B. System Access Security

The Records Management System has controlled access via an employee-specific user name and password. Passwords shall not be shared with anyone other than members of the IT Department. The level of access an employee has within the RMS coincides with the individual's position in the Department.

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C. Password Audits

At least annually, the Support Services Division Commander or his / her designee shall conduct an audit of all usernames and passwords. This audit serves to maintain the integrity of the system and the security of the records contained in the system.

XV. **Off-Site Electronic Data Storage**

In instances where electronic data is stored off-site using an outside service provider (i.e. PowerDMS, Guardian Tracking), the Department shall establish a written agreement with the service provider to address the following:

- A. Data ownership
- B. Data sharing, access, and security
- C. Loss of data, irregularities, and recovery
- D. Data retention and redundancy
- E. Required reports, if any
- F. Special logistical requirements and financial arrangements

XVI. **Disaster Recovery**

- A. In the event of a total or partial failure of data, hardware, or systems, the IT Department shall take immediate action to restore systems, data, and all functions. After conferring with the Chief of Police or his / her designee, the IT Department is authorized to contact outside resources, if needed.
- B. The IT Department shall be responsible for providing a written report of all hardware, software, and system process failures to the Chief of Police. This report should include, at a minimum:
 - 1. Diagnosis of the problem(s) and cause(s)
 - 2. The area(s) and / or function(s) affected
 - 3. Steps taken to correct the problem and resume operations
 - 4. Recommendations on how to avoid the problem or failure from recurring
- C. The IT Department shall be responsible for developing and maintaining a written Disaster Recovery Plan that outlines the following:
 - 1. Detailed description of the Department computer system backup procedures

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2. Detailed description of any offsite data storage procedures, including the physical location and method and frequency of data transfer
3. Schematic mapping of all Department network operations, including all connections with Department mobile units and locations outside the Police Services Center (City Hall, other departments, etc.).

XVII. Internal Records Maintained Outside of the Records Section

Most reports generated by the Department are maintained in the Records Section. Some records, usually those of an administrative or confidential nature or containing such information that renders them more appropriately stored in a specific unit or section, are maintained by various operational components and outside of the Records Section. These records include, but are not limited to, the following:

- A. Office of the Chief of Police – Personnel files, personal correspondence files, grievance files, disciplinary records, and critical incident review files.
- B. Criminal Investigations Division – Investigative case files and Confidential Informant files.
- C. Support Services Division – Professional Standards files, use of force reports, employment testing materials, and training records.
- D. Patrol Division – Selective traffic enforcement records, active extra patrols, radar / laser records, completed ride-along forms, and completed off-duty / extra-duty applications.

XVIII. Media Protection

- A. All employees are responsible for ensuring that access to digital and physical media in all forms is restricted to authorized individuals.
- B. All digital and physical media shall be securely stored within physically secure locations or controlled areas.
- C. All employees shall protect and control digital and physical media while transporting or possessing it outside of the controlled access areas of the Police Services Center.
- D. Digital and physical media containing Criminal Justice Information (CJI) shall not be left unsecured and / or visible in vehicles, offices, workspaces, or common areas within the Police Services Center where unauthorized individuals may come in contact with it.

XIX. Security Incident Reporting / Handling

- A. The City of Dalton's Director of Information Technology is designated as the Department's Local Agency Security Officer and shall be responsible for the following:

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1. Identifying who is using the Department's approved hardware, software, and firmware and ensuring no unauthorized individuals or processes have access to the same.
 2. Identifying and documenting how the equipment is connected to the State of Georgia's system.
 3. Ensuring that personnel security screening procedures are being followed, as required by GCIC.
 4. Ensuring the approved and appropriate security measures are in place and working as expected.
 5. Supporting policy compliance and ensuring the Department and GCIC are promptly informed of security incidents.
- B. Any mishandling, loss, or inadvertent or inappropriate disclosure of CJI / CHRI shall be immediately reported to the IT Department, Chief of Police, and GCIC.
- C. The loss or compromise of any Department-owned mobile device (smart phone, tablet, etc.) shall be immediately reported to the IT Department and the Chief of Police.
- D. In the case of a security incident, the IT Department shall be responsible for the incident handling, to include preparation, detection and analysis, containment, eradication, and recovery.
- E. All employees with access, including physical and logical access, to GCIC materials, records, and information shall follow the policies, rules, and procedures set forth by GCIC, NCIC, FBI CJIS Security Policy, and the laws of the State of Georgia.
- F. All employees shall complete Security Awareness training and recertification, as required by GCIC.

XX. **Disposal of Information**

- A. Media, both physical and digital, shall be disposed of properly by all employees, contractors, or other personnel with access, to include physical and logistical access to GCIC / NCIC data, sensitive and classified data, and media. This applies to all equipment that processes, stores, and / or transmits CJI, as well as sensitive and classified data.
1. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:
 - a. Shredding using Department shredders
 - b. Placed in a locked shredding bin for future destruction

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2. Electronic media (hard drives, tape cartridges, CDs, printer ribbons, flash drives, printer and copier hard drives, etc.) shall be disposed of by one of the following methods:
 - a. Overwriting (at least 3 times)
 - b. Degaussing
 - c. Destruction
- B. The IT Department shall be responsible for sanitizing Department computers, systems, and equipment that have been used to process, store, or transmit CJI and / or sensitive and classified data to ensure all stored information has been cleared upon being placed out of service.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

Dalton Police Department Data Entry Standards

All Dalton Police Department personnel shall use the standards and procedures set forth in this document for data entry to enhance accuracy and minimize the duplication of records and data in the system.

All entries made into the system will be made in Upper Case format.

Name Entry Standard

All names shall be entered with as much information as possible (e.g. Last, First, Middle, and Name Suffix). Full Legal Name, if known, shall be used at all times. Abbreviated versions or nicknames shall be listed as an alias to the real name. If parts of the name or other fields are unknown, leave the field blank. Do not enter UNK or NMN in any name field. Middle Initials are permitted, but do not use punctuation. No punctuation is to be used in the name fields except for hyphens and only under special circumstances.

<i>Example:</i>	<i>Last</i>	<i>First</i>	<i>Middle</i>
Correct	SMITH	RONALD	THOMAS
Correct	SMITH	RONALD	T
Incorrect	SMITH	RON	
Incorrect	SMITH	RONALD	T.

Name suffixes

Name suffixes shall not be entered in the last name field. This information will be entered in the suffix name field which is located directly after the middle name field.

Titles

Titles such as Doctor, Professor, Officer, Deputy, etc. shall not be entered in a name field. The suffix field may be used for titles. Abbreviations for titles are acceptable without the use of punctuation. Examples: MD, PHD, OFF, DEP

If the individual has both a professional title and suffix, the suffix shall be placed in the suffix field and the professional title in the comments field.

Multiple Surnames

If the legal name is hyphenated, enter the hyphenated name into the data field. The hyphen shall be placed between the two last names. Variations of the name can be added as aliases.

Example:

Correct Entry:

Real Name Screen	RODRIGUEZ-VASQUEZ	JOSE	ANGEL
1 ST Alias	RODRIGUEZ	JOSE	ANGEL
2 ND Alias	VASQUEZ	JOSE	ANGEL

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Incorrect Entry	RODRIGUEZVASQUEZ	JOSE	ANGEL
Incorrect Entry	RODRIGUEZ GONZALES	JOSE	ANGEL

Correct Entry:

Real Name Screen	SIMPSON-FIELDS	SHARON	A
1 ST Alias	SIMPSON	SHARON	A
2 ND Alias	FIELDS	SHARON	A
Incorrect Entry	SIMPSONFIELDS	SHARON	A
Incorrect Entry	SIMPSON FIELDS	SHARON	A

Names with Apostrophes

Names with apostrophes shall be entered with no apostrophe and no space between the letters. The name shall be entered as a single word.

(OBRIEN and ONEIL should be used instead of O'BRIEN and O'NEIL.)

Compound Names

Compound names shall be entered without spaces. For example, DE LA ROSA shall be entered as DELAROSA, ST. MARIE shall be entered as STMARIE, and VAN HOOSER as VANHOOSER. No punctuation is permitted with compound names.

Alias Entry Standard

A separate alias name record shall be created for any name other than the person's legal name. The alias entry shall only contain data in the name field, DOB field, and the SSN field.

An alias should only be entered when the entry person can absolutely state that the name in question refers to the same individual.

Business Name Entry Standard

Enter the name of a business in the last name field only. The word "The" shall be eliminated at the start of the business name for entry into the system. Omit corporate designations, such as INC, CO, and punctuation. Hyphens and ampersands (&) shall be used if they are part of the official name of the business.

Example:

Correct Entry:

Last: HOUSE OF PAIN	First:	Mid:
---------------------	--------	------

Incorrect Entry:

Last: THE HOUSE OF PAIN	First:	Mid:
-------------------------	--------	------

Incorrect Entry:

Last: HOUSE OF	First: PAIN	Mid:
----------------	-------------	------

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The ampersand (&) shall not be used to replace the “and” in business names, but may be used if the ampersand is a valid part of a business name. If used, the ampersand (&) shall have a space on either side of the ampersand character.

Example:

Correct Entry:

Last: BB & T

First:

Mid:

Incorrect Entry:

Last: BB&T

First:

Mid:

Business names that are numbers shall be entered as numbers. For example, HIGHWAY 5 CONSTRUCTION, 7-11, ABC 123, are all acceptable methods of entry.

Doctors, Dentists, and Attorney’s (the business, not the individual will be entered completely in the last name field. These names should not have any character inserted into the data field.

MARK H LEOPOLD DDS
GARY R DONATH MD

Address Entry Standard

Whenever possible, obtain a street address for all names that are entered into the system. A mailing address is the next best option. If both addresses are to be entered, the street address shall be entered into the address field and mailing address shall be added to the comments field. If the mailing address is a post office box, the designated abbreviation is PO BOX 123.

Standards for address entry into the system are based on the U.S. Postal Services Standardized Addressing Guidelines.

Address Parts

Address shall be in this order: House Number, direction, street name, and street type.

Examples: 1505 W WALNUT AVE
2759 N CEDAR ST

APT, ROOM, SUITE, BUILDING shall not be entered into the address. Simply replace the designation with a semicolon (;) and include the numerical value.

A semi-colon (;) shall be added after the street type for additional identifiers to the address, such as building number, apartment number, etc.

Examples: 1505 W WALNUT AVE; 123
2759 N CEDAR ST; B

Street Names

All street names will be listed with complete names. No abbreviations shall be used. WAL is not an acceptable for WALNUT AVE.

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All numbered streets shall use the numeric symbol. FIRST ST is not acceptable for 1ST ST. FIFTH AVE is not acceptable for 5TH AVE.

Fractional Addresses

Enter all fractional addresses as a fraction. (1/2, 2/3)

Intersections

Use a slash (/) to indicate an intersection such as HWY 52/AIRPORT RD

City Names

No abbreviations should be used for city names. DAL is not acceptable for DALTON.

Street Extensions

The following abbreviations are to be used:

Alley	ALY	Avenue	AVE
Boulevard	BLVD	Circle	CIR
Court	CT	Crossing	XING
Drive	DR	Highway	HWY
Heights	HTS	Lane	LN
Loop	LP	Mountain	MTN
Parkway	PKY	Place	PL
Post Office Box	PO BOX	Point	PT
Ridge	RDG	Road	RD
State Route	SR	Street	ST
Terrace	TER	Way	WY
North	N	Northeast	NE
East	E	Northwest	NW
South	S	Southeast	SE
West	W	Southwest	SW

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO94-3.10
Subject Off-Duty / Extra-Duty Employment			
Reference CALEA Standards – 4.3.1, 22.2.4, 22.2.5		Revised September 25, 2018 October 27, 2020	
Distribution All Personnel	Re-evaluation Date September 2020 October 2022		No. Pages 9

I. Policy

It is the policy of the Dalton Police Department to allow employees to participate in off-duty and extra-duty employment only within the limitations set forth by law and this directive. ~~The Department allows Officers and other employees to engage in off-duty or extra-duty employment~~ and as long as such off-duty or extra-duty employment does not interfere in any way with the employees' performance of their duties and responsibilities as ~~Police Officers and/or~~ employees of the Dalton Police Department. ~~In addition, the off-duty or extra-duty employment shall not place the employee in any situation where there may be a risk of real or apparent conflict of interest between the employee's employment with the Dalton Police Department, and the employee's off-duty or extra-duty employment. The purpose of this procedure is to set forth the guidelines, conditions, and restrictions relating to off-duty or extra-duty employment. It is the policy of the Dalton Police Department to allow employees to participate in off-duty or extra-duty employment only within the limitations set forth by law and this directive.~~

II. Purpose

The purpose of this procedure is to set forth the guidelines, conditions, and restrictions relating to off-duty and extra-duty employment.

III. Definitions

- A. *Extra-duty Employment* – Secondary employment wherein the actual or potential use of law enforcement powers is anticipated, and the employee is functioning in the capacity of a law enforcement employee ~~or agency of this Department,~~ although not on duty and not being paid from the ~~agency Department~~ payroll. In such an instance, the employee is considered to be working as an employee of the secondary employer or as an independent contractor, although his / her law enforcement authority arises out of his or her position within the ~~law enforcement jurisdiction of this Department.~~
- B. *Off-duty Employment* – Secondary employment entirely independent of the authority arising out of a position of a law enforcement agent of the ~~agency Department.~~ The employee is considered to be an employee of the secondary employer or an independent contractor and is not functioning nominally in the

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capacity of a law enforcement officer or employee of the ~~agency~~ Department.

IV. Procedures, Rules, and Regulations

A. Applications

1. An application for approval for off-duty or extra-duty employment ~~will~~ shall be submitted and reviewed through an employee's chain of command to the Chief of Police. ~~or his / her designee. together with~~
2. An Off-Duty Employer Assurance Agreement or an Extra-Duty Employer Assurance Agreement shall be completed by the prospective employer before the employee accepts the off-duty or extra-duty employment. The requests shall also include the significant aspects of the employee's prospective employment.
3. All requests for approval of off-duty or extra-duty employment must be reviewed and approved by the Chief of Police. The Chief of Police retains the authority to approve or disapprove any request and to withdraw previously-given approval for any employee's off-duty or extra-duty employment (O.C.G.A. §16-10-3).
4. All such requests are subject to being investigated by the Department to determine whether the off-duty or extra-duty employment is suitable for a Department employee.
5. Approvals for off-duty / extra-duty employment shall expire ~~after a 12-month period~~ on December 31st of each year or if the off-duty / extra-duty employer changes ownership. Employees must then re-submit an application and obtain approval from the Chief of Police in order to continue the applicable employment.

B. Accountability to Department

1. No employee may engage in any off-duty or extra-duty employment without the prior explicit approval of the Chief of Police.
2. Any employee engaged in off-duty or extra-duty employment shall conduct himself / herself in a manner appropriate for an employee ~~or Officer~~ of the Dalton Police Department.
3. Conduct during off-duty or extra-duty employment, which, if it occurred while an employee was on duty would result in disciplinary action, could result in withdrawal of the employee's permission to engage in the off-duty or extra-duty employment.
4. No employee ~~will~~ shall engage in off-duty or extra-duty employment for more than forty-eight (48) hours in any fourteen (14) day pay period.
5. No employee ~~will~~ shall be permitted to engage in extra-duty employment where the employee will be wearing ~~his~~ the Dalton Police Department

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uniform, using equipment issued by the Department, or employing ~~his~~ powers of arrest as a Peace Officer of the State of Georgia unless ~~his~~ the extra-duty employer has signed an agreement to waive all claims against the Department and to indemnify, hold harmless, and defend the ~~Dalton Police~~ Department from any liability growing out of the employee's extra-duty employment with said employer.

6. Any employee engaged in extra-duty employment, where the employee will be wearing ~~his~~ the Dalton Police Department uniform, using equipment issued by the ~~Police~~ Department, or employing ~~his~~ powers of arrest as a Peace Officer of the State of Georgia, shall only use Department-authorized firearms, ammunition, and less-lethal weapons.
7. No extra-duty employment ~~will~~ shall be allowed until the ~~Officer~~ sworn employee reaches solo status from the ~~Police~~ Field Training Officer (FTO) Program.

~~8.6.~~ Suitable Extra-duty Employment

- a. The Department will generally approve extra-duty employment for the safety of patrons at establishments such as:
 - (1) Movie theaters
 - (2) Skating rinks
 - (3) Retail shopping areas
- b. ~~Also,~~ Extra-duty employment will also generally be approved for traffic control for road construction, house moving, or community and church events.
- c. The Department may approve extra-duty employment for outside special events that are approved by the Downtown Dalton Development Authority and that are held in the Downtown District.

~~9.7.~~ Unsuitable Extra-duty Employment

No Officer shall participate in extra-duty employment without written permission from the Chief of Police. Written permission ~~will~~ shall not be given for:

- a. Extra-duty employment by, in, or around any establishment where alcoholic beverages are sold for on-site consumption, such as bars, night clubs, or lounges, regardless of the type of alcohol pouring license in effect
- b. Extra-duty employment where the employment is on behalf of a labor organization which is on strike, where the employees of the employer are on strike against the employer or where there is a lockout of employees at the location where the employee is to work

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- c. Extra-duty employment where the ~~off-duty~~ employment involves the serving of civil process, ~~or~~ the collection of money, or repossession of property
- d. Extra-duty employment that poses any real or apparent conflict of interest with those of the Department
- e. Extra-duty employment that involves the use of ~~Police~~ Department files, records, or other ~~police~~ information not ordinarily available to non-~~authorized personnel~~ ~~police Department Officers~~
- f. Extra-duty employment that ~~will~~ involves the use of Department property or equipment, unless the Chief of Police has specifically granted permission for ~~the~~ use of such equipment based on his / ~~her~~ finding that such use and employment will further the law enforcement efforts of the City
- g. Extra-duty employment that ~~will~~ involves the use of Department property of equipment, where said equipment or property will be subject to damage or loss
- h. Extra-duty employment that would jeopardize a pending criminal case or investigation

~~10.8-~~ Unsuitable Off-duty Employment

No employee shall participate in off-duty employment without written permission from the Chief of Police. Written permission ~~will~~ ~~shall~~ not be given for:

- a. Off-duty employment that would interfere in any way with the employee's performance of ~~their~~ his / her duties and responsibilities ~~as employees of~~ ~~for~~ the ~~Dalton Police~~ Department.
- b. Off-duty employment that would involve the employee in any situation where there may be a risk of real or apparent conflict of interest between the ~~employee's employment as an employee of the Dalton Police~~ Department and the employee's off-duty employment.

~~11.9-~~ Employees on Leave of Absence

- a. No ~~Officer or~~ employee ~~will~~ ~~shall~~ be permitted to engage in extra-duty employment ~~where~~ ~~when~~ the ~~Officer or~~ employee is on a leave of absence to recover from an illness or injury.
- b. ~~Written approval for off-duty employment, which was obtained before the injury or illness, will not be sufficient for the purposes of this paragraph. It will be the responsibility of the employee or Officer seeking approval of such employment or continuation of~~

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~~employment while on such leave to inform the Chief of Police of said leave status, and to obtain his written permission for the off-duty employment before engaging or continuing to engage in off-duty employment.~~ An employee may request written permission from the Chief of Police to engage in or continue off-duty employment while on a leave of absence to recover from an illness or injury. Approval for off-duty employment, obtained prior to the illness or injury, shall not be sufficient to meet this requirement.

- c. No employee shall be permitted to engage in off-duty or extra-duty employment when the employee is on a leave of absence due to a grievance action, disciplinary action, or while the grievance or disciplinary action is on appeal to the Public Safety Commission or Director of Human Resources / City Administrator.

C. Denial of Permission for Off-duty or Extra-duty Employment

Permission to engage in off-duty or extra-duty employment is a privilege rather than any employee's right. It may be granted, denied, or withdrawn for the convenience of the ~~Police~~ Department. Decisions to grant, deny, or withdraw off-duty or extra-duty employment permission are the exclusive right of the Chief of Police and are not subject to grievance or appeal. An employee who is experiencing behavior or performance problems or inadequacy may be denied the privilege to engage in or continue off-duty or extra-duty employment.

D. Insurance Coverage

Employees ~~will~~ ~~shall~~ not be covered under ~~the~~ City of Dalton benefit policies or insurance policies (including the City's workers' compensation insurance policy) for illnesses or injuries sustained while engaged in off-duty or extra-duty employment, nor ~~will~~ ~~shall~~ such employees be eligible to receive leave with pay for illnesses or injuries ~~which they~~ ~~sustained~~ during off-duty or extra-duty employment. Employees have the obligation to inform the off-duty or extra-duty employer of these facts and to obtain assurances from the off-duty or extra-duty employer that the employee will be covered under that employer's existing insurance policies.

E. Off-Duty / Extra-Duty Administrator

1. The Assistant Chief of Police shall be the off-duty / extra-duty employment administrator for the Department. He / she shall ensure compliance with all policies, processes, and other matters relating to off-duty / extra-duty employment.
2. If the Assistant Chief of Police determines an off-duty / extra-duty employment does not conform to this policy, he / she shall notify the Chief of Police with a recommendation to review or revoke the employment. The Chief of Police shall have final authority in all matters related to off-duty / extra-duty employment.

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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**DALTON POLICE DEPARTMENT APPLICATION FOR APPROVAL
OF OFF-DUTY/EXTRA-DUTY EMPLOYMENT**
(To be completed by employee)

Employee's Name _____

Present Assignment _____

Prospective Off-Duty/Extra-Duty Employer _____

Address _____

Type of Business _____

Prospective Immediate Supervisor _____

Business Phone _____ Work Detail From: _____ To: _____
(Date Range not to exceed 12 months)

Employment Duties:

Will Employee be required to work more than 48 hours in a 14-day period? _____ Yes _____ No

Will Employee be expected to wear Dalton Police Uniform? _____ Yes _____ No

Will Employee be expected to use Dalton Police Equipment? _____ Yes _____ No

Will Employee be expected to use police powers of arrest? _____ Yes _____ No

Will Employee be involved in collection of funds or repossession of property? _____ Yes _____ No

Will Employee be involved in service of civil process? _____ Yes _____ No

Will Employee be covered by Off-Duty/Extra-Duty Employer's
liability insurance policy? _____ Yes _____ No

Will Employee be covered by Off-Duty/Extra-Duty Employer's
Workers' Compensation Insurance Policy? _____ Yes _____ No

Does Employer sell alcoholic beverages to be consumed on premises? _____ Yes _____ No

This form must be completed (3 pages) and submitted together with Off-Duty/Extra-Duty Employer Assurance Agreement via chain of command for approval by the Chief of Police. The authorization will only be valid for a maximum period of 12 months. It is the employee's responsibility to ensure a new form is completed if the off-duty/extra duty employer changes ownership.

ADM ODE 940901 R1809

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OFF-DUTY/EXTRA-DUTY EMPLOYMENT APPROVAL APPLICATION

I _____ hereby make this request for approval of my Off-Duty/Extra-Duty employment. I certify that the information contained in my application is true and correct. I certify that I have read Dalton Police Department Order GO94-3.10 in its entirety. I certify that I will abide by all of its terms and conditions, that it will not conflict with my oath of office as a peace officer of the State of Georgia or the City of Dalton, and that I will not be working more than 48 hours in my Off-Duty/Extra-Duty job during any 14-day period.

I fully understand that pursuant to the Dalton Police Department policy, I will not be granted injury leave with pay if I become injured while on this Off-Duty/Extra-Duty employment. I will advise my prospective employer of this policy and his/her potential responsibility if I should receive an incapacitating injury; however, I do understand that I may use any sick leave I have accrued if I become physically incapable of reporting for duty due to an Off-Duty/Extra-Duty injury.

I fully understand that in working at an Off-Duty/Extra-Duty employment position I will not be working for the City of Dalton or its Police Department and that my time spent in Off-Duty/Extra-Duty employment will not be counted toward accrual of any overtime pay or other benefits from the Dalton Police Department.

I fully understand that nothing contained in this request will affect my obligation to the Dalton Police Department to be available for emergency service; and I will not accept this employment or any other employment without the express written consent of the Chief of Police. I understand that the City of Dalton will not be responsible to any person for any injury that I cause while performing my Off-Duty/Extra-Duty job, and that my Off-Duty/Extra-Duty employer will be solely responsible for such injury.

I fully understand that the Chief of Police is not obligated to approve my Off-Duty/Extra-Duty employment and that he may deny or withdraw his approval for my Off-Duty/Extra-Duty employment at any time and for any reason he deems appropriate including for the convenience of the Dalton Police Department.

Employee Signature/Date

Department employees are NOT permitted to work more than 48 hours of Off-Duty/Extra-Duty/regular Off-Duty/Extra-Duty employment during any one-pay period (14 days).

Date Requested: _____

Supervisor Signature: _____

Division Commander Signature: _____

Approved: _____
Chief of Police

Denied: _____
Chief of Police

Date: _____

Date: _____

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OFF-DUTY EMPLOYER ASSURANCE AND AGREEMENT
(To be completed by prospective Off-Duty Employer)

_____, (“employer”) hereby agrees that, in consideration for the Police Department of the City of Dalton granting permission to _____ (“employee”) to engage in Off-Duty employment by employer, the undersigned employer will hold the City of Dalton and its Police Department, its Police Chief, managers, supervisors, employees and agents harmless

I further agree, as a condition of the Chief of Police approving my employment of said employee, that I will cover said employee under my workers compensation insurance policy for any and all illnesses or injuries, which the employee may suffer in the course of performing his/her employment duties for me. I agree to pay all overtime pay due to the employee in any week in which the employee works more than 40 hours for me.

I understand that the Chief of Police may, at any time, and for any reasons which he deems reasonable in his absolute discretion, deny or withdraw permission for said employee to work for me,

Employer

Date

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EXTRA-DUTY EMPLOYER ASSURANCE AND AGREEMENT
(To be completed by prospective Extra-Duty Employer)

_____, (“employer”) hereby agrees that, in consideration for the Police Department of the City of Dalton granting permission to _____ (“employee”) to engage in Extra-Duty employment by employer, the undersigned employer will hold the City of Dalton and its Police Department, its Police Chief, managers, supervisors, employees and agents harmless and will pay for their defense from all liability that they might incur as a result of any action or omission either by the undersigned employer, or by said employee while working for or on behalf of the undersigned.

I further agree, as a condition of the Chief of Police approving my employment of said employee, that I will cover said employee under my workers compensation insurance policy for any and all illnesses or injuries, which the employee may suffer in the course of performing his/her employment duties for me. I agree to pay all overtime pay due to the employee in any week in which the employee works more than 40 hours for me.

I agree that the Chief of Police may, at any time, and for any reasons which he deems reasonable in his absolute discretion, deny or withdraw permission for said employee to work for me, and that said action will not entitle me to make any claim or engage in any suit against the City of Dalton or its Police Department or its Chief of Police, elected or appointed officials, or their subordinate managers supervisors employees and agents.

Employer

Date

ADM ODE NEW 940901 R1809

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO89-4.20
Subject Blood Borne Pathogens and Other Infectious Diseases			
Reference		Revised September 25, 2018 October 27, 2020	
Distribution All Personnel	Re-evaluation Date September 2020 October 2022		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department to provide guidelines to decrease the risk ~~of to~~ personnel who come in contact with persons who have infectious diseases, such as Acquired Immune Deficiency syndrome (AIDS) and hepatitis. Officers should assume that all persons are potential carriers of these diseases and that exposure to blood or bodily fluids increases the risk of infection.

II. Procedure

A. Exposure Prevention

1. All personnel ~~should~~ **shall** treat the blood and/or bodily fluids of all persons as potentially infectious.
2. Protective disposable gloves (**nitrile, latex, etc.**) shall be used to keep blood and other fluids off the skin where violence or an altercation is likely. ~~Disposable gloves will not protect the Officer so~~ It is recommended that ~~they~~ **Officers** wear puncture resistant gloves **over disposable gloves for additional protection.**
3. Extreme caution should be used during the search of suspected drug users or dealers to prevent accidental skin punctures by needles. Extreme caution must also be used when reaching into areas that are not visible, such as under car seats.
- ~~4.2.~~ If available, the Officer should use alcohol wipes or hand sanitizer to reduce the risk of contamination. ~~They~~ **Officers** should thoroughly wash their hands with soap and water as soon as possible **following contact with any blood or bodily fluids.**

B. Custody Procedures

1. Whenever it is necessary to transport a subject who has blood or other body fluids on their person, the Officer shall:

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- a. Not transport any other arrestee **at the same time**, if possible.
 - b. Notify any persons who may have contact with the subject of the potential contamination and presence of a contagious disease.
 - c. Include in the incident report any voluntary admittance of contagious diseases and / or **the** presence of body fluid.
 2. When a subject needs to be transported to the ~~E.R.~~ **hospital**, the Officer shall:
 - a. ~~Summons Request W.E.M.S.~~ **Request W.E.M.S.** EMS personnel through the Whitfield County 911 Center, unless immediate transportation is required.
 - b. Advise ~~W.E.M.S.~~ **EMS** personnel of any information concerning the presence of contagious diseases.
- C. Decontamination of Police Vehicles
1. Disinfection procedures shall be implemented as soon as possible after **the detection of** blood or other bodily fluid discharges **within or upon a Department vehicle**.
 2. A Supervisor shall be notified and the vehicle taken or towed to the Police Services Center, as soon as possible.
 3. Recommended disinfection procedures are as follows:
 - a. Affected vehicles, which cannot be easily disinfected, shall be immediately designated by the posting of an "Infectious Disease Contamination" sign, while awaiting disinfection. Signs will be available at the Police Services Center in the oil locker.
 - b. Protective disposable gloves ~~will~~ **shall** be worn during all phases of disinfection. Officers and maintenance personnel should be aware that rings, jewelry, or long fingernails may compromise the structural integrity of the gloves. ~~They should make certain the~~ Gloves **shall be inspected for tears and punctures prior to** ~~are not torn before they attempt to begin any phase of the~~ maintenance.
 - c. ~~While wearing~~ **Protective** disposable gloves **shall be worn to** wipe up any excess of blood or body fluids with disposable absorbent materials. ~~Then cleanse~~ **The area should then be cleansed** with soap or detergent and water. To disinfect the area, it should then be cleansed with a 1:10 dilution of household bleach and water and allowed to air dry for ten minutes.
 - d. All disposable contaminated cleaning items / gloves and the "Infectious Disease Contamination" sign shall be placed in red leak-proof plastic bags. The bags shall then be ~~transported to the HMC~~

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~~E.R. and given to a Public Safety Officer so that they can be~~ properly disposed of. The Officer should then thoroughly wash his / her hands with soap and water.

- e. Maintenance personnel and Officers shall be careful not to contaminate themselves during this cleanup regimen or when taking off their protective disposable gloves.

D. Handling and Storage of Property and Evidence

1. Any item containing any bodily fluid(s), suspected bodily fluids, or contaminated with any contagious disease shall be handled with gloves and treated as a bio-hazard.
 - a. If the stain or sample is dry, ~~it~~ the item should be placed in a paper bag. A proper evidence tag, evidence processing request, and special label shall be affixed to the outside of the package.
 - b. Any clothing or evidence known to be contaminated with suspected AIDS, Hepatitis B, or other contagious diseases ~~will~~ shall be clearly labeled. The label ~~in this manner~~ shall indicate: "BIOHAZARD".
2. If the evidence consists of a syringe and / or needle, it shall be photographed and disposed of in ~~the~~ a designated sharps container ~~located in the mail room~~. The photograph ~~will~~ shall be retained as evidence.
 - a. In the most serious cases, if the needle / syringe is to be processed for latent fingerprints, the syringe should be entered into evidence in a manner as to preserve the integrity of potential latent prints while also ensuring the safety of all persons that may come in contact with the item.
 - b. Liquid samples from a syringe should be transferred to a leak-proof container designed to store such liquids and ~~will~~ shall be treated as a biohazard.
 - c. Any syringe that is disposed of must be placed in a properly approved biohazard container.
3. ~~Employees should~~ always wash thoroughly with soap and water and / or a germicidal hand wash after handling any item suspected of being contaminated with blood or other bodily fluids. ~~Wash even if you have worn gloves. This should occur even if gloves were worn during the contact.~~
4. Persons working in areas where blood or other bodily fluids have been shed (for example, crime scene personnel working for protracted periods of time at homicide scenes) should wear anti-contamination clothing, such as suits, masks, boot covers, and gloves.

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5. Property and Evidence Technicians (PETs) shall ~~Section personnel will~~ adhere to a precise process when handling, processing, and storing potentially infectious disease-contaminated property and / or evidence.
 - a. Any clothing or other evidence known to be contaminated with suspected AIDS, Hepatitis B, or other contagious diseases ~~will~~ shall be clearly labeled. The label ~~in this manner~~ shall indicate: "BIOHAZARD".
 - b. All bloody clothing ~~will~~ shall be treated as if it is contaminated.
 - c. All bloody clothing or other evidence and ~~sacks the packaging containing the clothing or evidence items will~~ shall be handled with protective disposable gloves.
 - d. PETs ~~Property and Evidence Section personnel will~~ shall furnish protective disposable gloves to Officers, ~~detectives~~ Investigators, District Attorney office personnel, or others handling bloody clothing while in the Property and Evidence Section.
 - e. Any clothing known or suspected to be contaminated with any contagious disease or bodily fluid ~~will~~ shall only be handled by ~~Property Section personnel~~ PETs wearing proper protective equipment.
 - f. ~~The Property Section personnel~~ PETs shall wash their hands thoroughly with soap after handling any possibly contaminated ~~clothing or evidence item~~.
 - g. All contaminated property marked for disposal shall be kept in sealed plastic bags and placed in ~~an the~~ infectious disease receptacle in the Property and Evidence Section until transported for destruction.

E. Property Contamination

1. When Department-issued or personal property is contaminated by blood or bodily fluids in the line of duty, ~~Officers employees will~~ shall properly disinfect the items before continued use.
2. If it is determined that the item cannot be disinfected, it ~~will~~ shall be disposed of in accordance with the procedure set forth for contaminated items. The employee ~~will~~ shall be responsible for submitting an equipment replacement form to ~~their~~ his / her immediate Supervisor requesting the equipment be replaced.
3. The equipment replacement request ~~should~~ shall include:
 - a. The circumstance by which the property became contaminated

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- b. The name of the Supervisor who confirmed that disinfection procedures were not practical
- c. Whether any person was charged with destruction of public or private property due to the circumstance by which it became contaminated

F. Line of Duty Exposure to Infectious Diseases or Contaminated Materials

- 1. Documentation ~~will~~ shall be prepared when ~~Officers~~ employees have cause to believe they have had high-risk exposure during line of duty activities.
- 2. Examples of high-risk exposure ~~are~~ include:
 - a. The handling of bloody or wet items, where scratches, cuts, or open sores are noticed on the area of contact.
 - b. Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
 - c. Direct mouth-to-mouth resuscitation (CPR).
 - d. The receiving of a cut or puncture wound as a result of searching a person or property.
- 3.2. A Supervisor ~~will~~ shall be contacted and a ~~workman's compensation report will be completed~~ workers' compensation form WC-1, Employer's First Report of Injury or Occupational Disease, shall be initiated.
- 4.3. ~~Officers~~ Employees ~~will~~ shall be evaluated clinically and serologically for evidence of infection after the exposure. This ~~will~~ shall be ~~done through the department's health care physician~~ performed by one of the physicians listed on the City of Dalton's panel of physicians or the ~~hospital~~ emergency room at Hamilton Medical Center.

III. **Supplies**

- A. Watch Commanders shall ensure that adequate supplies are available for infectious disease control within their respective shift.
- B. Personal protection equipment, along with cleaning and disposal supplies consistent with OSHA standards, ~~will~~ shall be provided through the Division Commanders and / or the Property and Evidence Section.
- C. ~~Watch Commanders~~ Division Operations Supervisors ~~will~~ shall be responsible for the inventory and dissemination of supplies for infectious disease control. They ~~will~~ shall also initiate reordering procedures before supplies become depleted.

IV. **General Guidelines**

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- A. Discretion should be used by ~~Officers~~ all employees to limit the exposure to contagious diseases.
- B. Officers shall not eat or drink at crime scenes where bodily fluids are present or other contagious factors exist.
- C. ~~Officers~~ Employees should be aware that certain prescribed medications, such as steroids or asthma medication, may suppress their immune system and make them more susceptible to infectious diseases. ~~Officers~~ Employees should consult their private physician if they are taking prescription drugs.
- D. ~~Officers~~ Employees that are pregnant should be advised to report to their physician any direct contacts with bodily fluids in the line of duty.
- E. Employees should always wash ~~you're~~ their hands thoroughly with soap and water and or germicidal hand wash after contacting any item suspected of being contaminated with blood or other bodily fluids. ~~You should wash even if you have worn gloves.~~ This should occur even if gloves were worn during the contact.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date November 30, 2004	Number GO04-4.27
Subject Responding to Suspicious Mail Items – Biological Threats			
Reference		Revised September 25, 2018 October 27, 2020	
Distribution All Personnel	Re-evaluation Date September 2020 October 2022		No. Pages 3

I. Policy

It is the policy of the Dalton Police Department to respond to incidents of suspicious ~~mail items~~ or other biological threats in the same manner as other hazardous materials.

II. Definitions

- A. *Biological weapon* – ~~Any microorganism, such as a bacteria or virus, used intentionally to inflict harm upon others.~~ A harmful biological agent (such as a pathogenic microorganism or a neurotoxin) used as a weapon to cause death or disease, usually on a large scale.
- B. *Bioterrorism* – The concept of threatening or intimidating, either through overt action or mere implication, an injury or attack through the use of biological weapons. This includes hoaxes calculated to instill fear.

III. Procedure

A. Assessment

1. The initial response will vary depending on the size and scope of the threat.
2. The responding Officers ~~should~~ **shall** not:
 - a. Move, touch, or open the item
 - b. Smell or taste the contents
 - c. Allow anyone to clean up, if spilled
3. ~~The first responder~~ **Responding Officers** ~~should~~ **shall** perform a scene survey to determine the risk to themselves and others prior to approaching the suspicious item.
4. Officers should consider the size of the item and assume an explosive device / secondary device is possibly present if the item is large enough to contain such a device.

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5. If it is determined an explosive device is present, policy GO12-6.3, All Hazards Plan, ~~will~~ shall be followed prior to dealing with the biological threat. The Incident Command System ~~will~~ shall be initiated by the first responding Officer.
6. An interview should be conducted with the person reporting the suspicious item to determine:
 - a. Who has had physical contact with the item and are any indications of a medical emergency being exhibited
 - b. Why the caller believes the item is suspicious
 - c. If there is a return address on the item
 - d. If the item has been opened
 - e. If there are foreign substances inside
 - f. If anyone has called with a threat or indicated such by leaving a note that the item contains a threat
- 7.g. ~~Get~~ Request medical assistance for anyone determined to have had physical contact with the item. Keep victims away from non-contaminated individuals, when possible.
- 8.7. Observe the item from a safe distance or by using binoculars to determine:
 - a. If a powdery substance is present on the item.
 - b. If ~~mail~~ the item is from an unexpected or unfamiliar source.
 - c. If ~~mail~~ the item is addressed to someone no longer working or residing at the address.
 - d. If ~~mail~~ the item has no return address or one that cannot be verified as legitimate.
 - e. If ~~mail~~ the item has obvious misspellings of common words.
 - f. If ~~mail~~ the item is of an unusual shape, size, or weight. (Weight verified by anyone handling the item prior to Officers' arrival)
 - g. If ~~mail~~ the item has an unusual amount of tape or string.
 - h. If ~~mail~~ the item is marked personal or confidential.
 - i. If ~~mail~~ the item has a strange odor or stain.

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- j. If ~~mail~~ the item has a postmark that does not match the return address.
 - k. If ~~mail~~ the item has excessive postage.
 - l. If ~~mail~~ the item is addressed in block print or is written / typed poorly.
 - m. If ~~mail~~ the item has protruding wires or aluminum foil.
 - n. If ~~mail~~ the item has a sound coming from it.
- 9.8- If it can be determined that a threat does not exist or it is a hoax, a report ~~will~~ shall be prepared and the item taken into evidence for further investigation by local, state, or federal employees.
- 10.9- The Federal Bureau of Investigation ~~will~~ shall be notified concerning all acts of terrorism.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO98-7.19
Subject Municipal Court and Municipal Meeting Security			
Reference CALEA Standards – 73.1.1, 73.3.2, 73.4.3		Revised September 25, 2018 October 27, 2020	
Distribution All Personnel	Re-evaluation Date September 2020 October 2022		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department to provide security for Dalton Municipal Court (DMC) sessions and other municipal meetings, which includes the safeguarding of the DMC judge, ~~Municipal Court / DMC~~ and other City of Dalton employees, elected officials, and citizens in attendance. ~~attending Municipal Court / Meeting.~~

II. Role and Authority

The ~~Dalton Police~~ Department ~~will~~ shall be responsible for the security of ~~Municipal Court DMC sessions~~. The Patrol Division Special Operations Sergeant is responsible for ensuring that ~~court~~ security duties are carried out properly for court sessions and municipal meetings.

III. Officer Responsibilities

A. Equipment

Officers ~~serving as~~ providing security ~~of for Municipal Court~~ the DMC courtroom shall ~~will be in full uniform and duty gear~~ wear the Class B uniform. ~~Gun retention must be kept foremost in mind. The~~ Officers ~~will~~ shall have access to the following equipment:

1. Duty gear
2. Two-way radio communication
3. Handheld and / or portable walk-through metal detectors
4. Appropriate restraining devices

B. Duties

1. Two (2) Officers ~~will~~ shall be assigned to each court session. Additional Officers may be assigned, if conditions warrant. Additionally, any other Officers attending court as witnesses ~~will~~ shall be available to assist with

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security duties, if needed.

2. The Officers' duties shall include:

- a.1- Announce the opening and closing of ~~Municipal Court~~ the DMC session.
- b.2- Assist ~~the citizens~~ those attending ~~Municipal Court~~ the DMC session.
- c.3- Respond to any emergency situation at ~~Municipal Court~~ the DMC courtroom.
- d.4- Protect the judge, and control the conduct of persons placed into custody.
- e.5- Coordinate and supervise all aspects of security for ~~Municipal Court~~ the DMC session.
- f.6- Conduct a search of the courtroom for contraband ~~prior to the start of the session.~~
- g.7- Ensure all arrestees are properly restrained and controlled.

C. Courtroom Access / Security

- 1. Prior to court proceedings beginning, two (2) Officers shall be required to screen persons entering the courtroom. The purpose of these security screenings is to ensure court attendees are not in possession of weapons, contraband, or other items that would affect the security and operations of the court. Handheld and / or portable walk-through metal detectors and visual searches ~~will~~ shall be used to aid the screenings. Individuals with pacemakers ~~will~~ shall be manually searched by the Officer providing courtroom security.
- 2. Persons seeking entry into the courtroom are subject to a limited search for administrative purposes. Any person who refuses to surrender a suspicious object or container, or to submit to a search of themselves or containers in their possession, ~~will~~ shall be denied access ~~to the Court.~~
- 3. ~~Hand-carried~~ Articles being carried, such as purses, umbrellas, ~~etc., will not be allowed in the courtroom. Articles, such as~~ suitcases, briefcases (except those carried by attorneys), packages, boxes, bags, or any item of a suspicious nature, ~~will~~ shall not be allowed into the courtroom.
- 4.2- Once court proceedings begin, at least one (1) Officer ~~will~~ shall provide security inside the courtroom. This Officer shall ~~also~~ be responsible for handcuffing and maintaining control of defendants that have been ordered to be placed into custody by the judge. After ~~being taken~~ taking a defendant into custody, the Officer shall notify ~~dispatch~~ Whitfield County 911 that the person is ready to be transported to the Whitfield County Jail.

RESTRICTED LAW ENFORCEMENT DATA

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D. Use of Restraints

Defendants that are already in custody may be transported to ~~Municipal Court~~ the DMC courtroom at the request of the judge. Handcuffs shall be used to restrain persons ordered to be placed into custody by the judge. At no time shall prisoners be left unattended.

E. In the event a prisoner escapes from ~~Municipal Court~~ the DMC courtroom, the following notifications, reports, and actions shall be initiated.

1. Notifications to be made of prisoner escape:

a. Notify Whitfield County 911, and, when available, specifically provide:

- (1) The location of the escape
- (2) The escapee's direction of travel
- (3) The physical description of the escapee
- (4) The charges pending against the escapee
- (5) The apprehension efforts that ~~will~~ are being undertaken
- (6) Any other information which may assist apprehension efforts

b. Notify ~~Supervisor~~ the Watch Commander. The ~~Supervisor~~ Watch Commander shall have the responsibility for the notification of:

- (1) The Patrol Division Commander
- (2) The Chief of Police

2. Reports to be prepared:

- a. Prepare an appropriate incident report.
- b. Forward a copy of the report to the Patrol Division Commander.

3. Further actions to be taken:

- a. Have Whitfield County 911 send a BOLO message, if apprehension has not been made.
- b. An administrative review ~~will~~ shall be initiated by the Patrol Division Commander.
- c. Obtain an arrest warrant, if immediate apprehension efforts fail.

RESTRICTED LAW ENFORCEMENT DATA

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- F. Anytime a threat is made to the facility, the judge, or any person inside the facility, an incident report shall be completed and forwarded to the Criminal Investigations Division for further investigation.

IV. **Municipal Court Facility**

- A. The courtroom ~~will~~ shall have one path of ingress and egress for all visitors. This ~~will~~ shall be the main entrance / exit of the courtroom.
- B. The courtroom has two (2) additional exits that can be utilized in an emergency situation. An emergency evacuation plan shall be posted to help direct people to hazard-free areas.
- C. The courtroom shall be equipped with two (2) fire extinguishers in case of a fire.
- D. While court is in session, a first aid kit shall be immediately available in case of emergencies and ~~is~~ shall be located at the main entrance / exit to the courtroom.
- E. A search of the courtroom / facilities shall be completed by the Officers assigned to ~~provide~~ security immediately prior to ~~the beginning of each~~ court session. This will ensure that there are no weapons, contraband, or other items that would affect the security and operation of the court. This inspection shall be documented and ~~the form~~ forwarded to the Patrol Division Special Operations Sergeant.
- F. If an item is found to be odd or unusual, the Officer ~~will~~ shall leave the item alone, secure the area, and contact ~~a Supervisor~~ the Watch Commander.

V. **~~Mayor and~~ City Council Meetings and other Municipal Meetings**

- A. An Officer(s) ~~will~~ shall be assigned ~~as to provide~~ security ~~for of the Mayor and Dalton City~~ Council meetings and other municipal meetings, as needed.
- ~~B.A.~~ The Officer ~~will be in full uniform and duty gear~~ shall wear the Class B uniform.
- ~~C.B.~~ The Officer's duties shall include:
1. Protection of the ~~members of the~~ Mayor and ~~City Council~~ members.
 2. Performing other duties as required by the Mayor ~~or City Council members~~.

VI. **Emergency Procedures for Municipal Court and Municipal Meetings**

- A. Hostage Situation
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Evacuate persons, if possible.

RESTRICTED LAW ENFORCEMENT DATA

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3. Follow guidelines as ~~directed by Written~~ described in directive GO12-6.3, All Hazards Plan.
- B. Bomb Threat, Natural Disaster, and Civil Disturbance
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Follow guidelines as ~~directed by Written~~ described in directive GO12-6.3 All Hazards Plan.
- C. Medical Emergency
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Administer first aid, as needed.
 3. Make other notifications, as determined necessary.
- D. Fire
1. Notify ~~communications~~ Whitfield County 911 and advise the nature of the emergency.
 2. Evacuate persons, if possible.
 3. Make other notifications, as determined necessary.

VII. **Security Survey**

- A. Once every three years, the Support Service Division Commander or his / her designee ~~will~~ shall be responsible for conducting a ~~security~~ survey of ~~Municipal Court~~ the DMC courtroom security procedures. The survey ~~should~~ shall include plans and procedures to ~~deal with~~ address:
- 1.~~A.~~ Emergencies (fire, medical, hostage, bomb ~~threat~~, disaster, etc.)
 - 2.~~B.~~ High risk trials, if any
 - 3.~~C.~~ Searches, both routine and special situations
 - 4.~~D.~~ Use of restraining devices in court
 - 5.~~E.~~ Equipment inspections, to include fire suppression, medical supplies, restraining devices, communications, weapons, metal detectors, and alarms
- B. The completed security survey shall be forwarded to the Chief of Police.

RESTRICTED LAW ENFORCEMENT DATA

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BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON FIRE DEPARTMENT

TODD PANGLE
Fire Chief
Telephone 706-278-7363
Fax 706-272-7107
tpangle@daltonga.gov

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Bill Weaver
Terry Mathis
Anthony Walker
Luis Viamonte
Truman Whitfield

September 2020

Incident Response

Monthly Synopsis

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	13	4.67%
Overpressure Rupture, Overheat	1	0.35%
Rescue/Medical	186	66.90%
Hazardous Condition	6	2.15%
Service Call	9	3.23%
Good Intent	38	13.66%
False Alarm	25	8.99%

Total Responses	278
Average Response Time	3:37
Estimated Loss	\$249,601

Incident Type Report (Monthly Summary)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	1.07%	\$202,001	80.92%
113 Cooking fire, confined to container	1	0.35%	\$0	0.00%
118 Trash or rubbish fire, contained	1	0.35%	\$0	0.00%
131 Passenger vehicle fire	3	1.07%	\$47,600	19.07%
142 Brush or brush-and-grass mixture fire	1	0.35%	\$0	0.00%
143 Grass fire	1	0.35%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	0.71%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.35%	\$0	0.00%
	13	4.67%	\$249,601	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
251 Excessive heat, scorch burns with no	1	0.35%	\$0	0.00%
	1	0.35%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	163	58.63%	\$0	0.00%
322 Motor vehicle accident with injuries	17	6.11%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.71%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	4	1.43%	\$0	0.00%
	186	66.90%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	0.35%	\$0	0.00%
443 Breakdown of light ballast	1	0.35%	\$0	0.00%
444 Power line down	3	1.07%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.35%	\$0	0.00%
	6	2.15%	\$0	0.00%
5 Service Call				
500 Service Call, other	2	0.71%	\$0	0.00%
551 Assist police or other governmental agency	2	0.71%	\$0	0.00%
553 Public service	1	0.35%	\$0	0.00%
561 Unauthorized burning	4	1.43%	\$0	0.00%
	9	3.23%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	31	11.15%	\$0	0.00%
622 No Incident found on arrival at dispatch	5	1.79%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.35%	\$0	0.00%

Incident Type Report (Monthly Summary)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
652 Steam, vapor, fog or dust thought to be	1	0.35%	\$0	0.00%
	38	13.66%	\$0	0.00%
7 False Alarm & False Call				
731 Sprinkler activation due to malfunction	1	0.35%	\$0	0.00%
733 Smoke detector activation due to	5	1.79%	\$0	0.00%
735 Alarm system sounded due to malfunction	7	2.51%	\$0	0.00%
743 Smoke detector activation, no fire -	4	1.43%	\$0	0.00%
744 Detector activation, no fire -	3	1.07%	\$0	0.00%
745 Alarm system activation, no fire -	5	1.79%	\$0	0.00%
	25	8.99%	\$0	0.00%

Total Incident Count: 278

Total Est Loss: \$249,601

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	3	\$490,000	\$202,001	\$287,999	41.22%	58.78 %
131 Passenger vehicle fire	3	\$50,100	\$47,600	\$2,500	95.01%	4.99 %
Grand Totals	6	\$540,100	\$249,601	\$290,499		

Total Percent Lost: 46.21 %

Total Percent Saved: 53.79 %

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Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002152	0	09/01/2020	00:41:32	1422 McDaniel	311 Medical assist, assist EMS crew	
20-0002153	0	09/01/2020	01:02:05	1310 Vann	311 Medical assist, assist EMS crew	
20-0002154	0	09/01/2020	09:05:27	910 Stoneleigh	311 Medical assist, assist EMS crew	
20-0002155	0	09/01/2020	09:37:44	1306 Underwood	311 Medical assist, assist EMS crew	
20-0002156	0	09/01/2020	09:42:11	729 Tyler (West)	311 Medical assist, assist EMS crew	
20-0002157	0	09/01/2020	13:32:03	903 MLK Jr.	311 Medical assist, assist EMS crew	
20-0002158	0	09/01/2020	16:09:58	1200 James	311 Medical assist, assist EMS crew	
20-0002159	0	09/01/2020	16:44:13	Glenwood (North)	322 Motor vehicle accident with	
20-0002160	0	09/01/2020	20:45:03	1331 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002161	0	09/01/2020	22:19:11	1424 Burgess	311 Medical assist, assist EMS crew	
20-0002162	0	09/02/2020	02:53:33	Glenwood (South)	322 Motor vehicle accident with	
20-0002163	0	09/02/2020	05:54:57	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0002164	0	09/02/2020	08:41:42	310 Chestnut	311 Medical assist, assist EMS crew	
20-0002165	0	09/02/2020	10:43:33	515 Pentz (South)	735 Alarm system sounded due to	
20-0002166	0	09/02/2020	11:34:13	929 Hardwick	311 Medical assist, assist EMS crew	
20-0002167	0	09/02/2020	18:29:26	1800 Ryman Ridge	611 Dispatched & cancelled en route	
20-0002168	0	09/02/2020	18:38:04	1800 Ryman Ridge	743 Smoke detector activation, no fire	
20-0002169	0	09/02/2020	20:21:19	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0002170	0	09/02/2020	20:46:48	107 Spencer (South)	561 Unauthorized burning	
20-0002171	0	09/02/2020	21:14:59	324 Depot	311 Medical assist, assist EMS crew	
20-0002172	0	09/02/2020	23:50:19	1801 Shadow	311 Medical assist, assist EMS crew	
20-0002173	0	09/03/2020	05:08:09	1320 Winton	311 Medical assist, assist EMS crew	
20-0002174	0	09/03/2020	07:39:28	98 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002175	0	09/03/2020	08:15:10	600 Chattanooga	622 No Incident found on arrival at	
20-0002176	0	09/03/2020	08:16:58	120 Green (South)	311 Medical assist, assist EMS crew	
20-0002177	0	09/03/2020	09:06:04	201 Springdale	652 Steam, vapor, fog or dust thought	
20-0002178	0	09/03/2020	09:36:14	1365 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002179	0	09/03/2020	12:32:18	207 Spencer (North)	311 Medical assist, assist EMS crew	
20-0002180	0	09/03/2020	13:45:24	North Bypass	322 Motor vehicle accident with	
20-0002181	0	09/03/2020	18:49:42	1235 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0002182	0	09/03/2020	18:52:29	939 Avenue F	311 Medical assist, assist EMS crew	
20-0002183	0	09/03/2020	21:28:56	1308 Stacy	311 Medical assist, assist EMS crew	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002184	0	09/03/2020	21:33:36	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0002185	0	09/04/2020	07:58:16	920 Brown	311 Medical assist, assist EMS crew	
20-0002186	0	09/04/2020	10:33:01	227 Grace	311 Medical assist, assist EMS crew	
20-0002187	0	09/04/2020	11:55:50	123 Altamont	611 Dispatched & cancelled en route	
20-0002188	0	09/04/2020	12:44:48	414 Barbara	324 Motor Vehicle Accident with no	
20-0002189	0	09/04/2020	18:06:11	Hamilton (South)	322 Motor vehicle accident with	
20-0002190	0	09/04/2020	19:00:58	1205 Glenwood (North)	611 Dispatched & cancelled en route	
20-0002191	0	09/04/2020	19:04:38	313 Smith	311 Medical assist, assist EMS crew	
20-0002192	0	09/04/2020	21:17:25	112 Cappes	311 Medical assist, assist EMS crew	
20-0002193	0	09/04/2020	22:49:15	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002194	0	09/05/2020	00:28:09	332 I-75 N. Bound	323 Motor vehicle/pedestrian accident	
20-0002195	0	09/05/2020	10:45:02	1308 Beverly	311 Medical assist, assist EMS crew	
20-0002196	0	09/05/2020	19:34:41	Glenwood (North)	131 Passenger vehicle fire	\$2,000
20-0002197	0	09/05/2020	19:55:01	845 Shugart	311 Medical assist, assist EMS crew	
20-0002198	0	09/05/2020	21:04:23	1424 Burgess	311 Medical assist, assist EMS crew	
20-0002199	0	09/05/2020	21:06:43	1010 Walnut (East)	411 Gasoline or other flammable liquid	
20-0002200	0	09/05/2020	21:37:17	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002201	0	09/05/2020	23:01:34	2313 Dalton Industrial	311 Medical assist, assist EMS crew	
20-0002202	0	09/06/2020	02:56:23	1515 Cleveland	311 Medical assist, assist EMS crew	
20-0002203	0	09/06/2020	09:33:40	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002204	0	09/06/2020	11:10:50	1331 Walnut (West)	743 Smoke detector activation, no fire	
20-0002205	0	09/06/2020	20:48:05	805 Crawford (West)	611 Dispatched & cancelled en route	
20-0002206	0	09/07/2020	00:04:20	1320 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0002207	0	09/07/2020	00:55:07	1711 Westchester	311 Medical assist, assist EMS crew	
20-0002208	0	09/07/2020	08:27:12	1001 Riverbend	735 Alarm system sounded due to	
20-0002209	0	09/07/2020	08:50:35	707 Brier	311 Medical assist, assist EMS crew	
20-0002210	0	09/07/2020	11:23:13	1310 Vann	311 Medical assist, assist EMS crew	
20-0002211	0	09/07/2020	15:27:54	1918 Tiffany	311 Medical assist, assist EMS crew	
20-0002212	0	09/07/2020	19:36:21	Cleveland	311 Medical assist, assist EMS crew	
20-0002213	0	09/07/2020	19:57:08	928 Avenue F	251 Excessive heat, scorch burns with	
20-0002214	0	09/08/2020	03:09:58	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002215	0	09/08/2020	08:40:42	907 Sierra	311 Medical assist, assist EMS crew	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002216	0	09/08/2020	10:52:58	2501 Walnut (East)	611 Dispatched & cancelled en route	
20-0002217	0	09/08/2020	13:12:00	98 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002218	0	09/08/2020	14:18:04	506 Parkside	311 Medical assist, assist EMS crew	
20-0002219	0	09/08/2020	14:35:44	214 Easterling (North)	311 Medical assist, assist EMS crew	
20-0002220	0	09/08/2020	16:53:37	810 Underwood	311 Medical assist, assist EMS crew	
20-0002221	0	09/08/2020	18:09:15	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002222	0	09/08/2020	19:31:41	112 Fernwood	311 Medical assist, assist EMS crew	
20-0002223	0	09/09/2020	02:17:52	402 Park Canyon	311 Medical assist, assist EMS crew	
20-0002224	0	09/09/2020	06:48:22	3006 Brookhaven (East)	311 Medical assist, assist EMS crew	
20-0002225	0	09/09/2020	07:44:22	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002226	0	09/09/2020	08:48:53	330 I-75 N. Bound	611 Dispatched & cancelled en route	
20-0002227	0	09/09/2020	10:00:36	1310 Vann	611 Dispatched & cancelled en route	
20-0002228	0	09/09/2020	11:32:39	722 Skylark	311 Medical assist, assist EMS crew	
20-0002229	0	09/09/2020	12:03:24	Chattanooga	611 Dispatched & cancelled en route	
20-0002230	0	09/09/2020	12:24:05	413 Vann	311 Medical assist, assist EMS crew	
20-0002231	0	09/09/2020	12:30:51	815 Shugart	323 Motor vehicle/pedestrian accident	
20-0002232	0	09/09/2020	13:55:44	2308 Dalton Industrial	622 No Incident found on arrival at	
20-0002233	0	09/09/2020	17:10:46	815 Shugart	311 Medical assist, assist EMS crew	
20-0002234	0	09/09/2020	17:23:56	Walnut (East)	322 Motor vehicle accident with	
20-0002235	0	09/09/2020	17:47:36	1304 Underwood	551 Assist police or other	
20-0002236	0	09/10/2020	08:39:29	332 Northgate	735 Alarm system sounded due to	
20-0002237	0	09/10/2020	11:08:59	927 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0002238	0	09/10/2020	13:40:58	1811 Ridgefield	311 Medical assist, assist EMS crew	
20-0002239	0	09/10/2020	13:49:55	107 Spencer (South)	311 Medical assist, assist EMS crew	
20-0002240	0	09/10/2020	15:34:09	824 Shugart	311 Medical assist, assist EMS crew	
20-0002241	0	09/10/2020	17:47:38	1100 Lakemont	561 Unauthorized burning	
20-0002242	0	09/10/2020	21:48:56	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0002243	0	09/11/2020	08:18:57	1806 Shadow	311 Medical assist, assist EMS crew	
20-0002244	0	09/11/2020	10:41:46	401 Esther	311 Medical assist, assist EMS crew	
20-0002245	0	09/11/2020	10:48:18	1918 Canterbury	745 Alarm system activation, no fire -	
20-0002246	0	09/11/2020	12:31:56	817 Hamilton (South)	744 Detector activation, no fire -	
20-0002247	0	09/11/2020	13:18:04	417 Sheridan	500 Service Call, other	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002248	0	09/11/2020	13:51:37	2032 Dug Gap	611 Dispatched & cancelled en route	
20-0002249	0	09/11/2020	15:37:14	1601 MLK Jr.	745 Alarm system activation, no fire -	
20-0002250	0	09/11/2020	16:20:42	1218 Broadrick	611 Dispatched & cancelled en route	
20-0002251	0	09/11/2020	16:34:48	Chattanooga	311 Medical assist, assist EMS crew	
20-0002252	0	09/11/2020	16:40:46	219 Fredrick (North)	311 Medical assist, assist EMS crew	
20-0002253	0	09/11/2020	18:29:26	1211 Stacy	311 Medical assist, assist EMS crew	
20-0002254	0	09/11/2020	20:37:21	911 Clark	311 Medical assist, assist EMS crew	
20-0002255	0	09/11/2020	23:30:26	700 Fifth	311 Medical assist, assist EMS crew	
20-0002256	0	09/12/2020	05:00:59	626 Glenwood (North)	461 Building or structure weakened or	
20-0002257	0	09/12/2020	08:37:58	1304 May	611 Dispatched & cancelled en route	
20-0002258	0	09/12/2020	15:39:35	Chattanooga	322 Motor vehicle accident with	
20-0002259	0	09/12/2020	15:48:42	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0002260	0	09/12/2020	16:35:17	Southcrest	311 Medical assist, assist EMS crew	
20-0002261	0	09/12/2020	17:57:31	Willowdale	322 Motor vehicle accident with	
20-0002262	0	09/12/2020	19:51:28	Glenwood (North)	322 Motor vehicle accident with	
20-0002263	0	09/12/2020	21:18:25	805 Showalter	311 Medical assist, assist EMS crew	
20-0002264	0	09/12/2020	22:30:55	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002265	0	09/12/2020	23:12:48	Thornton (North)	324 Motor Vehicle Accident with no	
20-0002266	0	09/12/2020	23:13:59	475 Reed	735 Alarm system sounded due to	
20-0002267	0	09/13/2020	00:03:17	809 Vernon	111 Building fire	\$17,000
20-0002268	0	09/13/2020	00:09:47	Fifth	311 Medical assist, assist EMS crew	
20-0002269	0	09/13/2020	02:07:01	933 Market	311 Medical assist, assist EMS crew	
20-0002270	0	09/13/2020	02:34:13	700 Redwine	311 Medical assist, assist EMS crew	
20-0002271	0	09/13/2020	10:47:20	815 Shugart	311 Medical assist, assist EMS crew	
20-0002272	0	09/13/2020	19:27:02	1919 Sourwood	311 Medical assist, assist EMS crew	
20-0002273	0	09/13/2020	21:07:18	618 Fifth	311 Medical assist, assist EMS crew	
20-0002274	0	09/13/2020	22:34:53	Airport	322 Motor vehicle accident with	
20-0002275	0	09/14/2020	03:17:21	612 Fifth	311 Medical assist, assist EMS crew	
20-0002276	0	09/14/2020	06:59:28	1009 Professional	311 Medical assist, assist EMS crew	
20-0002277	0	09/14/2020	07:28:16	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002278	0	09/14/2020	09:52:48	1909 Mountain Brook	311 Medical assist, assist EMS crew	
20-0002279	0	09/14/2020	15:13:56	1215 Maple	311 Medical assist, assist EMS crew	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002280	0	09/14/2020	16:14:52	603 Red Bird	561 Unauthorized burning	
20-0002281	0	09/14/2020	17:05:44	913 Selvidge St. (North)	561 Unauthorized burning	
20-0002282	0	09/15/2020	03:34:38	711 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0002283	0	09/15/2020	09:12:31	466 Bear Creek	651 Smoke scare, odor of smoke	
20-0002284	0	09/15/2020	11:03:13	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002285	0	09/15/2020	12:55:02	2220 Chattanooga	311 Medical assist, assist EMS crew	
20-0002286	0	09/15/2020	20:10:28	433 Fourth	118 Trash or rubbish fire, contained	
20-0002287	0	09/15/2020	21:44:28	509 Evie	500 Service Call, other	
20-0002288	0	09/15/2020	22:47:38	1409 Chattanooga	551 Assist police or other	
20-0002289	0	09/16/2020	00:44:12	404 Lesley	311 Medical assist, assist EMS crew	
20-0002290	0	09/16/2020	09:54:35	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002291	0	09/16/2020	10:54:35	101 Wildberry	611 Dispatched & cancelled en route	
20-0002292	0	09/16/2020	14:12:56	911 Clark	311 Medical assist, assist EMS crew	
20-0002293	0	09/17/2020	00:44:52	Vann	311 Medical assist, assist EMS crew	
20-0002294	0	09/17/2020	00:47:36	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002295	0	09/17/2020	09:07:04	1104 Walston	311 Medical assist, assist EMS crew	
20-0002296	0	09/17/2020	10:33:44	2112 Hamilton (South)	745 Alarm system activation, no fire -	
20-0002297	0	09/17/2020	11:55:19	1109 Burleyson	611 Dispatched & cancelled en route	
20-0002298	0	09/17/2020	12:43:13	1500 Brandywine	311 Medical assist, assist EMS crew	
20-0002299	0	09/17/2020	14:37:59	303 Crystal	311 Medical assist, assist EMS crew	
20-0002300	0	09/17/2020	16:56:22	215 Kenemer	311 Medical assist, assist EMS crew	
20-0002301	0	09/17/2020	17:32:03	215 Kenemer	311 Medical assist, assist EMS crew	
20-0002302	0	09/17/2020	17:44:12	1621 Threadmill	311 Medical assist, assist EMS crew	
20-0002303	0	09/17/2020	18:07:28	613 Oxford	311 Medical assist, assist EMS crew	
20-0002304	0	09/17/2020	21:30:12	1005 Walnut (West)	611 Dispatched & cancelled en route	
20-0002305	0	09/18/2020	00:40:26	908 Elk	735 Alarm system sounded due to	
20-0002306	0	09/18/2020	02:34:25	1220 Broadrick	311 Medical assist, assist EMS crew	
20-0002307	0	09/18/2020	06:02:08	1236 Glenwood (North)	154 Dumpster or other outside trash	
20-0002308	0	09/18/2020	10:03:48	1310 Pine Hill	151 Outside rubbish, trash or waste	
20-0002309	0	09/18/2020	10:30:51	603 Maney	311 Medical assist, assist EMS crew	
20-0002310	0	09/18/2020	11:02:29	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0002311	0	09/18/2020	13:04:47	1310 Pine Hill	151 Outside rubbish, trash or waste	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002312	0	09/18/2020	14:54:29	729 Tyler (West)	311 Medical assist, assist EMS crew	
20-0002313	0	09/18/2020	16:06:44	1810 Bridgewater	311 Medical assist, assist EMS crew	
20-0002314	0	09/18/2020	18:39:44	500 Autumn	611 Dispatched & cancelled en route	
20-0002315	0	09/19/2020	10:21:10	1306 Underwood	311 Medical assist, assist EMS crew	
20-0002316	0	09/19/2020	15:35:43	907 Rockdale	622 No Incident found on arrival at	
20-0002317	0	09/19/2020	17:19:19	Airport	611 Dispatched & cancelled en route	
20-0002318	0	09/19/2020	22:36:39	319 Hamilton (North)	611 Dispatched & cancelled en route	
20-0002319	0	09/20/2020	07:01:02	515 Parkside	311 Medical assist, assist EMS crew	
20-0002320	0	09/20/2020	11:46:29	332 I-75 N. Bound	611 Dispatched & cancelled en route	
20-0002321	0	09/20/2020	12:00:17	900 Oneonta	611 Dispatched & cancelled en route	
20-0002322	0	09/20/2020	16:44:13	2060 Eagle Point	611 Dispatched & cancelled en route	
20-0002323	0	09/20/2020	18:29:21	104 Hamilton Conn.	611 Dispatched & cancelled en route	
20-0002324	0	09/20/2020	22:17:52	205 Waterworks (West)	311 Medical assist, assist EMS crew	
20-0002325	0	09/21/2020	04:40:05	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002326	0	09/21/2020	06:55:49	602 Morningside	311 Medical assist, assist EMS crew	
20-0002327	0	09/21/2020	10:24:35	1210 Royal	745 Alarm system activation, no fire -	
20-0002328	0	09/21/2020	10:31:57	1504 Calloway	311 Medical assist, assist EMS crew	
20-0002329	0	09/21/2020	12:54:08	1300 Waugh (West)	611 Dispatched & cancelled en route	
20-0002330	0	09/21/2020	14:43:24	700 Strain	311 Medical assist, assist EMS crew	
20-0002331	0	09/21/2020	15:32:28	205 Selvidge St. (North)	744 Detector activation, no fire -	
20-0002332	0	09/21/2020	21:46:08	I-75 N. Bound	322 Motor vehicle accident with	
20-0002333	0	09/21/2020	23:21:57	902 Sandy Dunes	733 Smoke detector activation due to	
20-0002334	0	09/22/2020	09:50:14	2015 Shields	311 Medical assist, assist EMS crew	
20-0002335	0	09/22/2020	10:30:18	1813 Wood Valley	311 Medical assist, assist EMS crew	
20-0002336	0	09/22/2020	11:28:15	302 Cappes	731 Sprinkler activation due to	
20-0002337	0	09/22/2020	11:52:52	705 Holland	611 Dispatched & cancelled en route	
20-0002338	0	09/22/2020	11:59:31	1901 Middle Summit	311 Medical assist, assist EMS crew	
20-0002339	0	09/22/2020	14:07:11	1695- Willow Oak	311 Medical assist, assist EMS crew	
20-0002340	0	09/22/2020	14:19:54	225 Westerly	611 Dispatched & cancelled en route	
20-0002341	0	09/22/2020	14:51:31	1969 Oxford	111 Building fire	\$175,000
20-0002341	1	09/22/2020	14:51:31	1967 Oxford	111 Building fire	\$10,001
20-0002342	0	09/22/2020	16:31:10	1808 Waterford	311 Medical assist, assist EMS crew	

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Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002343	0	09/22/2020	17:16:04	1807 Beechland	311 Medical assist, assist EMS crew	
20-0002344	0	09/22/2020	17:34:48	1123 Riverbend	311 Medical assist, assist EMS crew	
20-0002345	0	09/22/2020	17:54:09	335 I-75 S. Bound	143 Grass fire	
20-0002346	0	09/22/2020	18:38:57	1934 Tibbs	311 Medical assist, assist EMS crew	
20-0002347	0	09/22/2020	18:47:20	Tibbs (South)	311 Medical assist, assist EMS crew	
20-0002348	0	09/22/2020	19:58:36	901 West Bridge	142 Brush or brush-and-grass mixture	
20-0002349	0	09/22/2020	22:39:08	284 Park Canyon	311 Medical assist, assist EMS crew	
20-0002350	0	09/22/2020	23:16:57	1804 Ryman Ridge	733 Smoke detector activation due to	
20-0002351	0	09/23/2020	03:00:14	704 Woodland	311 Medical assist, assist EMS crew	
20-0002352	0	09/23/2020	03:03:54	1700 Water Oak	311 Medical assist, assist EMS crew	
20-0002353	0	09/23/2020	05:55:46	824 Beirut	311 Medical assist, assist EMS crew	
20-0002354	0	09/23/2020	13:56:26	879 Holiday Inn	311 Medical assist, assist EMS crew	
20-0002355	0	09/23/2020	19:27:36	V.D.Parrott	444 Power line down	
20-0002356	0	09/24/2020	08:32:35	Thornton (North)	311 Medical assist, assist EMS crew	
20-0002357	0	09/24/2020	10:03:45	401 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0002358	0	09/24/2020	11:32:54	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0002359	0	09/24/2020	11:58:37	North Bypass	322 Motor vehicle accident with	
20-0002360	0	09/24/2020	15:31:09	307 Tyler (West)	611 Dispatched & cancelled en route	
20-0002361	0	09/24/2020	16:12:57	1403 Dug Gap	322 Motor vehicle accident with	
20-0002362	0	09/24/2020	17:19:58	North Bypass	322 Motor vehicle accident with	
20-0002363	0	09/24/2020	17:55:51	1310 Vann	311 Medical assist, assist EMS crew	
20-0002364	0	09/24/2020	19:38:32	414 Fredrick (North)	311 Medical assist, assist EMS crew	
20-0002365	0	09/24/2020	21:39:52	Walnut (West)	622 No Incident found on arrival at	
20-0002366	0	09/24/2020	21:48:27	310 Rowena	311 Medical assist, assist EMS crew	
20-0002367	0	09/24/2020	23:30:29	1607 Beechland	611 Dispatched & cancelled en route	
20-0002368	0	09/25/2020	03:31:29	906 Valentine	311 Medical assist, assist EMS crew	
20-0002369	0	09/25/2020	08:22:10	Liddell	444 Power line down	
20-0002370	0	09/25/2020	09:33:12	1218 Broadrick	311 Medical assist, assist EMS crew	
20-0002371	0	09/25/2020	12:16:05	515 Pentz (South)	735 Alarm system sounded due to	
20-0002372	0	09/25/2020	14:05:27	820 Vernon	553 Public service	
20-0002373	0	09/25/2020	14:13:25	603 Maney	311 Medical assist, assist EMS crew	
20-0002374	0	09/25/2020	14:48:51	Glenwood (North)	611 Dispatched & cancelled en route	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002375	0	09/25/2020	16:20:20	1329 Walnut (West)	444 Power line down	
20-0002376	0	09/25/2020	16:22:50	Sheridan	324 Motor Vehicle Accident with no	
20-0002377	0	09/25/2020	17:00:21	1213 Applewood	311 Medical assist, assist EMS crew	
20-0002378	0	09/25/2020	18:45:24	Chattanooga	322 Motor vehicle accident with	
20-0002379	0	09/25/2020	19:40:38	1205 Glenwood (North)	611 Dispatched & cancelled en route	
20-0002380	0	09/25/2020	19:49:47	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0002381	0	09/25/2020	20:16:15	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0002382	0	09/25/2020	20:31:57	1218 Broadrick	443 Breakdown of light ballast	
20-0002383	0	09/25/2020	21:08:06	824 Beirut	311 Medical assist, assist EMS crew	
20-0002384	0	09/25/2020	22:31:42	600 Juniper	311 Medical assist, assist EMS crew	
20-0002385	0	09/25/2020	23:02:07	1125 Riverbend	311 Medical assist, assist EMS crew	
20-0002386	0	09/26/2020	01:14:09	330 Langston	311 Medical assist, assist EMS crew	
20-0002387	0	09/26/2020	02:31:18	824 Beirut	311 Medical assist, assist EMS crew	
20-0002388	0	09/26/2020	07:56:43	1110 Burleyson	311 Medical assist, assist EMS crew	
20-0002389	0	09/26/2020	08:55:14	I-75 N. Bound	324 Motor Vehicle Accident with no	
20-0002390	0	09/26/2020	09:29:58	600 Kenilworth	743 Smoke detector activation, no fire	
20-0002391	0	09/26/2020	12:15:08	Chattanooga	322 Motor vehicle accident with	
20-0002392	0	09/26/2020	14:15:02	Walnut (East)	322 Motor vehicle accident with	
20-0002393	0	09/26/2020	14:35:27	875 Walnut Square	311 Medical assist, assist EMS crew	
20-0002394	0	09/26/2020	17:47:01	109 Emma	311 Medical assist, assist EMS crew	
20-0002395	0	09/27/2020	01:19:06	1218 Broadrick	733 Smoke detector activation due to	
20-0002396	0	09/27/2020	05:55:00	1304 Underwood	622 No Incident found on arrival at	
20-0002397	0	09/27/2020	06:29:33	400 Selvidge St. (North)	131 Passenger vehicle fire	\$45,100
20-0002398	0	09/27/2020	10:03:13	1200 Memorial	113 Cooking fire, confined to	
20-0002399	0	09/27/2020	10:49:14	510 Tibbs (South)	744 Detector activation, no fire -	
20-0002400	0	09/27/2020	11:33:50	910 Stoneleigh	311 Medical assist, assist EMS crew	
20-0002401	0	09/27/2020	14:54:13	1515 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002402	0	09/27/2020	16:15:51	910 Sandy Dunes	743 Smoke detector activation, no fire	
20-0002403	0	09/27/2020	17:16:49	Dug Gap	322 Motor vehicle accident with	
20-0002404	0	09/27/2020	18:13:34	109 Spencer (South)	311 Medical assist, assist EMS crew	
20-0002405	0	09/27/2020	20:25:17	1203 Acme	311 Medical assist, assist EMS crew	
20-0002406	0	09/27/2020	22:00:50	1911 Brady	733 Smoke detector activation due to	

DALTON

Incident List by Incident Number w/Est Loss(Month)

Alarm Date Between {09/01/2020} And {09/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0002407	0	09/27/2020	22:34:14	330 Langston	311 Medical assist, assist EMS crew	
20-0002408	0	09/28/2020	07:52:00	603 Maney	311 Medical assist, assist EMS crew	
20-0002409	0	09/28/2020	11:59:24	1010 Trammell	311 Medical assist, assist EMS crew	
20-0002410	0	09/28/2020	12:01:08	501 Central	311 Medical assist, assist EMS crew	
20-0002411	0	09/28/2020	12:14:08	1915 Abutment	745 Alarm system activation, no fire -	
20-0002412	0	09/28/2020	15:29:44	1799 Kimberly Park	311 Medical assist, assist EMS crew	
20-0002413	0	09/28/2020	21:52:00	2505 Walnut (East)	611 Dispatched & cancelled en route	
20-0002414	0	09/28/2020	23:14:29	98 Walnut (West)	311 Medical assist, assist EMS crew	
20-0002415	0	09/29/2020	00:35:37	330 Langston	311 Medical assist, assist EMS crew	
20-0002416	0	09/29/2020	14:21:15	2049 Shields	311 Medical assist, assist EMS crew	
20-0002417	0	09/29/2020	17:30:22	MM I-75 S. Bound	131 Passenger vehicle fire	\$500
20-0002418	0	09/29/2020	17:34:31	826 Beirut	311 Medical assist, assist EMS crew	
20-0002419	0	09/29/2020	19:52:10	724 Skylark	311 Medical assist, assist EMS crew	
20-0002420	0	09/29/2020	20:48:12	614 College	735 Alarm system sounded due to	
20-0002421	0	09/29/2020	21:00:07	1306 Woodsdale	311 Medical assist, assist EMS crew	
20-0002422	0	09/29/2020	21:27:27	606 Kelly	311 Medical assist, assist EMS crew	
20-0002423	0	09/29/2020	23:41:45	612 Woodland (West)	311 Medical assist, assist EMS crew	
20-0002424	0	09/30/2020	00:15:09	1224 MLK Jr.	611 Dispatched & cancelled en route	
20-0002425	0	09/30/2020	01:49:53	835 Shugart	733 Smoke detector activation due to	
20-0002426	0	09/30/2020	06:28:48	105 Waterworks (East)	311 Medical assist, assist EMS crew	
20-0002427	0	09/30/2020	17:43:44	933 Market	311 Medical assist, assist EMS crew	
20-0002428	0	09/30/2020	18:31:01	1250 Walnut (West)	311 Medical assist, assist EMS crew	
Total Incident Count 278						Total Est Loss \$249,601

DALTON

Incident Type Period Comparisons

Alarm Date Between {09/01/2020} and {09/30/2020}

Incident Type	09/01/2020 to 09/30/2020	09/01/2019 to 09/30/2019	09/01/2018 to 09/30/2018	09/01/2017 to 09/30/2017
111 Building fire	3	1	2	3
113 Cooking fire, confined to container	1	6	0	2
118 Trash or rubbish fire, contained	1	0	0	0
131 Passenger vehicle fire	3	0	0	1
132 Road freight or transport vehicle fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	0	1	0	0
140 Natural vegetation fire, Other	0	1	0	0
141 Forest, woods or wildland fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	1	2	1	3
143 Grass fire	1	1	0	0
151 Outside rubbish, trash or waste fire	2	1	4	7
154 Dumpster or other outside trash receptacle fire	1	0	1	1
162 Outside equipment fire	0	0	0	1
251 Excessive heat, scorch burns with no ignition	1	2	0	0
311 Medical assist, assist EMS crew	163	197	183	167
322 Motor vehicle accident with injuries	17	16	23	2
323 Motor vehicle/pedestrian accident (MV Ped)	2	0	2	1
324 Motor Vehicle Accident with no injuries	4	2	7	1
352 Extrication of victim(s) from vehicle	0	3	1	1
353 Removal of victim(s) from stalled elevator	0	1	1	1
363 Swift water rescue	0	0	1	0
400 Hazardous condition, Other	0	0	1	0
411 Gasoline or other flammable liquid spill	1	2	1	1
412 Gas leak (natural gas or LPG)	0	2	1	3
413 Oil or other combustible liquid spill	0	0	0	1
421 Chemical hazard (no spill or leak)	0	0	2	1
440 Electrical wiring/equipment problem, Other	0	0	0	1
442 Overheated motor	0	0	2	1
443 Breakdown of light ballast	1	0	0	0
444 Power line down	3	3	3	4

DALTON

Incident Type Period Comparisons

Alarm Date Between {09/01/2020} and {09/30/2020}

Incident Type	09/01/2020 to 09/30/2020	09/01/2019 to 09/30/2019	09/01/2018 to 09/30/2018	09/01/2017 to 09/30/2017
445 Arcing, shorted electrical equipment	0	4	2	3
461 Building or structure weakened or collapsed	1	0	0	1
500 Service Call, other	2	0	0	1
510 Person in distress, Other	0	0	1	0
522 Water or steam leak	0	0	0	1
551 Assist police or other governmental agency	2	1	1	0
553 Public service	1	0	4	2
554 Assist invalid	0	0	1	0
561 Unauthorized burning	4	0	1	0
600 Good intent call, Other	0	1	0	0
611 Dispatched & cancelled en route	31	24	31	20
622 No Incident found on arrival at dispatch address	5	3	5	6
631 Authorized controlled burning	0	1	0	1
651 Smoke scare, odor of smoke	1	4	3	4
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	2
671 HazMat release investigation w/no HazMat	0	1	1	0
715 Local alarm system, malicious false alarm	0	1	0	0
731 Sprinkler activation due to malfunction	1	3	0	1
732 Extinguishing system activation due to	0	1	0	0
733 Smoke detector activation due to malfunction	5	3	3	1
735 Alarm system sounded due to malfunction	7	3	14	11
740 Unintentional transmission of alarm, Other	0	0	0	1
741 Sprinkler activation, no fire - unintentional	0	1	0	1
742 Extinguishing system activation	0	1	0	0
743 Smoke detector activation, no fire -	4	7	7	10
744 Detector activation, no fire - unintentional	3	1	3	5
745 Alarm system activation, no fire - unintentional	5	7	11	8
814 Lightning strike (no fire)	0	1	0	1

Totals

278

310

324

284

Dalton Fire Department

Monthly Emergency Response Time Analysis

Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	10	3.1 %
	01	40	12.6 %
	02	84	26.5 %
	03	79	25.0 %
	04	44	13.9 %
	05	28	8.8 %
	06	13	4.1 %
	07	6	1.8 %
	08	6	1.8 %
	09	4	1.2 %
	10	1	0.3 %
	16	1	0.3 %

Overall Average Response Time: 00:03:37

Dalton Fire Department

Monthly Non-Emergency Response Time Analysis

Non-Emergency Responses

Response		Count	Percentage
Hrs	Mins		
<	01	6	10.7%
	01	2	3.5%
	02	5	8.9%
	03	8	14.2%
	04	4	7.1%
	05	10	17.8%
	06	13	23.2%
	07	1	1.7%
	08	5	8.9%
	12	2	3.5%

Overall Average Response Time: 00:04:57

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
9/1/20 –9/30/20**

Total incidents in time period – 186

EMS on-scene prior to DFD – 66

EMS not on-scene prior – 133

During the month of September, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 71% of medical responses.

Training Division Monthly Report

September 2020

Overview

Hamilton EMS delivered training on Naloxone (Narcan) intranasal medication administration to all DFD personnel. A 4-hour NFPA 1670 compliant rope rescue awareness course was delivered to all suppression personnel. All certified rope rescue technicians completed an additional 4 hours of refresher training as part of individual and team requirements set forth by NFPA 1006 and 1670. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of September totaled 2,088.

Outside Schools

4 members of the department's technical rescue team attended a 40-hour Swiftwater Rescue Technician course at the U. S. National Whitewater Center in Charlotte, NC.

1 company officer attended the National Fire Academy's Executive Skills Series: Leadership through difficult conversations.

2 DFD personnel attended Scott Fire & Safety's SCBA certified maintenance technician course at the Scott facility in Monroe, NC.

1 firefighter attended Georgia Fire Academy's Pressurized Container Fire Control in Trenton, GA.

Support Functions

- 168 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 886 hours in September
- 6 hours were attributed to hydrant detail
- 7 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 12 hours during the month

Prevention Division Monthly Report

September 2020

Inspections

Annual Inspections	Total:	2
Apartment Inspections	Total:	
Site Inspections	Total:	59
Fire Alarm Inspection	Total:	1
Sprinkler System Inspection	Total:	
New Kitchen Hood Inspections	Total:	
Knox Box Installation	Total:	
Occupational Tax Certificate Inspections	Total:	9
Alcohol Inspections	Total:	
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	1
Pre-Incident Surveys	Total:	8
Plan Reviews	Total:	5
Addressing	Total:	12
Total Inspections		97

Public Relations

Fire Safety Education

Events	Total:	1
Staff Members Participated	Total:	3
Staff Hours	Total:	1
Number of Adults Reached	Total:	3
Number of Children Reached	Total:	4
Total Residents Reached		7

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2020} And
{09/30/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
09/01/2020		10327 Dalton Nutrician 113 King (West) ST	0.00	
09/24/2020		20542 Vacant 816 Walnut Square BLVD /Suite 11	0.00	
Total Activities for Type: 2			0.00	

210 INSPECTION - Site Inspection				
09/24/2020		10391 Plaza La Fuente 1011 Morris (East) ST	0.00	
09/29/2020		10533 S&G Market 532 Underwood ST /B	0.00	
09/30/2020		10565 Saint Joseph Clinic 1102 Waugh (West) ST	0.00	
09/17/2020		20091 Brookwood Elementary School 501 Central AVE	0.00	
09/17/2020		20437 Regions Bank 500 Walnut (East) AVE	0.00	
09/17/2020		10276 Wells Fargo Bank 201 Hamilton (South) ST	0.00	
09/17/2020		10189 First Bank of Dalton 118 Hamilton (North) ST	0.00	
09/18/2020		20101 Servicios Latinos 908 Elk ST	0.00	
09/18/2020		40170 Ulta Beauty 1310 Walnut (West) AVE /Suite 1	0.00	
09/18/2020		40020 Holiday Inn Express 934 Market ST	0.00	
09/18/2020		20797 Jessica Stop N Shop 1101 New Doris ST	0.00	
09/21/2020		20797 Jessica Stop N Shop 1101 New Doris ST	0.00	
09/21/2020		50146 Junior Achievement 339 Plesant Grove DR NE	0.00	
09/08/2020		20664 Hot Topic 816 Walnut Square BLVD /Suite 39	0.00	
09/08/2020		20560 Zales 816 Walnut Square BLVD /Suite 29	0.00	
09/08/2020		20540 Rue 21 816 Walnut Square BLVD /Suite 20	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2020} And
{09/30/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
09/08/2020		20535 Children's Place 816 Walnut Square BLVD /Suite 8	0.00	
09/08/2020		20533 American Eagle Outfitters 816 Walnut Square BLVD /Suite 35	0.00	
09/08/2020		20530 Books-a-Million 816 Walnut Square BLVD /Suite 40	0.00	
09/08/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
09/08/2020		10455 Proclaim Home Care Inc. 313 Selvidge St. (North) /Suite 301	0.00	
09/08/2020		10355 Dalton High School 1500 Manly ST	0.00	
09/08/2020		20265 STR 2680 Abutment RD	0.00	
09/08/2020		20377 STR 2670 Abutment RD	0.00	
09/08/2020		20638 Griggs Construction 417 Sheridan AVE	0.00	
09/08/2020		10538 TMobile 2204 Walnut (East) AVE	0.00	
09/03/2020		20569 Panadaria and Tortilleria 1125 Walnut (East) AVE /H/Dalton, GA 30721	0.00	
09/03/2020		2P014 ABC Apartments 1000 May ST	0.00	
09/03/2020		20574 iRestore 1125 Walnut (East) AVE /B	0.00	
09/14/2020		40020 Holiday Inn Express 934 Market ST	0.00	
09/16/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
09/16/2020		10558 Action Tire Co. 1239 Morris (East) ST	0.00	
09/01/2020		10484 Car Aid 1617 Morris (East) ST	0.00	
09/01/2020		20265 STR 2680 Abutment RD	0.00	
09/01/2020		20377 STR 2670 Abutment RD	0.00	
09/01/2020		20638 Griggs Construction 417 Sheridan AVE	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2020} And
{09/30/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
09/01/2020		20629 R. E. Carroll Inc. 1507 Byron ST	0.00	
09/02/2020		10535 Carniceria Nacho 900 Underwood ST	0.00	
09/04/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
09/04/2020		20737 Walnut Colony 414 Barbara AVE	0.00	
09/04/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
09/04/2020		50089 Park Creek Elementary School 1500 Hale-Bowen DR	0.00	
09/04/2020		10687 Blue Ridge Elementary Schools 100 Bogle (South) ST	0.00	
09/04/2020		10524 Westwood Elementary School 708 Trammell ST	0.00	
09/04/2020		10355 Dalton High School 1500 Manly ST	0.00	
09/08/2020		10440 Roan Street Elementary School 1116 Roan ST	0.00	
09/08/2020		10070 City Park School 405 School ST	0.00	
09/08/2020		10355 Dalton High School 1500 Manly ST	0.00	
09/09/2020		10184 Morris Innovative High School 104 Fort Hill TER	0.00	
09/09/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
09/09/2020		10231 City Park Annex 105 Thornton (North) AVE	0.00	
09/09/2020		10687 Blue Ridge Elementary Schools 100 Bogle (South) ST	0.00	
09/09/2020		20091 Brookwood Elementary School 501 Central AVE	0.00	
09/09/2020		10524 Westwood Elementary School 708 Trammell ST	0.00	
09/09/2020		10070 City Park School 405 School ST	0.00	
09/09/2020		10440 Roan Street Elementary School 1116 Roan ST	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2020} And
{09/30/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
09/09/2020		50089 Park Creek Elementary School 1500 Hale-Bowen DR	0.00	
09/11/2020		10622 Dalton Place Senior Living 1300 Waugh (West) ST	0.00	
09/14/2020		10622 Dalton Place Senior Living 1300 Waugh (West) ST	0.00	
Total Activities for Type: 59			0.00	
221 INSPECTION - Fire Alarm				
09/24/2020		10359 Hamilton Medical Center 1200 Memorial DR	0.00	
Total Activities for Type: 1			0.00	
261 INSPECTION - OTC				
09/30/2020		10074 Downtown Nutrition Spot 107 Cuyler (west) ST	0.00	
09/14/2020		10668 Arevalo's Tire and Carwash 225 Glenwood (North) AVE	0.00	
09/22/2020		20692 Carneceria Loa #3 801 Walnut (East) AVE /Suite G	0.00	
09/18/2020		10211 The Anderson Company 217 Hamilton (North) ST	0.00	
09/04/2020		10572 Heartlite Hospice 307 Emery (West) ST /Suite B	0.00	
09/08/2020		40138 Genesis Career College 2104 Fiber Park DR /A	0.00	
09/08/2020		10467 Spar Wars 403 Spencer (South) ST	0.00	
09/08/2020		20706 Tienda Tikal Y Cocina 616 Fourth AVE /Suites 4,5,6	0.00	
09/03/2020		20453 Aaron's 1100 Walnut (East) AVE /23	0.00	
Total Activities for Type: 9			0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2020} And
{09/30/2020}**

Date	Time	Occupancy	Hrs	Fee
290 INSPECTION - 100				
09/17/2020		10005 Medical Arts Building 1109 Burleyson RD	0.00	
Total Activities for Type: 1			0.00	

501 PRE-INCIDENT SURVEY				
09/14/2020	15:30	10574 H2B Creative 101 Hamilton (North) ST	0.25	
09/14/2020	09:00	50151 Hammond Creek Middle School 330 Pleasant Grove DR NE	2.00	
09/14/2020	13:00	10001 Custom Graphics- Storage warehouse 1213 Acme ST	0.00	
09/14/2020	13:00	10002 Royal Oaks - The Gardens 1218 Broadrick DR	0.00	
09/14/2020	13:00	10003 Royal Oaks 1220 Broadrick DR	0.00	
09/14/2020	13:00	10004 Bradley Wellness Center/Whiteside Rehab 1225 Broadrick DR	0.00	
09/14/2020	13:00	10005 Medical Arts Building 1109 Burleyson RD	0.00	
09/14/2020	13:00	10006 Dalton-Whitfield County Library 310 Capps ST	0.00	
Total Activities for Type: 8			2.25	

Grand Total Activities: 80	Grand Totals: 2.25	0.00
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DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2020} And
{09/30/2020}**

20692 **Carneceria Loa #3**
801 Walnut (East) AVE
Suite G
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/22/2020	2017 NFPA 96 11.2.1 Kitchen hood suppression	1			0
Notes: Have suppression system inspected.					
09/22/2020	2018 IFC 604.5 Extension cord, properly used	1			0
Notes: Remove extension cords.					
09/22/2020	2018 IFC 906.2 MOD Fire extinguisher, properly	1			0
Notes: Have Class K extinguisher inspected.					

Total Individual Violation Codes for Occupancy: 3

40138 **Genesis Career College**
2104 Fiber Park DR
A
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/08/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
Notes: Install required Knox Box.					
09/08/2020	2018 NFPA 101 9.6.1.4 Fire alarm, Annual fire	1			0
Notes: Fire alarm requires current annual inspection; to be performed by a Georgia licensed contractor.					
09/08/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Install "FACP" signage on room containing the Fire Alarm Control Panel.					

Total Individual Violation Codes for Occupancy: 3

Grand Total Violations: 6

*** Denotes Violations Corrected or Variance Issued**

10/05/2020 07:13

Page

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1

10/01/2020 10:01
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

9/30/2020

P 1
glytdbud

FOR 2020 09

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,886,425	0	4,886,425	3,780,824.28	.00	1,105,600.72	77.4%
141400 000011 SALARIES OVERTIME	434,400	0	434,400	273,291.57	.00	161,108.43	62.9%
141400 000020 FICA	412,300	0	412,300	307,126.98	.00	105,173.02	74.5%
141400 000030 PENSION	149,000	0	149,000	113,171.03	.00	35,828.97	76.0%
141400 000032 PENSION - DB PLAN	1,997,725	0	1,997,725	1,507,108.20	.00	490,616.80	75.4%
141400 000040 HOSPITALIZATION I	744,500	0	744,500	546,048.00	.00	198,452.00	73.3%
141400 000043 INSURANCE - FIRE	17,000	0	17,000	.00	.00	17,000.00	.0%
141400 000045 EE LIFE & DISABIL	30,060	0	30,060	19,694.05	.00	10,365.95	65.5%
141400 000050 GENERAL INSURANCE	28,500	1,510	30,010	30,008.52	.00	1.48	100.0%
141400 000060 WORKER COMPENSATI	91,255	0	91,255	68,441.26	.00	22,813.74	75.0%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	5,387.31	.00	1,812.69	74.8%
141400 000110 TELEPHONE	31,000	0	31,000	23,077.22	762.10	7,160.68	76.9%
141400 000120 TRAINING EXPENSES	42,000	-5,000	37,000	8,617.84	.00	28,382.16	23.3%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	2,743.42	.00	756.58	78.4%
141400 000123 HAZMAT MANAGEMENT	26,900	0	26,900	23,286.50	353.00	3,260.50	87.9%
141400 000330 UTILITIES	131,500	0	131,500	91,865.91	.00	39,634.09	69.9%
141400 000350 BUILDING MAINT &	60,000	0	60,000	28,119.65	111.20	31,769.15	47.1%
141400 000360 LEGAL FEES	4,800	2,000	6,800	4,920.00	.00	1,880.00	72.4%
141400 000400 EQUIPMENT MAINT &	24,000	2,500	26,500	21,305.23	84.85	5,109.92	80.7%
141400 000410 GAS & OIL	65,000	-1,510	63,490	32,602.27	44.95	30,842.78	51.4%
141400 000440 SUPPLIES	30,000	0	30,000	14,806.44	156.47	15,037.09	49.9%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	5,883.43	.00	44,036.57	11.8%
141400 000460 UNIFORMS	140,000	5,000	145,000	90,545.09	51,786.00	2,668.91	98.2%
141400 000830 MAINTENANCE - APP	100,000	18,305	118,305	97,090.47	4,040.63	17,173.90	85.5%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	2,734.34	49.43	5,416.23	33.9%
141400 001030 COMPUTER-SOFTWARE	25,100	0	25,100	14,831.19	.00	10,268.81	59.1%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	1,783.77	2,292.35	2,923.88	58.2%
141400 001090 WELLNESS PROGRAM	4,000	0	4,000	658.53	.00	3,341.47	16.5%
141400 001300 MEALS	16,600	0	16,600	10,151.83	.00	6,448.17	61.2%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	6,066.08	.00	533.92	91.9%
141400 001620 VEHICLE IMPACT FE	1,100	0	1,100	850.00	.00	250.00	77.3%
141400 001665 RADIO SUBSCRIBER	10,750	0	10,750	10,492.20	.00	257.80	97.6%
141400 001990 MISCELLANEOUS	16,000	-2,000	14,000	3,646.90	.00	10,353.10	26.0%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	.00	1,278.79	35,721.21	3.5%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	3,659.57	107.40	5,233.03	41.9%
TOTAL FIRE DEPARTMENT	9,653,335	20,805	9,674,140	7,150,839.08	61,067.17	2,462,233.75	74.5%
TOTAL GENERAL FUND - OPERATING	9,653,335	20,805	9,674,140	7,150,839.08	61,067.17	2,462,233.75	74.5%
TOTAL EXPENSES	9,653,335	20,805	9,674,140	7,150,839.08	61,067.17	2,462,233.75	

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: FO-12
Effective: 07-09-2013
Revised: 10-24-2017
Reviewed: 10-27-2020

Fire Chief Signature

DATE

Title: Initial assignments for all structure fires and fire alarms

Scope: All personnel

Reference: NFPA 1021, 1500, 1710
OSHA 29 CFR 1910.134(g) (4)

Purpose: To assist the Incident Commander and company officers in improving efficiency, effectiveness, and safety by establishing a framework for initial assignments at structure fires and fire alarms.

Procedure:

The first unit to arrive on scene shall give an initial report, conduct a 360 degree size-up, and establish command over the priority radio channel (DFD Main). The Incident Commander will be responsible for ensuring a 360 is completed and communicated on all incidents. Other benchmarks, including fire under control (where applicable), primary & secondary search, and termination of command, shall be communicated over the priority radio channel.

Making obvious rescues and providing care for victims takes priority over all other fire ground operations.

First Arriving Engine Company

The first arriving engine company is responsible for the initial hoseline stretch and fire attack. A dedicated water supply may be established by this company, but is not mandatory. The second due engine company should be notified immediately if the initial arriving engine company establishes their own water supply.

Fire attack should be initiated when there is an immediate life safety issue or when the officer determines that an interior fire attack will make a dramatic impact on the spread of the fire. If there is no life safety issue or an interior attack will not greatly affect the outcome, the first arriving engine should prepare for fire attack but not enter the building without a rapid intervention team (RIT) established and in place.

Second Arriving Engine Company

The second arriving engine company is responsible for establishing a dedicated water supply (if not achieved by first arriving engine) for fire suppression operations.

Once a water supply is secured, the second arriving engine company should deploy a backup line (if not already in place) and establish a Rapid Intervention Team (RIT) to include a dedicated equipment cache.

The RIT officer will report directly to the Incident Commander. He or she will monitor all radio traffic while crews are actively working, and will complete continual 360s of the involved structure where possible.

Third Arriving Engine Company

The third arriving engine company will report to Command/Staging for assignment.

In the event of a working fire where an active suppression system and/or standpipe system is present, the third arriving engine will be responsible for water supply to the suppression system and/or standpipe.

At the discretion of the Incident Commander, the supply lines to the suppression system may be left uncharged until initial recon reports are received, identifying the need for the system.

First Arriving Truck Company

The initial truck functions of forcible entry and primary search shall be conducted with utmost priority, regardless of the order of arrival.

For the purposes of this guideline, it is assumed that Squad 1 will act as a complement to the initial arriving truck company.

Truck company functions on single family, multifamily, and commercial structure fires should include, but are not limited to, the following:

- Forcible entry – priority function
- Primary search – priority function
- Rescue and/or extrication
- Ventilation (natural or forced)
- Laddering (ground and aerial)
- Utility control
- Salvage and overhaul
- Scene lighting
- Elevated master streams

The most efficient and effective way to accomplish these tasks is through the formation of interior and exterior elements of the truck company. The formation and assignment of these teams shall be at the discretion of the truck company officer based on observed conditions and tactical needs of the scene.

Notes

All truck company operations should be performed in accordance with DFD SOG FO-17, *Truck Operations at Working Structure Fires*.

All operations on the fire ground should be performed with firefighter safety as the primary goal. As always, overarching incident priorities are life safety, incident stabilization, and property conservation.

The assignments included in this guideline are meant to serve as a framework for initial operations and are subject to modification by the Incident Commander.

Task and tool assignments are outside the scope of this guideline and shall be at the discretion of the company officer.

If dispatch has advised that the incident is a confirmed structure fire, the OIC may consider having additional units dispatched, depending on the structure.

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: FO-17
Effective: 02-04-2013
Revised: 10-24-2017
Reviewed: 10-27-2020

Fire Chief Signature

DATE

Title: Truck Operations at Working Structure Fires

Scope: All personnel

Reference: Truck Company Operations 2nd ed.
Fire Officer's Handbook of Tactics 3rd ed.

Procedure:

Truck company functions should include, but are not limited to, the following:

- Ventilation (natural or forced) achieved horizontally or vertically. Horizontal ventilation is normally achieved through the use of natural openings, such as windows and doors. Vertical ventilation involves opening the structure above the fire by means of natural openings skylights or attic vents or the creation of an opening (cutting a hole and pushing ceiling).
- Entry (forcible or otherwise) can be made through doors or windows. When forcible entry is required, efforts should be made to minimize damage by using the proper tools to quickly gain access.
- Search and rescue falls into two categories: primary and secondary. Primary search is a time sensitive process that must be completed in an efficient manner. Secondary search is a thorough process which should be completed after the fire is under control and performed by a crew other than those that were involved in the primary.
- Laddering (ground and aerial) is an important function when working on upper floors for establishing means of entry and egress.
- Utility control (electric, gas, water) is normally completed by the outside crew, which provides an element of safety for interior crews.
- Elevated master streams provide a tactical advantage for applying water from above. When an elevated master stream is requested, it will be the responsibility of the truck company to establish and operate.
- Overhaul is the process of checking for extension and removing any hazards. Salvage operations can be used to protect or save property.

Ventilation/Roof Operations

Safety must be the primary consideration during every vertical ventilation operation. No personnel shall be allowed on bowstring truss, lightweight metal or tile/slate roofs under fire conditions. Operating above a fire is an extremely hazardous situation. Understanding this policy and practicing it shall help to ensure our firefighters' safety during vertical ventilation operations.

The first arriving company and the Incident Commander should evaluate roof conditions prior to committing resources to the roof. Aerial apparatus should be strategically placed to allow for safe access to and from the roof area. Crews must enter the roof from an established safe area and must have a secondary means of escape. The first personnel to access the roof must quickly evaluate conditions to assure the roof is structurally sound before proceeding. While on the roof, personnel must continually evaluate their escape routes and progress throughout the duration of roof operations.

Bow string truss roofs – **During fire operations, no firefighter shall operate on a bow string truss roof.**

Tile/slate roofs – **During fire operations, no firefighter shall operate on a tile/slate roof.**

Lightweight metal roofs - **During fire operations, no firefighter shall operate on a lightweight metal roof.**

When these roof types/coverings are encountered, vertical ventilation shall only be achieved by working from an aerial ladder.

Extreme caution should be exercised in conducting roof operations on lightweight wood truss (Type V) roofs and lightweight steel truss roofs with metal decking. When these roof types are encountered and vertical ventilation is deemed necessary, crews should utilize natural openings and immediately vacate the roof.

Roof operations should always take place utilizing minimal personnel and from as stable a working platform as possible. This includes the use of safety lines, roof ladders, or aerial devices.

The physical placement of apparatus on the fire ground is critical. No more critical placement is made than that of the first arriving truck company. All responding units must consider the placement of the truck (in front of the structure on residential and in the best tactical position for commercial) as a top priority.

All personnel involved in roof operations shall wear full personal protective equipment including SCBA when operating above a fire. Personnel working/operating from an aerial device will wear ladder belts at all times.

Utility Control

Depending upon the type of occupancy, utilities control can be accomplished by one of the following methods:

- Pulling the electrical meter (should be taken to command)
- Individual breakers
- Electrical main/disconnect
- Shunt trips
- Closing control valve on gas meter or LP tank

Dalton Utilities should be notified by the Incident Commander via dispatch.

Truck Company Responsibilities for Residential and Commercial Fires

Inside/Interior Truck

- Primary functions: forcible entry, primary search/rescue, and locating/isolating the fire
- Secondary functions: salvage & overhaul

Outside/Exterior Truck

- Primary functions: utilities, force rear door/windows, ground ladders placement, ventilation (horizontal and/or vertical dictated by conditions/needs/roof construction), vent enter isolate search (VEIS), aerial ladder operations, and roof rescue
- Secondary functions: secondary search, salvage, and overhaul

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: M-1
Effective: 10-27-2020
Revised: 10-27-2020
Reviewed:

Fire Chief Signature

DATE

Policy: Administering Naloxone (Narcan)

Scope: All Personnel

PROCEDURE: Naloxone (Narcan) is a medication classified as an opioid overdose antidote which works by reversing the respiratory effects caused by opioids to revive the person who is heavily sedated or unresponsive due to ingesting too much of an opioid.

Authorized DFD Medical First Responders will utilize the MAD® non-invasive intranasal route for Narcan medication administration to the symptomatic patient.

INDICATIONS FOR USE:

Overdose on opiates or synthetic opiates

Procedure: 4 MG Pre-filled Narcan Nasal Spray

1. Identify Opioid Overdose and Check for response.
 - Unresponsive/ will not respond
 - Shallow/slow breathing
 - Pinpoint pupils
2. Place patient on their back
 - Gently insert tip of the nozzle into nostril
 - Tilt head back
 - Press plunger firmly to give dose of Narcan
3. Turn patient on side and place into recover position
 - If no response or change in LOC in 2 minutes may give another dose of Narcan in other nostril.
4. At any time patient stops breathing, begin CPR immediately.

CONTRAINDICATIONS FOR USE:

1. Epistaxis- (bleeding from nose)
2. Trauma
3. Septal abnormality
4. Nasal congestion
5. Mucous discharge
6. Destruction of nasal mucosa, surgery or past cocaine abuse

RECOMMENDATIONS FOR PPE:

COVID-19 precautions: Personal Protective Equipment (PPE) including mask, face-shield and gloves for those first responders involved in direct patient care during the administration process.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 7
Effective: 03-24-1998
Revised: 05/23/2020
Reviewed: 05/28/2020

Fire Chief Signature

DATE

Title: Residency requirements for Dalton Fire Department employees

Scope: All personnel

Purpose: This policy is intended to provide adequate personnel to staff apparatus and other essential support functions of the Dalton Fire Department in cases where additional personnel are required during emergencies. This document serves as a reference to new and existing employees and as the official administrative policy.

Procedure:

All fire department personnel, as of the effective date of this policy as most recently amended, shall reside within 40 miles of Dalton Fire Department Station #1, 404 School Street, Dalton, GA. This distance will be calculated utilizing Google Maps. While responding, all local and state traffic laws will be obeyed.

The employee shall utilize the change of address form to notify the department of his/her intent to relocate. The employee shall provide all pertinent information including: physical address, road mileage, and driving directions printed from Google Maps. The written notification shall be **made two weeks prior to effective date and** forwarded up the chain-of-command with each officer placing initials on the notification. Once the notification is approved by the Chief, the document will return down the chain-of-command informing all officers of both the request being made and the outcome. **All new employees will have 1 year from date of hire to comply with this policy.**

Any violation of this directive shall be considered grounds for termination.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: **GP- 7**
Effective: **03/24/1998**
Revised: **10/27/2020**
Reviewed: **10/27/2020**

Fire Chief Signature

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