



**PUBLIC SAFETY COMMISSION
TUESDAY, OCTOBER 25, 2022
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

1. Personnel Matters - Promotion
 1. Brandon Glass to the rank of Engineer

Approval of Minutes

2. September 27, 2022

Police Department

3. Crime/Crash Statistics September 2022
4. Financial Statistics September 2022
5. Written Directive Review

Fire Department

6. Statistical Report for September 2022
7. Financial Report for September 2022
8. FD- Reviewed SOG and SOP
 1. M-1 Administering Naloxon (Narcan)
 2. FO-12 Initial Assignment for all Structure Fires and Fire Alarms
 3. FO-17 Truck Ops at Working Structure
 4. GP-7 Residency Requirements for DFD Employees

Adjournment

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

Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield
Alex Brown

October 25, 2022

Greetings,

I am making a recommendation for the promotion of Firefighter Brandon Glass to the rank of engineer. This promotion will fill the vacancy left by the recent retirement of Engineer Shane Sowder. Firefighter Glass has met the required pre-requisites set forth for the rank of engineer.

Firefighter Glass has been employed with Dalton Fire Department since January 2013. Over his career with Dalton Fire Department Firefighter Glass has attended numerous training including firefighting tactics, leadership and management, just to name a few. He also has extensive training in the area of technical rescue training and certifications. Some of his certifications include Georgia Smoke Divers, Flames, Hazmat Technician, Swift Water Technician, Rope Technician, Trench Rescue Technician, Fire Instructor 1, Structural Fire Control Instructor, Fire Officer 1 and Fire Officer 2 NPQ Certifications. His current battalion chief states that "Brandon shows great pride in his work ethics and that he works diligently to lead and train others." Firefighter Glass has already completed all required tasks and training to fill-in as Officer in Charge during the absence of lieutenants, putting him already ahead of the current rank of engineer.

Firefighter Glass has proven to be a valuable asset to our organization and I would appreciate your support in recognizing Firefighter Brandon Glass with a promotion to the rank of engineer

Thank you all for your consideration.


Todd Pangle

Chief

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SEPTEMBER 27, 2022

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Terry Mathis, Commissioners Bill Weaver, Truman Whitfield, Anthony Walker, Alex Brown, Fire Chief Todd Pangle, Police Chief Cliff Cason, City Administrator Andrew Parker, and City Attorney Terry Miller. Council member Annalee Sams was absent.

AGENDA AMENDMENT

On the motion of Commissioner Weaver, second Commissioner Brown, the agenda was amended to remove the following agenda item.

- Personnel Matters – Police Department Life Saving Award – Officer Allen O’Neal

The vote was unanimous in favor.

PERSONNEL MATTERS

Police Department Promotion Confirmation – Ricky Long

On the motion of Commissioner Weaver, second Commissioner Brown, the Commissioner promoted Lieutenant Ricky Long to the rank of Captain. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of August 23, 2022. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for August 2022

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of August 2022. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are approximately 13.4% lower and Part II crimes are approximately 28% lower when compared to the past 5-year average. Chief Cason further reported there were 115 non-private property crashes reported for the month and injury crashes increased from July 2022.

On the motion of Commissioner Whitfield, 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 2022

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of August 2022. Chief Cason reported the department has expended 62% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department’s 2022 goals.

On the motion of Commissioner Walker, second Commissioner Brown, 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

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Written Directives

Police Chief Cliff Cason presented the following written directive reviews for approval:

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

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

FIRE DEPARTMENT

Monthly Statistical Report – August 2022

Fire Chief Todd Pangle presented the August 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 328 Total Responses, a Dollar Value Saved & Loss Analysis of \$5,200.00, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

On the motion of Commissioner Weaver, second Commissioner Brown, the Commissioners approved the 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 2022

Fire Chief Todd Pangle presented the Financial Report for the month of August 2022 to the Commission. Chief Pangle stated the department has expended 63% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

On the motion of Commissioner Brown, 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.

Review SOP

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following Fire Department's Standard Operating Practices (SOP) reviews.

- FO-14 – Mayday Procedures
- FO-16 – Emergency Evacuation

The vote was unanimous in favor. A copy of the presented SOP reviews is a part of these minutes.

Trade-in Proposal with Supporting Documents

Fire Chief Todd Pangle presented to the Commission for approval, an amendment to the original contract with Sutphen Corporation with regards to the purchase of a custom fire truck. Chief Pangle stated the amendment has the Fire Department trading-in a fire truck model (HS-4451) to Sutphen Corporation in the amount of \$23,7500.00. Chief Pangle stated this trade-in would reduce the original contract total to \$611,803.04.

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the amended contract with the trade-in as presented. A copy of the amended contract is a part of these minutes. The vote was unanimous in favor.

Public Commentary

Commissioner Whitfield asked City Administrator Andrew Parker to keep the Public Safety Commission updated to any changes to the City of Dalton charter with regards to the scope of responsibilities of the Public Safety Commission. City Administrator Andrew Parker stated he would keep Chairman Terry Mathis apprised to changes to the sections pertaining to the Police and Fire services.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:25 a.m.

Terry Mathis, Chairman

ATTEST:

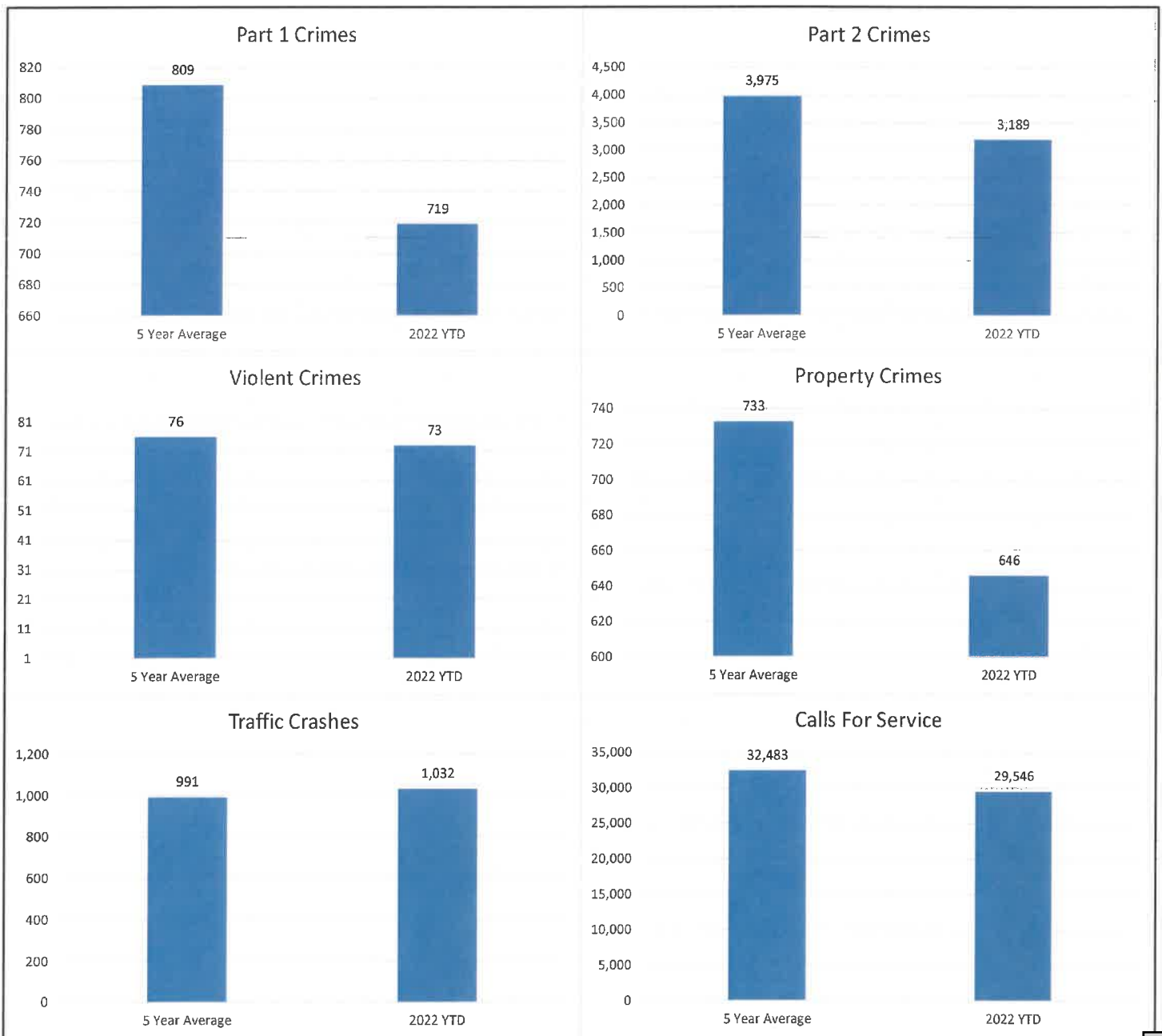
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

Summary of Data and Crime Statistics for September 2022

General

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 11.1% lower than the five-year statistics. Part 2 crimes have decreased by approximately 19.8% during the same time. Property crimes show a decrease of approximately 11.8% from the five-year average. Violent crimes have decreased by approximately 3.9% from the five-year average. Traffic crashes are approximately 4.1% higher than the five-year average. Calls for service show a decrease of approximately 9.0% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022
September 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	897	869	691	670	719	
Homicides	0	1	0	1	2	
Rape	8	15	6	13	9	
Robbery	24	5	15	5	17	
Aggravated Assault	42	49	48	60	45	
Violent Crime Totals	74	70	69	79	73	
Burglary	102	84	71	73	60	
Larceny-Theft	658	672	488	441	527	
Motor Vehicle Theft	60	43	62	76	54	
Arson	3	0	1	1	5	
Property Crime Totals	823	799	622	591	646	
Violent Crime Clearance	59%	76%	61%	66%	64%	
Property Crime Clearance	35%	40%	31%	43%	47%	
Part I Arrests	264	305	208	214	256	
Citations	10,464	9,600	8,842	8,000	8,923	
Calls for Service	31,711	33,030	36,544	30,718	29,546	
Traffic Crashes	1,026	1,033	829	1,012	1,032	

Analysis

In the year to date 2022 there have been 719 Part 1 crimes reported, compared to 670 in 2021. Traffic crashes have increased approximately 2% from 2021. Calls for service have decreased by approximately 3.8% from 2021.

There have been 73 violent crimes reported 2022 YTD compared to 79 reported violent crimes 2021 YTD. There have been 45 aggravated assaults reported in 2022 compared to 60 in 2021. Year to date property crimes have shown an increase of approximately 9.3% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 733. Violent crime numbers are slightly lower than the five-year average of 76.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2022	2021			2022	2021			2022	2021
	9/22	9/21	YTD	YTD	9/22	9/21	YTD	YTD	9/22	9/21	YTD	YTD
Part I Offenses												
Homicide	1	0	2	1	0	0	0	3	0	0	1	3
Rape	1	2	9	13	0	0	6	7	0	0	2	1
Robbery	4	2	17	5	2	1	18	6	2	0	16	2
Aggravated Assault	5	3	45	60	6	2	23	36	5	1	19	29
Burglary	8	10	60	73	1	4	22	25	1	4	13	20
Larceny - Theft	79	54	527	441	35	29	267	195	31	26	197	145
Motor Vehicle Theft	6	0	54	76	2	1	16	33	1	1	7	14
Arson	0	0	5	1	0	0	1	0	0	0	1	0
PART I SUBTOTAL	104	71	719	670	46	37	353	305	40	32	256	214
Part II Offenses												
Other Assaults - not agg.	30	25	265	260	20	18	220	240	18	10	150	170
Forgery/Counterfeiting	6	5	54	43	2	4	18	14	2	2	15	8
Fraud	19	20	131	134	3	2	27	46	3	1	17	32
Embezzlement	0	0	0	1	0	0	0	1	0	0	0	0
Stolen Property	0	0	8	9	0	0	4	3	0	0	4	2
Vandalism	23	27	182	219	4	9	54	68	4	7	35	43
Weapons Violations	3	3	37	38	2	1	35	44	2	0	35	41
Commercial Sex	0	0	2	0	0	0	1	0	0	0	0	0
Other Sex Offenses	5	1	34	42	1	3	18	27	0	0	5	9
Drug Sales	2	6	46	57	1	2	42	48	1	1	37	47
Drug Possession	19	20	184	240	16	13	143	228	10	11	112	198
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	8	4	37	38	6	2	30	27	6	0	25	23
Liquor Violations	4	10	57	50	4	9	50	43	3	9	48	42
Drunkenness	3	15	70	85	3	14	64	83	3	14	63	82
Other Disorderly Conduct	19	21	116	142	10	23	94	113	7	20	69	88
Curfew Violations	0	2	6	17	0	1	2	11	0	1	2	10
All Other Offenses	172	207	1811	2205	207	172	2167	2193	200	122	1987	1871
DUI	14	15	149	161	14	14	154	162	14	14	154	161
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	327	381	3189	3741	293	287	3123	3351	273	212	2758	2827
PART I AND II TOTAL	431	452	3908	4411	339	324	3476	3656	313	244	3014	3041

	2022		2021		Enforcement	2022		2021	
	9/22	9/21	YTD	YTD		9/22	9/21	YTD	YTD
Public Roadway	130	93	1,032	1,012	Citations	458	608	4,871	4,966
					Warnings	309	478	4,052	3,034
911 Calls	3,170	3,582	29,546	30,718	Totals	767	1,086	8,923	8,000

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

Summary of Significant Events for September 2022

During the month of September 2022 there was one homicide, which was cleared by arrest after investigation. There were four reported robberies, two were cleared by arrest and the other two are currently active. There were five reported aggravated assault, each of which have been cleared by arrest. There were eight reported burglaries, three have been cleared by arrest and four are currently active.

22-5651

Homicide

905 Liddell St

Officers were dispatched to the above location in reference to a medical call regarding a female who was unresponsive. Upon arrival, the female was found to be unresponsive and there was a significant amount of blood in the apartment. The live-in boyfriend was present at this time, but denied knowing what happened to her. It was discovered the female had multiple injuries to her body when she arrived to the hospital. The female passed away after several days in the hospital. The boyfriend was questioned multiple times and denied involvement.

22-005244

Burglary

2708 Airport Rd

At approximately in the morning an unidentified subject gained access to the business by breaking the door glass in the front of the store. He entered the business and broke into several cases, taking items of value including Pokémon cards and comic books. The estimated retail value of all the items stolen was said to be \$20,000. Upon investigation, it was discovered the subject attempted to sell the items to various comic book stores in the area. Several weeks after the burglary, a male subject attempted to sell items from a similar burglary in Knoxville at this location. The suspects were identified and a search warrant was conducted. Items from both burglaries were recovered and the suspects arrested.

22-005362

Robbery

785 Shugart Rd

A male subject went inside VIP Tobacco asking for vapes. He then pulled out a firearm and hopped over the counter, where he grabbed cash and vapes. The suspect fled outside to the south parking lot, where it was reported that white passenger car picked him up. Upon investigation, it was discovered that the juvenile who called in as a witness to the incident was the person who committed the robbery. A search warrant was obtained and items from the robbery were recovered. The suspect was arrested.

22-005396

Burglary

1000 E Morris St

Tienda La Davina was burglarized in the early morning hours. The lone suspect broke the front glass, entered the business, and stole numerous Nike shoes and an iPad. Upon investigation, a suspect was identified. Multiple search warrants were executed and items from multiple burglaries were located. The suspect was arrested.

22-005472

Burglary

1218 N Thornton Ave

La Curva restaurant was burglarized during the evening hours. The suspect had turned the power off to the business from the outside breaker prior to entry. During the interview of the suspect from the burglary from Tienda La Davina, the suspect confessed to this burglary.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

September 2022 Crash Statistics

In September 2022 there were 130 non-private property crashes reported. While total crashes increased, injury crashes, and total injuries decreased from August 2022. Angle and rear end crashes were the most prevalent during September 2022. Following too closely was the leading contributing factor in non-injury, while failure to yield was the leading contributing factor for injury crashes. Walnut Ave had the highest number of injury and non-injury crashes in September 2022.

September 2022 Crash Statistics

Total Crashes	September 2022	August 2022	Change	YTD 2022	YTD 2021	Change
	130	115	13.0%	1032	1012	2.0%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	27	19	5	3	0	5
Total Injuries	34					
DUI Crashes	Speed Crashes	Distracted Crashes	Following Too Closely Crashes			
4	5	10	26			
Day of the Week	Total	Time of Day		Total		
Monday	26	0000 - 0559		4		
Tuesday	23	0600 - 0859		18		
Wednesday	13	0900 - 1059		12		
Thursday	24	1100 - 1359		19		
Friday	24	1400 - 1559		21		
Saturday	9	1600 - 1859		38		
Sunday	11	1900 - 2159		18		
		2200 - 2359		0		
Collision Type	Total	Contributing Factors			Total	
Angle	61	Failure to Yield			29	
Rear End	33	Following Too Closely			26	
Collision with an Object	19	Other			16	
Sideswipe - Same Direction	14	Distracted			10	
Sideswipe - Opposite Direction	2	Improper Turn			9	
Head On	1					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	26	20.0%	10	29.4%		
Chattanooga Rd	17	13.1%	5	14.7%		
Glenwood Ave	10	7.7%	3	8.8%		
Thornton Ave	6	4.6%	1	2.9%		
Shugart Rd	5	3.8%	3	8.8%		
Selective Enforcement Details	Locations	Total Details	Violations			
September 2022	College Dr, MLK Jr Blvd	3	27			

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 25, 2022**

SUMMARY OF THE FINANCIAL STATISTICS FOR SEPTEMBER 2022

The police department budget for FY 2022 is currently in its implementation phase, and we have expended approximately 69% of our 2022 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2022 goals and meet the needs of the department.

A bid request was put out recently for patrol vehicles to be purchased with SPLOST funds. After researching all options, we are satisfied the low bid price for the patrol vehicles is appropriate. We plan to order five 2023 Ford Explorer Police Interceptors from Ford of Dalton.

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
321000 PD ADMINISTRATION								
321000 511100	WAGES - REGULAR	454,750	6,300	461,050	343,109.25	.00	117,940.75	74.4%
321000 511300	WAGES - OVERTIME	1,500	-1,000	500	20.80	.00	479.20	4.2%
321000 512100	GROUP INSURANCE	45,100	0	45,100	30,992.46	.00	14,107.54	68.7%
321000 512200	FICA & MEDICARE	35,000	500	35,500	26,302.49	.00	9,197.51	74.1%
321000 512401	RETIREMENT DCP	14,330	0	14,330	10,361.66	.00	3,968.34	72.3%
321000 512402	RETIREMENT DBP	57,100	0	57,100	44,466.20	.00	12,633.80	77.9%
321000 512403	RETIREMENT STATE	1,200	0	1,200	1,000.00	.00	200.00	83.3%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	8,106.42	.00	1,993.58	80.3%
321000 512900	OTHER EMPLOYEE BE	2,800	1,000	3,800	3,478.07	388.29	-66.36	101.7%
321000 512915	CLEANING ALLOWANC	1,800	0	1,800	341.50	.00	1,458.50	19.0%
321000 512916	CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
321000 521210	PROFESSIONAL - LE	20,000	-2,000	18,000	13,008.15	.00	4,991.85	72.3%
321000 521300	TECHNICAL CONTRAC	5,000	-2,500	2,500	1,500.00	.00	1,000.00	0%
321000 522220	EQUIPMENT MAINT &	2,000	4,000	6,000	2,791.98	.00	2,208.02	55.8%
321000 522230	VEHICLE REPAIRS &	2,000	0	2,000	4,039.15	.00	1,960.85	67.3%
321000 522320	RENTAL - EQUIPMEN	9,000	0	9,000	4,970.17	.00	4,029.83	55.2%
321000 523100	INSURANCE COMMERC	117,755	-1,100	116,655	114,954.45	.00	1,700.55	98.5%
321000 523200	COMMUNICATIONS	47,000	-1,200	45,800	29,400.65	2,642.67	13,756.68	70.0%
321000 523210	POSTAGE	3,500	-200	3,300	650.25	.00	2,649.75	19.7%
321000 523400	PRINTING & BINDIN	3,000	-1,000	2,000	1,650.97	61.90	287.13	85.6%
321000 523500	TRAVEL	4,000	2,000	6,000	3,875.98	184.00	1,940.02	67.7%
321000 523600	DUES & FEES	4,000	0	4,000	3,251.57	189.00	559.43	86.0%
321000 523630	RADIO SUBSCRIBER F	25,000	-1,500	23,500	23,155.20	.00	344.80	98.5%
321000 523700	TRAINING & EDUCAT	8,000	-2,000	6,000	4,675.50	.00	1,324.50	77.9%
321000 523850	CONTRACT LABOR	0	5,400	5,400	5,382.50	.00	17.50	99.7%
321000 523920	SOFTWARE LICENSES	158,500	-5,400	153,100	111,966.51	.00	41,133.49	73.1%
321000 531100	SUPPLIES - GENERA	2,000	0	2,000	118.64	.00	681.36	14.8%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	161.67	440.46	1,397.87	30.1%
321000 531250	OIL	2,800	0	2,800	161.67	.00	800.00	0%
321000 531270	GASOLINE	5,000	1,000	6,000	4,971.39	.00	1,028.61	82.9%
321000 531300	MEALS - FOOD	2,000	0	2,000	211.57	.00	1,788.43	10.6%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	913.02	.00	1,086.98	45.7%
321000 572000	PAYMENT TO OTHER	0	13,035	13,035	13,035.00	.00	.00	100.0%
TOTAL PD ADMINISTRATION		1,048,835	15,335	1,064,170	812,263.17	3,906.32	248,000.51	76.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322100 PD CRIMINAL INVESTIGATION DIV								
322100 511100	WAGES - REGULAR	1,031,800	14,300	1,046,100	706,694.78	.00	339,405.22	67.6%
322100 511300	WAGES - OVERTIME	46,000	0	46,000	13,897.96	.00	32,102.04	30.2%
322100 512100	GROUP INSURANCE	215,200	0	215,200	142,747.75	.00	72,452.25	66.3%
322100 512200	FICA & MEDICARE	82,450	1,090	83,540	53,635.98	.00	29,904.02	64.2%
322100 512401	RETIREMENT DCP	63,000	0	63,000	40,553.16	.00	22,446.84	64.4%
322100 512402	RETIREMENT DBP	81,800	0	81,800	57,673.81	.00	24,126.19	70.5%
322100 512403	RETIREMENT STATE	4,500	0	4,500	3,150.00	.00	1,350.00	70.0%
322100 512700	WORKERS COMPENSAT	26,880	0	26,880	21,695.98	.00	5,184.02	80.7%
322100 512900	OTHER EMPLOYEE BE	4,000	0	4,000	4,014.66	418.70	1,866.64	70.4%
322100 512915	CLEANING ALLOWANC	9,000	0	9,000	1,486.25	.00	2,513.75	37.2%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	3,600.00	.00	5,400.00	40.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	403.29	.00	3,096.71	11.5%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	3,004.92	19.98	3,975.10	43.2%
322100 523500	TRAVEL	14,400	6,000	20,400	18,022.29	975.00	1,402.71	93.1%
322100 523600	DUES & FEES	2,200	0	2,200	735.00	.00	1,465.00	33.4%
322100 523700	TRAINING & EDUCAT	14,400	2,000	16,400	13,812.25	.00	2,587.75	84.2%
322100 523900	PEPI OTHER PURCHAS	25,000	0	25,000	10,300.00	.00	14,700.00	41.2%
322100 531100	SUPPLIES - GENERA	3,000	0	3,000	2,620.26	71.25	308.49	89.7%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	1,123.65	82.95	2,793.40	30.2%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	16,000	1,500	17,500	15,987.98	228.57	1,283.45	92.7%
322100 531300	MEALS - FOOD	700	0	700	198.91	.00	501.09	28.4%
322100 531600	SMALL EQUIPMENT <	0	0	0	-97.93	.00	97.93	100.0%
322100 531700	OTHER SUPPLIES	5,000	-500	4,500	1,197.09	.00	3,302.91	26.6%
322100 542400	COMPUTERS & COMPU	28,000	0	28,000	27,999.94	.00	.06	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,697,530	24,390	1,721,920	1,144,457.98	1,796.45	575,665.57	66.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
322300 PD PATROL							
322300 511100 WAGES - REGULAR	3,928,000	-37,320	3,890,680	2,781,860.08	.00	1,108,819.92	71.5%
322300 511300 WAGES - OVERTIME	110,000	-5,130	104,870	29,018.05	.00	75,851.95	27.7%
322300 512100 GROUP INSURANCE	662,500	-18,990	643,510	475,442.20	.00	168,067.80	73.9%
322300 512200 FICA & MEDICARE	308,900	-3,245	305,655	211,066.79	.00	94,588.21	69.1%
322300 512401 RETIREMENT DCP	330,000	-9,405	320,595	232,945.53	.00	87,649.47	72.7%
322300 512402 RETIREMENT DBP	135,000	0	135,000	58,523.86	.00	76,476.14	43.4%
322300 512403 RETIREMENT STATE	21,500	0	21,500	14,550.00	.00	6,950.00	67.7%
322300 512700 WORKERS COMPENSAT	117,300	-300	117,000	94,854.34	.00	22,145.66	81.1%
322300 512900 OTHER EMPLOYEE BE	23,800	-540	23,260	16,385.97	.00	4,988.56	78.6%
322300 512915 CLEANING ALLOWANC	10,000	0	10,000	6,061.10	.00	3,938.90	60.6%
322300 522200 EQUIPMENT MAINT &	11,500	0	11,500	8,742.92	.00	2,757.08	76.0%
322300 522230 VEHICLE REPAIRS &	38,000	2,000	40,000	32,423.36	142.50	7,434.14	81.4%
322300 522230 SHOP VEHICLE EXP -	118,000	0	118,000	75,763.63	.00	42,236.37	64.2%
322300 523500 TRAVEL	59,000	9,250	68,250	53,607.60	2,100.00	12,542.40	81.6%
322300 523600 DUES & FEES	3,800	0	3,800	337.00	.00	3,463.00	8.9%
322300 523700 TRAINING & EDUCAT	50,000	-11,500	38,500	10,659.28	.00	27,840.72	27.7%
322300 531100 SUPPLIES - GENERA	5,500	0	5,500	1,937.42	98.97	3,463.61	37.0%
322300 531110 SUPPLIES - OFFICE	3,000	-500	2,500	577.53	89.34	1,833.13	26.7%
322300 531120 UNIFORMS	60,000	-5,000	55,000	36,402.13	861.00	17,736.83	67.8%
322300 531250 OIL	3,000	0	3,000	1,181.29	.00	1,818.71	39.4%
322300 531270 GASOLINE	157,000	43,500	200,500	159,944.13	116.31	40,439.56	79.8%
322300 531300 MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600 SMALL EQUIPMENT <	26,000	10,605	36,605	21,931.25	1,416.84	13,256.91	63.8%
322300 531700 OTHER SUPPLIES	5,000	0	5,000	715.02	.00	4,284.98	14.3%
TOTAL PD PATROL	6,188,800	-26,575	6,162,225	4,324,930.50	6,710.43	1,830,584.07	70.3%



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 PD SUPPORT SERVICES								
322400 511100	WAGES - REGULAR	630,500	7,800	638,300	427,016.82	.00	211,283.18	66.9%
322400 511200	WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	.0%
322400 511300	WAGES - OVERTIME	8,500	0	8,500	199.90	.00	8,300.10	2.4%
322400 512100	GROUP INSURANCE	152,700	0	152,700	98,196.49	.00	54,503.51	64.3%
322400 512200	FICA & MEDICARE	49,000	1,660	50,660	31,493.38	.00	19,166.62	62.2%
322400 512401	RETIREMENT DCP	48,000	0	48,000	13,937.78	.00	34,062.22	29.0%
322400 512402	RETIREMENT DBP	42,700	0	42,700	46,828.59	.00	-3,128.59	109.2%
322400 512403	RETIREMENT STATE	1,200	0	1,200	950.00	.00	250.00	79.2%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	17,686.68	.00	4,153.32	81.0%
322400 512900	OTHER EMPLOYEE BE	3,900	0	3,900	2,529.96	299.94	1,070.10	72.6%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	145.85	.00	2,254.15	6.1%
322400 512916	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 5211300	TECHNICAL CONTRAC	8,500	0	8,500	4,362.00	.00	4,138.00	51.3%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	4,141.00	.00	9,359.00	30.7%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	25,043.87	.00	14,956.13	62.6%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	759.43	.00	2,240.57	25.3%
322400 523500	TRAVEL	21,000	-6,000	15,000	3,897.84	.00	11,102.16	26.0%
322400 523600	DUES & FEES	2,700	0	2,700	1,368.62	.00	1,331.38	50.7%
322400 523620	CREDIT CARD & BAN	0	220	220	146.89	.00	73.11	66.8%
322400 523700	TRAINING & EDUCAT	21,000	-2,000	19,000	7,812.39	.00	11,187.61	41.1%
322400 531100	SUPPLIES - GENERA	3,000	0	3,000	2,347.27	41.09	611.64	79.6%
322400 531110	SUPPLIES - OFFICE	3,200	-100	3,100	1,618.17	.00	1,481.83	52.2%
322400 531120	UNIFORMS	4,000	0	4,000	969.27	.00	3,030.73	24.2%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	5,435.08	.00	22,564.92	19.4%
322400 531200	UTILITIES	50,000	0	50,000	40,801.33	.00	9,198.67	81.6%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	7,000	0	7,000	6,272.52	.00	727.48	89.6%
322400 531300	MEALS - FOOD	7,500	0	7,500	177.19	.00	322.81	35.4%
322400 531700	OTHER SUPPLIES	14,000	-120	13,880	5,160.57	.00	8,719.43	37.2%
322400 542400	COMPUTERS & COMPU	2,000	0	2,000	599.18	.00	1,400.82	30.0%
TOTAL PD SUPPORT SERVICES		1,190,340	1,460	1,191,800	749,998.07	341.03	441,460.90	63.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322600	CUSTODY OF PRISONERS							
523900	OTHER PURCHASED S	105,000	0	105,000	59,152.37	.00	45,847.63	56.3%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	59,152.37	.00	45,847.63	56.3%
	TOTAL GENERAL FUND - OPERATING	10,230,505	14,610	10,245,115	7,090,802.09	12,754.23	3,141,558.68	69.3%
	TOTAL EXPENSES	10,230,505	14,610	10,245,115	7,090,802.09	12,754.23	3,141,558.68	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	10,230,505	14,610	10,245,115	7,090,802.09	12,754.23	3,141,558.68	69.3%
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** END OF REPORT - Generated by Martha Lopez **

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99	ACCOUNTS FOR: 0210 CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
210001 REVENUES								
210001	351320 STATE CASH CONFISC	-43,000	0	-43,000	-25,660.00	.00	-17,340.00	59.7%
210001	361400 STATE INTEREST INC	-250	0	-250	-142.01	.00	-107.99	56.8%
210001	361400 TREAS INTEREST TRE	-50	0	-50	-29.08	.00	-20.92	58.2%
210001	392100 STATE SALE OF ASSE	-5,000	0	-5,000	-2,325.00	.00	-2,675.00	46.5%
	TOTAL REVENUES	-48,300	0	-48,300	-28,156.09	.00	-20,143.91	58.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
210415 EXPENDITURES							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	3,408.88	.00	1,091.12	75.8%
210415 523200 STATE COMMUNICATIO	17,100	0	17,000	6,064.19	1,650.25	9,285.56	45.4%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	4,595.00	.00	405.00	91.9%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	500	0	500	.00	.00	500.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	14,068.07	1,650.25	34,581.68	31.2%
TOTAL CONFISCATED ASSETS	2,000	0	2,000	-14,088.02	1,650.25	14,437.77	-621.9%
TOTAL REVENUES	-48,300	0	-48,300	-28,156.09	.00	-20,143.91	
TOTAL EXPENSES	50,300	0	50,300	14,068.07	1,650.25	34,581.68	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000	0	2,000	-14,088.02	1,650.25	14,437.77	-621.9%

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YEAR-TO-DATE BUDGET REPORT

FOR 2022 99		ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJSTMTS	BUDGET	ACTUAL	BUDGET	USE/COL		

370001 REVENUES

370001	361400	INTEREST INCOME	-2,000	0	-2,000	.00	.00	1,551.15	177.6%
370001	371000	DONATIONS	0	-62,500	-62,500.00	.00	.00	.00	100.0%
TOTAL REVENUES			-2,000	-62,500	-66,051.15	.00	.00	1,551.15	102.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99		ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
ACCOUNTS FOR: CAPITAL ACQUISITION FUND								
370002	OTHER FINANCING SOURCES							
370002	391000 GF TRANSFERS IN	-384,600	-3,008,000	-3,392,600	-3,392,600.00	.00	.00	100.0%
370002	392100 SALE OF ASSETS (G	0	-35,000	-35,000	-50,402.26	.00	15,402.26	144.0%
	TOTAL OTHER FINANCING SOURCES	-384,600	-3,043,000	-3,427,600	-3,443,002.26	.00	15,402.26	100.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 522210 132 FACILITY REPAIR	0	0	0	164,824.19	.00	-164,824.19	100.0%
370005 522210 350 FACILITY REPAIR	0	264,000	264,000	24,140.00	.00	239,860.00	9.1%
370005 522210 610 FACILITY REPAIR	0	78,000	78,000	.00	67,007.19	10,992.81	85.9%
370005 522240 610 SITE REPAIRS &	0	198,000	198,000	.00	.00	198,000.00	.0%
370005 523600 DUES & FEES	0	0	0	1,290.75	.00	-1,290.75	100.0%
370005 523920 133 COMPUTER SOFTW	0	0	0	23,365.64	.00	-23,365.64	100.0%
370005 531600 153 SMALL EQUIPMEN	0	90,000	90,000	1,368.00	.00	90,000.00	.0%
370005 531600 610 SMALL EQUIPMEN	0	0	0	92,200.00	.00	-1,368.00	100.0%
370005 541100 610 SITES	0	0	0	.00	.00	-92,200.00	100.0%
370005 541200 610 SITE IMPROVEME	0	1,616,000	1,616,000	.00	40,000.00	1,616,000.00	.0%
370005 541300 610 BUILDINGS & BU	0	265,000	265,000	.00	.00	225,000.00	15.1%
370005 541400 INFRASTRUCTURE	396,600	0	396,600	.00	.00	396,600.00	.0%
370005 541400 132 INFRASTRUCTURE	0	250,000	250,000	.00	.00	250,000.00	.0%
370005 542100 420 MACHINERY	0	1,166,000	1,166,000	.00	1,002,798.00	163,202.00	86.0%
370005 542200 132 VEHICLES	0	63,625	63,625	.00	56,815.00	6,810.00	89.3%
370005 542200 320 VEHICLES	0	298,300	298,300	255,400.00	.00	298,300.00	.0%
370005 542200 350 VEHICLES	0	65,000	65,000	.00	.00	-190,400.00	392.9%
370005 542200 610 VEHICLES	0	45,000	45,000	.00	44,624.00	376.00	99.2%
370005 542400 132 COMPUTERS & CO	0	0	0	5,020.00	.00	-5,020.00	100.0%
370005 542400 153 COMPUTERS & CO	0	220,000	220,000	14,105.74	48,707.16	157,187.10	28.6%
370005 542400 610 COMPUTERS & CO	0	0	0	2,740.79	2,325.49	-5,066.28	100.0%
370005 542500 154 OTHER EQUIPMEN	0	100,000	100,000	.00	.00	100,000.00	.0%
370005 542500 350 OTHER EQUIPMEN	0	255,400	255,400	.00	.00	255,400.00	.0%
370005 542500 420 OTHER EQUIPMEN	0	0	0	.00	187,220.00	-187,220.00	100.0%
TOTAL EXPENDITURES	396,600	4,974,325	5,370,925	584,455.11	1,449,496.84	3,336,973.05	37.9%
TOTAL CAPITAL ACQUISITION FUND	10,000	1,868,825	1,878,825	-2,924,598.30	1,449,496.84	3,353,926.46	-78.5%
TOTAL REVENUES	-386,600	-3,105,500	-3,492,100	-3,509,053.41	.00	16,953.41	
TOTAL EXPENSES	396,600	4,974,325	5,370,925	584,455.11	1,449,496.84	3,336,973.05	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,000	1,868,825	1,878,825	-2,924,598.30	1,449,496.84	3,353,926.46	-78.5%

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**DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE**

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	GRANT REIM. **	GRANT NAME	I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342510 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports													
CUM TOTALS	0.00	5637.00	4255.00	5300.00	0.00	700.00	60.00	12216.27	62.98	0.00	0.00	0.00	4421.34	132944.99	0.00	165607.48
SEPTEMBER																
9/1/2022		30.00		125.00												155.00
9/2/2022							5.00									5.00
9/6/2022		30.00														30.00
9/7/2022							5.00		5.00							10.00
9/8/2022	277.87	30.00		100.00												407.87
9/12/2022		15.00		100.00												115.00
9/13/2022		45.00														45.00
9/15/2022		45.00		375.00												420.00
9/16/2022		70.00														70.00
9/20/2022		15.00														15.00
9/22/2022																525.00
9/23/2022		75.00														75.00
9/27/2022		15.00		150.00					10.00							175.00
9/28/2022	6863.62	30.00														6893.62
9/29/2022	7987.50	15.00														8002.50
SEPTEMBER TOTALS	15,128.99	415.00	525.00	850.00	0.00	0.00	10.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	16,943.99
CUM TOTALS	15,128.99	6052.00	4790.00	6150.00	0.00	700.00	70.00	12216.27	77.98	0.00	0.00	0.00	4421.34	132944.99	0.00	182,551.47
JUSTICE - Federal Forfeiture Funds:			0.00													
TREASURY - Federal Forfeiture Funds:		27,325.38														
State Drug Seizure Funds:		140,408.63														
							GOV DEALS SALE OF ASSETS VEHICLES		9/28/2022 9/30/2022	\$6,863.62 \$7,987.50	VEH 07-11 VEH 36-13	GOV DEALS SALE OF ASSETS PHONES/OTHER		9/8/2022 9/8/2022	\$75.37 \$202.50	Cowboy Belt Cowboy Hat

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					111,667.87
1/12/2022	PO 21021033	AT&T Nov 11 - Nov 28 Cell Phones		3,024.80	108,643.07
1/31/2022		Interest Credit	14.91		108,657.98
2/4/2022		DPD's Share - Lookout Mountain Drug Task Force	19,510.00		128,167.98
2/15/2022	PO 21021034	AT&T Nov 29 - Dec 28 Cell Phones		1,706.86	126,461.12
2/15/2022	PO 21021035	Frank's Auto & Wrecker Service 2018 Hyundai Sonata		115.00	126,346.12
2/15/2022	PO 21220001	AT&T Dec 29 - Jan 28 Cell Phones		1,672.88	124,673.24
2/28/2022		Interest Credit	15.26		124,688.50
3/31/2022		Interest Credit	16.94		124,705.44
4/14/2022		GT Gun Trade-In	2,325.00		127,030.44
4/29/2022		Interest Credit	16.05		127,046.49
4/29/2022		GOVDEALS - 2009 Honda Accord Sold	8,887.50		135,933.99
4/29/2022	PO 21220002	DA's Office - Walker Seizure Court Costs		67.81	135,866.18
4/29/2022	PO 21220003	Clerk's Office - Walker Seizure Court Costs		82.00	135,784.18
4/29/2022	PO 21220004	DA's Office - Ruiz & Ramirez Court Costs		56.81	135,727.37
4/29/2022	PO 21220005	Clerk's Office - Ruiz & Ramirez Court Costs		82.00	135,645.37
5/3/2022		GOVDEALS - 2010 Nissan Altima Sold	6,885.00		142,530.37
5/3/2022		GOVDEALS - 2001 White Ford Van Sold	5,197.50		147,727.87
5/31/2022		Interest Credit	20.54		147,748.41
6/10/2022	PO 21220006	CALEA Annual Continuation Fee		4,595.00	143,153.41
6/21/2022		Lovain Seizure 21I-0040	3,280.00		146,433.41
6/30/2022		Interest Credit	19.15		146,452.56
7/15/2022	PO 21220007	AT&T May 29 - Jun 28 Cell Phones		1,103.17	145,349.39
7/20/2022	PO 21220008	DA's Office - Arze & Perez Seizure Court Costs		160.00	145,189.39
7/20/2022	PO 21220009	Clerk's Office - Arze & Perez Seizure Court Costs		82.00	145,107.39
7/20/2022	PO 21220010	DA's Office - Baker & Parsons Seizure Court Costs		199.81	144,907.58
7/20/2022	PO 21220011	Clerk's Office - Baker & Parsons Seizure Court Costs		82.00	144,825.58

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
7/20/2022	PO 212220012	DA's Office - Espinoza Seizure Court Costs		38.44	144,787.14
7/20/2022	PO 212220013	Clerk's Office - Espinoza Seizure Court Costs		82.00	144,705.14
7/20/2022	PO 212220014	DA's Office - McPherson Seizure Court Costs		250.31	144,454.83
7/20/2022	PO 212220015	Clerk's Office - McPherson Seizure Court Costs		82.00	144,372.83
7/29/2022		Interest Credit	18.50		144,391.33
8/18/2022	PO 212220016	DA's Office - Jacobo-Martinez Seizure Court Costs		389.10	144,002.23
8/18/2022	PO 212220017	Clerk's Office - Jacobo-Martinez Seizure Court Costs		82.00	143,920.23
8/18/2022	PO 212220018	DA's Office - Storey Seizure Court Costs		201.81	143,718.42
8/18/2022	PO 212220019	Clerk's Office - Storey Seizure Court Costs		82.00	143,636.42
8/18/2022	PO 212220020	DA's Office - Turpin Seizure Court Costs		72.91	143,563.51
8/18/2022	PO 212220021	Clerk's Office - Turpin Seizure Court Costs		82.00	143,481.51
8/18/2022	PO 212220022	DA's Office - Sanchez Seizure Court Costs		575.00	142,906.51
8/18/2022	PO 212220023	Clerk's Office - Sanchez Seizure Court Costs		82.00	142,824.51
8/18/2022	PO 212220024	DA's Office - Bowman Seizure Court Costs		38.44	142,786.07
8/18/2022	PO 212220025	DA's Office - Delgadillo-Silva & Renteria Seizure Court Costs		538.44	142,247.63
8/18/2022	PO 212220026	AT&T Jun 29 - Jul 28 Cell Phones		1,639.09	140,608.54
8/31/2022		Interest Credit	20.66		140,629.20
9/28/2022	PO 212220027	AT&T Jul 29 - Aug 28 Cell Phones		1,649.05	138,980.15
9/29/2022		Mitchell Seizure 20-004834	1,410.00		140,390.15
9/30/2022		Interest Credit	18.48		140,408.63

Federal Forfeitures Fund
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
1/31/2022		Balance			0.00
2/28/2022		Balance			0.00
3/31/2022		Balance			0.00
4/25/2022		Balance			0.00
5/31/2022		Balance			0.00
6/30/2002		Balance			0.00
7/29/2022		Balance			0.00
8/31/2022		Balance			0.00
9/30/2022		Balance			0.00

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
1/31/2022		Interest Credit	3.71		27,292.71
2/28/2022		Interest Credit	3.35		27,296.42
3/31/2022		Interest Credit	3.71		27,299.77
4/29/2022		Interest Credit	3.47		27,303.48
5/31/2022		Interest Credit	3.83		27,306.95
6/30/2022		Interest Credit	3.59		27,310.78
7/29/2022		Interest Credit	3.47		27,314.37
8/31/2022		Interest Credit	3.95		27,317.84
9/30/2022		Interest Credit	3.59		27,321.79
					27,325.38
			32.67		

To: Public Safety Commission
From: Chief Cliff Cason
Date: October 5, 2022
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.10		<u>Complaint Review Policy</u>
	1	Updated Revision and Re-evaluation dates
		Section II – New items A and B
	1-2	Section III (A) – Rewording
	2	(B) – Rewording
	2-3	(C) – Rewording, new item (1)(b), new item (3), updated lettering and numbering
	3	(D) – Rewording
	3-5	(E) – Rewording, new item (2)(b), updated lettering
	5	(F) – Rewording
		(H) – Rewording
	5-7	(I) – Rewording, new item (3)(a)(6), updated numbering
	7	(J) – Rewording
2.14		<u>Rules of Conduct</u>
	1	Updated Revision and Re-evaluation dates
	1-9	Section III (A) – Rewording, new item (13)(c)(4), new item (13)(d), updated numbering
	11	(F) – Rewording
	12	(G) – Rewording
	12-13	(H) – Rewording
2.23		<u>Records Management System</u>
	1	Updated Revision and Re-evaluation dates
		Section II – Rewording
	2	Section IV – Rewording
	3	Section VII – Rewording
	5	Section VIII (G) – Rewording
	7	Section X – Rewording
		Section XI – Rewording
		Section XII – Rewording
		Section XIII – Rewording
	8	Section XIV – Rewording
	10	Section XVII – Rewording

4.4

Conducting Interviews and Interrogations

- 1 Updated Revision and Re-evaluation dates
- 2 Section II (A) – Rewording
- 3 (E) – Rewording, new item (6)(c)(4)
- 5 (F) – Rewording

4.20

Blood Borne Pathogens and Other Infectious Diseases

- 1 Updated Revision and Re-evaluation dates
- 4 Section II (E) – Rewording

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> July 1, 1998	<i>Number</i> GO88-2.10
<i>Subject</i> Complaint Review Policy		
<i>Reference</i> CALEA Standards – 22.1.2, 26.1.5, 26.2.1, 26.2.2, 26.2.3. 26.3.1-26.3.8		<i>Revised</i> September 22, 2020 October 25, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> September 2022 October 2024	<i>No. Pages</i> 11

I. Policy

It is the policy of the Dalton Police Department to investigate all complaints against the Department and / or its employees' alleged misconduct, to equitably determine whether the allegations are valid or invalid, and to take appropriate action.

II. Definitions

- A. *Administrative Investigation* – A formal, structured investigation of a complaint conducted by the Professional Standards Unit into allegations of serious employee misconduct.
- B. *Inquiry* – A less-formal investigation of a complaint conducted by a Supervisor, usually the direct Supervisor of the employee(s) that is the subject of the complaint, that involves an exploration of Department policies and procedures, where applicable and when involving less-serious allegations, such as rudeness, discourteous language, or minor policy violations.
- C. *Professional Standards Unit* – The component of the Department ultimately responsible for conducting administrative investigations into allegations of employee misconduct.

III. Procedures

A. ~~Citizen~~ External Complaints

All ~~citizen~~ external complaints pertaining to misconduct, violations of Department policies or procedures, or violations of federal, state, or local laws shall be documented and investigated by the Department.

1. Any Officer who is approached for such assistance shall provide the ~~citizen~~ complainant with information explaining the complaint process, a complaint form (Appendix A), and any other assistance, as needed.
2. External complaints, if possible, shall be made in person and in writing, and the complainant shall be advised that complaints are taken seriously and

shall be requested to sign a complaint form. The **citizen complainant** may wish to take the complaint form and return it at a later time.

3. Anonymous **external** complaints and **external** complaints from **citizens individuals** who wish their names to be held in confidence shall be accepted.

B. Internal Complaints

All internal complaints pertaining to misconduct, violations of Department policies or procedures, or violations of federal, state, or local laws shall be documented and investigated by the Department.

1. **Internal** complaints, if possible, shall be reported to the employee's immediate Supervisor and documented on a complaint form. Where the employee does not feel comfortable reporting the complaint to the employee's own Supervisor, or where the Supervisor is involved in the alleged misconduct, the employee may instead file a complaint with the appropriate Division Commander or with the Chief of Police.
2. Anonymous **internal** complaints and complaints from employees who wish their names to be held in confidence shall be accepted.
3. All complaints involving matters of harassment or illegal discrimination shall be handled in accordance with policy GO96-3.7, Harassment and Discrimination in the Workplace.

C. Supervisor Responsibilities

1. **First-line** Supervisors shall attempt to resolve a complaint by an exploration of Department policies and procedures, where applicable and when the complaint involves less-serious allegations, such as rudeness, discourteous language, or minor policy violations.
 - a. A complaint **investigation** that does not result in an **formal complaint administrative investigation** shall be classified as an inquiry.
 - b. The responsible Supervisor shall notify the Professional Standards Unit upon the receipt of a complaint in which an inquiry will be conducted. The Professional Standards Unit shall monitor the progress of the inquiry to ensure its timely completion.
 - c. Documentation of the inquiry shall include the nature of the **complaint, actions taken during the** inquiry, and the ultimate resolution. This documentation shall be forwarded to the Professional Standards Unit upon completion.
2. If the Supervisor receiving the complaint determines that the complaint warrants an **formal administrative** investigation, it shall be forwarded to the Professional Standards Unit. An **formal administrative** investigation is

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required when, but is not limited to, the following types of allegations are made:

- a. Criminal misconduct
- b. Unethical activity
- c. Negligence or neglect of duty resulting in bodily injury or death
- d. Abusive conduct by a Supervisor directed toward a subordinate
- e. Excessive or improper use of force
- f. Civil rights violations

~~3. If a case is deemed to be a formal complaint, a case number shall be obtained when the completed complaint form is received by the Professional Standards Unit.~~

3. If a Supervisor is uncertain as to whether a complaint requires an inquiry or an administrative investigation, the Professional Standards Unit shall be contacted prior to any investigative action being taken. The Professional Standards Unit shall have the authority to determine which type of action is to be taken to investigate the complaint.

D. Division Commander Responsibilities

Upon becoming aware of or receiving notification of a ~~formal~~ complaint against an employee under his / her command ~~that requires an administrative investigation~~, the Division Commander or his / her designee shall forward to the Professional Standards Unit:

1. The original complaint form
2. All documents, evidence, and information relating to the ~~investigation incident~~

E. Professional Standards Unit Responsibilities

1. The Professional Standards Unit shall have primary Supervisory responsibilities for the review and / or investigation of all complaints against the Department and its employees, whether initiated ~~by a citizen externally~~ or from within the Department. While ~~investigating a complaint conducting an administrative investigation~~, the Professional Standards Unit is delegated the authority of the Chief of Police for the purposes of directing the investigation and shall report directly to him / her.
2. The Professional Standards Unit shall have the following responsibilities:

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- a. Conducting ~~the investigation on all formal complaints~~ all administrative investigations.
 - b. Obtaining a case number upon receipt of a complaint that requires an administrative investigation.
 - ~~c.b.~~ Maintaining a complaint and inquiry log and making entries into the Department's tracking software.
 - ~~d.e.~~ Maintaining a central file for complaints against the Department and its employees ~~shall be maintained~~ in a secure area, and upon final disposition, ~~transferring~~ the file contents ~~shall be transferred~~ to the Department's imaging system. All video and audio ~~tapes files~~ and items other than documents shall ~~also be transferred to the Department's imaging system as part of the file or~~ entered into the Property and Evidence Section using the procedures outlined in policy GO88-4.10, Property and Evidence Policy and Procedure.
 - ~~e.d.~~ Monitoring complaints to ascertain the need for changes in training or policy.
 - ~~f.e.~~ Completing a documented annual review of all internal and external complaints received by the Department
 - ~~g.f.~~ Publishing an annual statistical summary that shall be made available to the public and all employees, which includes the complaints received and investigated by the Department and the final dispositions.
3. Upon receipt of a complaint against the Department or its employees ~~that requires an administrative investigation~~, the Professional Standards Unit shall send a memorandum to the Chief of Police notifying him / her of the complaint.
 4. The Professional Standards Unit shall contact the complainant within five (5) business days of receipt of the complaint and advise him / her that the matter is under investigation. The complainant shall receive periodic status reports, as appropriate, and shall be notified within five (5) business days of the completion of the investigation. The complainant shall also receive written notice of the final disposition of the case after its approval by the Chief of Police. The Professional Standards Unit shall advise the complainant of Department procedures for the processing and investigating of complaints.
 5. The employee(s) ~~that is the subject to~~ of the complaint shall receive written notice that he / she is the subject of an administrative investigation, unless such notice would impede the investigation. The notice shall include the allegations and the employee's rights and responsibilities relative to the investigation.

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6. **Administrative** investigations of complaints shall be completed within twenty (20) calendar days, unless an extension is requested and granted by the Chief of Police. Requests shall be **made** in writing.
7. Upon completion, the investigative file shall be made available to the investigated employee(s)'s chain of command through the respective Division Commander. At each level of supervision, a recommendation of the case status may be sought. Case statuses shall be selected using the parameters outlined below in section III, K, 1, a-e. All recommendations and viewings of the file shall be tracked using the Investigative File Tracking Form (Appendix B), which shall be made part of the file.
8. The Professional Standards Unit shall submit recommendations to the Chief of Police.

F. Administrative Investigative Procedures

1. All witness, complainant, and employee statements shall be recorded with Department audio recording equipment. A transcript **or written summary** shall be made of all recordings.
2. Evidence gathering techniques shall be utilized by the employee conducting the investigation.
3. The final written report summary of the **administrative** investigation shall be organized as follows:
 - a. The first section shall be a complaint synopsis. This is simply a brief statement describing the alleged misconduct.
 - b. The second section shall be a narrative containing the facts uncovered during the investigation. This should be written in chronological order as the interviews occurred or as evidence was collected.
 - c. The third section or conclusion shall be concisely what occurred or did not occur.

G. Criminal Allegations

All cases involving allegations of criminal violations shall be investigated by the Criminal Investigations Division and / or other law enforcement agencies in order to determine if criminal charges should be pursued.

H. Relief from duty

The Chief of Police or his / her designee may place an employee on administrative leave, pending the final outcome of an **administrative or criminal** investigation.

I. Employee's Duties and Rights During an Investigation

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1. Scope of Questioning During Interview

- a. Prior to an **internal** interview concerning alleged criminal misconduct, the employee under **criminal** investigation shall be read his / her Miranda rights. The provisions of Miranda shall be adhered to throughout the interview.
- b. Prior to an **internal** interview concerning allegations of administrative violations, the employee under **administrative** investigation shall be advised of the ~~Department—Internal Investigation~~ **Garrity** Warning, which is derived from the ruling in *Garrity v. New Jersey* (1967) (Appendix C).
 - (1) The employee must answer all questions in a truthful manner.
 - (2) The employee can be required to answer all questions specifically, narrowly, and directly related to the performance of his / her official duties.
 - (3) Refusal to comply with an order to answer such questions is a violation of Departmental rules, which may subject the employee to further discipline, up to and including termination.
 - (4) Any required self-incriminatory admission made during the **administrative** interview may only be used in subsequent administrative proceedings and shall not be used against the employee in subsequent criminal proceedings.

2. Counsel at Interview

- a. An employee may be permitted to have an attorney, Supervisor, or other personal representative with him / her in the room during any **administrative or criminal** interview concerning allegations of misconduct by the employee, as long as this does not hinder the progress of the investigation.
- b. The employee's representative is limited to acting as an observer of the **administrative** interview, except where the interview focuses on, or leads to, evidence of potential criminal activity by the employee. In that case, an employee's legal representative may advise and confer with the employee during the interview.

3. Special Examinations

- a. During an **internal** administrative or criminal investigation, an employee may, upon the direction of the Chief of Police, be required to:

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- (1) Submit to medical or laboratory examinations
 - (2) Be photographed
 - (3) Cooperate with audio and / or video recordings
 - (4) Participate in line-up identifications
 - (5) Produce financial disclosure statements
 - (6) Produce cell phone records
 - ~~(6)~~(7) Submit to detection of deception examinations
- b. Any special examinations required by the Department shall only be taken when necessary and when such actions are specifically related to the matter under investigation by the Professional Standards Unit.
- c. An employee under investigation may request an intoximeter, blood, urine, psychological, polygraph, or other medical or laboratory examination, at his / her own expense, if it is believed that such an examination would be beneficial to his / her defense.

~~J.K.~~ Conclusion of Fact

1. All ~~internal~~ administrative investigations and inquiries shall have a conclusion of fact. The Chief of Police shall give final approval of the disposition of all ~~internal~~ administrative investigations as follows:
 - a. Sustained: Evidence sufficient to prove allegations.
 - b. Not sustained: Insufficient evidence to either prove or disprove allegations.
 - c. Exonerated: Incident occurred but was lawful or proper.
 - d. Unfounded: Allegation is false or not factual.
 - e. Policy failure: Flaw in policy caused incident.
- ~~2.3.~~ At the conclusion of the administrative investigation, the employment status of the investigated employee shall not be a factor that prohibits the determination of a conclusion of fact.

~~K.J.~~ Chief's Action

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1. The Chief of Police or his / her designee may then hold a pre-disciplinary conference with the employee and the employee's Division Commander and / or Supervisor.
2. The employee may waive a predisciplinary hearing if he / she desires.
3. The employee may bring witnesses or other evidence to the conference.
4. The Chief of Police shall make a final determination as to the disposition of any disciplinary action, up to and including termination, in accordance with policy GO88-2.14, Rules of Conduct.

L. Investigative File Retention

Administrative investigation files shall remain in the Professional Standards Unit for the length of the employee's career plus seven (7) years.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

CITIZEN/INTERNAL COMPLAINT AND INQUIRY FORM

Date of Occurrence: _____ Time of Occurrence: _____

Name: _____

Address: _____

Daytime Telephone: _____ Night/Evening Telephone: _____

Briefly state what occurred:

What do you think the officer/employee did wrong:

What do you think should happen to the officer/employee:

Signature _____ Date _____

For Departmental Use Only

Complaint # _____ Disposition _____

Received By _____ Date _____
ADM CCI 940945 R0108

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Appendix B
Investigative File Tracking Form

Employee Name _____ Case # _____

Immediate Supervisor Assessment:

Sustained Not Sustained Exonerated Unfounded Policy Failure

Comments:

Immediate Supervisor

Division Commander Assessment:

Sustained Not Sustained Exonerated Unfounded Policy Failure

Comments:

Division Commander

Professional Standards Recommendation:

Sustained Not Sustained Exonerated Unfounded Policy Failure

Comments:

Professional Standards

ADM ITF 111101

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Appendix C
Internal Affairs
Employee Interview Form
Case Number: _____

This is an administrative interview that is being recorded and conducted in accordance with Policy # _____.

Today's date is _____ 20_____. The time is _____ hours.

This interview is with _____ (circle one) currently assigned to _____.
(complainant/witness/accused) (department/division)

Conducting this interview is _____. Also present, is /are _____.

We are currently located at _____. The following allegation(s) under investigation is/are

_____.

The complainant in this matter is _____.

GARRITY WARNING

You are being questioned as part of an official administrative investigation. You will be asked questions specifically, directly and narrowly related to the performance of your official duties or fitness for office. You are entitled to all the rights and privileges guaranteed by the laws and the Constitution of this state and the Constitution of the United States, including the right not to be compelled to incriminate yourself. I further wish to advise you that if you refuse to answer questions relating to the performance of your official duties or fitness for duty, you will be subject to departmental charges up to and including termination. If you answer, neither your statement nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent administrative charges.

I understand my rights and obligations as set forth above. _____
(Signature-Interviewee)

Do you have any other questions before we proceed? Yes No

Do you swear or affirm that the statement you will make will be truthful and correct to the best of your knowledge? Yes No

Conduct Interview /Take Statement

Closing Interview

Do you swear or affirm that the statement you have given is truthful and correct to the best of your knowledge? Yes No

I am giving you a direct order at this time. You will not discuss the nature of this investigation or the context of this interview with anyone except the Chief of Police, a member of professional standards, and your legal counsel. Should you recall or become aware of any additional pertinent information regarding this investigation, you will contact a member of Internal Affairs.

I understand the obligations set forth above.

Signature (interviewee)

Date

Signature (interviewer)

Date

ADM EIF 100825

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> December 1, 1998	<i>Number</i> GO88-2.14
<i>Subject</i> Rules of Conduct		
<i>Reference</i> 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		<i>Revised</i> October 27, 2020 25, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2022 2024	<i>No. Pages</i> 13

I. **Policy**

Actions of employees that are inconsistent, incompatible, or in conflict with the values established by this Department negatively affect its reputation and that of its employees. Such actions and inactions thereby detract from the 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 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 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 Department.

III. **Procedures**

A. Obedience to Rules of Conduct

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

1. Obedience to laws, regulations, and orders
 - a. Employees shall not violate any law or any Department policy, rule, or procedure.
 - b. Employees shall obey all lawful orders.

- 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 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 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 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 the Chief of Police.
- b. Employees shall cooperate fully in any internal administrative investigation conducted by this or any other authorized **Department agency** 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 Department into disrepute, or impair the Department's efficient and effective operations.

4. Duty of Supervisors

- 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.

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- b. Supervisors shall enforce the rules, regulations, and policies of this Department. They shall not permit, or otherwise fail to prevent, violations of the law, Departmental rules, policies, or procedures. When possible, they 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 shall remain alert for indications of behavioral problems or changes that may affect an employee's normal job performance. Such information 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 Department, 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 fosters public respect and cooperation.
 - b. Employees shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude, refrain from language that may belittle, ridicule, or intimidate the individual, and act in a manner that does not unnecessarily delay 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 Department's **use-of-force** policy **on the response to resistance and / or aggression** and shall observe the civil rights and protect the well-being of all persons in their charge.
 - d. All employees are issued official Department identification with their photograph and position within the Department. Upon request, employees 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

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this request unless he / she has identified himself / herself as an employee of the Department. When employees are conducting official Department business over the phone, they shall clearly state their name and 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

- 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 and any other 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. All employees shall have a working telephone at their residence and shall register their correct residence address and telephone number with the Department. Any change in address or telephone number shall be reported to their Supervisor immediately. All updated information shall be forwarded to the Chief of Police's Administrative Assistant.
- b. No employee shall use 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.
- c. Employees are responsible for reading notices posted on official bulletin boards, which are located in each Division.
- d. The official badge, patch, or logo of the Department shall 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:

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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 the Department are invited.
 - (d) Actual reasonable expenses for food, beverages, travel, lodging, and registration provided to 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.
 - (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~~ person, 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

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property or any property held or released as evidence, [unless made through a government auction site that is available to the public.](#)

- d. Employees shall not solicit or accept contributions for this 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 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 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.

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 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.

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- d. Employees 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 ~~may~~ shall 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 employees 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 in a manner that protects the interests of the City and the Department.
- b. No 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~~ a subordinate 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 Department cannot accept.

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- (1) The Department shall not tolerate dating, nor any other intimate, romantic, or sexual involvement, between any Supervisor or Manager and any ~~other~~ subordinate employee in that Supervisor's or Manager's direct chain of command, 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.
 - (2) When it is learned that such a relationship or activity has occurred in violation of this policy, the superior shall be subject to disciplinary action up to and including termination.
 - (3) Should a Supervisor or Manager desire to date or become involved in an intimate, romantic, or sexual relationship with a subordinate employee within his / her chain of command, the Supervisor or Manager shall first request to be reassigned to another position within the Department or resign from employment with the Department.
 - (4) Any employee that becomes involved in dating or any intimate, romantic, or sexual relationship with another employee shall report the relationship to his / her Division Commander, as soon as feasible.
- d. ~~The Department 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.~~ No employee shall be assigned to the same shift, unit, or section wherein a familial relationship exists between any subordinate employee and any Supervisor or Manager in his / her chain of command. Familial relationships are those involving spouses, ex-spouses, children, step-children, parents, step-parents, siblings, step-siblings, aunts, uncles, nieces, nephews, or any of these relationships formed through marriage or adoption.

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 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. Make any statements, speeches, or appearances that could reasonably be considered to represent the views of this Department, unless expressly authorized.

2. Endorsements

Employees 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 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 Department or another governmental agency of this jurisdiction
4. Solicit contributions, signatures, or other forms of support for political candidates, parties, or ballot measures
5. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public
6. Demonstrate favor or discrimination against any person seeking employment because of political opinions or affiliations

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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 Department. While this 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 shall maintain files or duplicate copies of official Department files, in either manual or electric formats, in his or her place of residence or in other locations outside the confines of this Department, without express written permission.

E. Violence in the Workplace

Violence in the workplace 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 in that it disturbs, interferes with, or prevents normal work functions and activities.

F. Attendance and Punctuality

1. Attendance and punctuality are important factors for success. Working as a team 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, he / she must notify his / her Supervisor before the start of his / her workday. The employee is required to speak with his / her Supervisor directly or, if his / her Supervisor is not available, he /she must speak with ~~another~~ **an on-duty** Supervisor. It is not acceptable to have another person call for the employee, 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 shall result in disciplinary action. Excessive absenteeism and tardiness may result in termination. Attendance is simply one aspect of an employee's job performance and shall be considered together as a part of his / her overall performance and attitude. This policy shall be applied consistent with all applicable laws.

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G. Job References

1. Employees shall not provide any reference regarding a current or former employee's employment with the Department.
2. Any request for a reference or employment history of any kind shall be directed to the Professional Standards Unit. The response of the Professional Standards Unit or the designee 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 shall only be given by the Professional Standards Unit or the designee, and no other 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 shall assess the situation and determine the most appropriate action. The following criteria 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 shall generally be administered in a progressive fashion, ranging from verbal counseling to termination.
3. All Supervisors shall have the authority to initiate disciplinary action without approval from a higher authority and may utilize the following disciplinary techniques:
 - 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

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- (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 remedial retraining to refresh and reinforce an employee's skills. Remedial training may be appropriate when the conduct was unintentional, was the result of a lack of knowledge, or involved slight negligence.
4. The Supervisor shall document all instances of counseling and / or remedial 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. If the Supervisor determines that the employee's actions warrant punitive actions beyond counseling and / or remedial retraining, the matter shall then be forwarded to the Professional Standards Unit and shall be addressed in accordance with policy GO88-2.10, Complaint Review Policy.
 6. 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 termination. A record of these actions 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 termination, the employee shall receive a notice, which shall include the following:
 - a. A written statement citing the reason for termination
 - b. Effective date of the termination
 - c. A statement of the status of accrued employee benefits after termination
 8. Nothing in this policy shall prevent any Supervisor from relieving an employee from duty due to 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. Appeal Process
 - a. If it was determined that the employee needed counseling, remedial 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.

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- c. If the non-sworn employee was demoted, suspended, and / or 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

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO89-2.23
<i>Subject</i> Records Management System		
<i>Reference</i> 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		<i>Revised</i> October 27, 2020 25, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2022 2024	<i>No. Pages</i> 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 administrator, 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 its 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

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 2022 was 22-000001. The next case number was 22-000002, etc.

VII. **Status of Reports**

- A. After a report [within the RMS](#) 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~~ Support Services Division 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, into the recipient's training file.

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 / passphrase. Passwords and passphrases shall ~~be in compliance~~ comply with the standards ~~as determined by the Support Services Division Commander~~ set by the IT Department.
- 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 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 **only** 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 approved for release.
- 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~~ transmit the report to the appropriate agency utilizing ~~an Department fax machine or device~~ approved transmittal method.

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 / passphrase. 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:

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- A. Officers may receive criminal histories for investigative purposes.
- 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 Criminal History Consent form, individuals 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~~ a designated 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 that are securely maintained at other City Hall facilities.
- 3. The IT Department shall ensure a backup of 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.
- 4. On a weekly basis, the IT Department shall verify that the backup procedures have been 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 / passphrase. Passwords / passphrases 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.

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.

RESTRICTED LAW ENFORCEMENT DATA

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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
 - 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.).

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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~~ **supervisory reviews of responses to resistance and / or aggression**, 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:
 - 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.

RESTRICTED LAW ENFORCEMENT DATA

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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, the 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
 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

RESTRICTED LAW ENFORCEMENT DATA

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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

RESTRICTED LAW ENFORCEMENT DATA

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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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RESTRICTED LAW ENFORCEMENT DATA

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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

	<i>Effective Date</i> August 1, 1998	<i>Number</i> GO98-4.4
<i>Subject</i> Conducting Interviews and Interrogations		
<i>Reference</i> CALEA Standards – 1.2.3, 42.2.1, 42.2.8, 44.2.3		<i>Revised</i> November 17, 2020 October 25, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> November 2022 October 2024	<i>No. Pages</i> 7

I. Policy

It is the policy of the Dalton Police Department to maintain the highest ethical standards and adhere to all constitutional guidelines when conducting investigative interviews and interrogations.

II. Definitions

- A. *Interviews* – Question sessions with persons who are ready and willing to relate facts or information, which are relevant to law enforcement investigations.
- B. *Interrogations* – Question sessions with persons who are unwilling or reluctant to relate what they know of interest to law enforcement in an investigation.
- C. *Custody* – Custody exists when an Officer tells a person that he / she is under arrest or when a reasonable person under the same circumstances would believe that his / her freedom of action has been restricted to the same degree as would a formal arrest.
- D. *Investigatory Stop (Field Interview)* – The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining the individual’s identity and resolving the Officer’s suspicions concerning criminal activity.

III. Confessions / Admissions

No attempt shall be made to obtain a confession or admission by force, threats, or promises. Whether an accused person or a suspect will cooperate is left entirely up to that individual. If the accused person or suspect indicates at any time that he / she wants an attorney present, all interrogation must cease. Any confession or admission induced by the Officer "by the slightest hope of benefit or remotest fear of injury" shall not be admissible in court (O.C.G.A. 24-8-824).

IV. Procedure

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- A. When conducting an interview, it is the Officer's or Investigator's job to help the interviewee to recall and relate the relevant facts accurately and completely. Potential interviewees should be separated **prior to and during interviews**.
- B. When conducting an interrogation, it is the Officer's or Investigator's job to induce reluctant and / or unwilling persons being questioned to become cooperative and help them to recall and relate the relevant facts accurately and completely.
- C. It is important to prepare for the interview or interrogation before the questioning session starts.
 - 1. Know as much as possible about the crime, incident, or accident that is being investigated.
 - 2. Know as much as possible about the person that is to be questioned.
 - 3. Provide for privacy.
 - 4. Eliminate distractions.
 - 5. Set aside sufficient time to complete the questioning.
- D. Use of Language Interpreters
 - 1. When possible, Department interpreters should be used in interviews and interrogations.
 - 2. If non-law enforcement interpreters are used, they shall be made aware of the legal safeguards, which must be adhered to during interviews and interrogations.
 - 3. The Officer / Investigator should provide the interpreter with background information on the case.
 - 4. The interpreter shall be advised that he / she shall be required to testify in court concerning the interview / interrogation if the case goes to trial and should document the events of the interview.
 - 5. The interviewee shall be told that he / she is being questioned by the Officer / Investigator and not the interpreter and should direct his / her statements to the Officer / Investigator.
 - 6. In interrogations where Miranda warnings are required, the warning should be read and explained, if necessary, in the language of the interviewee. In the event that the interviewee also speaks English, the warning should be read and explained, if necessary, in both languages.
 - 7. Any written statement obtained from a witness or suspect should be written by the subject in his / her native language and witnessed by the interpreter. The interpreter shall translate the statement into English.

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E. Conducting Interviews or Interrogations

1. All interviews and interrogations of complainants, victims, suspects, and witnesses are designed to produce answers to specific questions.
2. There are six basic areas of questioning. They are:
 - a. Who
 - b. What
 - c. When
 - d. Where
 - e. Why, and
 - f. How the incident occurred
3. Whenever possible, questions should be preplanned and appropriate to the incident being investigated.
4. Prior to questioning, the interviewer / interrogator should determine if the interview or interrogation is custodial, according to the definition in Section II of this policy. If custody exists then the Miranda warning shall be read from either a Department-issued card or a Department-approved Miranda form.
5. All criminal investigation interviews and interrogations conducted at the Police Services Center, [except for those of a confidential nature, such as interviews of Confidential Informants](#), shall be recorded utilizing the audio / video equipment installed in the interview rooms or an alternate source if the installed equipment fails.
6. When the interview rooms are utilized by Officers / Investigators for interviews or interrogations, the following procedures shall be followed:
 - a. The Officer / Investigator shall maintain control of his / her Departmentally-approved weapon(s) in an authorized holster [or remove the weapon\(s\) and store it in an approved weapon storage area / device](#).
 - b. Prior to usage, the interview room shall be searched for weapons and / or contraband.
 - c. If the interview or interrogation involves an individual that is already in custody:
 - (1) The arrestee shall be searched prior to entering the interview room.

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- (2) Handcuffs may be removed at the discretion of the Officer / Investigator conducting the interview / interrogation. **At no time shall an arrestee be handcuffed or otherwise secured to a fixed or moveable object within the interview room.**
 - (3) Only one (1) arrestee at a time shall be in the interview room.
 - (4) **An Officer / Investigator shall remain in the interview room with the arrestee at all times to prevent the arrestee's escape.**
- d. The number of personnel allowed in the interview room should be kept to a minimum. Typically, this should be no more than two (2) Officers / Investigators and the person being interviewed / interrogated. Special circumstances may require a parent, guardian, or legal representative to also be present. Ultimately, it will be up to the lead Officer / Investigator to make the decision as to who may be present.
 - e. The Officer / Investigator may summon for assistance by activating the duress button mounted on the wall of the interview room.
 - f. The room shall be equipped with a table and enough chairs to accommodate the individuals in the room. Any other items in the interview room shall be at the discretion of the Officer / Investigator conducting the interview / interrogation.
 - g. All individuals shall be afforded an opportunity to address their personal needs during an interview / interrogation. It will be at the Officer / Investigator's discretion when a break will be conducted. All individuals being interviewed / interrogated who wish to utilize the facilities (restrooms, water, etc.) shall be escorted by an Officer / Investigator at all times within any secured area of the Police Services Center.
7. For In-Custody Interviews / Interrogations:
- a. The Officer / Investigator shall ensure that the suspect understands both his / her right to remain silent and his / her right to an attorney and knowingly and voluntarily waive both rights prior to questioning.
 - b. If the suspect invokes one or both of his / her Miranda rights at any time, the Officer / Investigator shall note which right(s) have been invoked and shall not proceed with any questioning. If an interview / interrogation is being conducted at an outside facility, the Officer / Investigator shall advise the detention Supervisor if a suspect has invoked his / her right to an attorney.

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8. A suspect who has previously invoked his / her rights under Miranda may only be interviewed if:
 - a. The suspect's attorney is present, or
 - b. The suspect initiates a new contact with the police

A Miranda waiver is then required.

9. Suspects who have previously invoked their right(s) under Miranda but have had at least a fourteen (14) day break in custody, as outlined in Maryland v. Shatzer U.S. 08-680 (2010), may be re-approached and requested again to participate in an interview or interrogation. A Miranda warning and waiver (as outlined in IV, E, 8 of this directive) is then required.
10. If custody does not exist then Miranda does not apply. The following represents examples of situations that are not "custodial" and do not require a Miranda warning:
 - a. Investigatory stop / investigative detention
 - b. Questioning during a traffic stop for minor traffic violations and D.U.I. stops
 - c. Routine questioning at incidents or crime scenes when the person is not in custody
 - d. Voluntary appearances at the Police Services Center
11. During the question session, the Officer / Investigator should be alert to verbal, as well as non-verbal, responses to the questions.

F. Documentation

1. In-custody interrogation sessions must comply with Miranda v. Arizona and the waiver shall be signed, if possible.
2. Officers should record the interview or interrogation by audio or video when they are conducted away from the Police Services Center.
3. Obtain signed statements, whenever possible.
4. Whenever a confession or admission to a crime is obtained, it should be recorded and entered into evidence and appropriate action taken.
5. All waivers, statements, and audio and / or video recordings pertaining to criminal investigations shall be ~~placed into the Property and Evidence Section or stored on the Departmental interview server~~ stored on the designated server, program, or storage equipment and shall be maintained, as needed, for the prosecution resulting from such

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investigations. These items may also be entered into the Property and Evidence Section.

V. **Investigatory Stops**

- A. Investigatory stops, also referred to as field interviews, are an important aspect of preventative patrol. Department personnel shall not use any type of bias or illegal discrimination while making field contacts.
- B. Officers should conduct an investigatory stop whenever they observe persons who do not fit the area or the time of day, persons acting in a suspicious manner, and those who are loitering for no apparent reason. Some of the factors to be considered are:
 - 1. Person(s) wearing unusual clothing for the weather and / or exhibiting unusual behavior
 - 2. The area the person(s) is in
 - 3. The time of day
 - 4. Recent criminal activity in the area
- C. Whenever an Officer conducts an investigatory stop, the Officer shall complete a Field Interview Report in the Records Management System.

VI. **Juvenile Interrogations and Non-Custodial Interviews**

- A. Interviews and interrogations of juveniles shall be conducted with consideration of the juvenile's age, mental state, and other factors or influences experienced by the juvenile.
- B. When conducting an interrogation of a juvenile offender, the investigating Officer shall adhere to the following procedures:
 - 1. Notify the juvenile of his or her Constitutional rights, if at all possible, while in the presence of and with the permission of the juvenile's parent or legal guardian. If the Officer is unable to contact the parent or legal guardian within a reasonable amount of time, the Officer shall exercise due care to comply with Constitutional standards and chapter 11 of Title 15 of the Official Code of Georgia Annotated when interrogating juvenile offenders.
 - 2. It is the Officer's responsibility to ensure that the juvenile fully understands his / her rights. The Officer shall explain the rights so that they are easily understood. The Officer must clearly articulate how the Officer knew the juvenile understood his / her rights and explain this in court, if necessary.
 - 3. If, prior to or during questioning, the juvenile or his / her parent or legal guardian requests to speak with an attorney, all questioning shall cease

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and shall not be renewed until an attorney has been secured and the attorney allows the questioning to continue.

4. The investigating Officer should explain the juvenile justice system to the juvenile offender being interrogated and to the parent or guardian, if present.
 5. The interrogation of juveniles shall not extend over periods of time that could be considered unreasonable or harassing. Limit the number of interrogating Officers to no more than two (2), and keep the time duration to two (2) hours or less without going on a break between sessions. Juveniles shall not be interrogated for longer than four (4) hours, unless authorized by a Supervisor.
- C. When conducting non-custodial interviews of juveniles, the interviewing Officer shall adhere to the following:
1. If the interview must be conducted at the school where the juvenile is attending class, the proper school administrators and School Resource Officer shall be notified.
 2. If it is determined that the interview with a juvenile should take place in the interview room at the Police Services Center, the juvenile's parent and / or legal guardian shall be notified prior to transporting the juvenile from any other location.
 3. All rights and protections afforded to adult victims, witnesses, and suspects shall be afforded to juvenile victims, witnesses, and suspects.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO89-4.20
<i>Subject</i> Blood Borne Pathogens and Other Infectious Diseases		
<i>Reference</i>		<i>Revised</i> October 27, 2020 25, 2022
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2022 2024	<i>No. Pages</i> 6

I. Policy

It is the policy of the Dalton Police Department to provide guidelines to decrease the risk 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 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. It is recommended that 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. If available, the Officer should use alcohol wipes or hand sanitizer to reduce the risk of contamination. 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:
 - 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 hospital, the Officer shall:
 - a. Request EMS personnel through the Whitfield County 911 Center, unless immediate transportation is required.
 - b. Advise 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 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. Gloves shall be inspected for tears and punctures prior to maintenance.
 - c. Protective disposable gloves shall be worn to wipe up any excess of blood or body fluids with disposable absorbent materials. 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 properly disposed of. The Officer should then thoroughly wash his / her hands with soap and water.

RESTRICTED LAW ENFORCEMENT DATA

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- 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, 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 shall be clearly labeled. The label shall indicate: "BIOHAZARD".
2. If the evidence consists of a syringe and / or needle, it shall be photographed and disposed of in a designated sharps container. The photograph 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 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. 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.
5. Property and Evidence Technicians (PETs) shall adhere to a precise process when handling, processing, and storing potentially infectious disease-contaminated property and / or evidence.

RESTRICTED LAW ENFORCEMENT DATA

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- a. Any clothing or other evidence known to be contaminated with suspected AIDS, Hepatitis B, or other contagious diseases shall be clearly labeled. The label shall indicate: "BIOHAZARD".
- b. All bloody clothing shall be treated as if it is contaminated.
- c. All bloody clothing or other evidence and the packaging containing the items shall be handled with protective disposable gloves.
- d. PETs shall furnish protective disposable gloves to Officers, 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 shall only be handled by PETs wearing proper protective equipment.
- f. PETs shall wash their hands thoroughly with soap after handling any possibly contaminated item.
- g. All contaminated property marked for disposal shall be kept in sealed plastic bags and placed in an 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, employees shall properly disinfect the items before continued use.
2. If it is determined that the item cannot be disinfected, it shall be disposed of in accordance with the procedure set forth for contaminated items. The employee shall be responsible for submitting an equipment replacement form to his / her immediate Supervisor requesting the equipment be replaced.
3. The equipment replacement request shall include:
 - a. The circumstance by which the property became contaminated
 - b. The name of the Supervisor who confirmed that disinfection procedures were not practical or not effective
 - 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

RESTRICTED LAW ENFORCEMENT DATA

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1. Documentation shall be prepared when employees have cause to believe they have had high-risk exposure during line of duty activities.
2. Examples of high-risk exposure 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. A Supervisor shall be contacted, and a workers' compensation form WC-1, Employer's First Report of Injury or Occupational Disease, shall be initiated.
4. Employees shall be evaluated clinically and serologically for evidence of infection after the exposure. This shall be performed by one of the physicians listed on the City of Dalton's panel of physicians or the 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, shall be provided through the Division Commanders and / or the Property and Evidence Section.
- C. Division Operations Supervisors shall be responsible for the inventory and dissemination of supplies for infectious disease control. They shall also initiate reordering procedures before supplies become depleted.

IV. **General Guidelines**

- A. Discretion should be used by 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. 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. Employees should consult their private physician if they are taking prescription drugs.

RESTRICTED LAW ENFORCEMENT DATA

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- D. 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 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. This should occur even if gloves were worn during the contact.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 09/01/22 - 09/30/22 23:59:59

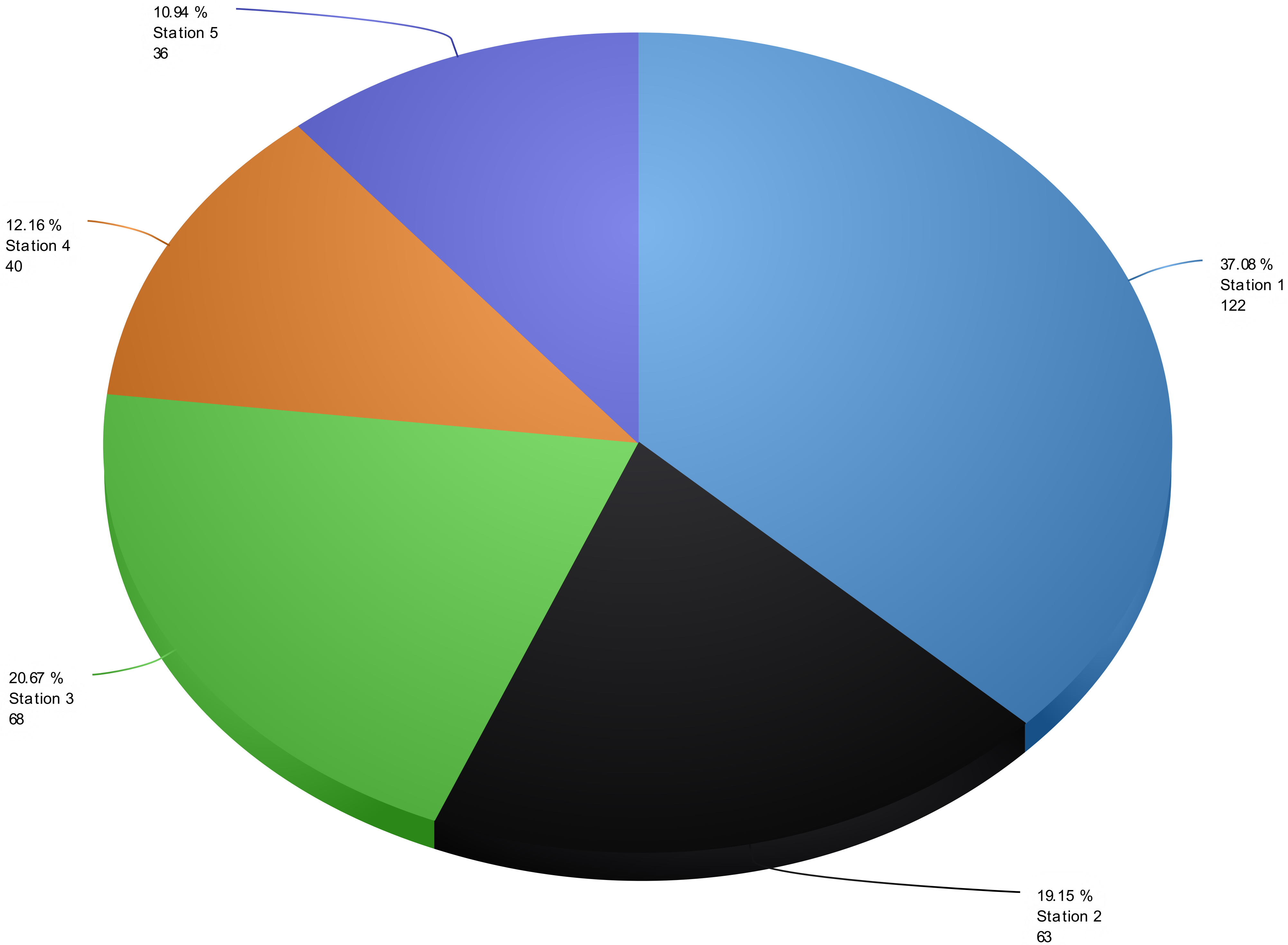
CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	2	0.63%	0	15.5	0	1.5	5	0.00	1	55.53	84.183332	4.50
113	Cooking fire, confined to container	1	0.32%	0	15	0	1	5	0.00	1	7.47	4.316666	3.18
123	Fire in portable building, fixed location	1	0.32%	1	39	0	5	13	0.00	4	3,130.60	101.200000 0	7.97
130	Mobile property (vehicle) fire, other	1	0.32%	0	3	0	0	1	0.00	0	1.35	1.250000	5.95
131	Passenger vehicle fire	1	0.32%	0	3	0	0	1	0.00	0	1.80	1.800000	4.37
160	Special outside fire, other	1	0.32%	0	3	0	0	1	0.00	0	0.85	.850000	5.60
251	Excessive heat, scorch burns with no ignition	1	0.32%	0	12	0	1	4	0.00	1	3.90	3.200000	3.48
311	Medical assist, assist EMS crew	196	62.22%	0	0	3.17	0.03	0	1.01	0.02	1.01	195.94999 0	4.96
322	Motor vehicle accident with injuries	11	3.49%	0	0.55	5.73	0.27	0.18	1.82	0.27	3.55	33.466663	4.27
323	Motor vehicle/pedestrian accident (MV Ped)	2	0.63%	0	0	4	0.5	0	1.50	0.5	3.26	4.549999	4.70
324	Motor vehicle accident with no injuries.	7	2.22%	0	0.86	4.43	0.43	0.29	1.57	0.29	2.38	14.916665	4.57
353	Removal of victim(s) from stalled elevator	1	0.32%	0	6	0	0	2	0.00	0	1.90	1.850000	6.63
411	Gasoline or other flammable liquid spill	1	0.32%	0	5	0	1	2	0.00	1	19.20	13.133333	6.72
412	Gas leak (natural gas or LPG)	1	0.32%	0	15	0	1	5	0.00	1	9.60	7.300000	5.28
444	Power line down	4	1.27%	0	4	0	0.25	1.25	0.00	0.25	5.84	21.216666	5.15
445	Arcing, shorted electrical equipment	4	1.27%	0	10.5	0	0.75	3.5	0.00	0.75	9.61	20.999997	5.25

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
500	Service Call, other	1	0.32%	0	0	3	0	0	1.00	0	0.75	.750000	3.33
550	Public service assistance, other	1	0.32%	0	3	0	0	1	0.00	0	2.05	2.050000	3.85
553	Public service	3	0.95%	0	2	1	0	0.67	0.33	0	0.63	1.900000	4.39
600	Good intent call, other	1	0.32%	0	6	0	1	2	0.00	1	3.62	3.333333	7.62
611	Dispatched & canceled en route	16	5.08%	0	2	2.94	0.13	0.63	0.88	0.13	0.60	4.249997	0.52
622	No incident found on arrival at dispatch address	7	2.22%	0	3.57	3.14	0.14	1.14	1.00	0.14	0.93	6.233332	4.36
651	Smoke scare, odor of smoke	3	0.95%	0	7.67	0	0.33	2.33	0.00	0.33	2.18	6.466665	4.46
711	Municipal alarm system, malicious false alarm	1	0.32%	0	12	0	1	4	0.00	1	2.60	1.700000	4.10
731	Sprinkler activation due to malfunction	1	0.32%	0	16	0	1	5	0.00	1	10.20	3.200000	6.45
733	Smoke detector activation due to malfunction	8	2.54%	0	9.88	0	1.13	3	0.00	0.88	5.55	23.983329	4.04
735	Alarm system sounded due to malfunction	6	1.90%	0	12.67	0	1.17	4	0.00	1	6.19	31.083331	4.34
740	Unintentional transmission of alarm, other	3	0.95%	0	7	0	0.33	2.33	0.00	0.33	1.26	2.166666	3.80
741	Sprinkler activation, no fire - unintentional	2	0.63%	0	12.5	0	1.5	4	0.00	1	5.02	8.216665	4.04
743	Smoke detector activation, no fire - unintentional	13	4.13%	0	11.85	0	1.08	3.77	0.00	1	3.20	26.733324	4.34
744	Detector activation, no fire - unintentional	1	0.32%	0	13	0	1	4	0.00	1	1.17	1.099999	3.37
745	Alarm system activation, no fire - unintentional	13	4.13%	0	11.92	0	0.85	3.85	0.00	0.77	2.52	24.399997	4.26
Totals		315	100%	1	2.69	2.53	0.26	0.86	0.81	0.23	12.14	657.75	4.58
Mutual Aid Given Incidents		13											

Incidents by Stations

09/01/2022-09/30/2022

- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



Total of Station: 329

Response Summary by Station

Report Period: 09/01/22 - 09/30/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	122	3.28	68.85	27.87	4.21
2	63	1.59	71.43	26.98	2.17
3	68	1.47	64.71	33.82	2.34
4	40	2.5	67.5	30	1.38
5	36	2.78	58.33	38.89	1.24

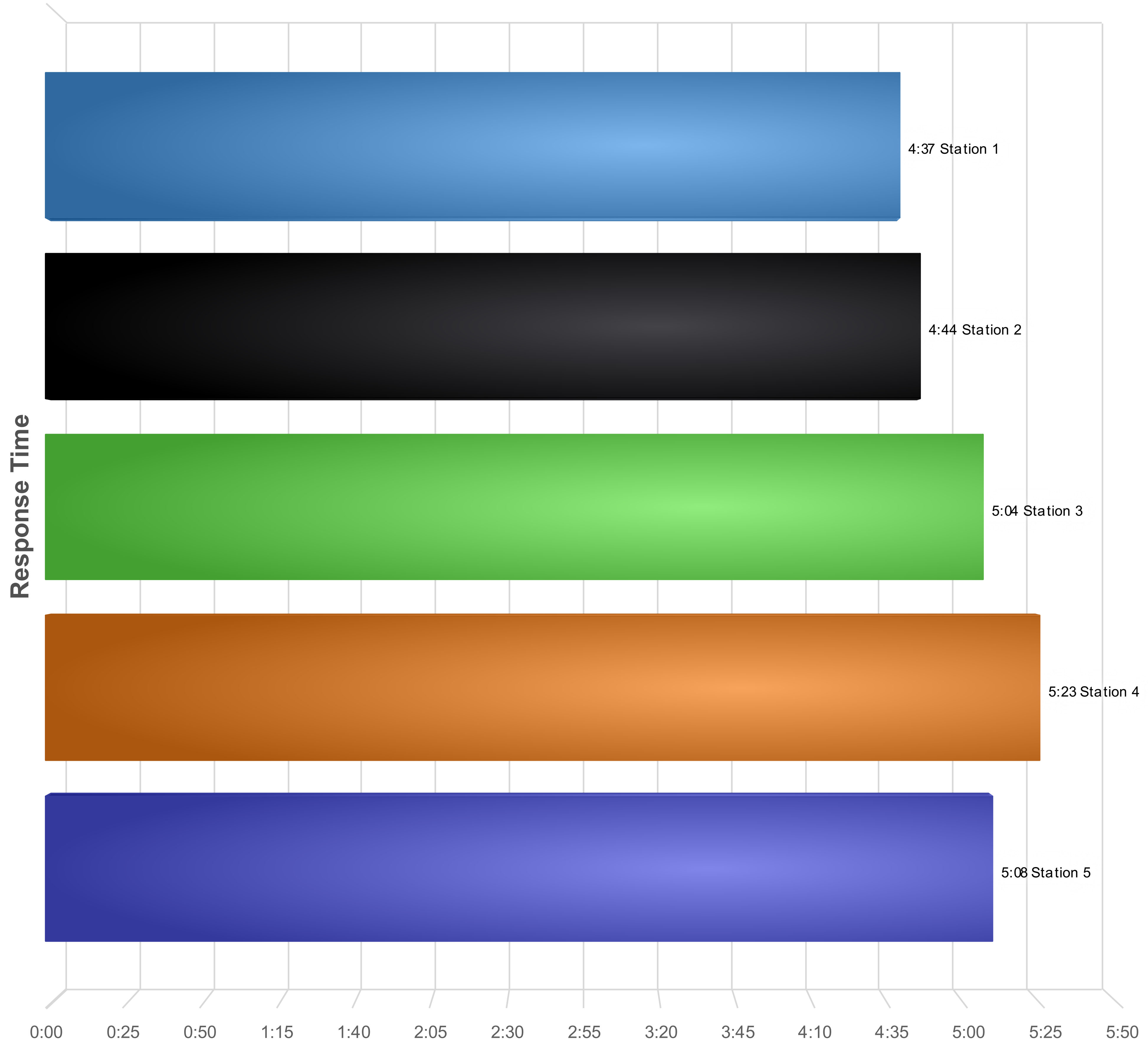
Total 329

10/07/22 10:49:30

Average Response Time by Station

09/01/2022-09/30/2022

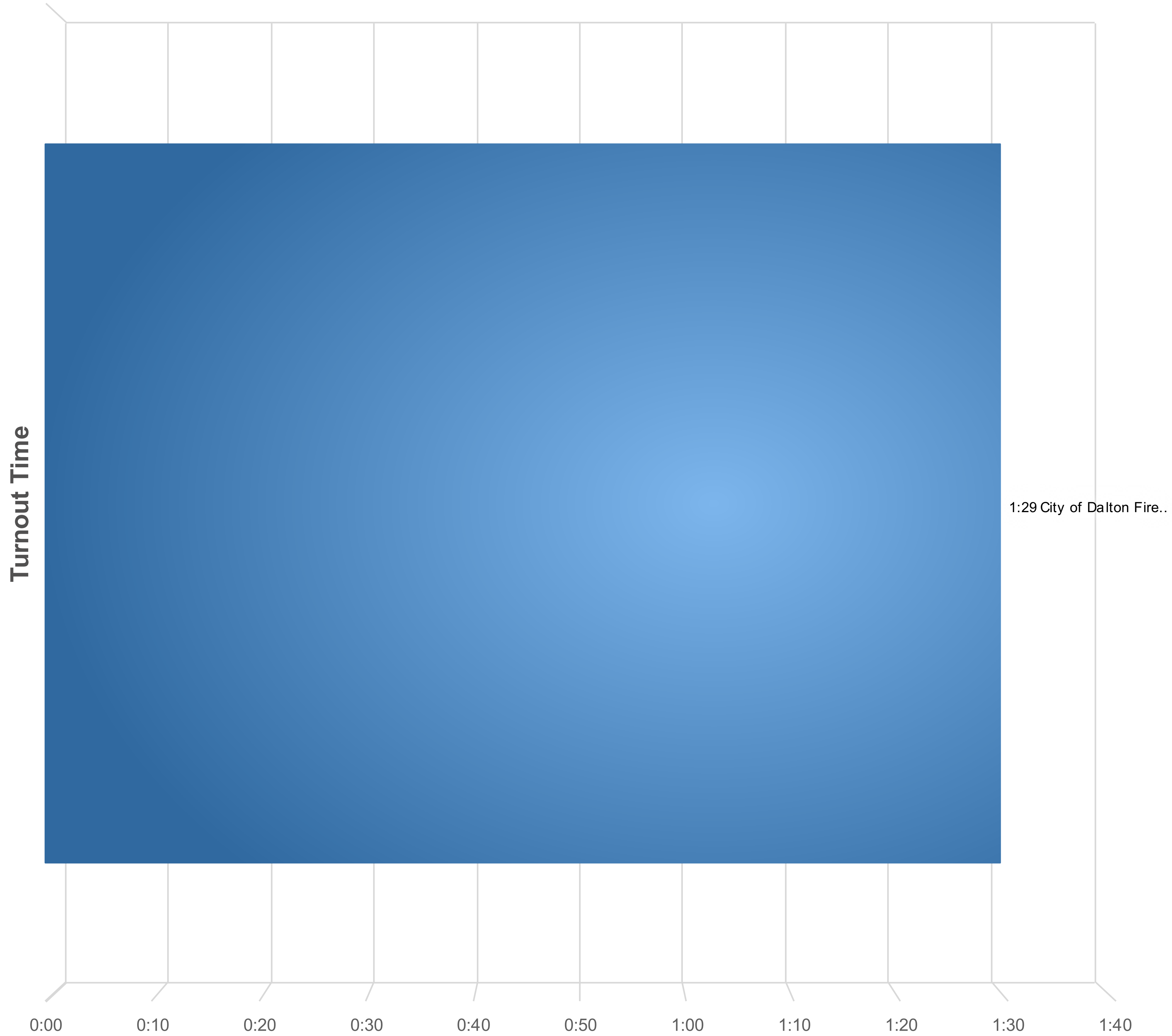
- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



Total of Station: 4:52

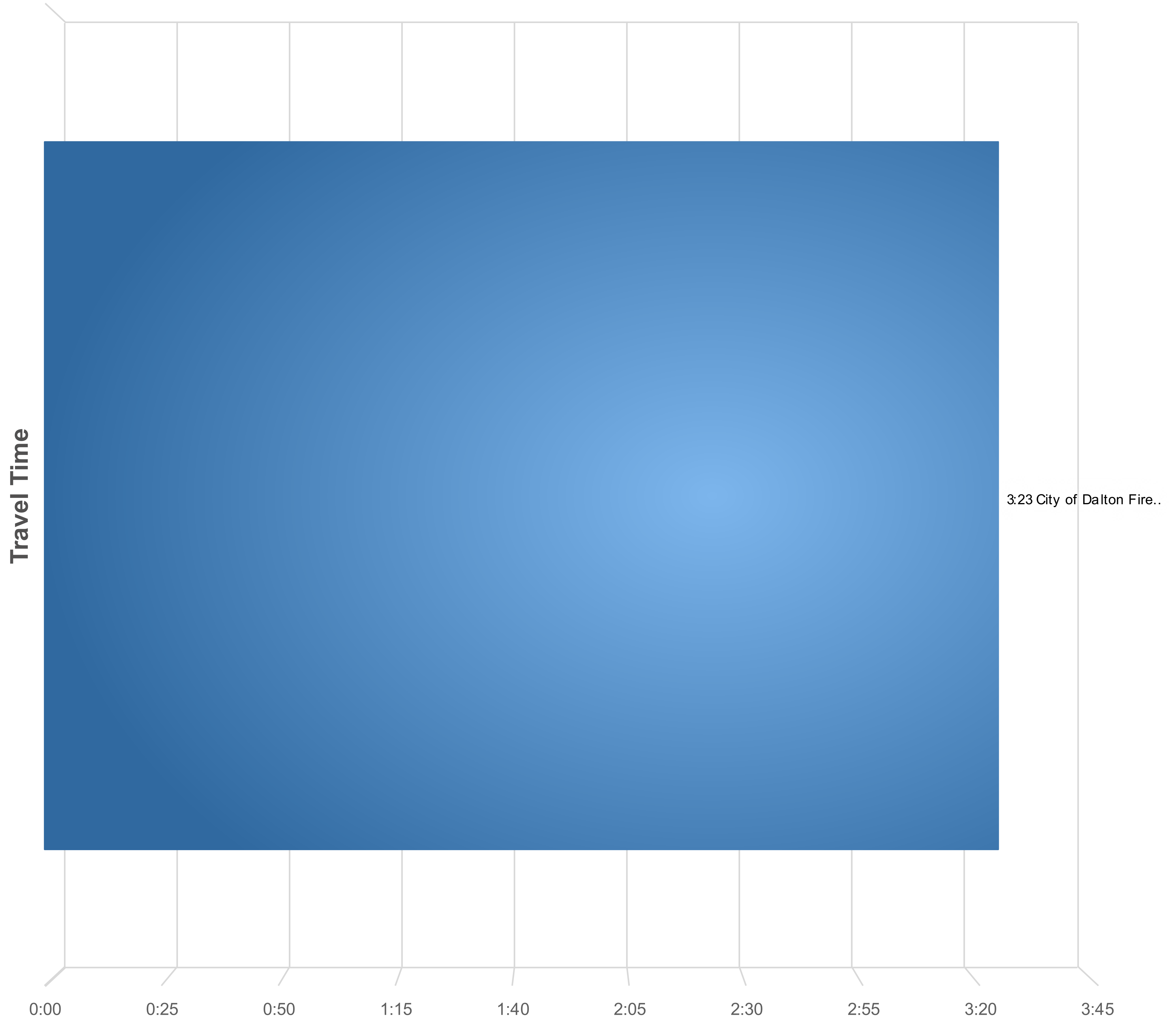
Department Average Turnout Time (Alarm-> First En Route)

09/01/22-09/30/22



Department Average Travel Time (First En Route -> First Unit Arrival)

09/01/22-09/30/22



Breakdown by Incident Type

Report Period: 09/01/22 - 09/30/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	198	0
611 Dispatched & canceled en route	23	0
743 Smoke detector activation, no fire - unintentional	14	0
745 Alarm system activation, no fire - unintentional	14	0
322 Motor vehicle accident with injuries	12	0
733 Smoke detector activation due to malfunction	8	0
324 Motor vehicle accident with no injuries.	8	0
622 No incident found on arrival at dispatch address	7	0
735 Alarm system sounded due to malfunction	6	0
444 Power line down	4	0
445 Arcing, shorted electrical equipment	4	0
740 Unintentional transmission of alarm, other	3	0
651 Smoke scare, odor of smoke	3	0
553 Public service	3	0
323 Motor vehicle/pedestrian accident (MV Ped)	2	0
741 Sprinkler activation, no fire - unintentional	2	0
111 Building fire	2	0
113 Cooking fire, confined to container	1	0
123 Fire in portable building, fixed location	1	1
130 Mobile property (vehicle) fire, other	1	0
131 Passenger vehicle fire	1	0
132 Road freight or transport vehicle fire	1	0
160 Special outside fire, other	1	0
251 Excessive heat, scorch burns with no ignition	1	0
500 Service Call, other	1	0
550 Public service assistance, other	1	0
353 Removal of victim(s) from stalled elevator	1	0
411 Gasoline or other flammable liquid spill	1	0

10/07/22 10:54:23

Incident Type	Incidents	Exposures
412 Gas leak (natural gas or LPG)	1	0
744 Detector activation, no fire - unintentional	1	0
600 Good intent call, other	1	0
711 Municipal alarm system, malicious false alarm	1	0
731 Sprinkler activation due to malfunction	1	0

	Incidents	Exposures
Total	329	1

Staff Hours by Incident Type

Report Period: 09/01/22 - 09/30/22 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	198.88
123 Fire in portable building, fixed location	101.20
111 Building fire	84.19
322 Motor vehicle accident with injuries	34.57
735 Alarm system sounded due to malfunction	31.09
743 Smoke detector activation, no fire - unintentional	27.38
745 Alarm system activation, no fire - unintentional	24.75
733 Smoke detector activation due to malfunction	23.98
444 Power line down	21.21
445 Arcing, shorted electrical equipment	21.00
324 Motor vehicle accident with no injuries.	19.39
411 Gasoline or other flammable liquid spill	13.13
741 Sprinkler activation, no fire - unintentional	8.21
611 Dispatched & canceled en route	7.68
412 Gas leak (natural gas or LPG)	7.30
651 Smoke scare, odor of smoke	6.46
622 No incident found on arrival at dispatch address	6.23
323 Motor vehicle/pedestrian accident (MV Ped)	4.55
113 Cooking fire, confined to container	4.32
600 Good intent call, other	3.33
251 Excessive heat, scorch burns with no ignition	3.20
731 Sprinkler activation due to malfunction	3.20
740 Unintentional transmission of alarm, other	2.17
550 Public service assistance, other	2.05
553 Public service	1.90
353 Removal of victim(s) from stalled elevator	1.85
131 Passenger vehicle fire	1.80
711 Municipal alarm system, malicious false alarm	1.70

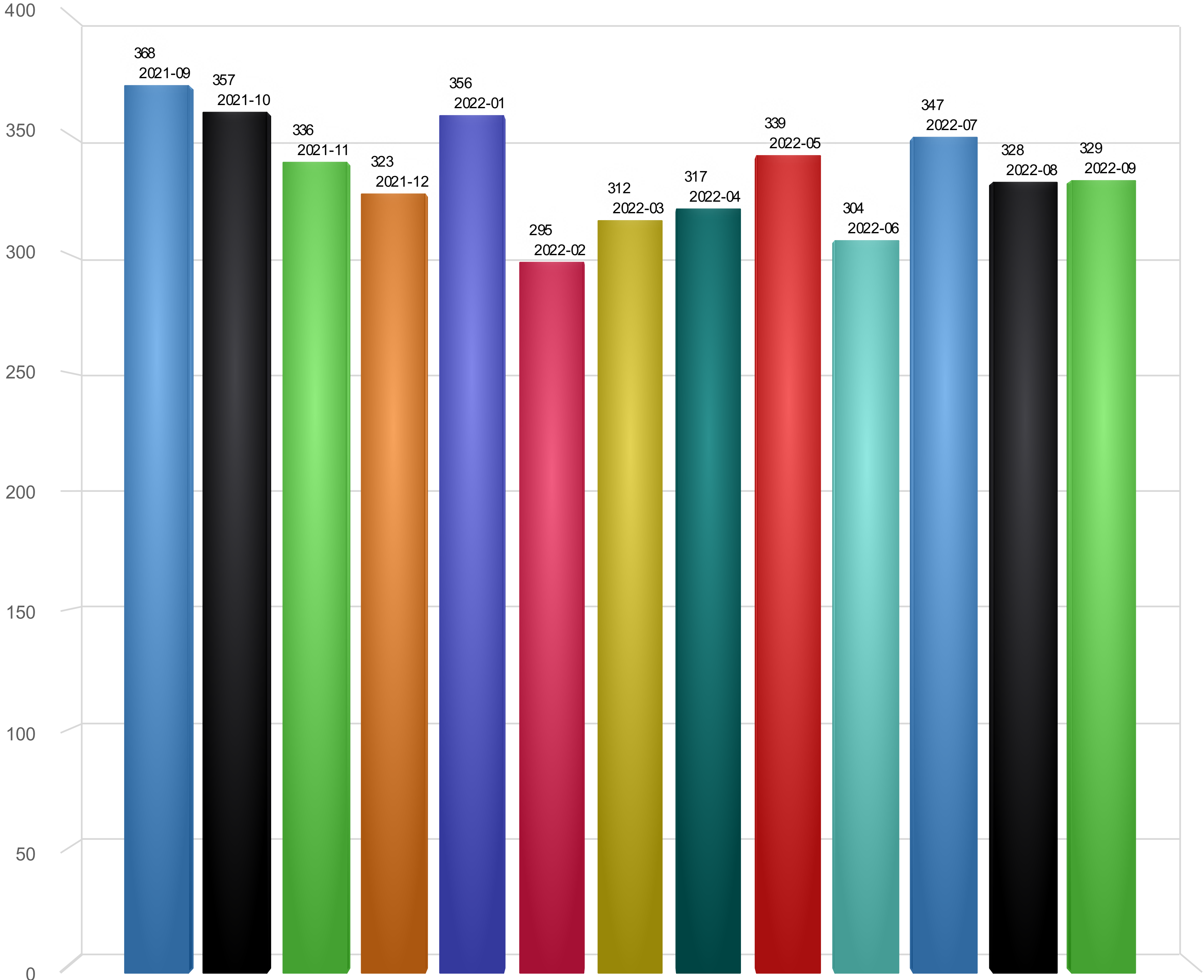
Incident Type	Hours
132 Road freight or transport vehicle fire	1.47
130 Mobile property (vehicle) fire, other	1.25
744 Detector activation, no fire - unintentional	1.10
160 Special outside fire, other	0.85
500 Service Call, other	0.75

Total	672.14
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Incidents by Months

09/01/2021-09/30/2022

- 2021-09
- 2021-10
- 2021-11
- 2021-12
- 2022-01
- 2022-02
- 2022-03
- 2022-04
- 2022-05
- 2022-06
- 2022-07
- 2022-08
- 2022-09



Incident Count

Total of Month: 4,311

BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 09/01/22 - 09/30/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)		Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
			Deaths	Injuries	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	1	0	0	110,000
2	Apartments (3 or more families) (FPU 429)	2	0	0	80,000
3	Hotels and Motels (FPU 449)	0	0	0	0
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	0	0	0	0
5	TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	3	0	0	190,000
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	0	0	0	0
7	Schools and Colleges (FPU 200–299)	0	0	0	0
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9	Stores and Offices (FPU 500–599)	0	0	0	0
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	0	0	0	0
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	1	0	0	40,000
12	Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	0	0	0	0
13	TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)	4	0	0	230,000
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	1	0	0	12,500
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	1	0	0	5,000
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	0	0	0	0
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	0	0		
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	0	0		
18	All Other Fires. (IT 100, 160, 163)	1	0	0	300
19	TOTALS FOR FIRES (Sum of lines 13 through 18)	7	0	0	247,800
20	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	217			
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	48			
22	Mutual Aid Responses Given	14			
23a	Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	2			
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	8			
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	33			
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	329			

Confined Fires

(Dates: 09/01/22 - 09/30/22 23:59:59; Incident Types: 110-129)

		Number of Confined Fires	Number of Nonconfined Fires
5	Residential Fires	1	2
13	Structure Fires	1	3

Breakdown of False Alarm Responses

(Dates: 09/01/22 - 09/30/22 23:59:59; Incident Types: 700-799)

	Type of False Alarm	Number of Incidents
1	Malicious, Mischievous False Call (IT 710-715)	1
2	System Malfunction (IT 730-739)	15
3	Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	32
4	Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	0

Intentionally Set Fires in Structures and Vehicles

(Dates: 09/01/22 - 09/30/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

		Number of Fires	Number of Civilian Fire Casualties		Estimated Property Damage and Contents from Fire
			Deaths	Injuries	
1	Structure Fires Intentionally set (IT=110-129)	0	0	0	0
2	Vehicle Fires Intentionally set (IT=130-139)	0	0	0	0

Training Division Monthly Report

September 2022

Overview

A unit on mental health in the fire service was presented to all DFD personnel by Dr. Meghan Lacks. Biennial recertification training for licensed EMTs and Paramedics began in September with a session on airway and breathing. 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 2,525.

Outside Schools

3 firefighters attended the National Fire Academy direct delivery offering of Decision Making for Initial Company Operations at Gordon County Fire Rescue.

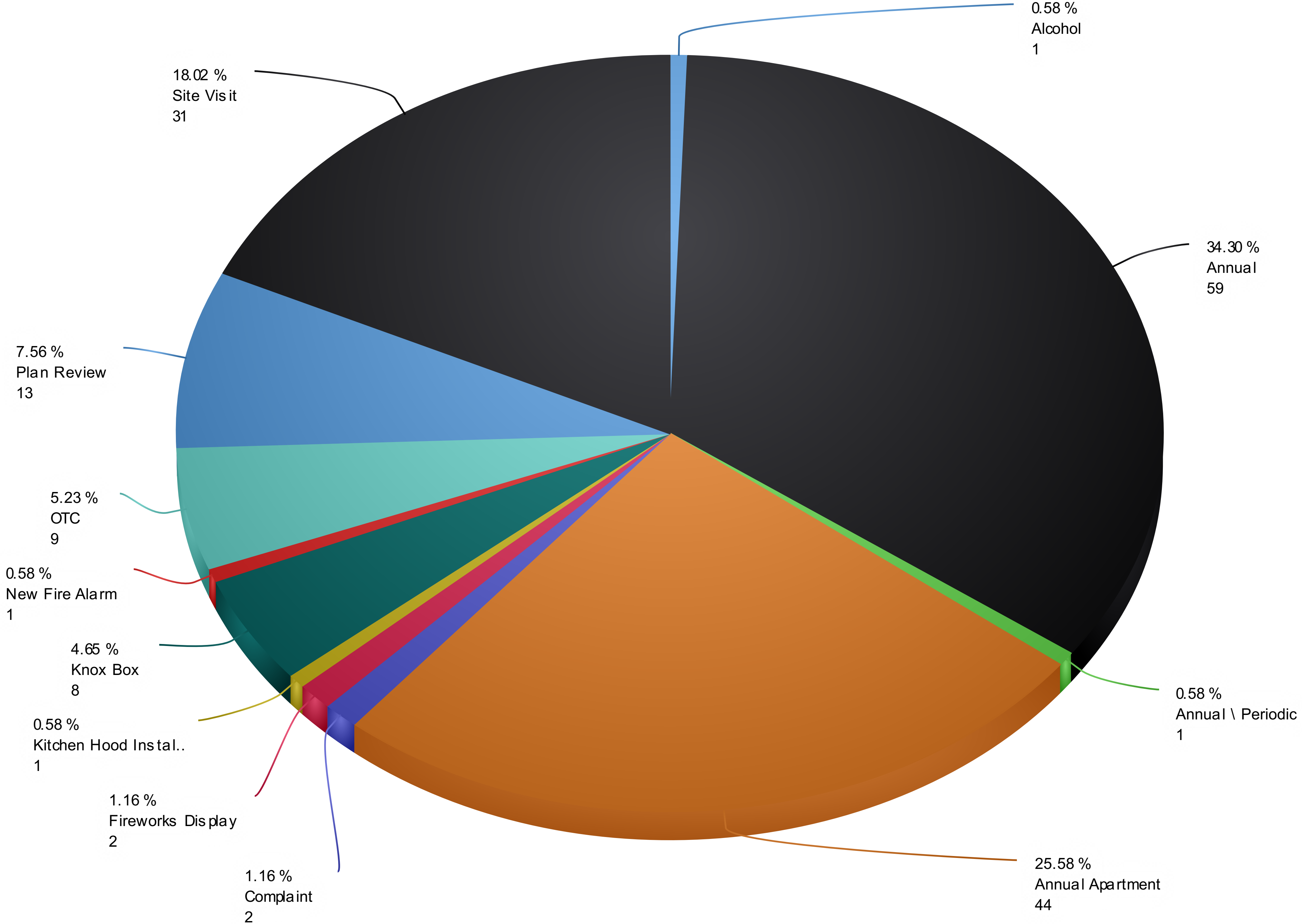
2 company officers attended Fire Department Executive at GPSTC and subsequently received NPQ Fire Officer 4 certifications.

The department's 3 certified asbestos inspectors attended annual refresher training at The Environmental Institute in Marietta.

Inspection Visit History by Inspection Type

09/01/2022-09/30/2022

- Alcohol
- Annual
- Annual \ Periodic
- Annual Apartment
- Complaint
- Fireworks Display
- Kitchen Hood Installation
- Knox Box
- New Fire Alarm
- OTC
- Plan Review
- Site Visit



Total of Inspection Type: 172

YEAR-TO-DATE BUDGET REPORT
09/30/2022

FOR 2022 09

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000	511100	WAGES REG	5,832,000	90,000	5,922,000	4,154,555.57	.00	1,767,444.43	70.2%
350000	511100	COVID REG-OT-COV	0	630	630	629.74	.00	.26	100.0%
350000	511300	WAGES - OT	501,400	-630	500,770	312,174.06	.00	188,595.94	62.3%
350000	512100	GROUP INS	1,061,150	0	1,061,150	771,799.20	.00	289,350.80	72.7%
350000	512200	FICA & MED	485,000	6,835	491,835	333,253.37	.00	158,581.63	67.8%
350000	512200	COVID FICA-COVID	0	45	45	41.21	.00	3.79	91.6%
350000	512401	RETDCP	355,000	-60	354,940	258,087.85	.00	96,852.15	72.7%
350000	512401	COVID DB-DC-COVI	0	60	60	56.64	.00	3.36	94.4%
350000	512402	RET DBP	486,000	0	486,000	355,928.36	.00	130,071.64	73.2%
350000	512403	RET STATE	28,800	0	28,800	20,625.00	.00	8,175.00	71.6%
350000	512700	WORKERS CO	106,090	0	106,090	79,793.71	.00	26,296.29	75.2%
350000	512900	OTHER EMPL	35,200	0	35,200	26,715.24	.00	8,484.76	75.9%
350000	512915	CLEANING A	49,900	0	49,900	4,727.73	.00	45,172.27	9.5%
350000	512950	FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%
350000	521200	HAZM PROFESSION	14,000	0	14,000	12,981.00	.00	1,019.00	92.7%
350000	521210	LEGAL FEES	4,800	0	4,800	1,724.50	135.00	2,940.50	38.7%
350000	522140	LAWN CARE	4,000	0	4,000	3,485.80	.00	514.20	87.1%
350000	522210	BUILD R&M	60,000	0	60,000	30,425.17	6.74	29,568.09	50.7%
350000	522220	EQ REPAIRS	24,000	4,485	28,485	16,948.65	71.06	11,465.29	59.7%
350000	522220	APPA MTN APP	95,000	0	95,000	89,744.20	18.81	5,236.99	94.5%
350000	522320	RENT EQUIP	4,800	0	4,800	2,425.88	.00	2,374.12	50.5%
350000	523100	INSURANCE	32,980	4,550	37,530	37,501.80	.00	28.20	99.9%
350000	523200	COMMUNICAT	32,500	0	32,500	25,702.37	.00	6,797.63	79.1%
350000	523500	TRAVEL	28,000	0	28,000	10,547.81	100.00	17,352.19	38.0%
350000	523600	DUES	6,600	0	6,600	1,741.53	2,325.00	2,533.47	61.6%
350000	523630	RADIO SUBC	11,900	-500	11,400	10,492.20	.00	907.80	92.0%
350000	523640	VEHICLE IM	1,100	0	1,100	950.00	.00	150.00	86.4%
350000	523700	TRAINING	28,000	0	28,000	19,269.14	.00	8,730.86	68.8%
350000	523850	CONTRACT L	0	3,300	3,300	3,229.50	.00	70.50	97.9%
350000	523900	OTHER PUR	0	420	420	466.35	.00	-46.35	111.0%
350000	523920	SOFT LIC	22,500	0	22,500	22,115.48	.00	384.52	98.3%
350000	531100	SUP GENERA	25,000	0	25,000	12,256.81	51.98	12,691.21	49.2%
350000	531110	SUP OFFICE	5,000	0	5,000	1,660.12	.00	3,339.88	33.2%
350000	531120	UNIFORMS	140,000	0	140,000	130,293.68	.00	9,706.32	93.1%
350000	531150	SUP GROUND	3,250	0	3,250	355.44	.00	2,894.56	10.9%
350000	531200	UTILITIES	125,500	0	125,500	102,001.97	.00	23,498.03	81.3%
350000	531250	OIL	5,000	0	5,000	4,448.79	.00	551.21	89.0%
350000	531270	GASOLINE	55,000	-30,050	24,950	22,392.61	.00	2,557.39	89.7%
350000	531275	DIESEL	0	62,000	62,000	38,777.78	.00	23,222.22	62.5%
350000	531300	MEALS FOOD	2,000	0	2,000	644.61	.00	1,355.39	32.2%
350000	531600	SMALL EQUI	31,000	0	31,000	1,129.91	3,250.72	26,619.37	14.1%
350000	531700	OTHER SUPP	15,500	-3,670	11,830	2,094.82	.00	9,735.18	17.7%
350000	531700	HAZM OTHER SUPP	9,500	0	9,500	5,756.74	.00	3,743.26	60.6%

YEAR-TO-DATE BUDGET REPORT
09/30/2022

FOR 2022 09											
ACCOUNTS FOR:	GENERAL FUND - OPERATING				ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350000	531700	SAFET	OTHER	SUPP	5,000	0	5,000	4,182.00	.00	818.00	83.6%
350000	542500	OTHER	EQUI		4,000	0	4,000	936.67	.00	3,063.33	23.4%
TOTAL GENERAL FUND - OPERATING					9,754,970	137,415	9,892,385	6,935,071.01	5,959.31	2,951,354.68	70.2%
TOTAL EXPENSES					9,754,970	137,415	9,892,385	6,935,071.01	5,959.31	2,951,354.68	

YEAR-TO-DATE BUDGET REPORT
09/30/2022

FOR 2022 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,754,970	137,415	9,892,385	6,935,071.01	5,959.31	2,951,354.68	70.2%

** END OF REPORT - Generated by Melissa Coker Russell **

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: M-1
Effective: 10-27-2020
Revised: 10-27-2020
Reviewed: 10/25/2022

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 Guideline

S.O.G.: FO-12
Effective: 07-09-2013
Revised: 10-24-2017
Reviewed: 10/25/2022

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 Procedure

S.O.P.: GP- 7
Effective: 03/24/1998
Revised: 10/27/2020
Reviewed: 10/25/2022

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 Guideline

S.O.G.: FO-17
Effective: 02-04-2013
Revised: 10-24-2017
Reviewed: 10/25/2022

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