



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, OCTOBER 24, 2023
8:30 AM
DALTON CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department September Employee of the Month Award - Detective Charles Williams
- [2.](#) Police Department Traffic Safety Officer of the Year - Nicholas Hill

Approval of Minutes

- [3.](#) September 26, 2023
September 27, 2023 - Called Meeting
September 28, 2023 - Called Meeting

Public Commentary

Police Department

- [4.](#) Crime/Crash Statistics September 2023
- [5.](#) Financial Statistics September 2023
- [6.](#) Written Directive Review

Fire Department

- [7.](#) Statistical Report for September 2023
- [8.](#) Financial Report for September 2023
- [9.](#) Reviewed SOG's and SOP
 1. FO-17 Truck Operations at Working Structure Fires
 2. FO-12 Initial Assignments for All Structure Fires and Fire Alarms
 3. SCBA-01 SCBA Testing and Maintenance
10. Appointment of Chief

Adjournment

William C Cason III
Chief of Police
CCason@daltonga.gov
www.daltonga.gov



Public Safety Commission
Terry Mathis
Anthony Walker
Truman Whitfield
Alex Brown

DALTON POLICE DEPARTMENT
301 Jones Street, Dalton, Georgia 30720
Phone: 706-278-9085

October 2, 2023

Detective Charles Williams
Dalton Police Department
301 Jones St
Dalton, GA 30720

Dear Detective Williams,

I am happy to inform you of your selection as the Employee of the Month for September, 2023. Your selection was based off your efforts to apprehend suspects who were responsible for multiple entering autos in the City of Dalton and your overall proactive approach to your daily activities.

On 08/18/23, while on call for CID, you were assigned multiple entering auto cases that seemed to be related. In the days following, your diligent work developed a suspect. Through subsequent interviews with that suspect, you were able to gather information about the crimes and additional offenders and make arrests, recover property and solve other related crimes. In your nomination, Lieutenant Eaton commented, "Detective Williams consistently works his assigned cases completely and thoroughly to come to the best possible outcome. This case was no exception". Congratulations on this well-deserved award.

In addition to this letter and certificate, you are awarded one day off with pay. Your name will also be submitted to the Elk's Lodge of Dalton, who will send you a gift in the near future.

Best Regards,

A handwritten signature in blue ink, appearing to read "Cliff Cason", with a stylized flourish at the end.

Cliff Cason
Chief of Police

EMPLOYEE of THE MONTH

DALTON POLICE DEPARTMENT



Detective Charles Williams

For your efforts apprehending the suspects who were responsible for multiple entering autos in the City of Dalton and your overall proactive approach to your daily activities. You were able to gather information about the crimes and additional offenders, make arrests, recover property and solve other related crimes.

October 11, 2023

Date

A handwritten signature in blue ink, appearing to read "W. C. Williams".

Chief of Police

William C Cason III
Chief of Police
CCason@daltonga.gov
www.daltonga.gov



Public Safety Commission
Terry Mathis
Anthony Walker
Truman Whitfield
Alex Brown

DALTON POLICE DEPARTMENT

301 Jones Street, Dalton, Georgia 30720

Phone: 706-278-9085

To: Assistant Chief Chris Crossen

From: Sergeant David Saylor

Re: 2022 Traffic Officer of the Year

In recognition of his unwavering commitment to upholding lawful conduct while ensuring public safety, we extend our heartfelt appreciation towards the esteemed recipient of the prestigious Traffic Officer of the Year Award. This individual's exemplary performance over the past year merits commendation beyond measure.

The selected awardee, identified as Officer Nicholas Hill, has repeatedly proven himself through his tireless efforts to maintain orderliness on Dalton's roads. His four-year experience further attests to his competence and expertise in managing complex scenarios involving vehicular transportation. Notably, during this period, he received accolades in both 2021 and now in 2022, highlighting his consistently outstanding service record.

Amongst many notable accomplishments, one cannot overlook Officer Hill's stance against drunk driving. By addressing many DUI-related offenses, he effectively deterred individuals from engaging in such dangerous behavior, safeguarding lives within the community. Furthermore, his relentless pursuit of speeding violators underscores his dedication to promoting adherence to traffic regulations, which could prevent severe injuries or loss of life due to high-speed collisions.

Officer Hill demonstrated exceptional proficiency in combating distracted driving – a pervasive issue plaguing modern society. With utmost diligence, he managed to stop numerous drivers from compromising their safety due to diverting attention away from the road, thus reinforcing the importance of focusing solely on driving tasks. Additionally, his involvement in enforcing occupancy protection rules exemplified his concern for passenger welfare, reflecting a holistic approach toward traffic management.

Beyond direct enforcement activities, Officer Hill played an integral role in educating the public about responsible driving practices. He actively participated in various events



DALTON POLICE DEPARTMENT

301 Jones Street, Dalton, Georgia 30720

Phone: 706-278-9085

organized by the department, providing knowledge about traffic safety to audiences of diverse age groups. Such initiatives are crucial for fostering safer driving habits among motorists across all demographics.

Lastly, we express sincere gratitude for these efforts and wish him continued success in his future endeavors as a distinguished member of the police force.

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SEPTEMBER 26, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Anthony Walker, Deputy Fire Chief Mike Russell, Police Chief Cliff Cason, Assistant Police Chief Chris Crossen, Attorney Jason Connell from the City Attorney's Office, City Attorney Terry Miller, and Assistant City Administrator Todd Pangle. Commissioner Terry Mathis was absent.

AGENDA AMENDMENT

On the motion of Commissioner Walker, second Commissioner Brown, the agenda was amended to allow the Police Department to present first under Personnel Matters. The vote was unanimous in favor.

PERSONNEL MATTERS

Police Department – New Officer Confirmation

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following personnel as new Dalton Police officers.

- Officer Christopher Akins
- Officer Timothy Chiders
- Officer Matthew Grubbs
- Officer Eduardo Mendiola

The vote was unanimous in favor. City attorney Terry Miller administer the oath of office for the new Police Officers.

Dalton Fire Department – Promotion of Firefighter

On the motion of Commissioner Brown, second Commissioner Walker, the Commission promoted Firefighter Gabe Shupe to the rank of Engineer. The vote was unanimous in favor.

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for August 22, 2023. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

The Commissioners were presented written copies of the special called meeting minutes for August 25, 2023. On the motion of Commissioner Walker, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for August 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of August 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 11.39% lower and Part II crimes are approximately 9.1% lower when compared to the past 5-year average. Chief Cason further reported there were 128 non-private property crashes reported for the month has increased over the previous month.

On the motion of Commissioner Brown, 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.

POLICE DEPARTMENT

... Continued

Financial Statistics for August 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of August 2023. Chief Cason reported the department has expended 58.2% of the budget, and are on track for the remainder of the FY 2023.

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

Written Directive Review

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

- 2.7 Crime Prevention / Community Involvement
- 2.26 Field Training Officer and Mentoring Programs
- 3.10 Off-Duty / Extra-Duty Employment
- 4.1 Patrol Organization and Administration
- 4.2 Use of Police Vehicles

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

DEPUTY FIRE DEPARTMENT

Monthly Statistical Report – August 2023

Deputy Fire Chief Mike Russell presented the August 2023 Statistical Report to the Commission. Chief Russell outlined details of the complete report, which included the Incident Report with 370 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

On the motion of Commissioner Brown, second Commissioner Walker, 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 2023

Deputy Fire Chief Mike Russell presented the Financial Report for the month of August 2023 to the Commission. Chief Russell stated the department has expended 64.7% of the budget, and are on track for the remainder of the FY 2023.

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.

Revised Standard Operating Procedure (SOP) and Standard Operating Guidelines (SOG)

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following Fire Department policies.

- Reviewed SOP – FO-14 Mayday Procedures
- Reviewed SOP – FO-16 Emergency Evacuation
- Reviewed SOP – GP-2 Uniform Dress Classes and Usage
- Reviewed SOG – SCBA-03 Refilling SCBA and SCUBA Cylinders

A copy of each approved policy is a part of these minutes. The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Brown, the meeting was adjourned at 9:22 a.m.

Truman Whitfield, Chairman

ATTEST:

Anthony Walker, Secretary

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SPECIAL CALLED MEETING
SEPTEMBER 27, 2023

The special called meeting for the Public Safety Commission was held today in the 2nd Floor East Conference Room. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Anthony Walker, City Administrator Andrew Parker and Human Resources Director Greg Batts.

AGENDA APPROVAL

On the motion of Commissioner Brown, second Commissioner Walker, the agenda was approved as presented. The vote was unanimous in favor.

EXECUTIVE SESSION

On the motion of Commissioner Brown, second Commissioner Walker, the Commission entered into executive session at 3:02 p.m. to discuss personnel matters. The vote was unanimous in favor.

EXECUTIVE SESSION – Adjournment

On the motion of Commissioner Walker, second Commissioner Mathis, the Commission adjourned out of executive session and into regular session at 5:34 p.m. The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Mathis, the meeting was adjourned at 5:35 p.m.

Truman Whitfield, Chairman

ATTEST:

Anthony Walker, Secretary

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SPECIAL CALLED MEETING
SEPTEMBER 28, 2023

The special called meeting for the Public Safety Commission was held today in the 2nd Floor East Conference Room. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Anthony Walker, City Administrator Andrew Parker and Human Resources Director Greg Batts.

AGENDA APPROVAL

On the motion of Commissioner Brown, second Commissioner Mathis, the agenda was approved as presented. The vote was unanimous in favor.

EXECUTIVE SESSION

On the motion of Commissioner Brown, second Commissioner Walker, the Commission entered into executive session at 3:03 p.m. to discuss personnel matters. The vote was unanimous in favor.

EXECUTIVE SESSION – Adjournment

On the motion of Commissioner Walker, second Commissioner Mathis, the Commission adjourned out of executive session and into regular session at 5:58 p.m. The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Mathis, the meeting was adjourned at 6:00 p.m.

Truman Whitfield, Chairman

ATTEST:

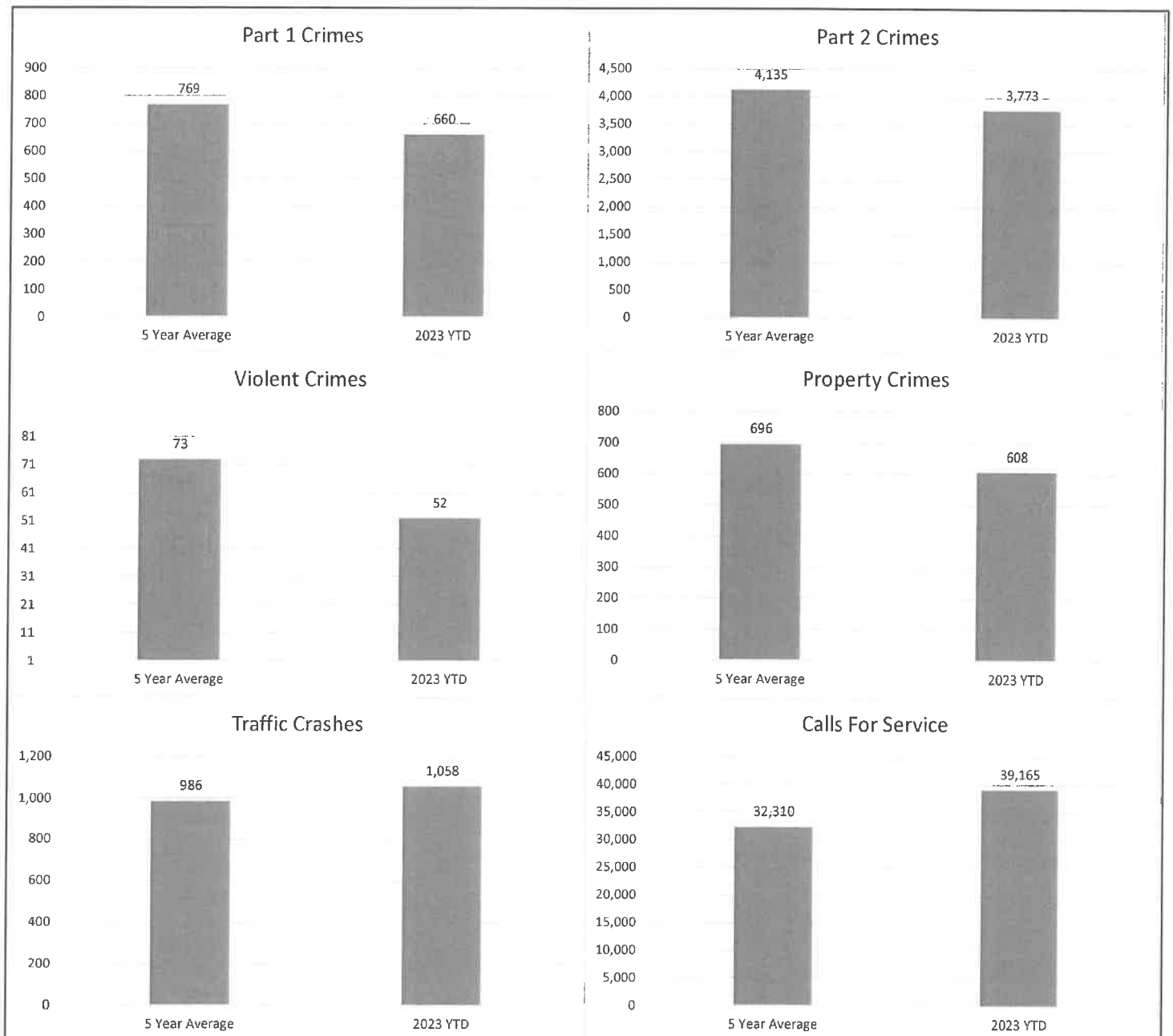
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 24, 2023**

Summary of Data and Crime Statistics for September 2023

General


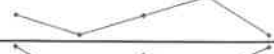













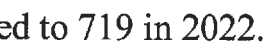
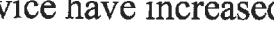
The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 14.2% lower than the five-year average. Part 2 crimes have decreased by approximately 8.7% during the same time. Property crimes show a decrease of approximately 12.7% from the five-year average. Violent crimes show a decrease of approximately 28.8% when compared to the five-year average. Traffic crashes are approximately 7.3% higher than the five-year average. Calls for service show an increase of approximately 21.2% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 24, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023

September 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	869	691	670	719	660	
Homicides	1	0	1	2	0	
Rape	15	6	13	9	15	
Robbery	5	15	5	17	8	
Aggravated Assault	49	48	60	45	29	
Violent Crime Totals	70	69	79	73	52	
Burglary	84	71	73	60	38	
Larceny-Theft	672	488	441	527	537	
Motor Vehicle Theft	43	62	76	54	31	
Arson	0	1	1	5	2	
Property Crime Totals	799	622	591	646	608	
Violent Crime Clearance	76%	61%	66%	64%	63%	
Property Crime Clearance	40%	31%	43%	47%	54%	
Part I Arrests	305	208	214	256	260	
Citations	9,600	8,842	8,000	8,923	13,473	
Calls for Service	33,030	36,544	30,718	29,546	39,165	
Traffic Crashes	1,033	829	1,012	1,032	1,058	

Analysis

In the year to date 2023 there have been 660 Part 1 crimes reported, compared to 719 in 2022. Traffic crashes have increased approximately 2.5% from 2022. Calls for service have increased by approximately 32.6% from 2022.

There have been 52 violent crimes reported 2023 YTD compared to 73 reported violent crimes 2022 YTD. There have been 29 aggravated assaults reported in 2023 compared to 45 in 2022. Year to date property crimes have shown a decrease of approximately 5.9% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 12.7% lower than the average of 696. Violent crime numbers are approximately 28.8% lower than the five-year average of 73.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 24, 2023**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	9/23	9/22	YTD	YTD	9/23	9/22	YTD	YTD	9/23	9/22	YTD	YTD
Part I Offenses												
Homicide	0	1	0	2	0	0	0	0	0	0	0	1
Rape	1	1	15	9	1	0	3	6	0	0	2	2
Robbery	1	4	8	17	0	2	9	18	0	2	9	16
Aggravated Assault	7	5	29	45	4	6	21	23	4	5	18	19
Burglary	2	8	38	60	1	1	22	22	1	1	13	13
Larceny - Theft	52	79	537	527	27	35	295	267	17	31	212	197
Motor Vehicle Theft	5	6	31	54	2	2	12	16	1	1	4	7
Arson	1	0	2	5	1	0	2	1	1	0	2	1
PART I SUBTOTAL	69	104	660	719	36	46	364	353	24	40	260	256
Part II Offenses												
Other Assaults - not agg.	23	30	236	265	19	20	207	220	10	18	130	150
Forgery/Counterfeiting	6	6	55	54	1	2	27	18	1	2	22	15
Fraud	21	19	163	131	1	3	32	27	1	3	25	17
Embezzlement	0	0	0	0	0	0	1	0	0	0	0	0
Stolen Property	0	0	8	8	0	0	12	4	0	0	12	4
Vandalism	25	23	189	182	22	4	78	54	21	4	59	35
Weapons Violations	0	3	31	37	0	2	38	35	0	2	38	35
Commercial Sex	0	0	0	2	0	0	0	1	0	0	0	0
Other Sex Offenses	7	5	40	34	2	1	21	18	1	0	7	5
Drug Sales	2	2	29	46	1	1	25	42	1	1	25	37
Drug Possession	15	19	160	184	9	16	131	143	9	10	104	112
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	5	8	44	37	2	6	27	30	2	6	23	25
Liquor Violations	10	4	65	57	10	4	55	50	10	3	55	48
Drunkenness	9	3	64	70	11	3	69	64	10	3	68	63
Other Disorderly Conduct	18	19	122	116	17	10	124	94	15	7	100	69
Curfew Violations	2	0	12	6	3	0	13	2	3	0	10	2
All Other Offenses	304	172	2359	1811	448	207	2828	2167	426	200	2648	1987
DUI	32	14	196	149	34	14	196	154	34	14	196	154
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	479	327	3773	3189	580	293	3884	3123	544	273	3522	2758
PART I AND II TOTAL	548	431	4433	3908	616	339	4248	3476	568	313	3782	3014
Crashes	2023 2022				Enforcement				2023 2022			
	9/23	9/22	YTD	YTD					9/23	9/22	YTD	YTD
Public Roadway	112	130	1,058	1,032	Citations				420	458	5,713	4,871
					Warnings				820	309	7,760	4,051
911 Calls	4,442	3,170	39,165	29,546	Totals				1,240	767	13,473	8,923

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 24, 2023**

September 2023 Crash Statistics

In September 2023 there were 112 non-private property crashes reported. Injury crashes and total injuries increased compared to the previous month. Rear end crashes were the most prevalent during September 2023. Following too closely was the leading contributing factor in non-injury and injury crashes. Walnut Ave had the highest number of injury and non-injury crashes.

September 2023 Crash Statistics						
Total Crashes	September 2023	August 2023	Change	YTD 2023	YTD 2022	Change
	112	128	-12.5%	1058	1032	2.5%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	34	22	11	1	0	4
Total Injuries	49					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
5	9	12		29		
Day of the Week	Total		Time of Day	Total		
Monday	17		0000 - 0559	5		
Tuesday	16		0600 - 0859	12		
Wednesday	11		0900 - 1059	6		
Thursday	23		1100 - 1359	31		
Friday	22		1400 - 1559	19		
Saturday	15		1600 - 1859	26		
Sunday	8		1900 - 2159	9		
			2200 - 2359	4		
Collision Type	Total		Contributing Factors	Total		
Rear End	40		Following Too Closely	29		
Angle	32		Failure to Yield	20		
Collision With Object	22		Changed Lanes Improperly	16		
Sideswipe - Same Direction	15		Distracted	12		
Sideswipe - Opposite Direction	2		Too Fast For Conditions	8		
Head On	1					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	26	23.2%	9	18.4%		
Chattanooga Rd	12	10.7%	6	12.2%		
Glenwood Ave	7	6.3%	4	8.2%		
ML King Jr Blvd	4	3.6%	2	4.1%		
Waugh St	4	3.6%	2	4.1%		
Selective Enforcement Details	Locations		Total Details	Violations		
August 2023	Glenwood, Walnut, ML King Jr Blvd		18	202		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING

October 24, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR SEPTEMBER 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 65.1% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds in our existing budget to accomplish our 2023 goals and meet the needs of the department.

The Police Department has come to be the owners of some equipment used in agricultural growing processes by court order. Since the Police Department has no need for this type of equipment, we have approached Dalton Public Schools and specifically, Hammond Creek Middle School, about using this equipment for their agriculture program. We are entering into a memorandum of understanding with the school for them to use the equipment as long as it has a useful life and is productive for them. The MOU is attached.

MEMORANDUM OF UNDERSTANDING

Between

Dalton Police Department, Dalton, GA

And

Hammond Creek Middle School, Dalton, GA

October 13, 2023


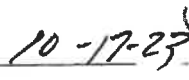


Purpose: To describe the conditions and expectations upon which the below-signed parties agree, concerning the transfer of, and conditional ownership of the listed grow huts, lights, filters, and accompanying equipment from the Dalton Police Department (hereafter referred to as Dalton P.D.) to the Hammond Creek Middle School (hereafter referred to as Hammond Creek

Condition 1: Hammond Creek will not allow students to use in any manner any of the listed equipment transferred from the Dalton P.D. unless it is being operated under the supervision or guidance of an appropriate faculty member as determined by the administrative staff of Hammond Creek.

Condition 2: Hammond Creek will be financially responsible for any needed repairs or additional equipment needed to operate the grow huts or accompanying equipment.

Condition 3: Hammond Creek may only dispose of the transferred equipment by returning the transferred equipment to Dalton P.D. to be destroyed.

Agreement: All conditions of this memorandum are agreed to and enacted upon the signatures of the Chief Executives of each involved agency

			
Signature	Date	Signature	Date
Chief Cliff Cason Dalton Police Department		Principal Lauri Johnson Hammond Creek Middle School	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:		ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010	GENERAL FUND - OPERATING							
321000 PD ADMINISTRATION								
321000	511100	477,000	0	477,000	337,435.07	.00	139,564.93	70.7%
321000	511300	1,700	0	1,700	27.82	.00	1,672.18	1.6%
321000	512100	38,780	0	38,780	19,720.54	.00	19,059.46	50.9%
321000	512200	37,000	0	37,000	26,188.48	.00	10,811.52	70.8%
321000	512401	14,940	0	14,940	10,458.83	.00	4,481.17	70.0%
321000	512402	40,250	0	40,250	29,290.49	.00	10,959.51	72.8%
321000	512403	1,200	0	1,200	900.00	.00	300.00	75.0%
321000	512700	10,100	0	10,100	7,575.50	.00	2,524.50	75.0%
321000	512900	3,750	0	3,750	2,123.15	.00	1,626.85	56.6%
321000	512915	1,800	0	1,800	522.50	.00	1,277.50	29.0%
321000	512916	1,800	0	1,800	900.00	.00	900.00	50.0%
321000	521210	20,000	0	20,000	5,124.13	.00	14,875.87	25.6%
321000	521300	4,000	0	4,000	.00	.00	4,000.00	.0%
321000	522220	5,000	0	5,000	2,418.01	.00	2,581.99	48.4%
321000	522230	4,000	0	4,000	1,423.91	.00	2,576.09	35.6%
321000	522320	9,000	0	9,000	4,348.69	109.80	4,541.51	49.5%
321000	523100	118,000	23,835	141,835	141,833.00	.00	2.00	100.0%
321000	523200	50,000	0	50,000	35,568.39	.00	14,431.61	71.1%
321000	523210	3,500	0	3,500	819.43	.00	2,680.57	23.4%
321000	523400	3,000	0	3,000	2,410.49	.00	589.51	80.3%
321000	523500	9,000	4,500	13,500	12,371.78	184.00	944.22	93.0%
321000	523600	4,000	0	4,000	1,280.37	.00	2,719.63	32.0%
321000	523630	27,000	-3,500	23,500	23,155.20	.00	344.80	98.5%
321000	523700	7,500	-1,000	6,500	4,552.00	.00	1,948.00	70.0%
321000	523850	5,400	17,000	22,400	17,815.14	.00	4,584.86	79.5%
321000	523920	177,900	0	177,900	122,508.71	.00	55,391.29	68.9%
321000	531100	800	0	800	216.26	.00	583.74	27.0%
321000	531110	2,000	0	2,000	45.44	.00	1,954.56	2.3%
321000	531250	1,000	0	1,000	.00	.00	1,000.00	.0%
321000	531270	6,000	0	6,000	4,361.70	.00	1,638.30	72.7%
321000	531300	2,000	0	2,000	.00	.00	2,000.00	.0%
321000	531600	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000	531700	2,000	0	2,000	774.18	.00	1,225.82	38.7%
TOTAL PD ADMINISTRATION		1,090,820	40,835	1,131,655	817,569.21	293.80	313,791.99	72.3%

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322100 PD CRIMINAL INVESTIGATION DIV								
322100 511100 WAGES - REGULAR	1,092,350	0	0	1,092,350	732,157.18	.00	360,192.82	67.0%
322100 511300 WAGES - OVERTIME	48,700	0	0	48,700	5,080.88	.00	43,619.12	10.4%
322100 512100 GROUP INSURANCE	212,400	0	0	212,400	138,627.39	.00	73,772.61	65.3%
322100 512200 FICA & MEDICARE	87,300	0	0	87,300	54,802.03	.00	32,497.97	62.8%
322100 512401 RETIREMENT DCP	78,500	0	0	78,500	43,002.20	.00	35,497.80	54.8%
322100 512402 RETIREMENT DBP	44,500	0	0	44,500	40,402.28	.00	4,097.72	90.8%
322100 512403 RETIREMENT STATE	4,500	0	0	4,500	3,100.00	.00	1,400.00	68.9%
322100 512700 WORKERS COMPENSAT	28,680	0	0	28,680	21,510.00	.00	7,170.00	75.0%
322100 512900 OTHER EMPLOYEE BE	6,800	0	0	6,800	4,584.44	.00	2,215.56	67.4%
322100 512915 CLEANING ALLOWANC	4,000	0	0	4,000	2,763.75	.00	1,236.25	69.1%
322100 512916 CLOTHING ALLOWANC	9,000	0	0	9,000	4,143.00	.00	4,857.00	46.0%
322100 522220 EQUIPMENT MAINT &	3,500	0	0	3,500	386.21	.00	3,113.79	11.0%
322100 522230 VEHICLE REPAIRS &	7,000	0	0	7,000	3,770.79	365.00	2,864.21	59.1%
322100 523500 TRAVEL	14,400	0	0	14,400	14,282.10	.00	117.90	99.2%
322100 523600 DUES & FEES	5,500	0	0	5,500	378.00	.00	5,122.00	6.9%
322100 523700 TRAINING & EDUCAT	14,400	0	0	14,400	10,866.00	.00	3,534.00	75.5%
322100 523900 PEPI OTHER PURCHAS	25,000	0	0	25,000	.00	.00	25,000.00	.0%
322100 531100 SUPPLIES - GENERA	3,500	0	0	3,500	1,471.22	.00	2,028.78	42.0%
322100 531110 SUPPLIES - OFFICE	4,000	0	0	4,000	1,525.94	.00	2,474.06	38.1%
322100 531250 OIL	3,400	0	0	3,400	.00	.00	3,400.00	.0%
322100 531270 GASOLINE	18,500	0	0	18,500	12,118.24	.00	6,381.76	65.5%
322100 531300 MEALS - FOOD	700	0	0	700	.00	.00	700.00	.0%
322100 531600 SMALL EQUIPMENT <	0	300	300	300	126.48	.00	173.52	42.2%
322100 531700 OTHER SUPPLIES	5,000	-300	-300	4,700	1,772.94	.00	2,927.06	37.7%
322100 542400 COMPUTERS & COMPU	14,400	0	0	14,400	14,400.00	.00	.00	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,736,030	0	0	1,736,030	1,111,271.07	365.00	624,393.93	64.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	2,554,716.88	.00	1,408,983.12	64.5%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	42,453.60	.00	25,346.40	62.6%
322300 512100	GROUP INSURANCE	611,670	0	611,670	420,515.70	.00	191,154.30	68.7%
322300 512200	FICA & MEDICARE	309,750	0	309,750	194,616.05	.00	115,133.95	62.8%
322300 512401	RETIREMENT DCP	352,600	0	352,600	221,765.42	.00	130,834.58	62.9%
322300 512402	RETIREMENT DBP	60,800	0	60,800	30,103.65	.00	30,696.35	49.5%
322300 512403	RETIREMENT STATE	21,500	0	21,500	12,425.00	.00	9,075.00	57.8%
322300 512700	WORKERS' COMPENSAT	121,380	0	121,380	91,035.00	.00	30,345.00	75.0%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	16,461.68	.00	8,938.32	64.8%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	5,443.50	.00	4,556.50	54.4%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	10,562.94	.00	937.06	91.5%
322300 522230	VEHICLE REPAIRS &	48,000	12,400	60,400	55,299.41	175.44	4,925.15	91.8%
322300 522230	SHOP VEHICLE EXP -	128,000	-15,000	113,000	78,448.30	.00	34,551.70	69.4%
322300 523500	TRAVEL	64,500	0	64,500	57,288.54	708.00	6,503.46	89.9%
322300 523600	DUES & FEES	3,800	0	3,800	465.00	.00	3,335.00	12.2%
322300 523700	TRAINING & EDUCAT	44,000	0	44,000	18,025.22	.00	25,974.78	41.0%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	3,037.35	.00	2,462.65	55.2%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	624.17	.00	2,375.83	20.8%
322300 531120	UNIFORMS	64,000	0	64,000	10,104.26	.00	53,895.74	15.8%
322300 531250	OIL	3,000	0	3,000	1,785.34	.00	1,214.66	59.5%
322300 531270	GASOLINE	175,000	0	175,000	117,322.14	.00	57,677.86	67.0%
322300 531300	MEALS - FOOD	2,000	0	2,000	84.01	.00	1,915.99	4.2%
322300 531600	SMALL EQUIPMENT <	35,295	0	35,295	32,607.19	.00	2,687.81	92.4%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	1,546.19	.00	3,453.81	30.9%
TOTAL PD PATROL		6,154,195	-19,600	6,134,595	3,976,736.54	883.44	2,156,975.02	64.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 PD SUPPORT SERVICES								
322400 511100	WAGES - REGULAR	687,750	0	687,750	470,459.86	.00	217,290.14	68.4%
322400 511200	WAGES - PART TIME	12,000	0	12,000	.00	.00	12,000.00	0%
322400 511300	WAGES - OVERTIME	11,375	0	11,375	1,732.66	.00	9,642.34	15.2%
322400 512100	GROUP INSURANCE	162,720	0	162,720	94,529.65	.00	68,190.35	58.1%
322400 512200	FICA & MEDICARE	54,400	0	54,400	34,824.36	.00	19,575.64	64.0%
322400 512401	RETIREMENT DCP	40,300	0	40,300	24,982.77	.00	15,317.23	62.0%
322400 512402	RETIREMENT DBP	37,000	0	37,000	25,159.00	.00	11,841.00	68.0%
322400 512403	RETIREMENT STATE	1,200	0	1,200	925.00	.00	275.00	77.1%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	16,380.00	.00	5,460.00	75.0%
322400 512900	OTHER EMPLOYEE BE	4,200	0	4,200	2,871.01	.00	1,328.99	68.4%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	143.00	.00	2,257.00	6.0%
322400 512916	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 521300	TECHNICAL CONTRAC	18,500	0	18,500	4,016.65	.00	14,483.35	21.7%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	7,052.25	257.00	6,190.75	54.1%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	15,587.41	297.50	24,115.09	39.7%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	2,301.67	.00	698.33	76.7%
322400 523500	TRAVEL	21,000	0	21,000	7,596.68	.00	13,403.32	36.2%
322400 523600	DUES & FEES	2,700	0	2,700	844.92	.00	1,855.08	31.3%
322400 523620	CREDIT CARD & BAN	450	0	450	329.15	.00	120.85	73.1%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	20,247.77	.00	752.23	96.4%
322400 531100	SUPPLIES - GENERA	3,500	0	3,500	1,634.31	.00	1,865.69	46.7%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	1,609.88	.00	1,590.12	50.3%
322400 531120	UNIFORMS	4,000	0	4,000	741.35	.00	3,258.65	18.5%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	6,231.74	41.28	21,726.98	22.4%
322400 531200	UTILITIES	62,500	0	62,500	37,034.86	.00	25,465.14	59.3%
322400 531250	OIL	300	0	300	.00	.00	300.00	0%
322400 531270	GASOLINE	8,000	0	8,000	5,282.18	.00	2,717.82	66.0%
322400 531300	MEALS - FOOD	500	0	500	441.19	.00	58.81	88.2%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	2,205.96	35.90	11,758.14	16.0%
TOTAL PD SUPPORT SERVICES		1,282,435	0	1,282,435	785,465.28	631.68	496,338.04	61.3%

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322600 CUSTODY OF PRISONERS								
322600 523900	OTHER PURCHASED S	105,000	-8,835	96,165	63,006.51	.00	33,158.49	65.5%
	TOTAL CUSTODY OF PRISONERS	105,000	-8,835	96,165	63,006.51	.00	33,158.49	65.5%
	TOTAL GENERAL FUND - OPERATING	10,368,480	12,400	10,380,880	6,754,048.61	2,173.92	3,624,657.47	65.1%
	TOTAL EXPENSES	10,368,480	12,400	10,380,880	6,754,048.61	2,173.92	3,624,657.47	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	12,400	10,380,880	6,754,048.61	2,173.92	3,624,657.47	65.1%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	-50,000	12,400	-37,600	-22,238.90	.00	-15,361.10	59.1%*
210001 361400	JUSTI INTEREST JUS	0	-200	-200	-143.40	.00	-56.60	71.7%*
210001 361400	STATE INTEREST INC	-250	-3,250	-3,500	-2,530.89	.00	-969.11	72.3%*
210001 361400	TREAS INTEREST TRE	-50	-950	-1,000	-405.76	.00	-594.24	40.6%*
210001 392100	STATE SALE OF ASSE	-6,000	-8,000	-14,000	-12,426.36	.00	-1,573.64	88.8%*
TOTAL REVENUES		-56,300	0	-56,300	-37,745.31	.00	-18,554.69	67.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	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	3,803.09	54.00	642.91	85.7%
210415 523200 STATE COMMUNICATIO	23,000	0	23,000	12,879.65	.00	10,120.35	56.0%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600 STATE DUES & FEES	0	1,500	1,500	1,240.69	.00	259.31	82.7%
210415 523700 STATE TRAINING & E	15,000	-1,500	13,500	4,595.00	.00	8,905.00	34.0%
210415 531600 STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 STATE OTHER SUPPLI	500	0	500	461.00	.00	39.00	92.2%
TOTAL EXPENDITURES	65,600	0	65,600	22,979.43	54.00	42,566.57	35.1%
TOTAL CONFISCATED ASSETS	9,300	0	9,300	-14,765.88	54.00	24,011.88	-158.2%
TOTAL REVENUES	-56,300	0	-56,300	-37,745.31	.00	-18,554.69	
TOTAL EXPENSES	65,600	0	65,600	22,979.43	54.00	42,566.57	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-14,765.88	54.00	24,011.88	-158.2%

** END OF REPORT - Generated by Martha Lopez **



YEAR-TO-DATE BUDGET REPORT

FOR 2023 09									
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
3700001 REVENUES									
3700001 361400	INTEREST INCOME	0	-36,095	-36,095	-82,569.44	.00	46,474.44	228.8%	
TOTAL REVENUES		0	-36,095	-36,095	-82,569.44	.00	46,474.44	228.8%	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370								
370002 OTHER FINANCING SOURCES								
370002 391000 0361 TRANSFERS IN		0	-1,565,390	-1,565,390	-1,565,390.00	.00	.00	100.0%
370002 391000 GF TRANSFERS IN		0	-5,181,000	-5,181,000	-5,176,000.00	.00	-5,000.00	99.9%*
370002 392100 SALE OF ASSETS (G		0	-21,700	-21,700	-21,676.90	.00	-23.10	99.9%*
TOTAL OTHER FINANCING SOURCES		0	-6,768,090	-6,768,090	-6,763,066.90	.00	-5,023.10	99.9%

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370								
370005 EXPENDITURES								
370005 522210 350 FACILITY REPAIR	0	219,092	219,092	219,092	219,092.46	.00	.00	100.0%
370005 522210 610 FACILITY REPAIR	0	240,758	240,758	240,758	37,963.70	106,707.19	96,087.30	60.1%
370005 522240 420 SITE R&M 2024	0	1,200,000	1,200,000	1,200,000	.00	.00	1,200,000.00	.0%
370005 522240 610 SITE REPAIRS &	0	653,390	653,390	653,390	.00	353,190.00	300,200.00	54.1%
370005 523600 DUES & FEES	0	7,500	7,500	7,500	2,569.15	.00	4,930.85	34.3%
370005 531600 610 SMALL EQUIPMEN	0	323	323	323	.00	323.42	.00	100.0%
370005 541100 132 SITES	0	1,500,000	1,500,000	1,500,000	.00	.00	1,500,000.00	.0%
370005 541200 610 SITE IMPROVEME	0	1,203,426	1,203,426	1,203,426	1,203,426.00	.00	.00	100.0%
370005 541300 132 BUILDINGS & BU	0	1,500,000	1,500,000	1,500,000	.00	.00	1,500,000.00	.0%
370005 541300 350 BUILDINGS & BU	0	65,000	65,000	65,000	.00	.00	65,000.00	.0%
370005 541300 610 BUILDINGS & BU	0	349,360	349,360	349,360	349,270.29	.00	89.44	100.0%
370005 541400 132 INFRASTRUCTURE	0	371,725	371,725	371,725	173,005.04	.00	198,719.96	46.5%
370005 542100 420 MACHINERY	0	1,986,583	1,986,583	1,986,583	700,676.00	1,319,743.00	-33,836.00	101.7%*
370005 542100 610 MACHINERY	0	63,000	63,000	63,000	.00	63,000.00	.00	100.0%
370005 542200 320 VEHICLES	0	512,700	512,700	512,700	124,060.30	288,641.27	99,998.43	80.5%
370005 542200 350 VEHICLES FD	0	65,105	65,105	65,105	63,043.17	.00	2,061.83	96.8%
370005 542200 420 VEHICLES	0	180,000	180,000	180,000	.00	140,215.00	39,785.00	77.9%
370005 542200 610 VEHICLES	0	97,624	97,624	97,624	44,624.00	46,520.00	6,480.00	93.4%
370005 542400 153 COMPUTERS & CO	0	222,023	222,023	222,023	7,553.97	.00	214,468.66	3.4%
370005 542500 132 OTHER EQUIPMEN	0	6,070	6,070	6,070	6,069.91	.00	.00	100.0%
370005 542500 153 OTHER EQUIPMEN	0	62,000	62,000	62,000	.00	.00	62,000.00	.0%
370005 542500 154 OTHER EQUIPMEN	0	69,409	69,409	69,409	69,408.77	.00	.00	100.0%
370005 542500 320 OTHER EQUIPMEN	0	98,000	98,000	98,000	.00	.00	98,000.00	.0%
370005 542500 350 OTHER EQUIPMEN	0	31,000	31,000	31,000	.00	.00	31,000.00	.0%
TOTAL EXPENDITURES	0	10,704,088	10,704,088	10,704,088	3,000,762.76	2,318,339.88	5,384,985.47	49.7%
TOTAL CAPITAL ACQUISITION FUND	0	3,899,903	3,899,903	3,899,903	-3,844,873.58	2,318,339.88	5,426,436.81	-39.1%
TOTAL REVENUES	0	-6,804,185	-6,804,185	-6,804,185	-6,845,636.34	.00	41,451.34	
TOTAL EXPENSES	0	10,704,088	10,704,088	10,704,088	3,000,762.76	2,318,339.88	5,384,985.47	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 09

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	3,899,903	3,899,903	-3,844,873.58	2,318,339.88	5,426,436.81	-39.1%

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

[illegible]

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones			167,927.96
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		1,647.63	166,280.33
1/31/2023		Interest Credit	388.79		166,050.33
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,439.12
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,231.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,149.62
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,083.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.02
2/27/2023		Cadwell Seizure	666.00		166,001.11
2/27/2023		Faulkenberry Seizure	2,075.00		166,667.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,742.11
2/27/2023	PO 21230007	AT&T Dec 29- - Jan 28 Cell Phones		1,645.22	168,686.11
2/28/2023		Interest Credit	280.28		167,040.89
3/31/2023		Interest Credit	312.64		167,321.17
4/4/2023	PO 21230008	AT&T Jan 29 - Feb 28 Cell Phones		1,606.11	167,633.81
4/4/2023		GovDeals Sold - Ninja Blinder & Cookware Set	180.00		166,027.70
4/4/2023		GovDeals Sold - Misc. Men's Clothing & Electric Toothbrushes	108.00		166,207.70
4/4/2023		GovDeals Sold - Kitchen Aid Mixer	259.87		166,315.70
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	75.37		166,575.57
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	72.37		166,650.94
4/4/2023		GovDeals Sold - Folding Wagon, Metal Trash Can & Outdoor Speaker	70.12		166,723.31
4/4/2023		GovDeals Sold - Twin Size Air Mattress & Full/Queen Size Comforter Set	56.25		166,793.43
4/4/2023		GovDeals Sold - Air Force 1 Women's Shoes	78.75		166,849.68
4/4/2023					166,928.43

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
4/4/2023		GovDeals Fees for Items Sold		100.07	166,828.36
4/10/2023	PO 21230009	AT&T Mar 1 - Mar 28 Cell Phones		1,606.11	165,222.25
4/28/2023		Interest Credit	279.86		165,502.11
5/2/2023		GovDeals Sold - 2007 Toyota Camry Hybrid	2,840.62		168,342.73
5/3/2023		GovDeals Sold - 2009 Infiniti G37S	7,425.01		175,767.74
5/8/2023		Nunez Seizure	596.00		176,363.74
5/19/2023	PO 21230010	AT&T Mar 29 - Apr 28 Cell Phones		1,604.57	174,759.17
5/19/2023	PO 21230011	WCSO - Daniel Seizure Share		1,568.03	173,191.14
5/19/2023	PO 21230012	DA's Office - Daniel Seizure Court Costs		357.56	172,833.58
5/19/2023	PO 21230013	Clerk's Office Daniel Seizure Court Costs		82.00	172,751.58
5/19/2023	PO 21230014	DA's Office - Borrego Vehicle Sold Portion		742.50	172,009.08
5/19/2023	PO 21230015	DA's Office - Nunez Seizure Court Costs		59.60	171,949.48
5/19/2023	PO 21230016	Clerk's Office - Nunez Seizure Court Costs		82.00	171,867.48
5/19/2023	PO 21230017	WCSO - Nunez Seizure Share		227.20	171,640.28
5/19/2023		GovDeals Fees for Items Sold		1,140.62	170,499.66
5/31/2023		Interest Credit	343.57		170,843.23
6/14/2023	PO 21230018	AT&T Apr 29 - May 28 Cell Phones		1,604.57	169,238.66
6/27/2023		Landaverde Seizure	18,901.90		188,140.56
6/27/2023	PO 21230019	CALEA Annual Continuation Fee		4,595.00	183,545.56
6/30/2023		Interest Credit	310.73		183,856.29
7/13/2023	PO 21230020	AT&T May 29 - Jun 28 Cell Phones		1,604.57	182,251.72
7/31/2023		Interest Credit	341.70		182,593.42
8/22/2023	PO 21230021	AT&T Jun 29 - Jul 28 Cell Phones		1,604.25	180,989.17
8/22/2023	PO 21230022	Union Point Towing - Towed 2005 H2 Hummer		175.00	180,814.17
8/31/2023		Interest Credit	340.18		181,154.35
8/31/2023		GT Distributors Trade-In for Guns (Seizured)	1,260.00		182,414.35
9/25/2023	PO 21230023	AT&T Jul 29 - Aug 28 Cell Phones		1,604.25	180,810.10
9/25/2023	PO 21230024	DA's Office - Gibson Seizure Court Costs		164.10	180,646.00

STATE DRUG SEIZURES (Funds)						
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance	
9/25/2023	PO 21230025	Clerk's Office - Gibson Seizure Court Costs		82.00	180,564.00	
9/29/2023		Interest Credit	318.29		180,882.29	

Federal Forfeitures Fund Justice Funds					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					0.00
1/06/2023		Balance			0.00
2/28/2023		Balance			0.00
3/07/2023	21-DEA-671143 21-DEA-671137 19-FBI-003144 19-FBI-003156	Funds were received last year but they were just now transferred to this account from the General Fund account.	13,306.58		13,306.58
3/31/2023		Interest	20.05		13,326.63
3/31/2023		Service Charge		8.00	13,318.63
4/03/2023		Service Charge Refund	8.00		13,326.63
4/28/2023		Interest	22.49		13,349.12
5/31/2023		Interest	26.55		13,375.67
6/30/2023		Interest	24.19		13,399.86
7/31/2023		Interest	25.04		13,424.90
8/31/2023		Interest	25.08		13,449.98
9/29/2023		Interest	23.51		13,473.49
			146.86		

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					27,416.76
1/31/2023		Interest Credit	64.12		27,480.88
2/28/2023		Interest Credit	46.39		27,527.27
3/31/2023		Interest Credit	51.44		27,578.71
4/28/2023		Interest Credit	46.54		27,625.25
5/31/2023		Interest Credit	54.95		27,680.20
6/30/2023		Interest Credit	50.05		27,730.25
7/31/2023		Interest Credit	51.81		27,782.06
8/31/2023		Interest Credit	51.91		27,833.97
8/31/2023		Dormant Fee		5.00	27,828.97
9/29/2023		Interest Credit	48.64		27,877.61
9/29/2023		Dormant Fee		5.00	27,872.61
			465.85		

To: Public Safety Commission
From: Chief Cliff Cason
Date: October 16, 2023
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.15	1	<u>Fiscal Management</u> Updated Revision and Re-evaluation dates
3.3	1 9-10 10-11	<u>Uniform and Employee Appearance Standards</u> Updated Revision and Re-evaluation dates Section IV – Added Language to C. Collar Insignia Section IV – Removed section E. Rank Identification
4.22	1 1-2	<u>Police Escorts</u> Updated Revision and Re-evaluation dates Section II – Added Language, Removed Language
6.8	1	<u>Emergency Evacuations</u> Updated Revision and Re-evaluation dates
7.19	1 2	<u>Municipal Court and Municipal Meeting Security</u> Updated Revision and Re-evaluation dates Section III – Removed Language, Added Language
7.22	1	<u>Rapid ID Digital Fingerprint Device</u> Updated Revision and Re-evaluation dates

DALTON POLICE DEPARTMENT

		Effective Date January 1, 1999	Number GO91-2.15
Subject Fiscal Management			
Reference CALEA Standards – 4.3.1, 17.2.1, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.1			Revised September 28, 2021 October 24, 2023
Distribution All Personnel	Re-evaluation Date September 2023 October 2025		No. Pages 13

I. Policy

It is the policy of the Dalton Police Department to provide an accounting system that is accurate, documents the flow of funds, provides for monitoring of fiscal activities, and facilitates the retrieval of information on the status of all accounts.

II. Budget

- A. The City of Dalton's fiscal year begins on January 1 and ends on December 31.
- B. Typically, during the summer of each year, the Department prepares a budget estimate for the next fiscal year. Factors influencing the budget estimate include: overall needs and goals of the Department, availability of funds, and budgeting assumptions and calculations relayed by the City of Dalton Finance Committee.
- C. The Chief of Police shall request that the Division Commanders and other Department members participate in preparation of the Department's budget estimate.
- D. Division Commanders and other Department members are advised of deadlines by which they must return budget data and proposals to the Assistant Chief of Police.
- E. After receiving budget data and proposals from all divisions, the Chief of Police shall prepare a total aggregate budget estimate.
- F. The Chief of Police shall brief the Public Safety Commission Chairperson on the Department's anticipated fiscal needs for the next year.
- G. The Chief of Police is responsible for submission of the Department's annual budget to the City of Dalton Finance Committee. At the request of the Chief of Police, Public Safety Commission members may assist the Chief in presenting the proposal to the Finance Committee.

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- H. The final budget, upon approval by the Mayor and Council, shall be presented to the Public Safety Commission for review.
- I. During each fiscal year, the Chief of Police shall submit a summary budget report to the Public Safety Commission on at least a monthly basis.

III. **Cash / Fund Management**

The Department shall use all safeguards to assure that all funds received and dispersed by the Department are properly posted and accounted for. The Department maintains four cash funds that Department personnel are permitted to receive, maintain, or disburse cash. They include the Petty Cash Fund, the cash drawer in the Records Section, the Public Safety Cadet Program account, and the Purchase of Evidence / Purchase of Information (PEPI) Fund.

A. **Petty Cash**

A Petty Cash Fund of \$300 is maintained by the Chief of Police's Administrative Assistant. This fund is used to reimburse personnel for small miscellaneous expenses, to pay postage charges, and to expedite the purchase of other items, as necessary. The following procedures are followed to maintain the integrity of the Petty Cash Fund.

- 1. A balance sheet shall be maintained that identifies the initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand.
- 2. Petty cash may be disbursed in one of two ways:
 - a. Disbursements documented by the completion of a payment receipt, to include:
 - (1) Date of the disbursement
 - (2) Item or service
 - (3) Amount of disbursement
 - (4) Signature of person receiving payment
 - b. Disbursements documented by a completed City of Dalton Request for Reimbursement of Business Expenses form.
- 3. Petty cash is replenished by the issuance of purchase orders designated to the line items determined by the Department's Purchasing Agent. The subsequent checks issued by the City Finance Department shall then be cashed in order to replenish the Petty Cash Fund.
- 4. The maximum city-related purchase out of the Petty Cash Fund is \$75.00. Any reimbursement over \$75.00 requires the approval of the Chief of Police or his / her designee.

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5. The Chief of Police's Administrative Assistant and the Purchasing Agent are authorized to disburse or accept petty cash.
6. The Petty Cash Fund shall be locked during non-business hours of the Administration Office.
7. A quarterly audit of all Petty Cash Funds shall be conducted and a report of the findings shall be forwarded to the Chief of Police through the Support Services Division Commander.
8. Auditors shall consist of two employees of the Department, one of which is a Supervisor.

B. Cash Drawer in the Records Section

The Records Section of the Department shall maintain a cash drawer for receiving payments, depositing cash, and making change only. Funds are received for the payment of false alarms fees, sound amplification permits, criminal history record checks, and other services.

1. All fees collected shall be processed in accordance with the Records Section manual section 17.1, Funds Management.
2. All Records Section personnel shall have access to the cash drawer and are authorized to accept cash and make change.
3. The Records Section and the Property and Evidence Section shall maintain procedures for the deposit of found cash, which ownership has been granted to the Department by a court order, into the cash drawer.
4. No disbursements of cash shall be made out of this drawer.
5. A balance sheet shall be maintained that identifies the initial balance, credits (cash / check income received), and the cash balance on hand.
6. A quarterly audit of the cash drawer shall be conducted, and a report of the findings shall be forwarded to the Chief of Police through the Support Services Division Commander.
7. Auditors shall consist of two employees of the Department, one of which is a Supervisor.

C. Public Safety Cadet Program Account

The Public Safety Cadet Program raises funds through donations and sales of promotional items to fund its activities, and its financial account is subject to the same rules as other financial accounts within the Department. Funds are dispersed for training and conference expenses, funds associated with meetings and recruitment, uniforms and equipment, fuel and vehicle expenses, registration fees, and meals associated with the program.

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1. A balance sheet shall be maintained that identifies the initial balance, debits and credits, and ending balance.
2. Using the approved accounting software, all transactions shall be recorded with a description of the debit or credit. No cash shall be dispersed from the Public Safety Cadet Program Account. All transactions shall be completed by either credit card or check.
3. A quarterly audit of the account shall be conducted, and a report of the findings shall be forwarded to the Chief of Police through the Patrol Division Commander.
4. The quarterly audit shall consist of two employees of the Department, one of which shall be a Supervisor.
5. A random audit may be directed by the Chief of Police at any time.
6. Purchases out of the Public Safety Cadet Program Account less than \$500.00 may be approved by the program's Lead Mentor. Any purchase of \$500.00 or more requires the approval of the Chief of Police or his / her designee.
7. All employees may assist with the collection of funds from fundraisers sponsored by the Public Safety Cadet Program. All funds shall be sent to the Lead Mentor to be deposited into the Public Safety Cadet Program Account.

D. Purchase of Evidence / Purchase of Information (PEPI) Fund

PEPI funds provided to support the operations of the Criminal Investigations Division (CID), the Drug Enforcement Unit, the Safe Streets Task Force, and the Patrol Special Operations Supervisor are subject to procedures outlined in directive GO92-7.12, Confidential Expenditures.

E. Property and Evidence Unit Inventory

All monies held by the Property and Evidence Section for evidentiary purposes shall be maintained in accordance with directive GO88-4.10, Property and Evidence Policy and Procedure.

IV. **Independent Audit of Fiscal Activities**

The auditing firm retained by the City shall conduct an audit of the Department's fiscal activities. This audit is conducted on an annual basis.

V. **Requisitions and Purchases**

- A. Requisitions and purchases are processed according to the City of Dalton Purchasing Policy.
- B. Credit Cards

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1. Authorized employees may use government credit cards to purchase goods and / or services not prohibited by the City's Purchasing Policy or state law. Such purchases include, but are not limited to:
 - a. Items for official Department use, which fall within the transactional restrictions of the City's Purchasing Policy.
 - b. Lodging, fuel, food, or education and training materials while on Department business.
 - c. Emergency purchases necessary to protect City property.
 - d. Items on the internet or from other approved sources from which a City check is not accepted or practical.
2. Government credit cards shall not be used for the following:
 - a. Any purchases of items or services for personal use, even if the intent is to repay the City.
 - b. Cash refunds or advances.
 - c. Any transaction greater than the transaction limits set forth by the City's Purchasing Policy, unless authorized by the City's Chief Financial Officer or the City Administrator.
 - d. Items specifically restricted by the City's Purchasing Policy, unless a special exemption is granted.
 - e. Purchases or transactions made with the intent to circumvent the City's Purchasing Policy, transactional limits, or state law.
 - f. Alcohol or liquor of any kind.

VI. **Emergency Purchases**

Emergency purchases and rentals are those that are essential in preventing delays of service or in providing protection, which may adversely affect the lives, health, safety, or welfare of employees or the public. Emergency purchases and rentals may be made at the discretion of the Division Commander or the Supervisor of the requesting component, depending on the urgency of the need. The vendor may be instructed to bill the Department for the items purchased or rented. If a major expenditure is involved, and time permits, the approval of the Chief of Police or his / her designee shall be sought. All acquisitions shall be documented and submitted according to the City of Dalton Purchasing Policy.

VII. **Emergency Appropriations**

The Chief of Police may request a supplemental or emergency appropriation of funds. The request must be approved by the City Mayor and Council. The Chief of Police shall

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brief the Public Safety Commission after such requests are heard by the City Mayor and Council.

VIII. **Fund Transfers**

During the fiscal year, the Chief of Police may transfer funds between accounts, subject to approval of the City Finance Committee.

IX. **Inventory**

- A. All purchases of equipment that exceed one hundred dollars (\$100.00) and / or have a life span that exceeds three (3) years shall have an inventory number issued by the Department.
- B. A Property & Evidence Technician (PET) shall have the responsibility to affix, if possible, inventory numbers to such equipment.
- C. The PET shall maintain documentation for all purchased, sold, transferred, or destroyed equipment.
- D. All property to be issued / re-issued to authorized users shall be issued after completion of the appropriate paperwork and the affixing of an inventory number, if required.
- E. The Property Issue / Return Form or the Property / Inventory Issued Equipment Form shall be completed on all issued, re-issued, or returned equipment and forwarded to the Property and Evidence Section.
- F. The Property and Evidence Section shall have the responsibility of ensuring all equipment with an inventory number that is issued to employees or areas of the Police Services Center is recorded in the Departmental Records Management System.
- G. When property is returned to the Property and Evidence Section, the property shall be inspected to determine if it may be re-issued. All unserviceable property shall be destroyed. All property that can be re-issued shall be issued in the same manner as issued property.
- H. The PET shall maintain a central file with the name of each employee affixed containing a listing of all issued equipment.
- I. The Property and Evidence Section shall conduct an inventory of all equipment each year and report any sold or destroyed equipment to the Chief of Police.

X. **Travel**

There are two types of travel which are recognized for the City of Dalton. The first type of travel is business travel, which is travel for the purpose of conducting official City business. The second type of travel is professional and / or educational travel, which is travel to attend meetings, conferences, and training programs for professional growth and development for the mutual benefit of the employee and City.

RESTRICTED LAW ENFORCEMENT DATA

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A. Administration

1. Employees are expected to search out the most reasonably priced arrangements for their travel event, taking into consideration their personal safety and a reasonable level of comfort.
2. The City does not contract with a specific travel agent. Employees may book travel arrangements through an agent of their choosing or by utilizing one of the many Internet sites available for such purposes.
3. Travel arrangements that include air, lodging, and / or car rental should be made as far in advance as possible, preferably at least 30 days prior to the travel event, to ensure the most economical and desirable arrangements.
4. Employees that have not been issued a City credit card are urged to use their personal credit card for payment of travel expenses, thereby reducing / eliminating the need for cash advances. Timely submission of approved requests for reimbursement will provide employees with reimbursement funds in time to pay their credit card charges as they become due.

B. Guidelines for Travel Authorization

1. Decisions as to which travel is authorized begin with the budgetary process. Travel needs must be anticipated and submitted in the annual budget for approval by the City Mayor and Council.
2. The authorizing party's responsibility is to stay within his / her Departmental budget's travel allocation, as approved by the City Mayor and Council.
3. Prior to approving a travel request, the authorizing party is responsible for determining that a sufficient unexpended appropriation remains in the travel and training budget to reimburse all expected costs of the travel.
4. Personal items, alcoholic beverages, and expenses of family members are not authorized. Expense reports shall be prepared to reflect only actual expenses essential to the conduct of City business by the employee. The City will not pay for such items as movies, room service, pay-per-view, sporting events, and any other nonessential expenses.
5. Requests for travel, travel advances, and actual expense reimbursement must be authorized by the Chief of Police or his / her designee.

XI. **Expense Reimbursement Policies**

The following reimbursement guidelines are intended to set forth maximum standards. Employees and officials of the City are expected to spend funds prudently and in the best interest of the City.

RESTRICTED LAW ENFORCEMENT DATA

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A. Lodging

Reimbursement for lodging is authorized when the employee's travel requires overnight accommodation. Overnight accommodations must be approved by the authorizing party. Receipts are required for all lodging costs.

1. Employees are reimbursed for the cost of a standard hotel room available in the travel vicinity. The lowest corporate, governmental, or special rate should be requested along with any other discounts that the employee may be entitled to receive (i.e. Senior citizen, AARP, AAA).
2. Advance registration, prepaid by City check, shall be used whenever possible.
3. For in-state travel, employees are responsible for obtaining a tax-exempt certificate prior to travel. Division Administrative Assistants should have copies available. This certificate is to be presented at the time of check-in. In some instances, if lodging is not prepaid by a City check, the hotel may not accept the tax-exempt certificate. It is the responsibility of the employee to ensure the necessary steps are taken to receive tax-exempt status for lodging. Employees shall not be reimbursed for taxes eligible for exemption. If paid with a City credit card, the employee shall be required to reimburse the City.
4. The City shall pay only actual room rental costs, supported by the hotel bill, for each day that lodging away from home is required for business reasons. The employee is responsible for submission of the receipt, and failure to do so shall result in the employee not being reimbursed by the City. If paid with a City credit card, the employee shall be required to reimburse the City for any unauthorized expenses.
5. When two employees share a room that has not been prepaid by a City check, one employee shall pay and request reimbursement for the full lodging charge. The second employee shall not be entitled to any reimbursement since he / she did not incur any expense. In the rare instance where the hotel agrees to split the bill, each employee will be responsible for their share and each entitled to reimbursement.

B. Meals

Employees are entitled to a per diem for meals when traveling for City business. Actual receipts are not required when requesting reimbursement at the per diem rates. If an employee is attending training at a facility where meals are provided at a cost lower than the per diem rate, the per diem rate can be reduced at the discretion of the authorizing party.

1. For training, conferences, or other authorized City business held in Georgia or out-of-state, the per-diem reimbursement shall be paid at the rate suggested by the U.S. General Services Administration (GSA) for the location, less the incidental expense of \$5.

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2. The first and last day of travel shall be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, include a printout of the GSA rate and M&IE breakdown for the location. Receipts are not be required when requesting reimbursement.
3. When considering reimbursement for training, conferences, or other authorized City business that include some meals as part of a registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>).
4. Reimbursement for Recruits attending the Basic Law Enforcement Training Course shall be made at \$30 per day.
5. Meals purchased while attending training, conferences, or other events inside Whitfield County shall not be reimbursed.
6. The Chief of Police or his / her designee may be required to meet with persons of other governments or professional associations in which the exchange of information will prove to be beneficial to the City. In this situation, it may be deemed appropriate to pay for the cost of the meals for the employee and the guest of the City. A receipt shall be attached to the City of Dalton's Business Travel Expense Report upon submission for reimbursement.

C. Transportation

It is the responsibility of each employee and official to choose the least expensive mode of transportation that conforms to this policy.

1. Air, Rail, and Bus

Air, rail, and bus are acceptable modes of travel for destinations not within reasonable driving distance. Transportation shall be obtained at the most economical rate. "Economy" or "tourist" level shall be obtained for the most economical mode of travel, where available. Receipts are required for reimbursement or payment of transportation costs.

2. Department Vehicles

a. The use of a Department vehicle is authorized for City business purposes only. Department vehicles shall only be driven by Department employees. The requirements and responsibilities of an employee driving a Department vehicle include:

1. Must possess a valid driver's license.
2. Be insured by the City's vehicle insurance policy.
3. Be the only person to drive / operate the vehicle.

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4. Must wear safety belts at all times during operation of vehicle.
 5. Prohibited from operating the vehicle while under the influence of alcohol, drugs, or any medications that may impair the ability to operate the vehicle.
 6. Prohibited from using any form of tobacco while in a Department vehicle.
 7. Immediately report any damage to the vehicle to a Supervisor or Division Commander.
- b. When more than one employee is attending the same conference, meeting, training, or other event, the employees shall ride-share in Department vehicles, when feasible. If space is available in a Department vehicle, but an employee chooses to use his / her personal vehicle, then that employee shall not be reimbursed for mileage.
- c. Gas cards should be used for all gas purchases while traveling. No other purchases, such as food or drinks, is allowed to be charged on the gas card. Gas cards are kept in the Property and Evidence Section and must be signed out for use and signed in upon return.
3. Personal Vehicles

Use of personal vehicles is allowed when a Department vehicle is not available and is pre-approved by a Division Commander.

- a. The reimbursement rate is the per diem business rate published by the Internal Revenue Service as a cents-per-mile reimbursement. This amount changes periodically and can be found on the Internal Revenue Service website. This rate covers fuel, maintenance, and liability and physical damage insurance costs of the personal vehicle.
- b. When more than one employee is attending a particular function, separate car allowances are not approved unless separate arrival and departure times are dictated by other City business or the vehicle will not accommodate the number of people attending the function (normally four persons) and another Department vehicle is not available. It is the responsibility of the authorizing party to document and approve.
- c. The employee must submit a Business Travel Expense Report documenting mileage driven for City business before reimbursement will be made. The authorizing party is responsible for ensuring that the total number of miles is correct.

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4. Rental Cars

- a. Rental vehicles are not to be used unless the cost is less than that of other available transportation, such as taxis, shuttles, or mass transit, and local transportation is not available. The use of a rental vehicle must be pre-approved by a Division Commander.
- b. Rentals shall be limited to “mid-size” vehicles with standard accessories, unless special circumstances dictate a larger vehicle.
- c. Rentals shall be covered by appropriate insurance, as required by applicable state laws.
- d. City and Department policies and procedures governing the use of vehicles shall apply to rental vehicles.
- e. Receipts are required for reimbursements of all rental car costs, including fuel. The rental agreement must accompany the reimbursement request.

5. Local transportation and parking costs incurred while out of town for City business shall be reimbursed. All reimbursement requests must have a receipt and be submitted with the Business Travel Expense Report.

D. Registration Fees

Registration fees for conferences, seminars, continuing professional education, and training events should be prepaid with a department credit card or city check upon registration. If an employee is required to personally pay for the registration fees, proper documentation, which may include a registration form, event agenda, registration confirmation, or other information, shall be submitted with the business travel expense report.

XII. **Non-allowable Expenses**

There are specific types of expenses which are considered personal in nature and not reimbursable. These expenses specifically include, but are not limited to:

- A. Air travel and other personal trip insurance
- B. Barber, manicurist, shoe polish
- C. Briefcases, suitcases, or other items of personal use
- D. Entertainment expenses (airline headsets, theater or movie tickets, sporting events, etc.)
- E. Personal reading materials
- F. Repairs, maintenance, or insurance on personal vehicles

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- G. Traffic fines or court costs
- H. Unauthorized trips, gifts, donations, or club memberships
- I. Lost or stolen personal property while traveling on City business

XIII. Expense Reimbursement Procedures

- A. Upon returning from the properly authorized trip, the employee shall present to the authorizing party a complete itemization of all trip expenses on a Business Travel Expense Report. This final expense statement, with all required receipts and deductions of prepayments (registration fee, hotel, per diem amounts, etc.), shall be submitted to the authorizing party within thirty (30) days after returning from the trip. The authorizing party shall review, sign, date, and properly submit the itemization of expenses to the City Finance Department.
- B. Guidelines for Completing the Business Travel Expense Report
 - 1. Overnight travel
 - a. Must have a hotel receipt, even if lodging was prepaid by a City check or Department credit card
 - b. Any exception must be noted on the report (stayed in training facility, stayed with relative, etc.).
 - 2. Registration
 - a. Must have documentation of registration, even if prepaid by a City check or Department credit card (registration form, brochure, agenda, etc.)
 - b. If no registration fee applies (i.e. training provided free of charge), it must be noted on the report along with documentation (i.e. email from host agency, agenda, etc.).
 - 3. Meals
 - a. If claiming meal reimbursement or per diem associated with an event, must provide supporting documentation for event that evidences date, time, and place (brochure, agenda, registration form, etc.)
 - b. Must provide printout of GSA website for the rate of the location of the event.
 - c. If claiming a per diem rate less than the maximum rate (meal included in registration, training facility provides food at a lesser cost, etc.), it must be noted on report.
- C. The Finance Department shall audit Business Travel Expense Reports to

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determine mathematical accuracy, cross-reference amounts to receipts, and review appropriateness of expenses within the guidelines of this policy. Upon determination of accuracy, the reimbursement request shall be processed and a payment made to the employee.

- D. Submission of an inaccurate Business Travel Expense Report shall be returned to the Department for correction and resubmission.
- E. Any employee who knowingly submits a false claim for reimbursement shall be subject to disciplinary action up to and including termination.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO89-3.3
Subject Uniform and Employee Appearance Standards			
Reference CALEA Standards – 22.1.6, 26.1.1, 41.3.4, 41.3.5, 41.3.6		Revised September 28, 2021 October 24, 2023	
Distribution All Personnel	Re-evaluation Date September 2023 October 2025		No. Pages 15

I. Policy

It is the policy of the Dalton Police Department that members of the Department shall be neat, clean, and well-groomed in their personal appearance while on duty. Members of the Department shall follow all the rules and regulations in regard to the wearing of the police uniform, civilian dress, accessories, and related equipment.

II. Purpose

The purpose of this directive is to establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps, officer safety, and the identification of members of this Department.

III. Procedure

A. Personal Appearance – General Guidelines

All members should keep in mind that the average citizen does not normally come into frequent personal contact with Officers or other Department members. A citizen will often form an opinion of the image of the entire Department based upon a single personal contact with an individual member. The most carefully designed and selected uniform of the best quality and tailoring cannot compensate for the Officer who does not maintain it properly and who is sloppy in appearance. All members shall pay particular attention to personal hygiene and grooming.

1. At all times, while on duty, all members of the Department shall be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.
2. No member of the Department shall permit anyone from outside the Department to use or wear any piece of equipment or item of the official Department uniform without approval of the Chief of Police.
3. A member of the Department may be held accountable for the repair or replacement of any piece of equipment or item of the official Department uniform that is lost or damaged because of negligence.

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4. Under no circumstances shall part of the official Department uniform be mixed with the wearing of civilian clothes, except for the duty weapon.
5. Officers below the rank of Sergeant shall be issued a two-toned badge and silver shirt accessories. Sergeants and above shall be issued a gold badge and accessories.
6. The official badge of the Department is a solid gold or a two-tone badge that designates the rank of the Officer across the top. The Department name is printed below a silhouette of the Police Services Center, which is below the multi-colored City of Dalton seal.
7. When necessary, the Chief of Police or his / her designee may prescribe other types of clothing in order to attain Department goals or give special permission to deviate from the approved uniform list.
8. All uniform purchases shall be made from the approved list of uniform items maintained and updated by the Property and Evidence Section. Changes made to the approved uniform list must be approved by the Chief of Police.
9. Watch Commanders and unit Supervisors shall inspect employees at the beginning of their tour of duty to ensure that their uniforms / clothing is complete, clean, and neat.
10. All members shall wear their false teeth, if applicable, unless a medical reason, supported by a doctor's recommendation, prohibits them from doing so.

B. Personal Appearance of Employees

1. Hair Styles – Sworn Employees
 - a. Hair styles shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
 - b. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.
 - c. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and shall not interfere with officer safety and effectiveness.
 - d. The Chief of Police may excuse employees that are assigned to specialized duties, such as the Drug Enforcement Unit, from the hair and grooming standards.
2. Sworn Male Hair Standards

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- a. Hair shall be trimmed neatly and shall not cover or extend over the ears.
- b. The hair may touch the top of the uniform shirt collar in normal posture but shall not cover it.
- c. Sideburns shall not extend below the middle of the ear and shall not be flared.
- d. Mustaches shall be small, neatly trimmed, and not extend below the upper lip.
- e. Beards, including goatees, may be worn at the discretion of the Chief of Police. When worn, beards shall be neatly trimmed and no longer than half an inch in length.
- f. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

3. Sworn Female Hair Standards

- a. Hair shall be neatly trimmed, shaped, and in a style that permits wearing of the uniform hat, baseball cap, or other Department emergency equipment.
- b. Hair longer than the bottom of the uniform shirt collar shall be pulled back and up, and it cannot extend below the bottom of the uniform shirt collar.
- c. Hair accessories shall be conservative in style and color-coordinated with the uniform.
- d. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

4. Non-Sworn Employee Hair Standards

- a. Hair styles shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
- b. Dyed, tinted, or bleached hair shall be within a naturally occurring color range and shall be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.

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- c. Hair shall be styled in such a manner as to not interfere with assigned duties, specialized equipment, or employee safety and effectiveness.
- d. Mustaches and beards are allowed for non-sworn male employees but shall be neatly trimmed and professional in appearance.

5. Jewelry

- a. All employees may wear jewelry that is clean, neat, and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.
- b. No ring shall be worn that interferes with the use of equipment or hinders the use of the hand and fingers. No more than one ring may be worn on each hand (a wedding band and engagement ring count as one ring).
- c. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible. A medical alert bracelet and / or necklace is permitted.
- d. Non-sworn members are permitted to wear one earring stud per natural earlobe. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited. Sworn members are not permitted to wear earrings.
- e. No tongue studs or visible body piercing shall be worn.

6. Cosmetics – Appropriate cosmetics, conservative in nature, are permitted. The coloring and length of fingernails shall be conservative.

7. Tattoos – While on duty, in uniform, or representing the Department as an employee, all employees shall adhere to the following guidelines for tattoos, body art, and / or branding.

- a. No employee shall display any tattoo, body art, or branding on their person. One wedding band tattoo on the left ring finger is acceptable, if discreet and professional in appearance.
- b. All tattoos not in compliance with this guideline must be covered with additional clothing, a bandage(s), or a sleeve that is either flesh-toned, navy blue, or black in color.
- c. As an alternative to the sleeve or bandage, Officers may wear a long sleeve uniform shirt without a tie or turtleneck dickey during the summer months.
- d. The Chief of Police may authorize specific employees to display tattoos while assigned to specialized duties, such as the Drug

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Enforcement Unit or the Safe Streets Task Force. Authorization shall be considered on a case-by-case basis.

IV. **Uniform Classes**

A. Class A - Official Dress Uniform

This class uniform shall be considered the official dress uniform and is to be worn for the following:

1. Funerals
2. Any event / detail, as directed by the Chief of Police or his / her designee. This uniform shall consist of uniform trousers, uniform long-sleeve shirt, dress hat, uniform tie, approved black plain-toe uniform footwear, and black socks. All garments shall have the proper rank designation, uniform emblems, nameplate, badge, and hat device.

B. Class B - Official Working Uniform

This uniform shall be worn for normal, daily duty in accordance with the following guidelines:

1. Uniform trousers
2. Uniform shirt, either short or long sleeves
3. Uniform jacket (The raincoat may be substituted.)
4. Uniform sweater worn over the uniform shirt with an LAPD navy blue or black turtleneck dickey or tie
5. Seasonal hat
 - a. The fur cap may be worn if the weather conditions dictate.
 - b. A Departmentally-approved baseball cap may be worn under the following conditions:
 1. When directing traffic outside the vehicle
 2. When outside the vehicle in inclement weather
 3. During special events / details, when approved
 4. During specialty assignments that require extended time in direct sunlight
 5. When authorized by the Chief of Police or his / her designee

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- c. Baseball caps shall not be worn inside buildings, unless as a continuation of one of the above conditions.
 - d. Baseball caps shall be worn squared and centered on the head.
- 6. An LAPD navy blue or black turtleneck dickey or tie shall be worn with the long-sleeved uniform shirt. The tie shall be worn when appearing in court and while working or appearing at city government meetings. (The approved baseball cap should never be worn with a tie).
 - 7. If visible, a black or navy-blue undershirt (t-shirt, compression shirt, etc.)
 - 8. Black, plain-toe, uniform footwear, as approved
 - 9. Socks, black or navy blue in color
 - 10. Duty weapon with a black basket weave patterned duty-belt and duty-holster
 - 11. Black basket weave patterned magazine pouch and two duty weapon magazines (a third duty weapon magazine is optional)
 - 12. Black, gray, or silver handcuffs in a black basket weave patterned handcuff case (a second set of handcuffs is optional)
 - 13. Impact tool in a black basket weave patterned holder (optional)
 - 14. Black leather gloves (optional)
 - 15. OC spray in a black basket weave patterned holder (optional)
 - 16. Taser in a black duty-holster (provided it is functional)
 - 17. Department-issued flashlight in a black basket weave patterned holder (an additional tactical flashlight in a black holder is optional)
 - 18. Cell phone in a black or gray holder (may be worn on the uniform as long as the phone does not distract from the uniform or duty belt)
 - 19. Tourniquet in a black holder (optional)
 - 20. Portable radio in a black holder
 - 21. Black basket weave patterned pouch with nitrile or latex gloves (optional)
 - 22. Body-worn camera (if assigned)
 - 23. Any other item approved by the Chief of Police

C. Class D - Training Uniform

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1. This uniform is composed of a black or navy blue knit golf shirt with the Department insignia, beige, khaki, or brown casual (khaki-type) pants with coordinating gear, and casual shoes or black, plain-toe uniform footwear. Athletic shoes shall not be worn. This uniform may be worn at the discretion of the Chief of Police or his / her designee.
2. The Departmentally-approved baseball cap may also be worn with the training uniform at the direction of the Chief of Police or his / her designee.
3. In all situations, unless changed or dictated by the course instructor, the official working uniform shall be acceptable for training.
 - a. Classroom training – Appropriate dress for the classroom environment shall consist of the training uniform or casual (khaki-type) pants and a shirt with a collar. Uniform boots or shoes shall be worn. Casual dress shoes in black or brown are also acceptable. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
 - b. Firearms and defensive tactics training – Clothing shall consist of BDU or 5.11 style pants and a comfortable shirt (dictated by the weather). In addition, a hat with a bill is required at the firearms range. Uniform boots or shoes shall be worn. No tank tops, jeans, shorts, athletic shoes, or offensive t-shirts are allowed.
 - c. Out-of-town training – The standard of dress for off-site training shall be the same as if the employee were attending Department-sponsored training. Off-site training refers to training away from the facilities of the Dalton Police Department.
 - d. Exceptions – The instructor or sponsor of the training course may dictate or require alternative clothing or footwear that is applicable for the course that is being taught.

D. Honor Guard

1. This uniform shall be worn by Honor Guard members, as directed by the Chief of Police or his / her designee, and shall consist of the following:
 - a. High collar dress jacket with Dalton Police Department shoulder patches
 - b. Trousers
 - c. Black socks
 - d. Black high-gloss shoes
 - e. White gloves
 - f. Honor Guard hat with gold hat braid, blue striped hat band, and enameled hat badge

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2. The Honor Guard uniform shall be worn in the following manner:
 - a. No rank shall be displayed on the jacket, and the issued police badge shall be worn on the left side in the slot provided. The Honor Guard pin shall be worn centered over the right breast pocket, resting on the top seam of the pocket. No name plate shall be worn.
 - b. The Honor Guard hat shall be worn at all Honor Guard functions, unless directed by the Chief of Police or his / her designee. The hat badge shall be gold with blue enamel and shall have "POLICE" in the rank field. Hats shall be worn squared and center on the head.
 - c. White gloves shall be worn by Honor Guard members when actively engaged in an assignment. When the gloves are not worn, they shall be neatly tucked into the belt on the right side. The right-hand glove shall be removed whenever someone offers to shake hands.

V. **Wearing of the Department Uniform**

A. Hats

1. Hats and caps shall be worn squared and centered on the head.
2. Hats that require a badge on them shall have the proper Dalton Police Department shield in the center of the hat, aligned straight up and down.

B. Shirts

1. An optional whistle chain should be worn on the right shoulder connected to the flap or button of that shoulder, depending on the type of chain issued.
2. The badge is worn over the left pocket in the slot provided.
3. The nameplate is worn over the right pocket, centered on the pocket with the pins resting against the top seam of the pocket.
 - a. Officers having at least three (3) years of service may wear a "Serving Since" attachment on the bottom of the nameplate.
 - b. Officers with the following distinctions may wear a titled nameplate holder: D.R.E. (Drug Recognition Expert), Honor Guard, Instructor, F.T.O. (Field Training Officer), or Reconstructionist.
4. Medals, ribbon bars, and pins
 - a. Medals may be worn only on the official dress uniform for ceremonial / special occasions or when stipulated by the Chief of Police. They may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.

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- b. A ribbon bar(s) may be worn above the right pocket above the nameplate on the official working uniform.
- c. Award of Valor – For each additional Award of Valor, the Officer shall be presented a medal and ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- d. Life Saving Award – For each additional Life Saving Award, the Officer shall be presented with a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- e. Award of Merit – For each additional Award of Merit, the Officer shall be presented a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- f. Awards from Outside Agencies – An Officer receiving any ribbon or medal award(s) from any other police agency may wear it above the nameplate area above the right breast pocket with the approval of the Chief of Police.
- g. Advanced or Specialized Training Pin – Officers may wear one (1) pin that is awarded by an outside agency or association that denotes successful completion of advanced or specialized training. Each pin must be approved by the Chief of Police, and when worn, shall be centered over the right breast pocket directly above the nameplate, U.S. flag pin, or other award ribbons.
- h. American Flag Pin – An American flag pin, issued by the Department, may be worn on the Class A or Class B uniform, centered one eighth (1/8) inch above the name plate. No other flag pins shall be displayed on the uniform.

C. Collar Insignia

- 1. ~~Non-Supervisor~~ Officers who have not yet met the requirements for the rank of PFC or higher shall wear silver “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.
- 2. Police Officers First Class shall wear a silver single chevron insignia measuring five eighth (5/8) inch high and seven eighth (7/8) inch wide on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.
- 3. Master Police Officers shall wear a silver two chevron insignia measuring thirteen sixteenth (13/16) inch high and thirteen sixteenth (13/16) inch wide

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on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.

- ~~2.4.~~ Sergeants shall wear gold "DPD" insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle. Sergeants shall wear a gold three chevron insignia measuring one (1) inch high and three quarter (3/4) inch wide on each side of the collar of the Class A and Class B uniform. The chevron shall be centered on the collar at a 45-degree angle.
- ~~3.5.~~ Lieutenants shall wear a single three quarter (3/4) inch gold bar on each side of the collar of the Class A and Class B uniform. The bar shall be placed along the inside seam of the collar, about one quarter (1/4) inch from the edge, centered between the top and the point of the collar.
- ~~4.6.~~ Captains shall wear three quarter (3/4) inch double gold bars on each side of the collar of the Class A and Class B uniform. The double bars shall be centered on the collar at a 45-degree angle.
- ~~5.7.~~ The Assistant Chief of Police shall wear a single gold star on each side of the collar of the Class A and Class B uniform. The star shall be centered on the collar.
- ~~6.8.~~ The Chief of Police shall wear two gold stars on each side of the collar of the Class A and Class B uniform. The edges of the set of stars shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.

D. Shoulder Patches

The official Department patch shall be displayed on the right and left shoulder of all uniform shirts, jackets, coats, and sweaters and shall be centered one inch below the shoulder seam.

~~E. Rank Identification~~

- ~~1. Police Officers First Class shall wear a single silver chevron on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~
- ~~2. Master Police Officers shall wear two silver chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~
- ~~3. Sergeants shall wear three gold chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.~~

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~~4. Lieutenants shall wear, in addition to the collar insignia on the uniform shirt, a single three quarter (3/4) inch gold bar on the epaulets of the uniform coat.~~

~~5. Captains shall wear, in addition to the collar insignia on the uniform shirt, three quarter (3/4) inch double gold bars on the epaulets of the uniform coat.~~

VI. **Regulations for Purchasing of Uniforms and Equipment**

- A. The annual uniform allowance and equipment accounts and their method of disbursement are determined by the Chief of Police or his / her designee based upon current uniform costs, usage, and unforeseen replacement needs.
- B. The amount of the uniform allowance line item is determined by budget appropriations.
- C. Uniformed employees shall not be provided an annual uniform allowance during their first year of service.
- D. The Department may offer a clothing allowance for certain non-uniformed positions within the Department. The amount of the allowance shall be determined by budget appropriations and shall be dispersed bi-annually as an addition to the employee's regular compensation.

VII. **Regulations for Purchasing of Non-Uniform Items and Equipment**

- A. At no time shall any sworn or non-sworn employee purchase items not specified in this order and its amendments or related orders without first having received an authorization from the Chief of Police or his / her designee.
- B. At any time, a piece of equipment used by an Officer or other employee may be rejected for Departmental use if it has not first received authorization by the Chief of Police or his / her designee.

VIII. **Uniform Specifications**

A. Uniformed Personnel

The Property and Evidence Section shall maintain a current list of uniform specifications and the proper wearing instructions. Copies shall be sent to all uniformed personnel if changes occur.

B. Civilian Attire

- 1. Personnel whose duties allow them to wear civilian attire, those Officers appearing in court out of uniform, or those personnel representing the Department in any other official capacity shall wear conservative clothing, which would normally be acceptable as proper by the business community.

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- a. For men, this would be a business suit and tie; sports coat, slacks, and a tie; or casual (khaki-type) pants with the Department-approved button-down collared shirt with the Department insignia. For court appearances, male personnel shall wear a business suit and tie or sports coat, slacks, and a tie.
 - b. For women, acceptable clothing would be a dress, skirt or slacks and blouse, business suit, or casual (khaki-type) pants with the Department-approved button-down collared shirt with the Department insignia. For court appearances, female personnel shall wear a dress, skirt or slacks and blouse, or business suit.
 - c. These uniforms may be worn at the discretion of the Chief of Police or his / her designee, and any attire not provided by the Department shall be purchased by the employee. Denim jeans shall not be acceptable attire for men or women, unless approved by the Chief of Police.
2. Civilian clothing shall be clean and neatly pressed, and shoes shall be shined.
 3. Special attire shall be allowed when job necessities require it or when approved by the employee's Supervisor.
 4. If an employee is unsure if a specific type of attire is appropriate, he / she should check with his / her Supervisor before wearing or purchasing the articles of clothing for work.
 5. American flag pins can be worn on the left side of the shirt, blouse, jacket, etc. near the heart.

C. Protective Body Armor

1. In order to enhance the safety and security of Officers, the following job assignments require the wearing of protective body armor while on duty.
 - a. Officers and Supervisors assigned to the Patrol Division
 - b. Criminal Investigations Division Officers and Supervisors when engaged in search and / or arrest situations
 - c. All other Officers when engaged in special operations or while performing functions that require the stopping of motorists or arresting of violators
 - d. All personnel engaged in pre-planned, high-risk situations, such as warrant execution or any other situation where the risk of violence is present.
2. While on duty, Officers not wearing protective body armor shall make their protective body armor available by storing it in their Department vehicle

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trunk in a current state of readiness. Investigators shall keep their protective body armor with them while traveling to and from work assignments, if accompanying another Investigator.

3. Officers shall wear protective body armor while wearing the training uniform or any other clothing or equipment that, while being worn uncovered and openly visible, identifies them as a police officer. Officers may remove the protective body armor while in a training setting, if requested to do so by the instructor.
4. Division Commanders may make exceptions to the aforementioned requirements, if appropriate.

D. Knives

1. Knives are not issued by the Department or authorized for use as a weapon in their traditional context. However, the Department does recognize that knives are legitimate law enforcement tools of the trade.
2. While wearing the official working uniform or civilian attire, Officers may carry a folding knife in a specifically designed holder on the duty belt or in the pocket.
3. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.
4. Folding knife blades shall not be casually visible to the public, except during intentional use.
5. A fixed-blade knife may also be worn but shall be carried concealed.
6. Supervisors shall be responsible for inspecting all knives carried on-duty by their subordinates to ensure compliance with this directive.

IX. Uniform / Equipment Replacement

- A. The Department issues uniforms and equipment to all employees. Employees are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness, providing for their general upkeep.
- B. Whenever a uniform item or piece of authorized equipment needs to be replaced or purchased, a Uniform Allowance Report (Appendix A) shall be filled out and signed by the requesting employee and forwarded to his / her Supervisor.—An explanation detailing the reasons shall accompany any request for purchase of authorized items from other than the designated primary vendor.
- C. The Division Commander shall either concur or not concur with the recommendation and forward the request to the Property and Evidence Section or back to the Department member that requested the item.
- D. After a request is received by the Property and Evidence Section, the order shall be placed with the primary vendor.

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- E. The cost of any purchase of unauthorized uniform items or equipment shall be the responsibility of the individual employee.

X. **Central Issued Equipment File**

The Property and Evidence Section shall maintain a central file containing all Property Issue / Return Forms, which tracks the issued equipment for each member of the Department.

XI. **Auxiliary Uniform**

All auxiliary members of the Department shall wear a uniform that clearly distinguishes them from sworn Officers.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

UNIFORM ALLOWANCE REPORT

Date _____

The undersigned requests authorization to expend funds from the uniform allowance in accordance with GO89-3.3 as amended for the following reasons:

_____ Replacement
_____ New equipment
_____ Other _____

_____ Items Requested _____

Item Name	Description	Item Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested by _____

I recommend that above-named employee's request/order be _____ approved _____ not approved.

Comments: _____

Date _____ Supervisor _____

I _____ concur _____ do not concur with recommendation.

Comments: _____

Date _____ Division Commander _____

EPF UAR 920413 R1011

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO89-4.22
Subject Police Escorts			
Reference CALEA Standard – 61.3.3		Revised November 16, 2021 October 24, 2023	
Distribution All Personnel	Re-evaluation Date November 2023 November 2025		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that Officers provide escort assistance to the extent that such assistance does not create an undue hardship in responding to calls for service and does not jeopardize the safety of the Officers or members of the community.

II. Types of Police Escorts

A. Escort of Privately-owned Vehicles in Medical Emergencies

1. Escorting privately-owned vehicles under emergency circumstances is an extremely dangerous practice and shall not be permitted in Department vehicles. In medical emergencies, the patient should be transported by ambulance, whenever possible. When, in the Officer's judgment, the medical emergency is such that waiting on an ambulance would result in loss of life, the Officer is authorized to, and shall, transport the injured or sick party to the Hamilton Medical Center emergency room in his / her police vehicle.
2. Privately-owned vehicles traveling under emergency conditions should be stopped and the destination and nature of the emergency determined. Officers shall advise the Whitfield County 911 Center of the emergency so that appropriate agencies and facilities can be notified. Again, if the emergency is such that waiting on an appropriate agency to respond would likely result in a loss of life, the Officer is authorized to, and shall, transport the person suffering from a medical emergency to the appropriate destination in his / her police vehicle.

B. Business Deposit Escorts

1. The use of on-duty Officers as escorts in making business deposits **is prohibited without prior approval of the Chief of Police.** ~~must be approved by the Watch Commander. Requests for such services should be made through the Whitfield County 911 Center and forwarded to the Watch Commander. General use of Officers in making business deposits is~~

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~~discouraged.~~

- ~~2. Factors that shall be considered in reviewing requests for business deposit escorts include the amount of money involved, frequency of requests, location and incident history, current manpower level, etc.~~

C. Funeral Escorts

1. The use of police escorts during funerals creates a positive image of the police while at the same time assists in the orderly flow of traffic.
2. Supervisors shall be responsible for evaluating and approving requests for funeral escorts and assigning personnel accordingly. Information should be obtained concerning the location, time of departure, and destination.
3. Officers that assist with funerals at intersections may exit their vehicle and, when traffic has been stopped, may stand at attention with their hat in their right hand covering their heart as a sign of respect to the deceased and the funeral procession. Officers should remain in this position until time to reenter their police vehicle.

D. Escorting Public Officials and Dignitaries

Public officials of high office may be provided police escorts within the corporate limits of the City of Dalton with approval from the Patrol Division Commander.

E. Escorting House Movers / Oversized Vehicles

1. The Patrol Division Operations Supervisor shall be responsible for evaluating and approving the proposed route after considering the safety concerns.
2. The Whitfield County 911 Center shall be advised of the proposed route prior to the assignment and then notified upon completion.

F. Parades and Non-funeral Processions occurring on City Roadways

1. All parades, processions, First Amendment events, etc. require the event organizer to submit an application in accordance with City Ordinance 10-103.
 - a. First Amendment events require an application be submitted at least five (5) days in advance of the requested date.
 - b. All other recurring, annual, or one-time events require an application be submitted at least 60 days in advance of the requested date.
2. The Patrol Operations Supervisor shall conduct an investigation / evaluation of the application in accordance with City Ordinance 114-6 (Parade Permit) and City Ordinance 10-105 (Special Events).

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3. The approval process of the application shall take into consideration:
 - a. The availability of Department personnel to staff the event
 - b. A route that provides the highest level of safety for participants, spectators, and Officers and has the least impact on the free-flow of traffic
4. The Patrol Operations Supervisor shall be responsible for the approval process for annual, recurring, or one-time events.
5. The Chief of Police shall be responsible for the approval process First Amendment events.
6. Advance notice of the event shall be provided to the public via press release and / or social media.
7. A marked police vehicle shall be assigned to lead parades and another shall be assigned to follow at the rear of the parade. The lead vehicle shall be responsible for maintaining an appropriate pace and for following the approved parade route. The vehicle at the rear of the parade shall be responsible for ensuring that spectators and vehicular traffic do not infringe upon elements of the parade.

G. Non-custodial escorts

Officers may be requested to conduct non-custodial escorts to shelters, hospitals, residences, etc. Once the Officer determines the escort does not jeopardize the safety of the Officer or create an undue hardship in responding to calls for service, the Officer shall notify the Whitfield County 911 Center and advise of the escort.

1. If a male Officer is escorting a female, the Officer shall call in the vehicle's mileage to the Whitfield County 911 Center at the beginning and at the end of the escort.
2. If a female Officer is escorting a male, the Officer shall call in the vehicle's mileage to the Whitfield County 911 Center at the beginning and at the end of the escort.
3. If any Officer transports a juvenile, the Officer shall call in the vehicle's mileage to the Whitfield County 911 Center at the beginning and at the end of the escort.

H. Other Escorts

The Department shall, from time-to-time, engage in escorts not covered above. An example is an escort of school buses from the high school in connection with sporting and other events. These escorts shall be approved by the Patrol Division Commander or his / her designee. The decision to approve shall be based on the function involved, the need (from a traffic standpoint), the time involved, and the availability of personnel.

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BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date November 27, 2007	Number GO07-6.8
Subject Emergency Evacuations			
Reference		Revised November 16, 2021 October 24, 2023	
Distribution All Personnel	Re-evaluation Date November 2023 October 2025		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department to conduct all emergency evacuations safely and efficiently to ensure the safety of Officers and members of the community.

II. Definitions

- A. *Incident Command System (ICS)* – A model for the management of critical incidents and other emergencies that provides a common, uniform approach to the command and management of emergencies at the local, county, and state levels. The incident command system is used for single-agency responses, single-jurisdiction / multi-agency responses, and multi-jurisdiction / multi-agency emergency and disaster responses.
- B. *Hazardous material incident* – A spill or release into the atmosphere of chemicals of a toxic or volatile nature, which are hazardous to human life or the environment.
- C. *Natural disaster* – An event related to some atmospheric or seismic event, such as flooding, tornadoes, high winds, or earthquakes.

III. Procedure

- A. The decision to evacuate portions of the city may depend on several variables. The decision shall be based on the specific incident, the level of perceived danger, and the ability to safely evacuate the area(s) in question. Every situation that may require evacuations cannot be identified; therefore, this policy is intended to provide guidance in situations where the need to evacuate an area has been determined, and specifically applies to policy GO92-6.2, Hazardous Materials Incident Response; III, D.
- B. The Watch Commander or any other Supervisor has the authority to initiate an evacuation. In cases of hazardous material releases, the Supervisor shall confer with the Incident Commander of the Dalton Fire Department, in accordance with policy GO92-6.2, Hazardous Materials Incident Response; III, D, 1-2.

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- C. The Incident Command System, or ICS, shall be used to manage all evacuations. The type of emergency shall determine which agency is responsible for Incident Command. For example, Incident Command for criminal investigations, such as hostage situations or bomb threats, shall be the responsibility of this Department. However, situations involving fire or hazardous materials shall be the responsibility of the Dalton Fire Department.
- D. Duties and Responsibilities
 - 1. Watch Commander or Supervisor:
 - a. On the radio, identify that he / she is the Incident Commander. Depending on the scope of the situation, other sections of the Incident Command System should be staffed (Operations, Planning, Finance, Logistics).
 - b. Notify the appropriate Division Commander, and give periodic updates of the situation.
 - c. Establish a command post in a safe area that will allow monitoring of all operations via sight, radio, or other communication methods. If the incident involves hazardous materials, report to the command post that has been established by the Dalton Fire Department.
 - d. Identify the possible area(s) to be evacuated (evacuations caused by hazardous material release shall require instruction from the fire department incident commander) using the beat and zone designations.
 - e. Evaluate the situation to determine whether the Automated Emergency Notification System should be activated. All activations shall be in accordance with policy GO06-6.7, Automated Emergency Notification System.
 - f. Determine what additional personnel and resources may be needed, and make the necessary notifications. If other resources are needed, establish a staging area for all reporting resources. This shall require that someone be delegated to manage the staging area and any reporting resources.
 - g. Immediately contact another Department Supervisor to assume command of all other law enforcement services under ICS during the evacuation procedures.
 - h. Contact the City of Dalton Communications Director to assume the role of Public Information Officer, as outlined in the Incident Command System. If the Communications Director is not available, a Supervisor or Command Staff member shall be designated the Public Information Officer.

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- i. If necessary, request the assistance of other agencies by notifying the Whitfield County Emergency Management Agency (EMA) Director.
 - j. Determine a safe location for evacuees to assemble to await further information and / or receive medical treatment.
 - k. Request the Whitfield County EMA Director contact the American Red Cross of Northwest Georgia to determine shelter location(s), if needed.
 - l. If the need exists, assemble evacuation teams and assign specific zones within beats that are to be evacuated. If other agencies are involved with evacuations, one Department member should be assigned with other personnel in order to maximize coverage and knowledge of the geographic jurisdiction. A team leader should be assigned.
 - m. Maintain communication with all evacuation team leaders, and note what areas have been cleared using the beat and zone designations.
 - n. After determining it is safe to do so, contact the Public Information Officer to request all media sources to notify community members that re-entry of the affected area(s) is permissible.
2. Operations Section Chief
- a. Once appointed to assume this role, as outlined in ICS, immediately respond and assume command of all law enforcement services, not directly related to the evacuation, until relieved by the Incident Commander.
 - b. Plan for additional resources if necessary.
 - c. Assist the Incident Commander as needed.
3. Evacuation team members / leader
- a. All personnel shall maintain contact with their assigned team members.
 - b. Document the zones visited and cleared, and report the information to the team leader.
 - c. Notify the team leader of any special circumstances, problems encountered, or additional equipment needed.
 - d. Team leaders shall maintain communication with the Incident Commander and give regular updates on the situation.

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- e. Once all team assignments are completed, team members shall report to the staging area, unless dispatched directly to another task / area.
4. Public Information Officer
- a. Respond immediately to the command post for a briefing by the Incident Commander.
 - b. Gather the necessary information for release to the community via media and social media resources.
 - c. In coordination with the Incident Commander, contact the Whitfield County EMA Director for activation of the emergency broadcast system.
 - d. Establish a media briefing area, and arrange for regular media updates, as necessary.
 - e. Do not release new information without coordination with the Incident Commander.
 - f. If multiple agencies / jurisdictions are involved, coordinate media responses jointly, if necessary.
- E. Units shall patrol the evacuated areas, as safety dictates, to prevent looting or unauthorized re-entry.
- F. All personnel authorized to enter the incident area shall be directed to enter through the staging area as established by the Incident Commander.
- G. No law enforcement personnel shall be assigned or allowed to enter areas determined to be contaminated with hazardous materials without proper personal protective equipment.
- H. If necessary, the Incident Commander or his / her designee shall coordinate with Whitfield County Animal Control for evacuation and boarding of pets or other animals.

IV. **Deactivation**

- A. When the Incident Commander determines that the evacuated areas are safe to enter, he / she shall coordinate the release of that information to the media / public.
- B. All evacuation team members must check out through the staging area in order to achieve accountability of all personnel.
- C. The Incident Commander shall provide a briefing to his / her Division Commander immediately after completion of the operation. A written after-action report shall be completed in a timely manner.

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BY ORDER OF

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO98-7.19
Subject Municipal Court and Municipal Meeting Security			
Reference CALEA Standards – 73.1.1, 73.3.2, 73.4.3		Revised July 26, 2022 October 24, 2023	
Distribution All Personnel	Re-evaluation Date July 2024 October 2025		No. Pages 6

I. Policy

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

II. Role and Authority

The Department shall be responsible for the security of DMC sessions. The Patrol Division Special Operations Supervisor is responsible for ensuring that security duties are carried out properly for court sessions and municipal meetings.

III. Officer Responsibilities

A. Equipment

Officers providing security for the DMC courtroom shall wear the Class A or Class B uniform. Officers shall have access to the following equipment:

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

B. Duties

1. At least two (2) Officers shall be assigned to each court session. Additional Officers may be assigned, if conditions warrant. Additionally, any other Officers attending court as witnesses shall be available to assist with security duties, if needed.
2. The Officers' duties shall include:

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- a. Announce the opening and closing of the DMC session.
- b. Assist those attending the DMC session.
- c. Respond to any emergency situation at the DMC courtroom.
- d. Protect the judge, and control the conduct of persons placed into custody.
- e. Coordinate and supervise all aspects of security for the DMC session.
- f. Conduct a search of the courtroom for contraband prior to the start of the session.
- g. Ensure all arrestees are properly restrained and controlled.
- h. Arrange for transport of arrestees ~~to and~~ from the courtroom and the Whitfield County Sheriff's Office (WCSO).

C. Courtroom Access / Security

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

D. Use of Restraints

Defendants that are already in custody at the WCSO ~~may be~~ **are not** transported to the DMC courtroom. ~~at the request of the judge.~~ Handcuffs shall be used to

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restrain persons ordered to be placed into custody by the judge. At no time shall prisoners be left unattended.

- E. In the event a prisoner escapes from the DMC courtroom, the following notifications, reports, and actions shall be initiated.
1. Notifications to be made of prisoner escape:
 - a. Notify the Whitfield County 911 Center, and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that are being undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the Watch Commander. The Watch Commander shall have the responsibility for the notification of:
 - (1) The Patrol Division Commander
 - (2) The Chief of Police
 2. Reports to be prepared:
 - a. Prepare an appropriate incident report.
 - b. Forward a copy of the report to the Patrol Division Commander.
 3. Further actions to be taken:
 - a. Have the Whitfield County 911 Center send a BOLO message to surrounding agencies, if apprehension has not been made.
 - b. An administrative review shall be initiated by the Patrol Division Commander.
 - c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- F. Anytime a threat is made to the facility, the judge, or any person inside the facility, an incident report shall be completed and forwarded to the Criminal Investigations Division for further investigation. The Patrol Division Commander or his / her designee shall notify the Chief of Police in writing and ensure the notifications of

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any other appropriate outside agencies are made when an incident occurs that threatens the DMC facility or any person therein.

IV. **Municipal Court Facility**

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

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

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

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

- A. Hostage Situation
 - 1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
 - 2. Evacuate persons, if possible.
 - 3. Follow guidelines as described in directive GO12-6.3, All Hazards Plan.

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B. Bomb Threat, Natural Disaster, and Civil Disturbance

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Follow guidelines as described in directive GO12-6.3 All Hazards Plan.

C. Medical Emergency

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Administer first aid, as needed.
3. Make other notifications, as determined necessary.

D. Fire

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Evacuate persons, if possible.
3. Make other notifications, as determined necessary.

VII. **Security Survey**

A. Once every two (2) years, the Support Service Division Commander or his / her designee shall be responsible for conducting a survey of the DMC courtroom security procedures. The survey shall include plans and procedures to address:

1. Emergencies (fire, medical, hostage, bomb threat, disaster, etc.)
2. High risk trials, if any
3. Searches, both routine and special situations
4. Use of restraining devices in court
5. Equipment inspections, to include fire suppression, medical supplies, restraining devices, communications, weapons, metal detectors, and alarms

B. The completed security survey shall be forwarded to the Chief of Police.

C. If the survey identifies deficiencies or potential security issues, the Patrol Division Commander shall review and make appropriate adjustments to the plans and procedures used when providing security at court sessions and other municipal meetings.

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DALTON POLICE DEPARTMENT

		Effective Date	Number
		September 27, 2011	GO11- 7.22
Subject Rapid ID Digital Fingerprint Device			
Reference		Revised November 16, 2021 October 24, 2023	
Distribution	Re-evaluation Date	No. Pages	
All Personnel	November 2023 October 2025	3	

I. Policy

It is the policy of the Dalton Police Department to operate Rapid ID digital fingerprint devices within established guidelines and laws.

II. Definition

Rapid ID Device – A handheld, wireless, two-fingerprint identification solution that searches against a centralized fingerprint database. The database is populated with arrests made in Georgia. The system enrolls four fingerprints, with two fingerprints being used for an identification match. As part of the identification check, automatic secondary searches of wanted files, watch lists, sex offender registries, and probation / parole lists are also included.

III. Procedure

A. Training

1. A Rapid ID device shall only be operated by members that have had documented training on the operation of the unit.
2. Training shall include, at a minimum:
 - a. Setup and maintenance procedures
 - b. Proper use guidelines
 - c. Legal issues surrounding the use of Rapid ID devices
 - d. Reporting requirements
 - e. The GCIC Terminal Operator Inquiry-level Course

B. Password Protection

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Before being authorized to use a Rapid ID device, users shall obtain a unique username and password.

C. Usage Guidelines

1. A Rapid ID device may be used in situations where the subject to be fingerprinted has given a knowing and willing voluntary consent or permission for the member to use the device. This may include consent given during lawful encounters.
 - a. As with other forms of consent, the consent can be limited or withdrawn at any point by the subject.
 - b. If consent is withdrawn, use of the Rapid ID device is not authorized, and its use must stop immediately. Members shall not force or coerce anyone to submit to the scan.
2. A Rapid ID device may be used in situations where the subject to be printed would otherwise be required to give traditional fingerprints, such as after an arrest for a criminal or traffic offense.
3. Use of the Rapid ID device for random or generalized investigation or intelligence gathering, with no focused case or other legitimate reason, is not authorized.
4. Any specialized, non-standard use of a Rapid ID device shall require notification of and authorization by the Watch Commander or other Supervisor. Examples of non-standard use may include:
 - a. A request from an outside agency to fingerprint a suspect in custody. This may be permitted as long as the requesting agency complies with the procedures set forth in this policy.
 - b. A death or homicide investigation in which there is no other identifying paperwork for the victim.
 - c. To identify an unconscious or otherwise incapacitated subject who cannot be identified by any other means.
5. Guidelines cannot be written to encompass every possible application for the use of a Rapid ID device. Members, therefore, shall consider the guidelines set forth in this policy to assist them in deciding whether the device may be used or not.
6. Members are expected to be able to justify, based on these guidelines, training, experience, and assessment of the circumstances, how they determined that use of a Rapid ID device was justified.
7. Supervisors shall directly monitor the usage of the Rapid ID device.

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D. Documentation

Each time the Rapid ID device is utilized, the user shall document the occurrence in an incident report, regardless of whether or not an identification is made of the subject that was scanned. Each report shall include the circumstances leading up to the usage of the device and any actions taken as a result.

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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 09/01/23 - 09/30/23 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	1	0.35%	1	13	0	1	4	0.00	1	29.87	15.466666	3.45
142	Brush or brush-and-grass mixture fire	3	1.04%	0	3.33	0	0	1	0.00	0	1.11	3.350000	3.33
151	Outside rubbish, trash or waste fire	2	0.69%	0	3.5	0	1	1	0.00	0.5	1.05	1.533333	5.10
160	Special outside fire, other	1	0.35%	0	13	0	1	4	0.00	1	29.87	15.466666	3.45
161	Outside storage fire	1	0.35%	0	15	0	1	5	0.00	1	7.47	5.166666	4.32
311	Medical assist, assist EMS crew	163	56.60%	0	0.04	3.25	0.01	0.01	1.01	0.01	0.99	158.849989	4.63
322	Motor vehicle accident with injuries	20	6.94%	0	0.25	5.65	0.25	0.1	1.90	0.2	2.84	45.499998	4.33
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	4	0	0	1.00	0	1.60	1.600000	9.75
324	Motor vehicle accident with no injuries.	14	4.86%	0	1.57	4.57	0.43	0.36	1.57	0.21	6.49	176.399998	4.03
353	Removal of victim(s) from stalled elevator	1	0.35%	0	6	0	0	2	0.00	0	1.70	1.700000	6.97
412	Gas leak (natural gas or LPG)	3	1.04%	0	8.33	0	0.33	2.67	0.00	0.33	7.03	15.583333	2.92
440	Electrical wiring/equipment problem, other	1	0.35%	0	18	0	1	5	0.00	1	3.48	2.783332	2.15
444	Power line down	1	0.35%	0	3	0	0	1	0.00	0	0.35	.350000	5.07

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)
445	Arcing, shorted electrical equipment	1	0.35%	0	17	0	1	6	0.00	1	10.50	7.149999	5.08
500	Service Call, other	2	0.69%	0	2.5	0	0	1	0.00	0	0.75	1.350000	5.15
531	Smoke or odor removal	1	0.35%	0	2	0	0	1	0.00	0	1.90	1.900000	4.92
553	Public service	1	0.35%	0	3	0	0	1	0.00	0	0.45	.450000	0.00
561	Unauthorized burning	2	0.69%	0	3.5	0	0.5	1	0.00	0.5	0.10	.133332	0.68
600	Good intent call, other	1	0.35%	0	3	0	0	1	0.00	0	0.55	.550000	3.88
611	Dispatched & canceled en route	27	9.38%	0	3.22	2.67	0.26	1	0.85	0.3	0.29	7.383326	0.07
622	No incident found on arrival at dispatch address	6	2.08%	0	0	3.67	0	0	1.17	0	0.56	2.966666	4.35
650	Steam, other gas mistaken for smoke, other	1	0.35%	0	3	0	0	1	0.00	0	0.45	.450000	4.33
651	Smoke scare, odor of smoke	1	0.35%	0	3	0	0	1	0.00	0	1.20	1.200000	13.55
733	Smoke detector activation due to malfunction	6	2.08%	0	11.17	0	1.17	3.67	0.00	0.83	5.24	20.233332	4.08
735	Alarm system sounded due to malfunction	3	1.04%	0	11.67	0	0.67	4	0.00	0.67	2.54	5.366665	3.99
740	Unintentional transmission of alarm, other	1	0.35%	0	0	0	14	0	0.00	5	1.63	1.633331	3.13
743	Smoke detector activation, no fire - unintentional	7	2.43%	0	12.71	0	1	4.14	0.00	1	3.30	15.883329	4.16
744	Detector activation, no fire - unintentional	2	0.69%	0	13	0	1	4	0.00	1	4.67	6.216665	5.49
745	Alarm system activation, no fire - unintentional	13	4.51%	0	12.54	0	1.08	3.85	0.00	0.92	5.25	36.699992	5.06
746	Carbon monoxide detector activation, no CO	1	0.35%	0	8	0	0	3	0.00	0	2.27	1.016666	0.58
Totals		288	100%	1	2.30	2.79	0.26	0.72	0.89	0.20	2.02	554.33	4.09
Mutual Aid Given Incidents		13											



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Response Summary by Station

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

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	110	3.64	64.55	31.82	3.79
Station 2	61	0	62.3	37.7	2.1
Station 3	64	3.13	73.44	23.44	2.21
Station 4	39	10.26	58.97	30.77	1.34
Station 5	28	0	71.43	28.57	0.97

Total 302

10/11/23 11:29:25



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Breakdown by Incident Type

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

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	163	0
611 Dispatched & canceled en route	29	0
322 Motor vehicle accident with injuries	20	0
745 Alarm system activation, no fire - unintentional	16	0
324 Motor vehicle accident with no injuries.	14	0
743 Smoke detector activation, no fire - unintentional	9	0
622 No incident found on arrival at dispatch address	9	0
733 Smoke detector activation due to malfunction	7	0
142 Brush or brush-and-grass mixture fire	4	0
412 Gas leak (natural gas or LPG)	3	0
735 Alarm system sounded due to malfunction	3	0
744 Detector activation, no fire - unintentional	2	0
561 Unauthorized burning	2	0
500 Service Call, other	2	0
151 Outside rubbish, trash or waste fire	2	0
160 Special outside fire, other	1	0
161 Outside storage fire	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
111 Building fire	1	1
131 Passenger vehicle fire	1	0
531 Smoke or odor removal	1	0
553 Public service	1	0
353 Removal of victim(s) from stalled elevator	1	0
440 Electrical wiring/equipment problem, other	1	0

10/11/23 11:53:54

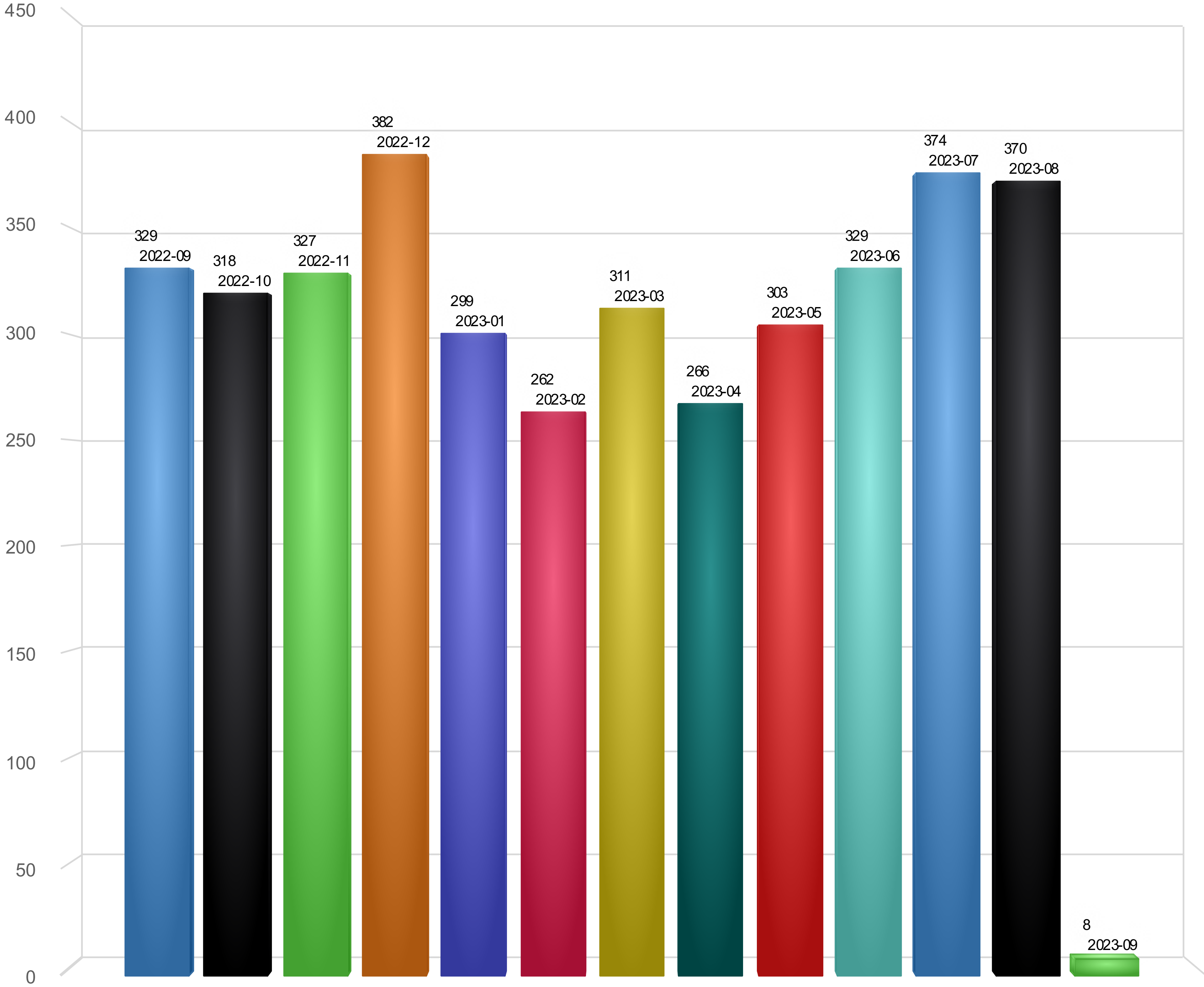
Incident Type	Incidents	Exposures
444 Power line down	1	0
445 Arcing, shorted electrical equipment	1	0
600 Good intent call, other	1	0
746 Carbon monoxide detector activation, no CO	1	0
740 Unintentional transmission of alarm, other	1	0
741 Sprinkler activation, no fire - unintentional	1	0
650 Steam, other gas mistaken for smoke, other	1	0
651 Smoke scare, odor of smoke	1	0

	Incidents	Exposures
Total	302	1

Incidents by Months

09/01/2022-09/01/2023

- 2022-09
- 2022-10
- 2022-11
- 2022-12
- 2023-01
- 2023-02
- 2023-03
- 2023-04
- 2023-05
- 2023-06
- 2023-07
- 2023-08
- 2023-09



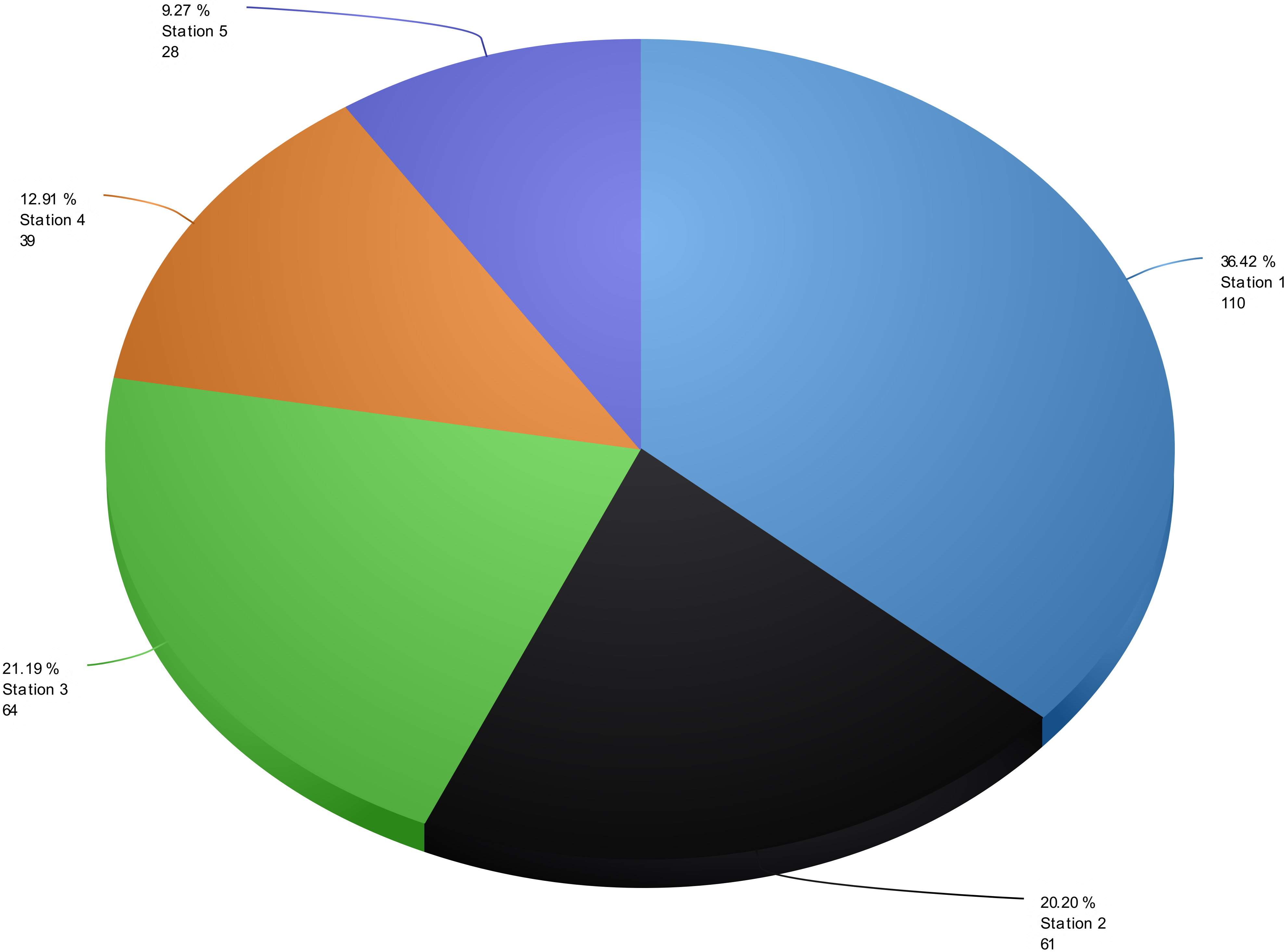
Incident Count

Total of Month: 3,878

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

Incidents by Stations

09/01/2023-09/30/2023

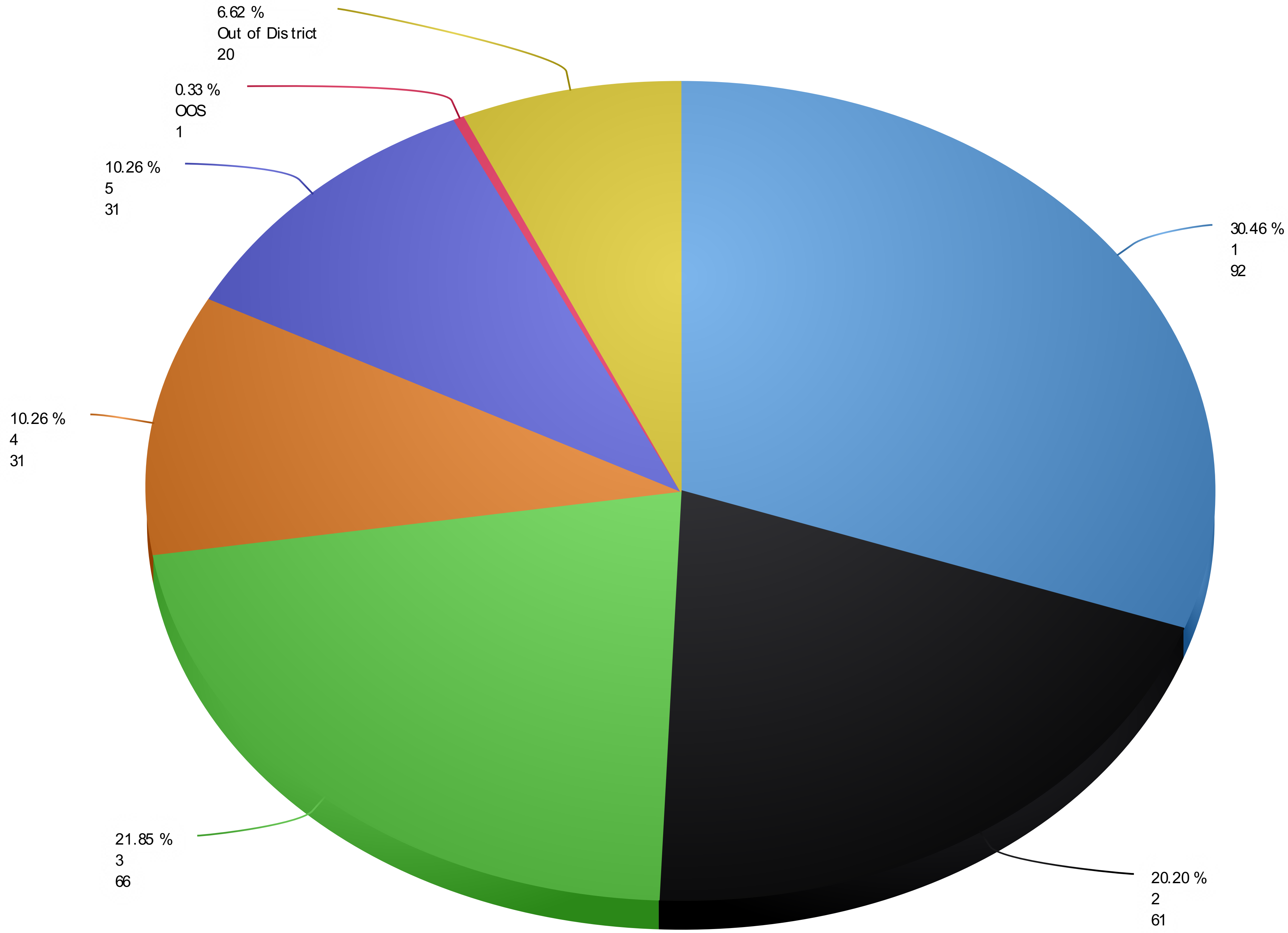


Total of Station: 302

- 1
- 2
- 3
- 4
- 5
- OOS
- Out of District

Incidents by District

09/01/2023-09/30/2023

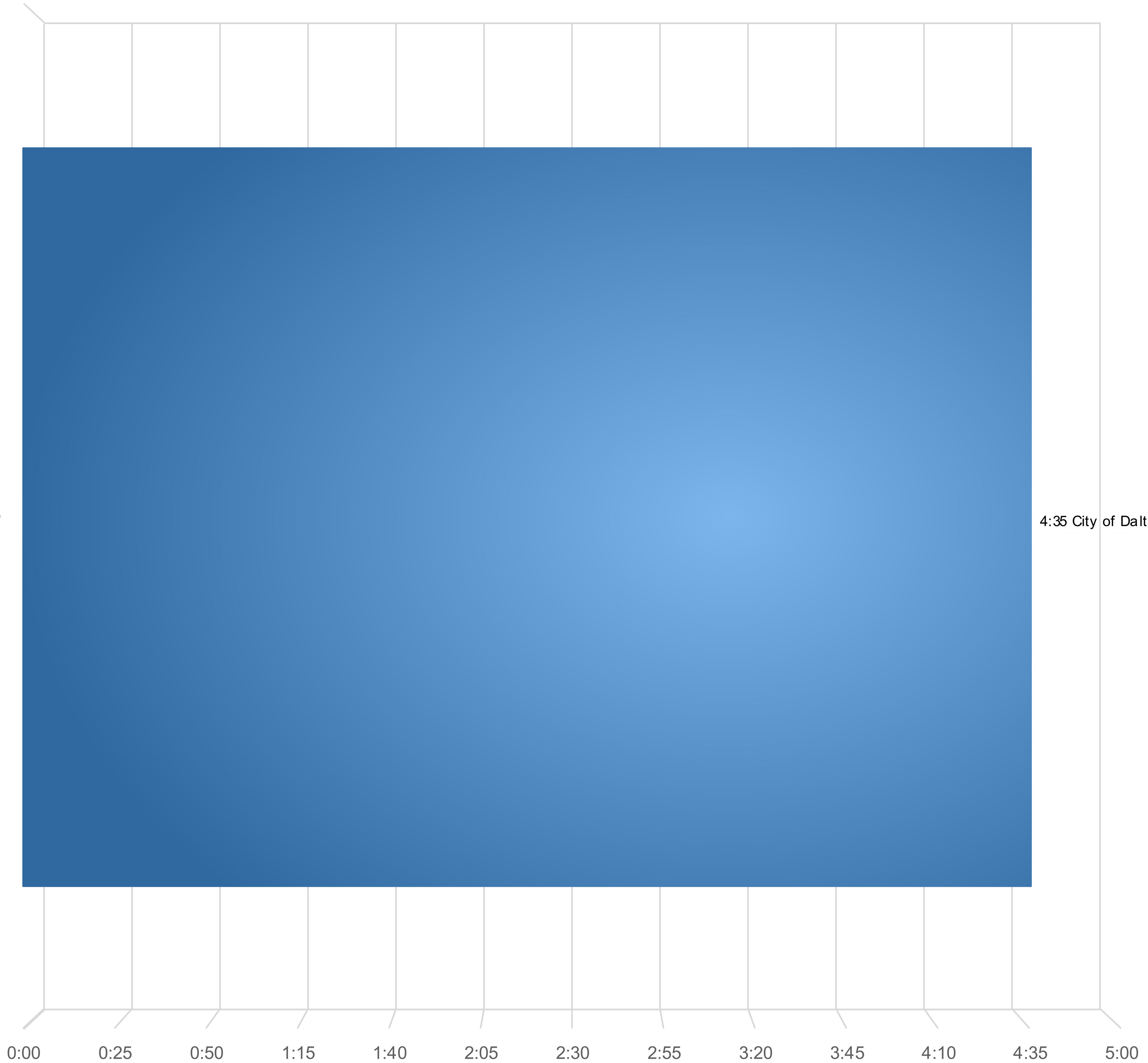


Total of District: 302

Department Average Response Time (Alarm-> First Unit Arrival)

09/01/2023-09/30/2023

Response Time

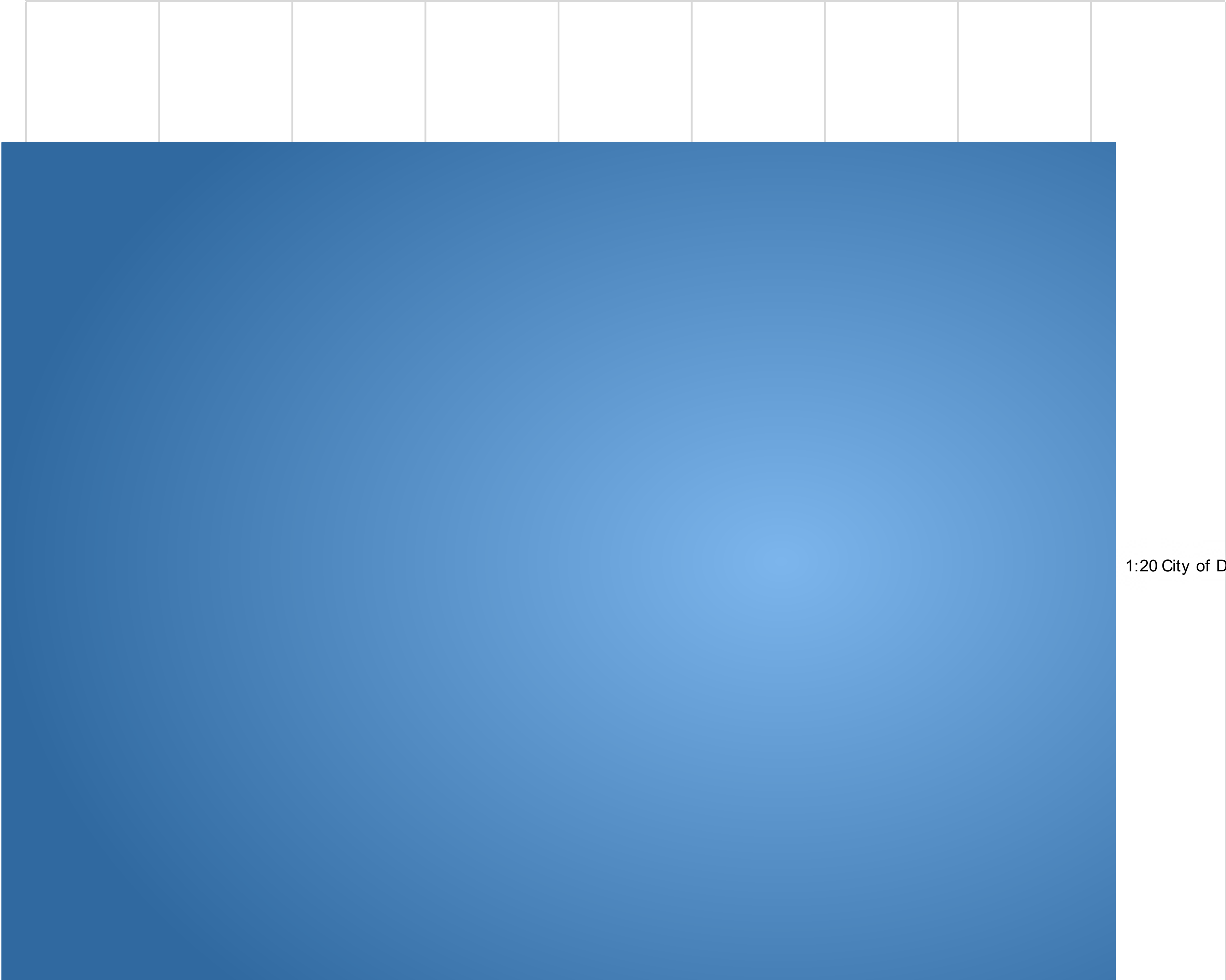


4:35 City of Dalton Fire..

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

09/01/2023-09/30/2023

Turnout Time

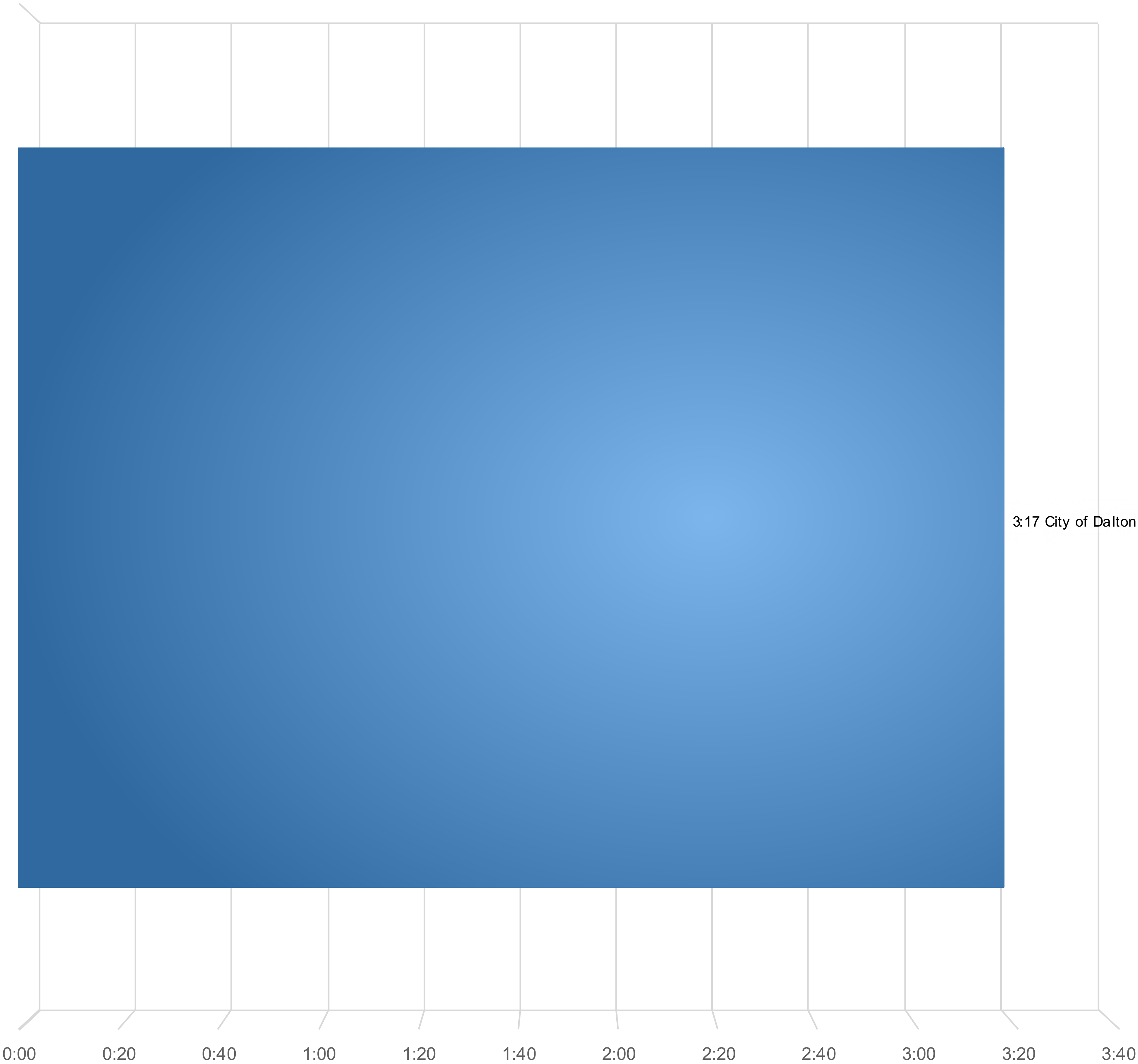


0:00 0:10 0:20 0:30 0:40 0:50 1:00 1:10 1:20 1:30

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

09/01/2023-09/30/2023

Travel Time



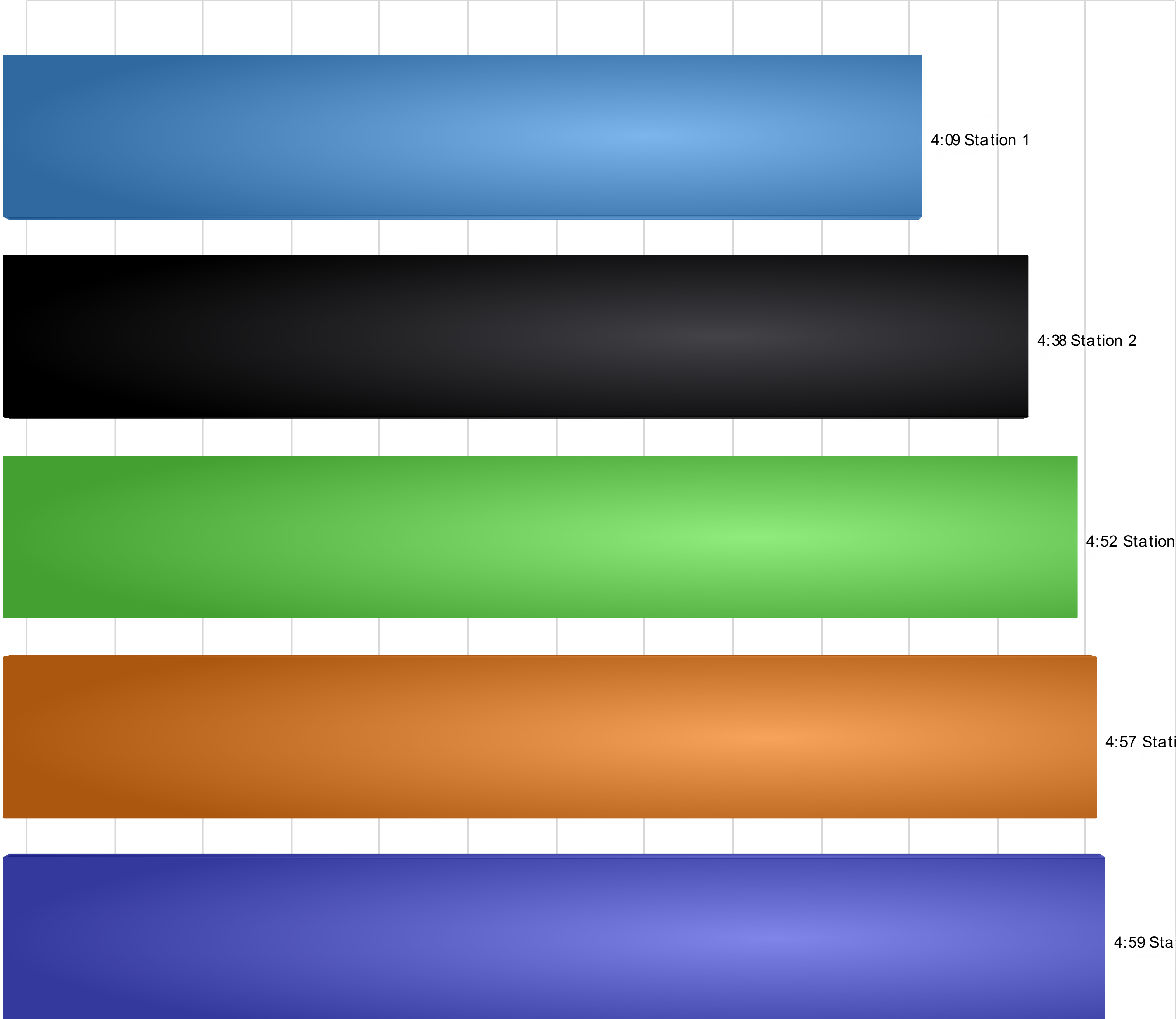
3:17 City of Dalton Fire..

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

Average Response Time by Station

09/01/2023-09/30/2023

Response Time



Total of Station: 4:35



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Staff Hours by Incident Type

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

Incident Type	Hours
324 Motor vehicle accident with no injuries.	176.40
311 Medical assist, assist EMS crew	158.83
322 Motor vehicle accident with injuries	45.50
745 Alarm system activation, no fire - unintentional	39.26
733 Smoke detector activation due to malfunction	21.58
111 Building fire	20.47
743 Smoke detector activation, no fire - unintentional	19.24
412 Gas leak (natural gas or LPG)	15.58
160 Special outside fire, other	15.47
611 Dispatched & canceled en route	7.88
445 Arcing, shorted electrical equipment	7.15
744 Detector activation, no fire - unintentional	6.21
735 Alarm system sounded due to malfunction	5.37
161 Outside storage fire	5.17
622 No incident found on arrival at dispatch address	4.87
142 Brush or brush-and-grass mixture fire	4.10
440 Electrical wiring/equipment problem, other	2.78
131 Passenger vehicle fire	2.33
531 Smoke or odor removal	1.90
353 Removal of victim(s) from stalled elevator	1.70
740 Unintentional transmission of alarm, other	1.63
323 Motor vehicle/pedestrian accident (MV Ped)	1.60
151 Outside rubbish, trash or waste fire	1.53
500 Service Call, other	1.35

Incident Type	Hours
651 Smoke scare, odor of smoke	1.20
746 Carbon monoxide detector activation, no CO	1.02
600 Good intent call, other	0.55
741 Sprinkler activation, no fire - unintentional	0.50
650 Steam, other gas mistaken for smoke, other	0.45
553 Public service	0.45
444 Power line down	0.35
561 Unauthorized burning	0.14

Total	572.56
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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Injuries and Property Loss

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

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	1	0.35%	1	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,500	85.71%	0	0.00%	1,500	85.71%
131	Passenger vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	3	1.04%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	2	0.69%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
160	Special outside fire, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
161	Outside storage fire	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	250	14.29%	0	0.00%	250	14.29%
311	Medical assist, assist EMS crew	163	56.60%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	20	6.94%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
324	Motor vehicle accident with no injuries.	14	4.86%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
353	Removal of victim(s) from stalled elevator	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	3	1.04%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
440	Electrical wiring/equipment problem, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	2	0.69%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
531	Smoke or odor removal	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
553	Public service	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
561	Unauthorized burning	2	0.69%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	27	9.38%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
622	No incident found on arrival at dispatch address	6	2.08%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
650	Steam, other gas mistaken for smoke, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	6	2.08%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	3	1.04%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
740	Unintentional transmission of alarm, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	7	2.43%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	2	0.69%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	13	4.51%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
746	Carbon monoxide detector activation, no CO	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals		288	100%	1	0	100%	0	100%	0	100%	0	100%	1,750	100%	0	100%	1,750	100%
Mutual Aid Given Incidents		15																

Training Division Monthly Report

September 2023

Overview

The Training Division delivered refresher training on both Rapid Intervention Team (RIT) operations and oriented search techniques to the Suppression Division. Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of September totaled 2,686.

Outside Schools

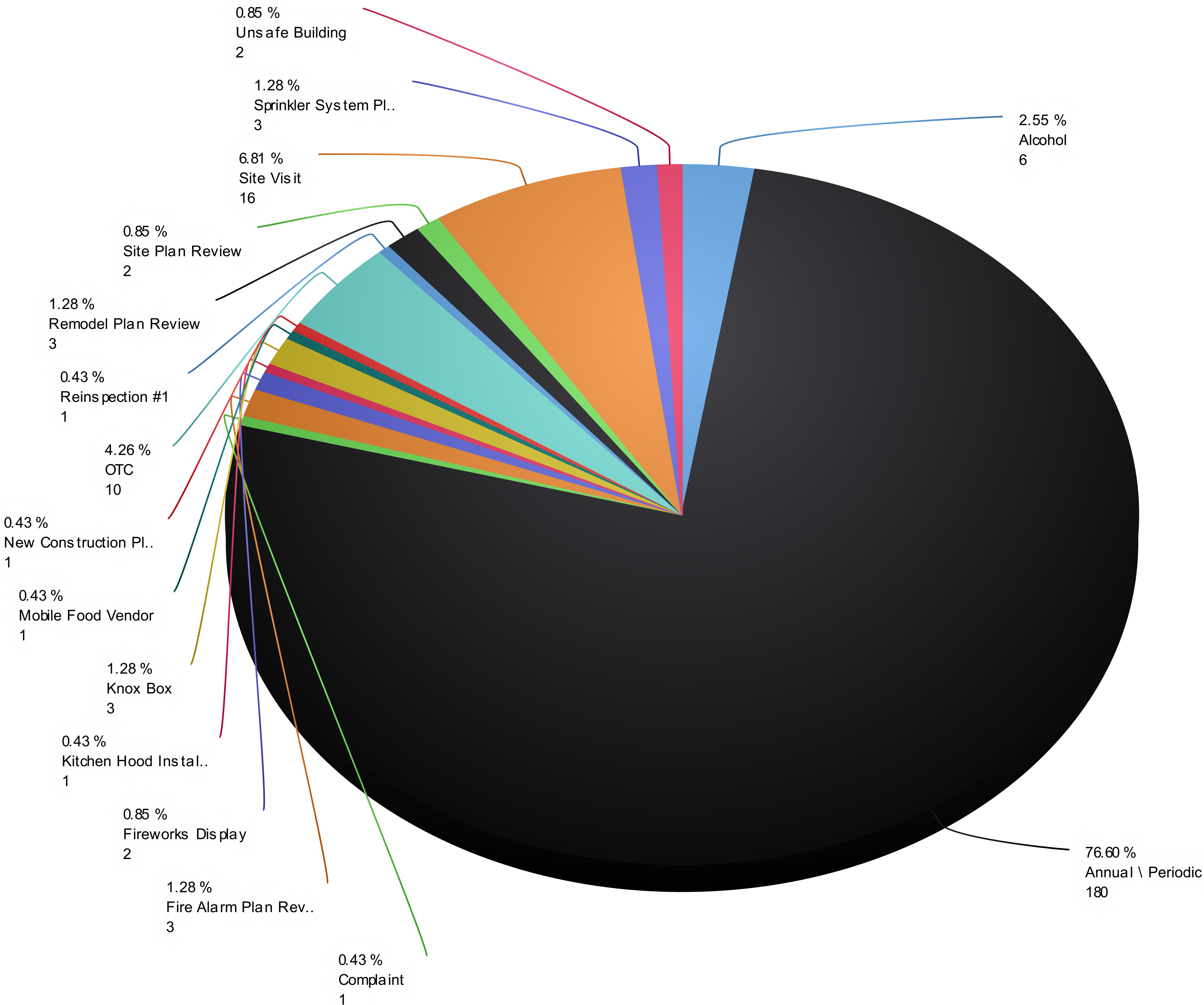
1 of the department's fire inspectors attended Fire Inspection Principles 2: Inspection of Structures and Systems at the National Fire Academy in Emmitsburg, MD

4 hazardous materials technicians attended PropaneIQ hands-on-training hosted by Gordon County Fire Rescue

Inspection Visit History by Inspection Type

09/01/2023-09/30/2023

- Alcohol
- Annual \ Periodic
- Complaint
- Fire Alarm Plan Review
- Fireworks Display
- Kitchen Hood Installation
- Knox Box
- Mobile Food Vendor
- New Construction Plan Review
- OTC
- Reinspection #1
- Remodel Plan Review
- Site Plan Review
- Site Visit
- Sprinkler System Plan Review
- Unsafe Building



Total of Inspection Type: 235

YEAR-TO-DATE BUDGET REPORT

09/30/2023

FOR 2023 09

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0010	GENERAL FUND - OPERATING		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
350000	511100	WAGES REG	6,026,000	0	6,026,000	4,476,662.09	.00	1,549,337.91	74.3%
350000	511300	WAGES - OT	519,000	0	519,000	318,647.06	.00	200,352.94	61.4%
350000	512100	GROUP INS	1,079,235	0	1,079,235	731,362.91	.00	347,872.09	67.8%
350000	512200	FICA & MED	500,800	0	500,800	356,893.74	.00	143,906.26	71.3%
350000	512401	RETDCP	396,000	0	396,000	287,365.09	.00	108,634.91	72.6%
350000	512402	RET DBP	323,000	0	323,000	221,739.24	.00	101,260.76	68.6%
350000	512403	RET STATE	28,800	0	28,800	20,725.00	.00	8,075.00	72.0%
350000	512700	WORKERS CO	107,000	0	107,000	80,252.00	.00	26,748.00	75.0%
350000	512900	OTHER EMPL	36,750	0	36,750	27,209.48	.00	9,540.52	74.0%
350000	512915	CLEANING A	49,900	0	49,900	4,363.40	.00	45,536.60	8.7%
350000	512950	FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	LEGAL FEES	4,800	0	4,800	1,665.00	.00	3,135.00	34.7%
350000	522140	LAWN CARE	4,000	0	4,000	4,000.00	.00	.00	100.0%
350000	522210	BUILD R&M	60,000	0	60,000	31,203.49	.00	28,796.51	52.0%
350000	522220	EQ REPAIRS	24,000	2,700	26,700	15,737.13	4.91	10,957.96	59.0%
350000	522220	APPA MTN APP	100,000	23,690	123,690	96,812.04	15,759.74	11,118.22	91.0%
350000	522320	RENT EQUIP	4,500	0	4,500	2,187.46	.00	2,312.54	48.6%
350000	523100	INSURANCE	32,980	1,000	33,980	64,561.11	.00	-30,581.11	190.0%
350000	523200	COMMUNICAT	33,750	0	33,750	24,996.84	.00	8,753.16	74.1%
350000	523500	TRAVEL	20,000	0	20,000	7,832.13	.00	12,167.87	39.2%
350000	523600	DUES	6,000	0	6,000	2,107.71	2,300.00	1,592.29	73.5%
350000	523630	RADIO SUBC	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%
350000	523640	VEHICLE IM	1,100	0	1,100	850.00	.00	250.00	77.3%
350000	523700	TRAINING	28,000	0	28,000	12,529.54	.00	15,470.46	44.7%
350000	523900	OTHER PUR	0	900	900	467.55	.00	432.45	52.0%
350000	523920	SOFT LIC	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	SUP GENERA	25,000	-4,000	21,000	12,276.85	.00	8,723.15	58.5%
350000	531110	SUP OFFICE	4,000	0	4,000	3,639.66	.00	360.34	91.0%
350000	531120	UNIFORMS	140,000	0	140,000	130,891.78	.00	9,108.22	93.5%
350000	531150	SUP GROUND	3,250	0	3,250	65.90	.00	3,184.10	2.0%
350000	531200	UTILITIES	163,000	0	163,000	105,600.77	.00	57,399.23	64.8%
350000	531240	BOTTLE GAS	0	1,500	1,500	746.55	.00	753.45	49.8%
350000	531250	OIL	5,000	0	5,000	4,382.65	.00	617.35	87.7%
350000	531270	GASOLINE	16,500	0	16,500	9,820.41	.00	6,679.59	59.5%
350000	531275	DIESEL	62,000	-1,500	60,500	39,136.38	.00	21,363.62	64.7%
350000	531300	MEALS FOOD	2,000	0	2,000	562.52	.00	1,437.48	28.1%
350000	531600	SMALL EQUI	30,000	0	30,000	9,222.10	.00	20,777.90	30.7%
350000	531700	OTHER SUPP	15,000	-300	14,700	3,182.81	.00	11,517.19	21.7%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	4,259.43	4,657.60	3,082.97	74.3%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	4,928.53	.00	71.47	98.6%
350000	542500	OTHER EQUI	4,000	0	4,000	1,557.08	.00	2,442.92	38.9%
TOTAL GENERAL FUND - OPERATING			9,918,365	26,390	9,944,755	7,166,134.13	22,722.25	2,755,898.62	72.3%
TOTAL EXPENSES			9,918,365	26,390	9,944,755	7,166,134.13	22,722.25	2,755,898.62	

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: FO-17

Effective: 02-04-2013

Revised: 10-24-2017

Reviewed: 10/24/2023

Fire Chief Signature

DATE

Title: Truck Operations at Working Structure Fires

Scope: All personnel

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

Procedure:

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

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

Ventilation/Roof Operations

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

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

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

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

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

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

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

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

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

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

Utility Control

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

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

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

Truck Company Responsibilities for Residential and Commercial Fires

Inside/Interior Truck

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

Outside/Exterior Truck

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

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: **FO-12**

Effective: **07-09-2013**

Revised: **10-24-2017**

Reviewed: **10/24/2023**

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.: SCBA-01

Effective: 11-06-1992

Revised: 10-23-2017

Reviewed: 10/24/2023

Fire Chief Signature

DATE

Policy: SCBA Testing and Maintenance

Scope: All Personnel

Procedure:

Function tests and maintenance shall be performed on the first Saturday of each month. If an unforeseen event (training, holiday, staffing shortage, incident, etc.) prevent these tests from being performed, it is the on-duty shift's responsibility to reschedule testing and maintenance within one week of the original date.

All air-paks shall undergo a yearly function test according to manufacturer's specifications and in accordance with NFPA 1852.

Fit testing shall be performed annually for all personnel required to wear an SCBA. Personnel shall be able to pass this fit test at any time while on duty. No facial hair shall touch the rubber seal of the face piece. Sideburns shall not extend below mid ear and shall not cause interference with the seal of the face piece.

Monthly function tests shall include:

Visual inspection of the complete respirator for worn or aged rubber parts, worn or frayed harness webbing, or damaged components

Visual inspection of cylinder for dents or gouges in metal or in fiberglass/carbon wrapping. Cylinders which show exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, gauge lens melted or elastomeric bumper distorted, shall be removed from service and emptied of compressed air.

Check hydrostatic test and manufacture date to ensure they are current

Hydrostatic test requirements:

- Aluminum cylinders 5 years
- Carbon cylinders manufactured or tested prior to 7/01 3 years
- Carbon cylinders manufactured after 7/01 5 years
- All other cylinders 3 years
- Cylinder service life 15 years

Check cylinder pressure gauge for “full” indication. If cylinder pressure shows less than “full”, replace with a fully charged cylinder

Check to ensure reducer hose coupling is hand tightened to the cylinder valve outlet

Check that the breathing regulator purge valve (red knob on regulator) is closed (fully clockwise and pointer on knob upward)

Fully depress the center of the donning switch on the top of the regulator and release

Slowly open the cylinder valve fully; the Vibralert alarm shall actuate and then stop and the PASS device should power up and give an audible confirmation chirp

Allow the air-pak to remain motionless until the PASS device goes into alarm to ensure proper function, then reset pass and manually activate to ensure proper function

Fully close the cylinder valve and open the purge valve slightly to vent residual air pressure from the system. The Vibralert shall actuate as the pressure drops below $\frac{1}{4}$ or $\frac{1}{3}$ cylinder pressure mark on the remote gauge, depending on the SCBA manufacture date. When air flow stops, return the purge valve to the fully closed position (pointer on knob upward) and deactivate PASS device.

WARNING

If any pak alarm does not activate properly, the apparatus shall be removed from service and repaired by Scott certified personnel.

If any other issues or discrepancies are found when using the above listed procedures, the breathing apparatus shall be removed from service, tagged, and repaired by Scott certified technicians (NO EXCEPTIONS)