



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, APRIL 27, 2021  
8:30 AM  
300 WEST WAUGH ST**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Dalton Fire Department - Unit Citations
- [2.](#) Police Department Innovation Award Presentation - Captain Shaun Scott

**Approval of Minutes**

- [3.](#) March 23, 2021

**Alcohol Applications**

- [4.](#) (2) 2021 New Alcohol Applications

**Police Department**

- [5.](#) Crime/Crash Statistics, March 2021
- [6.](#) Financial Statistics, March 2021
- [7.](#) Written Directive Review

**Fire Department**

- [8.](#) Statistical Report, March 2021
- [9.](#) Financial Report, March 2021
- [10.](#) FD-Reviewed SOP
  1. FO-18 Chief on Call Notification

**Adjournment**



# City of Dalton Fire Department UNIT CITATION

Presented to

**Engine 2/A**

Lt. J. Viens  
Eng. A. Johnston  
FF. C. Manly

**Squad 1/A**

FF3 C. Nelson  
Eng. A. Brock  
FF. M. Sams  
FF. A. Payne

**Incident #** 2021-0878

**Location:** New Doris St. & Kate St.

On Sunday, April 4, 2021 at 02:37hrs, Dalton Fire Department Engine 2 and Squad 1 were dispatched to the intersection of New Doris and Kate streets for a vehicle off the roadway leaking fuel. While on scene, these crews noticed a large crowd gather and begin to assault a pair of Dalton Police Department officers who were also working the incident. Engine 2 and Squad 1 instantly and unhesitatingly rushed to the aid of the dangerously outnumbered police officers and assisted in gaining control of the crowd. The swift and selfless actions of Engine 2 and Squad 1 ultimately resulted in the prevention of serious injuries to Dalton Police Department personnel. These actions reflect great credit upon the individuals involved, their assigned companies, and the City of Dalton Fire Department.

4/27/2021

Date

\_\_\_\_\_  
Chairman, Public Safety Commission

\_\_\_\_\_  
Fire Chief

## Captain Shaun Scott – Innovation in Police Service Award

The Dalton Police Department policy Manual reads, “This commendation may be presented to the individual or small group that creates or uses the most innovative strategies, tactics, or methods in delivering or contributing to the delivery of police services.”

In the recent past, some deficiencies were noted with the system we used to train new police officers. Captain Scott began to look into the process to find what the issues were and look for solutions to fix them. After an initial analysis, Captain Scott began to search for a program that better suited our needs and an efficient way to manage the new solution. Captain Scott was proactive in finding different software companies to look at for the Field Training Officer Program. He arranged for different vendors to demonstrate their products and led the evaluation and discussion of each. Once a decision was made to go with Agency 360, Captain Scott took the initiative to learn the program and literally build the program to fit our new FTO Program. He spent numerous hours inside the program and as a result, has been able to provide an in depth over view to the group that was involved in selecting the software. Captain Scott has spent a lot of time dedicated to this program to get it up and going so the new trainees could be the first group to be evaluated in this program. Captain Scott has provided training to the patrol supervisors about the program and explained what their duties will be in regards to the program.

With his dedication to identifying a problem and then finding an excellent solution to correct the issue, Captain Scott had increased our ability to deliver more efficient police service to the community and to better train our new police officers. Because of this innovative solution, Captain Scott is awarded the Dalton Police Department Innovation in Police Service Award.

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
MARCH 23, 2021

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Terry Mathis, Commissioners Luis Viamonte, Anthony Walker, Truman Whitfield (via Zoom), Bill Weaver (via Zoom), Fire Chief Todd Pangle, Police Chief Cliff Cason, Council member Annalee Harlan, City Administrator Jason Parker, and City Attorney Terry Miller.

AGENDA AMENDMENT

On the motion of Commissioner Walker, second Commissioner Viamonte, the agenda was amended to reflect the following change.

- Remove Personnel Matters – Item 2 “DPD – Saved by the Belt Presentation.

The vote was unanimous in favor.

PERSONNEL MATTERS

Police Department – Commander’s Award

Police Chief Cliff Cason presented the Commander’s Award to Officer Terry Smith. A description outlining Officer Smith’s accomplishments is a part of the minutes. No motion needed.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of February 23, 2021. On the motion of Commissioner Viamonte, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for February 2021

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of February, 2021. As noted in the written summary, Police Chief Cason reported the rate of Year to Date Part I crimes, increased by 7.8% when compared to the same month in 2020. Police Chief Cason further reported that during the month, there were 112 non-private property crashes and stated injury crashes increased when compared to January 2021.

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

Financial Statistics for February 2021

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of February, 2021. Police Chief Cason reported the department has expended 13% of their 2021 budget and are under budget, and on track for the end of the 2021 fiscal year.

On the motion of Commissioner Viamonte, 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.



## FIRE DEPARTMENT

### Monthly Statistical Report – February 2021

Fire Chief Todd Pangle presented the February 2021 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, that included the Incident Report with 263 Total Responses, a Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, and Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, and the Inspection Summary.

On the motion of Commissioner Viamonte, 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 – February 2021

Fire Chief Todd Pangle presented the Financial Report for the month of February 2021 to the Commission. Chief Pangle stated the department is approximately 3% under budget for the month and on track for the end of the 2021 fiscal year.

On the motion of Commissioner Walker, second Commissioner Viamonte, 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.

## SUPPLEMENTAL BUSINESS

### Resolution 21-02 – Vaccine Program

The Commission reviewed Resolution 21-02 authorizing the execution of an agreement with local medical professionals for the participation in the City of Dalton Covid-19 vaccine program.

A lengthy discussion occurred between the Commission, City Administrator Jason Parker, and City Attorney Terry Miller, with regards to making possible updates to Resolution 21-02. Commissioners Walker, Whitfield, and Viamonte voted aye to adopt the Resolution, Commissioner Weaver abstained.

### Jacqueline Killings – Presentation (Informational)

The Mayor & Council hired Jacqueline Killings, LLC on October 05, 2020 to do a City-wide Community engagement services study between various City of Dalton departments.

The Commission asked advisor Jacqueline Killings to present her findings regarding “Organizational Effectiveness” throughout various City of Dalton departments. Ms. Killings outlined the areas of focus, the process and work to date, the recommendations and results, and the next steps for the City of Dalton. A full copy of presentation is a part of the minutes. No motion was needed.

## ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Viamonte, second Commissioner Walker, the meeting was adjourned at 10:17 a.m.

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Terry Mathis, Chairman

ATTEST:

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Anthony Walker, Secretary

**2021 ALCOHOL BEVERAGE APPLICATION**

**PSC TUESDAY APRIL 27, 2021**

**M&C MONDAY MAY 3, 2021**

**(2) 2021 ALCOHOL APPLICATIONS**

1. Business Owner: LRR Investment, LLC  
d/b/a: El Rey de Oro  
Applicant: Luciano Rodriguez-Ramirez  
Business Address: 1531 East Morris St  
License Type: Pouring Beer (Lounge)  
Disposition: **New**
  
2. Business Owner: PMK Business Inc  
d/b/a: Citgo Food Mart  
Applicant: Tahmina Khatun  
Business Address: 1246 North Thornton Ave  
License Type: Package Beer, Package Wine (Convenience Store | Gas Station)  
Disposition: **New**

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 27, 2021**

**SUMMARY OF DATA AND CRIME STATISTICS FOR MARCH 2021**

**General**

Part 1 crimes have decreased approximately 9.5% when compared to year to date numbers from March 2020. Part 2 crimes have increased by approximately 12% during the same time. Year to date calls for service are 18.8% lower than in 2020. There have been 2 less traffic crashes when compared to last year.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
INCIDENTS				CLEARANCES				ARRESTS				
		2021	2020			2021	2020			2021	2020	
03/21	03/20	YTD	YTD	03/21	03/20	YTD	YTD	03/21	03/20	YTD	YTD	
Part I Offenses												
Homicide	0	0	0	0	0	0	1	0	0	0	0	
Rape	1	1	5	4	1	0	3	2	0	0	1	0
Robbery	0	0	1	3	0	1	1	4	0	1	0	4
Aggravated Assault	2	6	16	18	2	4	9	13	1	4	8	13
Burglary	4	10	17	23	0	3	5	5	0	3	5	5
Larceny - Theft	27	54	138	169	13	10	70	61	10	6	54	50
Motor Vehicle Theft	10	7	33	15	1	3	14	5	0	1	5	5
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	44	78	210	232	17	21	102	91	11	15	73	77

<b>Part 2 Offenses</b>	<b>Total</b>
Code Violation	47
Traffic Offense	42
Trespass of Real Property	42
Controlled Substance Offense	40
Warrant Served	29
Battery/Assault - Non-aggravated	24
Disorderly Conduct	19
Destruct/Damage/Vandalize Property	17
Forgery/Fraud	17
DUI	15

Traffic offenses decreased by approximately 39% in March 21 compared to February 2021. DUI offenses decreased by approximately 35% when compared to January 2021. Calls for service decreased by approximately 4% when compared to 2020. Citations showed a decrease of 33% compared to 2020 numbers.

	<b>March 2021</b>	<b>March 2020</b>
Calls for Service	3,424	3,580
Traffic Crashes	110	90
Citations	859	736

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 27, 2021**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2017-2021  
**March 2021**

	2017	2018	2019	2020	2021	TREND
Part I Crimes YTD	324	326	256	232	210	
Homicides	0	0	0	0	0	
Rape	5	1	4	4	5	
Robbery	5	4	2	3	1	
Aggravated Assault	18	9	8	18	16	
<b>Violent Crime Totals</b>	<b>28</b>	<b>14</b>	<b>14</b>	<b>25</b>	<b>22</b>	
Burglary	36	41	25	23	17	
Larceny-Theft	238	251	204	169	138	
Motor Vehicle Theft	21	18	13	15	33	
Arson	1	2	0	0	0	
<b>Property Crime Totals</b>	<b>296</b>	<b>312</b>	<b>242</b>	<b>207</b>	<b>188</b>	
Violent Crime Clearance	71%	100%	121%	80%	59%	
Property Crime Clearance	41%	33%	52%	34%	47%	
Part I Arrests	125	94	117	77	73	
Citations	2,930	3,281	3,854	3,265	2,603	
Calls for Service	10,099	10,272	11,240	11,717	9,519	
Traffic Crashes	328	354	366	326	324	

### Analysis

In the year to date 2021 there have been 210 Part 1 crimes reported versus 232 in 2020 which shows an approximate decrease of 9.5%. Motor vehicle thefts have doubled since last year.

There have been 22 violent crimes reported 2021 YTD compared to 25 reported violent crimes YTD 2020. Rape is the only violent crime that has shown an increase over last year. Year to date property crimes have shown a decrease of approximately 9.2% when compared to 2020 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are lower than the average. Violent crime numbers are slightly above than the five-year average.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 27, 2021**

<b>DALTON POLICE DEPARTMENT CRIME STATISTICS</b>												
	<b>INCIDENTS</b>				<b>CLEARANCES</b>				<b>ARRESTS</b>			
	03/21	03/20	2021 YTD	2020 YTD	03/21	03/20	2021 YTD	2020 YTD	03/21	03/20	2021 YTD	2020 YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	0	0	0	0	1	0	0	0	0
Rape	1	1	5	4	1	0	3	2	0	0	1	0
Robbery	0	0	1	3	0	1	1	4	0	1	0	4
Aggravated Assault	2	6	16	18	2	4	9	13	1	4	8	13
Burglary	4	10	17	23	0	3	5	5	0	3	5	5
Larceny - Theft	27	54	138	169	13	10	70	61	10	6	54	50
Motor Vehicle Theft	10	7	33	15	1	3	14	5	0	1	5	5
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART I SUBTOTAL</b>	<b>44</b>	<b>78</b>	<b>210</b>	<b>232</b>	<b>17</b>	<b>21</b>	<b>102</b>	<b>91</b>	<b>11</b>	<b>15</b>	<b>73</b>	<b>77</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	24	41	84	102	23	25	69	62	17	24	46	58
Forgery/Counterfeiting	6	0	15	11	0	2	2	6	0	0	1	3
Fraud	11	11	48	47	3	4	11	10	1	3	7	8
Embezzlement	0	0	0	0	0	0	0	1	0	0	0	1
Stolen Property	1	1	3	4	0	0	0	0	0	0	0	0
Vandalism	17	17	75	66	9	3	26	20	2	3	10	19
Weapons Violations	2	4	15	9	7	6	19	15	6	6	17	15
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	4	3	14	11	2	0	6	9	1	0	3	5
Drug Sales	10	8	26	19	7	16	23	36	7	13	23	31
Drug Possession	30	20	103	61	25	28	109	56	16	26	88	53
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	9	6	16	18	7	4	10	12	6	4	8	11
Liquor Violations	1	5	21	9	1	4	17	6	1	3	16	5
Drunkenness	4	6	12	24	4	8	15	26	4	8	15	26
Other Disorderly Conduct	19	21	45	57	14	8	32	33	9	7	25	30
Curfew Violations	1	1	3	2	0	1	2	2	0	1	1	2
All Other Offenses	207	203	724	668	191	117	821	420	157	113	718	413
DUI	15	9	75	34	15	9	74	37	14	9	73	37
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>361</b>	<b>356</b>	<b>1279</b>	<b>1142</b>	<b>308</b>	<b>235</b>	<b>1236</b>	<b>751</b>	<b>241</b>	<b>220</b>	<b>1051</b>	<b>717</b>
<b>PART I AND II TOTAL</b>	<b>405</b>	<b>434</b>	<b>1489</b>	<b>1374</b>	<b>325</b>	<b>256</b>	<b>1338</b>	<b>842</b>	<b>252</b>	<b>235</b>	<b>1124</b>	<b>794</b>
<b>Crashes</b>			<b>2021</b>	<b>2020</b>	<b>Enforcement</b>						<b>2021</b>	<b>2020</b>
	<b>3/21</b>	<b>3/20</b>	<b>YTD</b>	<b>YTD</b>					<b>3/21</b>	<b>3/20</b>	<b>YTD</b>	<b>YTD</b>
Public Roadway	110	90	324	326					531	446	1,632	1,765
									328	290	971	1,500
911 Calls	3,424	3,580	9,519	11,717					859	736	2,603	3,265

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 27, 2021**

**Summary of Significant Events for March 2021**

During the month of March 2021 there was one shooting incident. A residence was shot at by unknown persons. It is believed that the house was mistakenly targeted. There were ten reported motor vehicle thefts during March 2021. Nine of those cases are currently active. There were four burglaries reported in March 2021.

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21-001561                                      Shooting of a Residence                                      311 Sparks Ln  
Officers responded to the call of a house that was shot at. The house was occupied by the resident, an older female. She advised she heard shots and then found a bullet in her room. The shots came from the rear of the residence which backs up to Al Rollins fields. The shooter(s) shot from a tower area six times. Located there were footprints and six 9mm shell casings. Detectives were called to the scene to continue the investigation. The case is currently under investigation.

21-001244                                      Burglary / Trespassing                                      900 Lake St  
Officers responded to a burglary in progress where the suspect had made entry and the home owner was locked inside her bedroom. Upon arrival officers found a broken window and began hearing yelling and cussing from inside. The suspect saw officers and fled out the front door, but was met by other officers. He attempted to flee back inside where a struggle ensued. The suspect struck an officer with his bloody hands from where he had broken the glass out. He was taken into custody. It was later determined the home owner and the suspect knew one another.

21-001277                                      Burglary                                      1897 Middle Summit Dr  
It was reported that the suspect broke into his mother's residence. Detectives responded to process the scene and while there, a neighbor provided video of an interview with the suspect where he admitted to breaking glass in order to make entry. When officers attempted to contact the suspect, they were unable to do so. Later in evening, officers with DCS located the suspect inside his residence and DPD assisted them with the execution of a search warrant to get him. Once the warrant was executed, officers transported and charged him with criminal trespass.

21-001375                                      Injured Person – Gun Shot                                      1200 Memorial Dr  
Officers were dispatched to the ER in reference to a subject showing up there with a gunshot wound. Once on scene they met with the victim. The victim had been shot in the shoulder. He refused to cooperate in the investigation other than giving his name and address. The victim currently lives in Murray County. Murry County law enforcement was contacted and went to check the residence. No one there, or in the area, heard any gun shots. At this time, it is not known where this incident occurred or who the suspects are.

21-001422                                      Motor Vehicle Theft                                      N Thornton Ave & W Waugh St  
The complainant reported that she was in a dispute with her child's father. While they were arguing, he discovered that she was recording their interaction via video. At that point he struck her in the nose causing it to bleed. After some interaction between the two, he was able to get the car keys from her to her 2012 Chevrolet Sebring. He then took the vehicle and left her stranded there. He then drove the vehicle back to Rome and it was recovered prior to the end of the shift. The vehicle had been entered in GCIC and after the recovery it was removed.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 27, 2021**

21-001558

Theft of vehicle

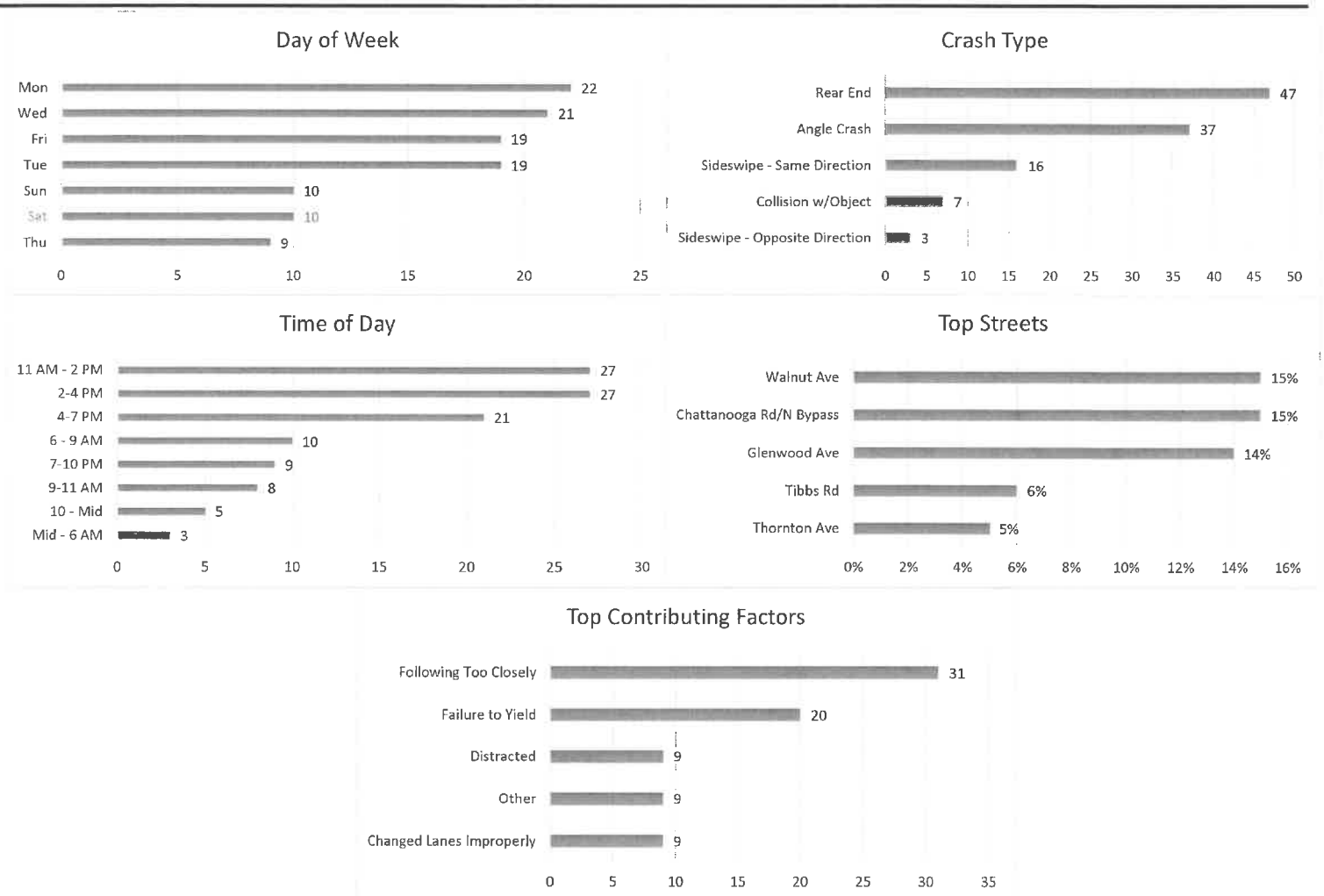
1125 E Walnut Ave

A commercial truck was stolen while it was conducting a delivery at a local business. The back of the truck was open and its contents spilled onto the roadway. The vehicle was located by Catoosa County within a short period of time. The vehicle had been crashed into a ditch and appears to be totaled. The suspect in the vehicle theft is believed to be the same suspect that stole property from a local business during the same timeframe. The case is under investigation.

# DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING APRIL 27, 2021

## March 2021 Crash Statistics

In March 2021 there were 110 non-private property crashes reported. Injury crashes and total injuries decreased when compared to February 2021. Angle and rear end crashes were the most prevalent during March 2021. Failure to yield was the leading contributing factor in injury crashes, while following too closely was the leading factor in non-injury crashes. Walnut Ave had the highest number of crashes, while Chattanooga Rd had the highest number of injuries.



### 110 Crashes Reported in March 2021

- There were 2 less crashes than in February 2021.
  - 20 crashes reported in which injuries occurred.
  - That is one injury crash for every 5.5 crashes reported.
  - Multiple injuries were reported in 4 crashes.
- Total Injuries Reported
  - 24 injuries were reported.
  - 1 serious injury was reported.
  - 0 fatalities were reported.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
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Top 5 Streets

- Walnut Ave
  - 17 Total Crashes
  - 15.5 % of Total Crashes
  - 16.7 % of Injuries Reported (4 Injuries Reported on the Roadway)
  
- Chattanooga Rd/N Bypass
  - 16 Total Crashes
  - 14.5 % of Total Crashes
  - 29.2 % of Injuries Reported (7 Injuries Reported on this Roadway)
  
- Glenwood Ave
  - 15 Total Crashes
  - 13.6 % of Total Crashes
  - 4.2 % of Injuries Reported (1 Injury Reported on this Roadway)
  
- Tibbs Rd
  - 7 Total Crashes
  - 6.4 % of Total Crashes
  - 8.3 % of Injuries Reported (2 Injuries Reported on the Roadway)
  
- Thornton Ave
  - 6 Total Crashes
  - 5.5 % of Total Crashes
  - 8.3 % of Injuries Reported (2 Injuries Reported on the Roadway)

Crashes Involving DUI

- 3 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 9 Crashes Reported with Distracted or Inattentive Driver

Crashes Involving Drivers Following One Another Too Closely

- 31 Crashes Reported involving Following Too Closely

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
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Crashes by Type

- Rear End 47 / 42.73%
- Angle 37 / 33.64%
- Sideswipe – Same Direction 16 / 14.55%
- Collision with an Object 7 / 6.36%
- Sideswipe – Opposite Direction 3 / 2.73%

Days of the Week

- 22 crashes occurred on Mondays
- 19 crashes occurred on Tuesdays
- 21 crashes occurred on Wednesdays
- 9 crashes occurred on Thursdays
- 19 crashes occurred on Fridays
- 10 crashes occurred on Saturdays
- 10 crashes occurred on Sundays

Time of Day

- 0000-0559 - 3
- 0600-0859 - 10
- 0900-1059 - 8
- 1100-1359 - 27
- 1400-1559 - 27
- 1600-1859 - 21
- 1900-2159 - 9
- 2200-2359 - 5

Top Contributing Factors

- Following Too Closely: 31 (28.18 % of all crashes)
- Failure to Yield: 20 (18.18 % of all crashes)
- Distracted: 9 (8.18 % of all crashes)
- Other: 9 (8.18 % of all crashes)
- Changed Lanes Improperly: 9 (8.18 % of all crashes)

**DALTON POLICE DEPARTMENT  
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Based on the crash data from February 2021, Selective Enforcement Details were conducted in the following areas in March 2021:

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

There were 17 total Enforcement Details conducted in March 2021, resulting in 160 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of March 2021, details will be conducted in April 2021 in the following areas:

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

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING

APRIL 27, 2021

SUMMARY OF THE FINANCIAL STATISTICS FOR MARCH 2021

The police department budget is on track for FY 2021, and we have expended approximately 20% of our 2021 budget at this point in the budget cycle. We are currently on track to be under budget for the year.

At this time, we believe sufficient funds are available within our existing budget to cover our operating cost for the remainder of the year.

04/06/2021 11:59  
628mllope

The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

IP  
1  
gltydbud



FOR 2021 99

ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

ORIGINAL  
APPROP

TRANSFERS/  
ADJUSTMTS

REVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGET

PCT  
USED

141501 PD ADMINISTRATION

141501 000010 SALARIES-REGULAR	385,300	0	385,300	81,150.73	.00	304,149.27	21.1%
141501 000011 SALARIES OVERTIME	1,400	0	1,400	.00	.00	1,400.00	.0%
141501 000016 SALARY - BONUS	0	0	0	4,000.00	.00	-4,000.00	100.0%
141501 000020 FICA	29,600	0	29,600	6,716.02	.00	22,883.98	22.7%
141501 000030 PENSION	6,000	0	6,000	1,321.22	.00	4,678.78	22.0%
141501 000032 PENSION - DB PLAN	175,200	0	175,200	34,244.20	.00	140,955.80	19.5%
141501 000033 PENSION - STATE	1,000	0	1,000	300.00	.00	700.00	30.0%
141501 000040 HOSPITALIZATION I	41,600	0	41,600	9,189.00	.00	32,411.00	22.1%
141501 000045 EE LIFE & DISABIT	2,200	0	2,200	900.55	.00	1,299.45	40.9%
141501 000050 GENERAL INSURANCE	115,200	0	115,200	.00	.00	115,200.00	.0%
141501 000060 WORKER COMPENSATI	12,200	0	12,200	2,906.34	.00	9,293.66	23.8%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	.00	.00	5,000.00	.0%
141501 000110 TELEPHONE	45,000	0	45,000	11,996.75	.00	33,003.25	26.7%
141501 000120 TRAINING EXPENSES	12,000	0	12,000	646.70	.00	11,353.30	5.4%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	33.00	.00	1,967.00	1.7%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	1,183.56	.00	7,816.44	13.2%
141501 000150 PRINTING	4,000	0	4,000	.00	.00	4,000.00	.0%
141501 000160 POSTAGE	3,500	0	3,500	334.12	.00	3,165.88	9.5%
141501 000360 LEGAL FEES	15,000	0	15,000	579.90	.00	14,420.10	3.9%
141501 000410 GAS & OIL	5,800	0	5,800	732.74	.00	5,067.26	12.6%
141501 000440 SUPPLIES	800	0	800	80.00	.00	720.00	10.0%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	81.00	.00	1,719.00	4.5%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	651.20	.00	1,348.80	32.6%
141501 001030 COMPUTER SOFTWARE	158,500	0	158,500	77,642.73	.00	80,857.27	49.0%
141501 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141501 001410 DUES/FEES/SUBSCRI	4,000	0	4,000	1,635.00	.00	2,365.00	40.9%
141501 001665 RADIO SUBSCRIBER	25,000	0	25,000	.00	.00	25,000.00	.0%
141501 001990 MISCELLANEOUS	2,000	0	2,000	306.20	.00	1,693.80	15.3%
141501 003226 CUSTODY OF PRISIO	110,000	0	110,000	3,468.61	.00	106,531.39	3.2%
TOTAL PD ADMINISTRATION	1,178,900	0	1,178,900	240,099.57	.00	938,800.43	20.4%

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YEAR-TO-DATE BUDGET REPORT

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FOR 2021 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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141503 PD PATROL

141503 000010	SALARIES-REGULAR	3,466,600	0	3,466,600	656,269.85	.00	2,810,330.15	18.9%
141503 000011	SALARIES OVERTIME	85,000	0	85,000	9,109.46	.00	75,890.54	10.7%
141503 000016	SALARY - BONUS	0	0	0	5,000.00	.00	-5,000.00	100.0%
141503 000020	FICA	270,000	0	270,000	53,296.40	.00	216,703.60	19.7%
141503 000032	PENSION	177,000	0	177,000	25,948.41	.00	151,051.59	14.7%
141503 000033	PENSION - DB PLAN	291,000	0	291,000	69,361.25	.00	221,638.75	23.8%
141503 000040	PENSION - STATE	21,500	0	21,500	5,250.04	.00	16,249.96	24.4%
141503 000045	HOSPITALIZATION I	511,000	0	511,000	123,091.50	.00	387,908.50	24.1%
141503 000060	EE LIFE & DISABIL	20,900	0	20,900	4,231.31	.00	16,668.69	20.2%
141503 000120	WORKER COMPENSATI	111,700	0	111,700	26,609.61	.00	85,090.39	23.8%
141503 000130	TRAINING EXPENSES	109,000	0	109,000	15,063.06	.00	93,483.94	14.2%
141503 000130	VEHICLE EXPENSES	31,000	0	31,000	8,897.10	.00	22,102.90	28.7%
141503 000130	SHOP VEHICLE EXP -	106,200	0	106,200	23,052.91	.00	83,147.09	21.7%
141503 000400	EQUIPMENT MAINT	10,000	0	10,000	33,454.50	.00	9,545.50	4.5%
141503 000410	GAS & OIL	159,000	0	159,000	33,344.06	.00	129,655.94	21.0%
141503 000440	SUPPLIES	5,500	0	5,500	1,024.88	.00	4,475.12	18.6%
141503 000450	CLEANING ALLOWANC	10,000	0	10,000	1,238.75	.00	8,761.25	12.4%
141503 000460	UNIFORMS	64,000	0	64,000	4,042.03	.00	59,957.97	6.3%
141503 001010	OFFICE SUPPLIES	3,000	0	3,000	758.41	.00	2,241.59	25.3%
141503 001300	MEALS	2,000	0	2,000	150.00	.00	1,850.00	7.5%
141503 001410	DUES/FEES/SUBSCRI	3,800	0	3,800	124.00	.00	3,676.00	3.3%
141503 001660	COMMUNICATION FOU	1,500	0	1,500	251.00	.00	1,500.00	5.0%
141503 001990	MISCELLANEOUS	5,000	0	5,000	11,545.94	.00	4,749.00	5.0%
141503 039980	CAPITAL OUTLAY <	24,500	0	24,500	11,545.94	.00	12,954.06	47.1%
TOTAL PD PATROL		5,489,200	0	5,489,200	1,078,114.47	453.00	4,410,632.53	19.6%

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The City of Dalton  
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FOR 2021 99

ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

ORIGINAL  
APPROP

TRANSFERS/  
ADJUSTS

REVISED  
BUDGET

YTD EXPENDED

ENCUMBRANCES

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BUDGET

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USED

141504 PD CRIMINAL INVESTIGATION DIV

141504 000010	SALARIES-REGULAR	870,300	0	870,300	168,842.36	.00	701,457.64	19.4%
141504 000011	SALARIES OVERTIME	38,800	0	38,800	3,196.96	.00	35,603.04	8.2%
141504 000016	SALARY - BONUS	0	0	0	2,000.00	.00	-2,000.00	100.0%
141504 000020	FICA	69,500	0	69,500	13,719.94	.00	55,780.06	19.7%
141504 000030	PENSION	32,200	0	32,200	5,268.02	.00	26,931.98	16.4%
141504 000032	PENSION - DB PLAN	238,200	0	238,200	47,257.30	.00	190,942.70	19.8%
141504 000033	PENSION - STATE	4,500	0	4,500	1,100.00	.00	3,400.00	24.4%
141504 000040	HOSPITALIZATION I	152,000	0	152,000	39,696.50	.00	112,303.50	26.1%
141504 000045	EE LIFE & DISABIL	5,100	0	5,100	1,169.20	.00	3,930.80	22.9%
141504 000060	WORKER COMPENSATI	26,300	0	26,300	6,265.29	.00	20,034.71	23.8%
141504 000120	TRAINING EXPENSES	28,800	0	28,800	5,365.96	.00	23,434.04	18.6%
141504 000130	VEHICLE EXPENSES	7,000	0	7,000	464.36	.00	6,535.64	6.6%
141504 000400	EQUIPMENT MAINT &	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 000410	GAS & OIL	19,400	0	19,400	4,173.34	.00	15,226.66	21.3%
141504 000440	SUPPLIES	3,000	0	3,000	204.98	.00	2,795.02	6.8%
141504 000450	CLEANING ALLOWANC	9,000	0	9,000	402.50	.00	3,597.50	10.1%
141504 000455	CLOTHING ALLOWANC	4,000	0	4,000	.00	.00	9,000.00	.0%
141504 001010	OFFICE SUPPLIES	4,000	0	4,000	1,467.42	.00	2,532.58	36.7%
141504 001300	MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410	DUES/FEES/SUBSCRI	2,200	0	2,200	390.72	.00	1,809.28	17.8%
141504 001650	PURCHASE EVIDENCE	25,000	0	25,000	.00	.00	25,000.00	.0%
141504 001660	COMMUNICATION FOU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990	MISCELLANEOUS	5,000	0	5,000	129.00	.00	4,871.00	2.6%
141504 039980	CAPITAL OUTLAY <	1,800	0	1,800	1,512.86	.00	287.14	84.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,549,800	0	1,549,800	302,626.71	.00	1,247,173.29	19.5%

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FOR 2021 99

ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

ORIGINAL  
APPROP

TRANSFERS/  
ADJUSTMENTS

REVISED  
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YTD EXPENDED

ENCUMBRANCES

AVAILABLE  
BUDGET

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USED

141507 PD SUPPORT SERVICES

141507 000010	SALARIES-REGULAR	524,500	0	524,500	119,361.61	.00	405,138.39	22.8%
141507 000011	SALARIES OVERTIME	7,500	0	7,500	298.72	.00	7,201.28	4.0%
141507 000012	SALARIES-PART TIM	7,200	0	7,200	380.05	.00	6,819.95	5.3%
141507 000016	SALARY - BONUS	0	0	0	9,000.00	.00	-9,000.00	100.0%
141507 000020	FICA	41,200	0	41,200	9,592.69	.00	31,607.31	23.3%
141507 000030	PENSION	27,600	0	27,600	2,301.52	.00	25,298.48	8.3%
141507 000032	PENSION - DB PLAN	94,900	0	94,900	31,124.35	.00	63,775.65	32.8%
141507 000033	PENSION - STATE	600	0	600	324.96	.00	275.04	54.2%
141507 000040	HOSPITALIZATION I	88,400	0	88,400	26,374.50	.00	62,025.50	29.8%
141507 000045	EE LIFE & DISABIL	3,000	0	3,000	640.10	.00	2,359.90	21.3%
141507 000060	WORKER COMPENSATI	18,400	0	18,400	4,383.33	.00	14,016.67	23.8%
141507 000120	TRAINING EXPENSES	42,000	0	42,000	8,485.17	.00	33,514.83	20.2%
141507 000130	VEHICLE EXPENSES	3,000	0	3,000	35.20	.00	2,964.80	1.2%
141507 000330	UTILITIES	48,000	0	48,000	10,144.70	.00	37,855.30	21.1%
141507 000410	GAS & OIL	7,300	0	7,300	862.64	.00	6,437.36	11.8%
141507 000440	SUPPLIES	3,000	0	3,000	61.60	.00	2,938.40	2.1%
141507 000450	CLEANING ALLOWANC	2,400	0	2,400	157.50	.00	2,242.50	6.6%
141507 000455	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
141507 000460	UNIFORMS	4,000	0	4,000	310.77	.00	3,689.23	7.8%
141507 001010	OFFICE SUPPLIES	3,200	0	3,200	572.52	.00	2,627.48	17.9%
141507 001300	MEALS	500	0	500	.00	.00	500.00	.0%
141507 001410	DUES/FEES/SUBSCRI	2,100	0	2,100	532.23	.00	1,567.77	25.3%
141507 001415	CREDIT CARD & BAN	600	0	600	33.02	.00	566.98	5.5%
141507 001610	APPLICANT TESTING	8,500	0	8,500	295.00	.00	8,205.00	3.5%
141507 001880	COMMUNITY SERVICE	12,500	0	12,500	717.24	1.00	11,781.76	5.7%
141507 001990	MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
141507 039980	CAPITAL OUTLAY <	900	0	900	824.96	.00	75.04	91.7%
141507 084725	BUILDING/GROUNDS M	87,100	0	87,100	13,974.64	.00	72,985.36	16.2%
TOTAL PD SUPPORT SERVICES		1,040,500	0	1,040,500	240,789.02	141.00	799,569.98	23.2%
TOTAL GENERAL FUND - OPERATING		9,258,400	0	9,258,400	1,861,629.77	594.00	7,396,176.23	20.1%
TOTAL EXPENSES		9,258,400	0	9,258,400	1,861,629.77	594.00	7,396,176.23	



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The City of Dalton  
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FOR 2021 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,258,400	0	9,258,400	1,861,629.77	594.00	7,396,176.23	20.1%

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FOR 2021 99

ACCOUNTS FOR:  
0210 CONFISCATED ASSETS

ORIGINAL APPROP TRANS/ ADJUSTS/ REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

210001 REVENUES

210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREAS	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-5,255.00	.00	-54,745.00	8.8%
210001 361100 STATE INTEREST EAR	-800	0	-800	-27.60	.00	-772.40	3.5%
210001 361100 TREAS INTEREST TRE	-200	0	-200	-6.80	.00	-193.20	3.4%
210001 392100 STATE PROCEEDS FRO	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL REVENUES	-111,000	0	-111,000	-5,289.40	.00	-105,710.60	4.8%

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FOR 2021 99

ACCOUNTS FOR:  
0210 CONFISCATED ASSETS

ORIGINAL  
APPROP

TRANSFERS/  
ADJUSTMENTS

REVISED  
BUDGET

YTD ACTUAL

ENCUMBRANCES

AVAILABLE  
BUDGET

PCT  
USED

210415 EXPENDITURES

210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	.00	.00	.00	18,000.00	.0%
210415 000370 STATE COURT COSTS	12,500	0	12,500	.00	1,084.00	.00	11,416.00	8.7%
210415 001990 JUSTI MISCELLANEOU	1,000	0	1,000	.00	.00	.00	1,000.00	.0%
210415 001990 STATE MISCELLANEOU	7,000	0	7,000	.00	.00	.00	7,000.00	.0%
210415 001990 TREAS MISCELLANEOU	500	0	500	.00	.00	.00	500.00	.0%
210415 021910 STATE COMMUNICATIO	27,000	0	27,000	.00	3,433.54	.00	23,566.46	12.7%
210415 021910 TREAS COMMUNICATIO	500	0	500	.00	.00	.00	500.00	.0%
210415 039980 JUSTI CAPITAL OUTL	19,000	0	19,000	.00	.00	.00	19,000.00	.0%
210415 039980 STATE CAPITAL OUTL	4,300	0	4,300	.00	.00	.00	4,300.00	.0%
210415 039980 TREAS CAPITAL OUTL	19,200	0	19,200	.00	.00	.00	19,200.00	.0%

TOTAL EXPENDITURES

111,000

0

111,000

4,517.54

.00

106,482.46

4.1%

TOTAL CONFISCATED ASSETS

0

0

0

-771.86

.00

771.86

100.0%

TOTAL REVENUES  
TOTAL EXPENSES

-111,000  
111,000

0  
0

-111,000  
111,000

-5,289.40  
4,517.54

.00  
.00

-105,710.60  
106,482.46

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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-771.86	.00	771.86	100.0%

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The City of Dalton  
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ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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370005 EXPENDITURES

370005 032290 CAPITAL OUTLAY	800,000	0	800,000	10,906.83	.00	800,000.00	.0%
370005 032290 414 CAPITAL OUTLAY	0	0	0	10,906.83	.00	-10,906.83	100.0%
TOTAL EXPENDITURES	800,000	0	800,000	10,906.83	.00	789,093.17	1.4%
TOTAL CAPITAL ACQUISITION FUND	800,000	0	800,000	10,906.83	.00	789,093.17	1.4%
TOTAL EXPENSES	800,000	0	800,000	10,906.83	.00	789,093.17	

FOR 2021 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	800,000	0	800,000	10,906.83	.00	789,093.17	1.4%

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

DATE	392100 GAIN FROM SALES ON GOV DEALS	369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:							334000	342101	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REIM. **	GRANT NAME	I. I. TASK FORCE OVERTIME	S. S. TASK FORCE OVERTIME ***			
<b>CUM TOTALS</b>	<b>0.00</b>	<b>970.00</b>	<b>1,125.00</b>	<b>2,825.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>33.43</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,088.70</b>	<b>0.00</b>	<b>0.00</b>	<b>6,542.13</b>
<b>MARCH</b>																
3/1/2021		15.00					25.00									40.00
3/3/2021				100.00												100.00
3/5/2021		15.00														15.00
3/8/2021		30.00														30.00
3/11/2021		15.00							20.00							35.00
3/12/2021		15.00														15.00
3/15/2021				100.00												100.00
3/16/2021			580.00	225.00												805.00
3/17/2021		150.00														150.00
3/19/2021				100.00					15.00							115.00
3/22/2021		45.00														45.00
3/23/2021		15.00														15.00
3/24/2021		15.00														15.00
3/25/2021		45.00														45.00
3/29/2021		30.00														30.00
<b>MARCH TOTALS</b>	<b>0.00</b>	<b>390.00</b>	<b>580.00</b>	<b>625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0.00</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,555.00</b>
<b>CUM TOTALS</b>	<b>0.00</b>	<b>1,360.00</b>	<b>1,705.00</b>	<b>3,350.00</b>	<b>0.00</b>	<b>0.00</b>	<b>525.00</b>	<b>33.43</b>	<b>35.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,088.70</b>	<b>0.00</b>	<b>0.00</b>	<b>8,097.13</b>
									**03/11/21 - Special Olympics Hat Sale							
									**03/19/21 - Golf Cart Fee							
<b>JUSTICE - Federal Forfeiture Funds:</b>				<b>0.48</b>												
<b>TREASURY - Federal Forfeiture Funds:</b>				<b>27,259.34</b>												
<b>State Drug Seizure Funds:</b>				<b>106,705.34</b>		<b>GOV DEALS SALE OF ASSETS VEHICLES</b>			<b>NONE</b>		<b>GOV DEALS SALE OF ASSETS CELL PHONES</b>			<b>NONE</b>		

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					107,968.86
1/22/2021	20-003790	Sparks Seizure	800.00		108,768.86
1/22/2021	20-007159	Sanchez-Romero Seizure	2,565.00		111,333.86
1/22/2021	20-005778	Storey Seizure	1,890.00		113,223.86
1/29/2021		Interest Credit	13.91		113,237.77
2/8/2021	PO 21020040	DA's Office - Bonds Seizure Court Cost		106.00	113,131.77
2/8/2021	PO 21020041	Clerk's Office - Bonds Seizure Court Cost		82.00	113,049.77
2/8/2021	PO 21020043	DA's Office - Denton Seizure Court Cost		89.40	112,960.37
2/8/2021	PO 21020044	Clerk's Office - Denton Seizure Court Cost		82.00	112,878.37
2/8/2021	PO 21020045	Verizon Wireless - Dec 10 - Jan 09 Cell Phones		1,684.94	111,193.43
2/8/2021	PO 21021001	DA's Office - Sparks Seizure Court Cost		80.00	111,113.43
2/8/2021	PO 21021002	Clerk's Office - Sparks Seizure Court Cost		82.00	111,031.43
2/8/2021	PO 21021003	DA's Office - Sanchez-Romero Seizure Court Cost		256.50	110,774.93
2/8/2021	PO 21021004	Clerk's Officer - Sanchez-Romero Seizure Court Cost		82.00	110,692.93
2/26/2021		Interest Credit	13.69		110,706.62
3/11/2021	PO 21021005	Verizon Wireless - Jan 10 - Feb 09 Cell Phones		1,703.39	109,003.23
3/12/2021	PO 21021006	DA's Office - Quinn Seizure Court Cost		62.60	108,940.63
3/12/2021	PO 21021007	Clerk's Office - Quinn Seizure Court Cost		82.00	108,858.63
3/12/2021	PO 21021008	DA's Office - Mendiola Seizure Court Cost		356.90	108,501.73
3/12/2021	PO 21021009	Clerk's Office - Mendiola Seizure Court Cost		82.00	108,419.73
3/26/2021	PO 21021010	Verizon Wireless - Feb 10 - Mar 09 Cell Phones		1,730.15	106,689.58
3/31/2021		Interest Credit	15.76		106,705.34



[illegible]

To: Public Safety Commission  
 From: Chief Cliff Cason  
 Date: April 27, 2021  
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.9</b>		<b><u>Table of Organization</u></b>
	1	Updated Revision date Updated the current allocation of personnel to the Property and Evidence Section and the Accreditation Manager Updated the revised position title for the Building Maintenance Technician
<b>4.10</b>		<b><u>Property and Evidence Policy and Procedure</u></b>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Separated this into a new Purpose section, rewording Section III – Rewording, new items (F) and (G)
	2	Section IV – Rewording, new subsections (B)(4)(a-c) and (C)
	4	Section V – Rewording, updated numbering
	5	Section VI – Rewording
	6	Section VII – Rewording, removed (A)(2)(c)(1-5), updated lettering
	9	Section VIII – Rewording, removed (K)(5), updated lettering
	10	Section IX – Rewording
	12	Section X – Rewording
	14	Section XI – Rewording, new items (B), (C), (D), (E), and (F)
	18	Section XII – Rewording
	21	Section XIII – Rewording Section XIV – Rewording
<b>4.11</b>		<b><u>Transport and Restraint of Prisoners</u></b>
	1	Revised Title of Policy, Updated revision and re-evaluation dates Section I – Rewording
	1-8	Section II – Rewording, removed item (L)
	8	Section III – Rewording
	10	Section IV – Rewording, new items (A)(5-6), new item (C)(2)(e), new item (E)(6-7), new item (F)
	13	Section V – Rewording, removed item B, updated lettering
<b>4.12</b>		<b><u>Report Writing</u></b>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
	1-6	Section II – Rewording, updated lettering and numbering
	7	Appendix A - Rewording

**4.13****Traffic Enforcement and Direction**

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II – Rewording
- Section III – Rewording
- 2 Section IV – Rewording
- 3 Section V – Rewording
- 4 Section VI – Rewording, updated lettering and numbering
- 6 Section VII – Rewording, removed items (C), (D), (H),  
updated lettering and numbering
- 8 Section VIII – Rewording, updated numbering
- 9 Section IX – Rewording, new item (A), updated lettering and  
numbering
- 10 Section X – Rewording
- 11 Section XI – Rewording
- 15 Section XII – Rewording
- Section XIII – Rewording, updated lettering
- Section XIV – Rewording, updated lettering and numbering

**4.24****Detection and Arrests of Impaired Drivers**

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II – Rewording, combined sub-items, new lettering and  
numbering
- 2 Section III – Rewording
- Section IV – Rewording, new item C, updated lettering
- 3-4 Section V – Rewording, new sub-items (C)(2)(a-c) and (C)(3)
- 4 Section VI – Additional wording

**7.5****Missing Persons**

- 1 Updated Revision and Re-evaluation dates
- Complete re-write of the policy to include a new policy  
statement, definitions, and procedures

**7.7****Surveillance and Undercover Procedures**

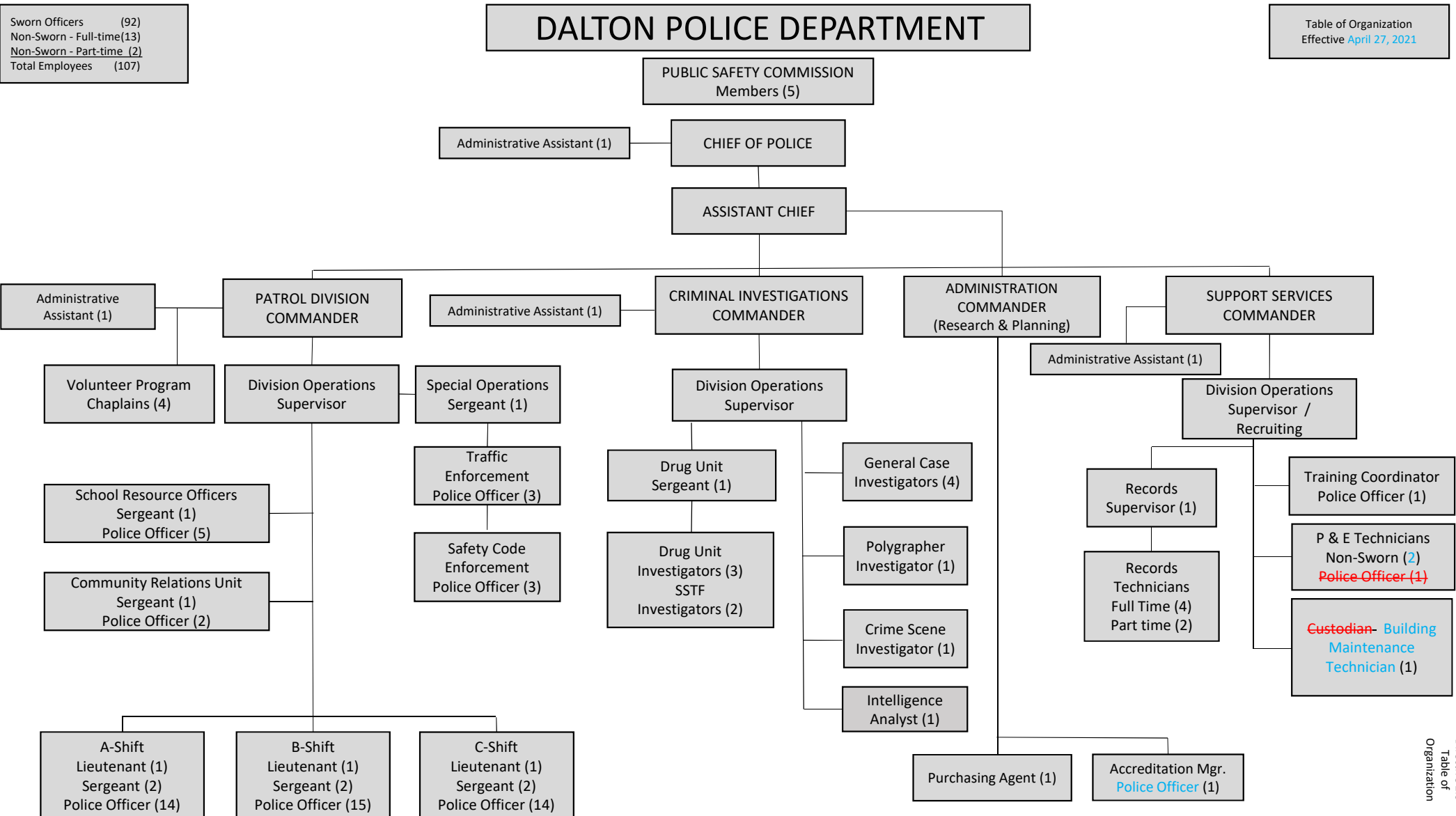
- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II – Rewording
- 1-2 Section III – Rewording, new numbering
- 3 Section IV – Rewording
- 3-4 Section V – Rewording, new lettering and numbering
- 4 Section VI – Rewording, new lettering
- Section VII – New section

**7.8****Covert Electronic Recording and Monitoring**

- 1 Updated Revision and Re-evaluation dates
- Section II – Rewording
- 2 Section III – Rewording
- Section IV – Rewording
- 3 Section V – Rewording
- Section VI – Rewording

Sworn Officers (92)  
 Non-Sworn - Full-time(13)  
 Non-Sworn - Part-time (2)  
 Total Employees (107)

Table of Organization  
 Effective April 27, 2021



Directive 2.9  
 Table of  
 Organization

# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO88-4.10</b>
Subject <b>Property and Evidence Policy and Procedure</b>			
Reference <b>CALEA Standards – 83.3.2, 84.1.1, 84.1.6, 84.1.7</b>		Revised <b>May 28, 2019 April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April 2021 2023</b>		No. Pages <b>24</b>

## I. Policy

It is the policy of the Dalton Police Department to receive, maintain, and dispose of evidence, found property, and recovered property in a lawful and ethical manner and to be accountable for the same. It is also the policy of the Dalton Police Department to require that all property acquired through the civil process function or asset forfeiture proceedings is be accounted for in agency Department records and is disposed of as required by law.

## II. Purpose

To this end, this directive lists the types of and criteria for property and evidence storage areas; establishes a Property and Evidence Unit Section, staffed by Property and Evidence Technicians (PET) with enumerated duties and responsibilities; establishes procedures for the receipt, deposit, maintenance, and disposal of property and evidence; establishes record keeping requirements; and provides for inspections, audits, and inventories.

## III. Definitions

- A. *Audit* – A ~~sampling of the total amount~~ documented accounting of high-risk items (e.g., ~~money~~ cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-Department property to establish that all property is accounted for and records can be reasonably assumed correct. ~~property records under the agency's care must be reviewed with respect to documentation and accountability.~~
- B. *Evidence* – Property which may be related to a crime or which may implicate or clear a person of a criminal charge.
- C. *Found Property* – Non-evidentiary property, which, after coming into the custody of the Department, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
- D. *Inspection* – An inspection is conducted to determine that the Property ~~room~~ and Evidence Section is being maintained in a clean and orderly fashion, that the

### RESTRICTED LAW ENFORCEMENT DATA

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integrity of the property is being maintained, that provisions of ~~agency~~ Department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly and promptly. The inspection can be an inspection of cleanliness, orderliness, and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records.

- E. *Inventory* – A 100% accountability of all high-risk items and additional sampling of items in general storage. An inventory shall be conducted if the audit exceeds a 4% error rate.
- F. *Property and Evidence Custodian* – The Support Services Operations Supervisor who supervises the Property and Evidence Technician(s) and oversees the overall function of the Property and Evidence Section.
- G. *Property and Evidence Technician (PET)* – A sworn or non-sworn employee assigned to the day-to-day operations of the Property and Evidence Section, which includes receiving, logging, storing, and disposing of items of property and evidence.
- H. *Recovered Property* – Non-evidentiary property that is in the custody of the Department for temporary protection on behalf of the owner, property checked in for disposal, and property under observation or awaiting further action.

IV. **Property and Evidence Section ~~Custodian~~ Established**

- A. Property and Evidence Section
  - 1. ~~Section Established~~ The Property and Evidence Section is established to provide for the systematic and efficient processing of all evidence, found property, and recovered property taken into custody by the Dalton Police Department.
  - 2. ~~Organizational Placement~~ The Property and Evidence Section is under the command of the Support Services Division Commander.
  - 3. ~~Staffing~~ The Property and Evidence Section shall be staffed by at least one full-time person who may ~~or may not~~ be a sworn or non-sworn employee. ~~Police Officer.~~
- B. Property and Evidence Technician
  - 1. ~~Position Established~~ A full-time person employee shall be on-duty to handle the day-to-day activities of the Property and Evidence Section.
  - 2. ~~Chain of Command~~ The PET is functionally supervised by the Support Services ~~Commander, or his / her designee~~ Operations Supervisor, who is designated as the Property and Evidence Custodian.

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3. Duties and Responsibilities

- a. The PET is authorized and designated by the Chief of Police to be in charge of all elements of property management, to ensure that all records are correct and in order, and to maintain accurate inventory and disposition records of all property.
- b. The PET shall be responsible to see for ensuring that access to the Property room and Evidence Section, large items storage area, and any temporary storage areas for property is limited and controlled for security and chain of possession custody purposes.
- c. The PET shall note on the Property Record / Receipt form and the property tag the storage location for each item of property placed in the Property room and Evidence Section or large items area. Copies of records / receipts are to be distributed as necessary for receipt, investigation, or other purposes.
- d. The PET shall ~~maintain a control register showing~~ enter the dates of receipt, disposition, and any changes, along with a and description of ~~the various categories of~~ each item of property and evidence into the Department's Records Management System. ~~This shall be accomplished by a computer program.~~
- e. A detailed description of the PET's duties ~~are~~ is enumerated in the Property and Evidence Technician job description.

4. On-call Status

- a. The Property and Evidence Section shall maintain an "on-call" list of Technicians and make the list available to all personnel.
- b. The PET that has been called out is responsible for responding to the Police Services Center within one (1) hour of being notified.
- c. If the PET is unable to complete his / her on-call responsibilities, he / she is required to find a replacement and notify the Watch Commander.

C. Internal Control

- 1. Internal control procedures shall be documented in a procedure manual that is written and carefully followed as a checklist to ensure there is consistency in accounting for property and evidence, to ensure that changes in personnel do not affect the thoroughness of what the Department expects, and to ensure the objectives of accreditation standards are being met.
- 2. The PET is responsible for regularly reviewing and updating the manual to ensure current procedures and practices are documented and being followed.

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3. The procedure manual shall be kept in the office area of the Property and Evidence Section.

V. **Property and Evidence Storage Area**

A. Limited Access Property ~~Room~~ and Evidence Section

1. The Property ~~room~~ and Evidence Section is located on the second floor of the Police Services Center.
2. ~~The~~ This ~~property-room~~ section includes:
  - a. Shelving and bins constructed to facilitate orderly storage of items within each area clearly marked with a letter or number or a combination of both to readily locate specific items. The appropriate location number ~~will~~ shall be noted on all the various property records.
  - b. Special racks, lockers, vaults, and safes constructed to hold rifles, shotguns, and handguns, to safeguard narcotics, cash, and other small valuable items that need added protection.
  - c. A refrigerator / freezer to house small amounts of perishables and to preserve evidence.
  - d. A separate area designated for storage of Department-issued equipment, supplies, uniforms, etc.
  - e. An office area for the storage of the various records kept by the Property and Evidence Section.
3. All property and evidence, with the exception of automobiles, very large items, flammables, and explosives are stored in this area.

B. Storage Area for Large Items

1. The storage area for large items is located in the northwest corner of the building in a fenced area.
2. This is a fenced-in area with a bicycle rack and other measures to facilitate the storage of large items.
3. Large items, i.e. washers and dryers, tires, paper racks, etc., and bicycles are stored in this location.

C. Storage Area for Flammables

1. The storage area for flammables shall be determined on a case-by-case basis after a consultation between the ~~city fire marshal~~ Dalton Fire Department Marshal's Office and the PET.

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2. Flammables and explosives shall be maintained under strict safety guidelines as prescribed by the ~~city fire marshal~~ Dalton Fire Department Marshal's Office.
3. The type of explosives and flammables stored shall be contingent upon what the explosive and / or flammable is composed of. No storage shall be accomplished without a consultation with ~~the city fire marshal and / or~~ the Dalton Fire Department Marshal's Office.

D. Storage Area for Vehicles

1. ~~Tow Service Companies~~ Vehicles shall be towed by tow service companies to their place of business unless the Officer feels that evidence might be destroyed, in which case the vehicle shall be towed to the Department's impound lot.
2. ~~Towing and Storage Fees~~ All towing fees incurred by the Department as a result of the towing of vehicles, ~~except for those cases in which the Department is seeking to seize a vehicle~~, shall be charged and received from all owners of said vehicles before being released.

E. Temporary Storage Areas

1. Temporary storage areas are located adjacent to the Property ~~room~~ and Evidence Section.
2. Temporary storage lockers are designed for Officers to place property and evidence in during night hours and weekends when the Property and Evidence Section ~~control room~~ is closed.
3. The lockers are of various sizes to accommodate different shapes and sizes of evidence or property.
- 4.3. Any evidence, found property, or recovered property shall be placed in the temporary storage lockers when the Property and Evidence Section is closed.

F. Other Storage Areas

If for any reason none of the aforementioned storage facilities are satisfactory for the item(s) needing to be secured, the PET ~~will~~ shall arrange for other storage. In the PET's absence, ~~a watch Supervisor~~ the Watch Commander shall make the determination.

**Security of Property Storage Areas**

A. Entry to Property Storage Areas

1. Except as provided in this directive, entry to any evidence / property storage area shall only be made under the supervision of the PET.

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2. In the absence of the PET, the storage areas may be entered only when the following conditions are met:
  - a. The evidence / property cannot be secured in any of the temporary storage areas ~~(i.e. P&E Locker)~~.
  - b. The entry is logged pursuant to guidelines for the property storage area log. Such notations shall include the name of the person substituting for the PET and inclusive dates that the substitute was in possession of the keys.
3. All storage areas shall be adequately secured during all non-business hours whenever the PET is absent.

**B. Property Storage Area Keys**

Only the following keys to the property storage areas are authorized:

1. One complete set of keys to the limited access Property ~~room~~ and Evidence Section, storage area for large items, impound lot, and temporary storage area shall be assigned to each of the PETs.
2. A key to the storage area for large items and impound lot is issued to all Supervisors. Whenever this key is used, an entry shall be made on the log provided as to the date, time, and reason for using the key.
3. Duplication or possession of keys to the property storage areas or temporary storage lockers shall be made by the PET or with permission by the Chief of Police.
4. Whenever the PET leaves the position or is reassigned, all locks to the property storage areas shall be re-keyed and the intrusion alarm codes changed.

**C. Property Storage Area Log**

A log shall be maintained to note entry into all storage areas. Notations shall be made on the log to document:

1. Any entry of anyone into the storage areas besides the PET.
2. Any entry to the storage areas in the absence of the PET. Notations shall include date, time, circumstance, justification for entry and the name of the employee(s) and Supervisor(s) that entered. Such notations shall include the name of the person substituting for the PET and inclusive dates that the substitute was in possession of the keys.

**VII. Procedures for Initial Receipt and Deposit of Property**

**A. Duties of Officer ~~/Employee~~ taking Property into Custody**

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1. The Officer ~~or employee~~ shall, in every instance, place all property obtained during the shift or duty period into the property control system prior to going off duty. In no instance shall any evidence or property be placed or stored in a personal locker or elsewhere.
2. The Officer ~~or employee~~ coming into possession of property shall prepare a Property Record / Receipt form (Appendix C) describing the property.
  - a. The Officer ~~or employee~~ shall submit the Property Record / Receipt form with the ~~property~~ item of ~~property or evidence~~ to the PET.
  - b. Except for items that are placed in a marked and sealed evidence container, the Officer ~~/employee~~ shall prepare a ~~Dalton Police~~ Department property tag (red - evidence; green - recovered; white - found) and attach ~~same~~ it to the property item(s). Each item of evidence / property received shall be placed in a separate evidence container and be given a corresponding number to the ~~evidence /~~ Property Record / Receipt form. When the owner of the property / evidence is unknown, ~~it~~ multiple items may then be placed in one ~~bag~~ container and so marked.
  - c. ~~The exception to this procedure will be during undercover drug operations. Whenever any member of the Drug Unit determines that it would be detrimental to an ongoing drug investigation to reveal the name of any suspect outside of the Drug Unit, the following procedure will be observed:~~

For cases in which it would be detrimental to an ongoing investigation to reveal the name of the suspect(s), such as an undercover drug investigation, the items of evidence shall be packaged in the same manner as other evidence without listing the suspect(s)'s name. An intelligence file number shall be listed on the evidence packaging / paperwork in the place of the incident case number.

    - ~~(1) Evidence will be placed in an evidence envelope with all pertinent information listed on it.~~
    - ~~(2) The completed envelope will then be placed in a plain envelope with only an intelligence file number written on it.~~
    - ~~(3) The plain envelope will then be sealed with tamper resistant tape and turned over to the Property and Evidence Section.~~
    - ~~(4) The PET will then record the evidence and enter it into the system.~~
    - ~~(5) The Drug Unit Supervisor shall be responsible for the transportation to the crime lab of any evidence handled in this manner.~~

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3. The Officer ~~/employee~~ shall make appropriate inquiries to GCIC regarding serialized or identifiable items of property to determine if the property has been reported stolen and attach the results to the Property ~~Record / Receipt form~~ ~~and Evidence Report~~.
4. The Officer ~~/employee~~ shall complete an incident report describing in detail the circumstances by which the property and / or evidence came into ~~their~~ ~~his / her~~ possession.

B. Special Handling Procedures

1. When the PET is on duty, the Officer ~~/employee~~ shall deliver property taken into custody to the Technician.
2. When the PET is off duty, the Officer ~~/employee~~ shall place:
  - a. Small-sized property items, tagged or bagged, with the Property Record / Receipt form in a temporary storage property locker.
  - b. Large-sized items in the storage area for large-sized items, i.e., bicycles, tires, etc. The key to the storage area for large items shall be obtained by a Supervisor, as set forth in Section VI, B, 2 of this directive.

3. Items Requiring Special Handling

- a. All firearms shall be unloaded by the Officer before ~~entering the submitting them to the~~ Property ~~and Evidence~~ Section. If a firearm cannot be unloaded due to a malfunction or unfamiliarity with the firearm, the Officer shall attach a note describing the malfunction and give a warning that the firearm has not been unloaded before ~~depositing same with~~ ~~submitting it to~~ the Property ~~and Evidence~~ Section.
- b. Ammunition shall be packaged separately from any firearms and shall be entered into the Property ~~and Evidence~~ Section as a separate item.
- ~~c. b.~~ Flammables and explosives shall not be brought to the Property ~~and Evidence~~ Section until the ~~fire marshal or~~ Dalton Fire Department ~~Marshal's Office~~ has been consulted to determine the proper procedure for storage.
- ~~d. e.~~ Perishable items or evidence in need of freezing or refrigeration shall be kept in the refrigerator / freezer in the Property ~~room~~ ~~and Evidence Section~~.
- ~~e. d.~~ Items that may contain infectious diseases should be handled in accordance with directive GO89-4.20, Blood Borne Pathogens and Other Infectious Diseases.

**RESTRICTED LAW ENFORCEMENT DATA**

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VIII. **Initial Processing of Property by the Property and Evidence Custodian Technician**

- A. Property that has been taken into police custody that has been properly packaged, tagged, and accompanied by a properly completed Property Record / Receipt form ~~will~~ shall be accepted by the PET personally from the Officer or, in his / her absence, from a temporary storage locker.
- B. Each duty day, except under special circumstances, the PET ~~will~~ shall remove all property from the temporary storage lockers, check all paperwork for errors and completion, and if found to be proper, accept the property into the system. On days when an audit or inventory is being performed, lockers and paperwork ~~will~~ may be completed the next business day.
- C. Upon acceptance of the property, the PET ~~will~~ shall place his / her signature on the Property Record / Receipt form and retain it for accountability and record purposes.
- D. All property that has been taken in shall be assigned a specific location and the location number (bin, wall, aisle, row, etc.) shall be placed beside the listed items on the Property Record / Receipt form and on any property tags. The assigned location number and shall be recorded in the ~~control register~~ Records Management System.
- E. A systematic storage procedure shall be established to segregate evidence, and found property, and recovered property. Narcotics, firearms, and other valuables (cash, jewelry, precious metals, etc.) are to be further segregated and placed in a separate security area.
- F. Appropriately sized boxes, bags, and containers ~~will~~ shall be used to store property in a neat and orderly fashion so as to make use of all space available in order to easily locate items when necessary.
- G. Security tape shall be used on all evidence containers or envelopes where narcotics / drugs are contained and where other items of evidence are placed for latent print purposes to be sent to the crime lab. Security tape need not be used for other items of property unless deemed absolutely necessary for its preparation or non-contamination. ~~(GA. Code Ann. 17-5-50)~~
- ~~H.F.~~ After the storage of property, the original Property Record / Receipt form (Appendix C) shall be filed in the Property and Evidence Section office.
- ~~I.G.~~ Liquids from open containers (alcoholic beverage, etc.) that pose storage problems when ~~it is~~ they are difficult or even impossible to seal to prevent evaporation, spillage, or contamination of other property, may be placed in small sterile glass jars with a threaded cap for preservation of a sample of the substance. The remainder ~~will~~ shall be destroyed.
- ~~J.H.~~ Perishable items of quantity ~~will~~ shall not be stored but ~~will~~ shall be photographed and returned to the owner. Small amounts of perishables, including blood samples, etc. ~~will~~ shall be stored in proper and separate containers in the

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refrigerator / freezer.

**K.†** A victim's property, i.e., hand tools, prosthetic devices, health aids, or other personal belongings, seized as evidence, but necessary to a victim's well-being, occupation, etc., should not be held in custody at an inconvenience to the victim. These items may be returned when all of the following conditions are met:

1. The item(s) is the victim's property.
2. The item(s) has been seized as evidence.
3. The item(s) is needed by the victim.
4. The District Attorney's Office approves the release with a photo of the item. All photographs in these cases shall be saved in the Records Management System, saved in case files, or submitted as items of evidence.

~~5. The item(s) can be returned within the uniform Officer's tour of duty and within twenty-four (24) hours by a Detective.~~

~~All photographs in these cases will be verified, authenticated and placed in secure property containers as if the actual property were on hand. Detectives may store the photos they make within the appropriate files.~~

**L.‡** Narcotic and dangerous drug evidence (capsules, pills, etc.) ~~should~~ shall be counted, as well as weighed. Counting should be performed in addition to, not in lieu of, weighing. The package and Property Record / Receipt form ~~should~~ shall note the number and weight of the evidence. Exceptions to weighing the substance are permissible when the substance is officially sealed in tamper-proof protection packaging. An original package found with drugs shall be retained, ~~and~~ ~~so~~ marked, and submitted as a separate item of evidence. Additionally, all containers of narcotics and dangerous drugs should be inspected for tampering, and, if any is detected, it should be immediately brought to the attention of the Officer submitting the drugs and the Officer's immediate Supervisor.

#### **VIII. Movement of Property**

**A. ~~Movement of Property to be Recorded on Property Record / Receipt form~~**

All movement of property in and out of the property storage areas ~~must~~ shall be recorded, signed out by the PET, and receipted for by an authorized withdrawer. The date, time, and purpose of withdrawal shall be noted on the Property Record / Receipt form corresponding to the number for each item that is ~~numbered~~ listed.

**B. ~~Property Release Authorization Form~~**

The person who has checked out the property is to be provided a Property Release Authorization form (Appendix A), upon which a description of the property is given, including the incident case number and the Property Record / Receipt item number.

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1. When the item(s) is kept by the court, the person who checked out the item(s) is required to return the Property Release Authorization form to the Property and Evidence Section. The returned copy ~~will~~ shall be attached to the Property Record / Receipt form.
  2. In instances where a court trial is not concluded in one day, the items that are not kept by the court ~~must~~ shall be returned to the Property ~~room~~ and Evidence Section and be checked out again on the next court date.
- C. Submissions to the Georgia Bureau of Investigation (GBI) Crime Lab
1. The PET ~~will~~ shall be responsible for submitting ~~all~~ evidence to a GBI crime lab. ~~Exception – section VI. (A)(2)(c)(5).~~
  2. All evidence submitted to a GBI crime lab, ~~will~~ shall be packaged and transmitted in an orderly fashion, consistent with the requirements of the crime lab. Officers should reference the Property and Evidence Procedure Manual, found in the mail room, if guidance is needed when packaging items for submission to a crime lab. The GBI also maintains an online manual through their Division of Forensic Sciences, if additional guidance is needed.
  3. All evidence submitted to a GBI crime lab shall be accompanied with a GBI Crime Lab Submission Form. The following information should also be provided when evidence is submitted to a crime lab:
    - a. Name (suspect and / or victim)
    - b. Brief description of contents of packaging
    - c. Location where collected
    - d. Date of incident
    - e. Officer's name, agency, and agency case number
  4. When submitting evidence at a GBI crime lab in person, the submission form shall be time / date stamped upon arrival and a copy made. The evidence ~~will~~ shall then be secured in a lock box at the crime lab.
  5. If evidence must be mailed to a GBI crime lab, a copy of the submission form shall be made prior to mailing. If this method of submission is utilized, the evidence shall be sent by certified mail.
  6. The transfer of custody to a GBI crime lab shall be documented on the back of the Property Record / Receipt form ~~(Appendix G)~~ and in the Department's Records Management System.
  7. GBI crime labs provide an electronic report of laboratory findings as standard procedure on all requests for laboratory examination. These reports are made accessible to the Police Department via ~~the Internet~~ an

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online database.

**IX. Disposal of Property**

**A. Disposal of Property in General**

1. Authorized Methods of Disposal
  - a. Return to owner
  - b. Sell / Auction
  - c. Destroy
  - d. Turned over to the Sheriff of Whitfield County or other agencies
  - e. Retained by the Department
  - f. Given to charity
2. No item of property shall be disposed of in any manner until a Property Release Authorization form (Appendix A), a Property / Evidence Release Authorization form (Appendix B), or a Property and Evidence Expired Diary Date Report, containing an approving Supervisor's signature and a listing of disposal instructions, has been received by the PET.
  - a. Any disposition or release forms requesting weapons to be returned to owners ~~must~~ shall be accompanied by a current criminal history or verification of citizenship for the owner. In addition, any disposition or release forms requesting the return of a firearm to its owner shall be accompanied by a current GCIC check of the firearm's serial number to ensure it has not been reported as stolen.
  - b. The completed Property Release Authorization form, Property / Evidence Release Authorization form, or Property and Evidence Expired Diary Date Report is to be attached to the Property Record / Receipt form and then ~~to be~~ filed in the Property and Evidence Section by class, pending the disposal of each item. Separate file sections are maintained to indicate classes of disposition, i.e., return to owner, destroy, or hold for sale. Return to owner, destroy, or hold for sale files ~~is~~ are to be maintained by incident ~~case~~ report number.
3. The PET shall cause to be reviewed, through the ~~use of the computer~~ Records Management System, the review date to ensure timely release or disposition of property that comes into the custody of the Department. This shall be accomplished on a monthly basis by means of a computer-generated Property and Evidence Expired Diary Date Report for each item of property / evidence which has a review date that falls within that month. These forms ~~will~~ shall be disseminated to the proper employee ~~through their shift Commander / Supervisor~~ and returned to the Property and

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Evidence Section within ~~twenty-one (21)~~ fifteen (15) days of dissemination, with a recommendation and signature of approval ~~of shift Commander /~~ by a Supervisor ~~affixed~~.

4. The PET shall send a property release notice by letter to the owner, when known, of the location and method by which the property is available for release. A copy of the letter of release notice is placed in the file for the property to be released and followed up on within the time specified on the notice.
5. The disposition of personal property in the custody of the Department shall be in accordance with OCGA 17-5-54.

B. Return of Property to Owner

1. The person to whom property is released ~~must~~ shall sign a declaration of ownership. When completed, the Property / Evidence Release Authorization form is to be attached to the original Property Record / Receipt form and maintained by the PET. ~~(OCGA 17-5-50)~~. In some instances, the owner may not be available (i.e. deceased, in jail, etc.). In such instances, the Officer shall verify that the property may be released to another person.
2. Property which was found, valued under \$50, and is unclaimed for ninety (90) days by the owner; ~~will~~ shall be disposed of by sale, converted to Department use, or destroyed. For found property valued over \$50, the same procedure applies, except that the item must be publicized as being found, and if not claimed by the owner, the item is to be disposed of as set forth above. No property ~~will~~ shall be released to any employee for use unless first ~~cleared through~~ approved by the Chief of Police.
3. Property suspected of having been stolen and in possession of a dealer in secondhand sales, upon which a hold has been placed, shall not be disposed of for a period not to exceed ninety (90) days or until the court or investigating Officer authorizes the release.
4. Prior to the release of any ammunition along with a firearm, approval shall be obtained from a Division Commander or ~~their~~ his / her designee. After the applicable paperwork is complete, an Officer shall turn over the ammunition to the owner outside of the Police Services Center.

C. Unclaimed Property

1. The PET shall be thoroughly familiar with the state code / law and county / city ordinances regarding the sale of property that comes into the Department's custody for whatever reason and is unclaimed. (OCGA 44-12-193 through 44-12-194). The PET shall be responsible for the sale and accountable for any monies gained, less any costs incurred for advertisement, etc., as a result of the sale. Monies are to be deposited in an account, as required by the City Finance Department.

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2. Stolen or embezzled property, other than cash, negotiables, firearms, or narcotics, not claimed by the owner at the expiration of ninety (90) days after notification that the owner may obtain it, shall be disposed of by law.
  3. Found property, which is not returned to the owner, and which was found in the course of the Department's regular operations, ~~must~~ shall be disposed of by law.
- D. Forfeiture of Weapons used in Commission of Crime or Illegally Concealed
1. Any device which is used as a weapon in the commission of any crime against any person or any attempt to commit any crime against any person and any weapon for which a person has been convicted of the crime of carrying a concealed weapon, as provided for by ~~Code Section~~ OCGA 16-11-126, is declared to be contraband and is forfeited. (OCGA 17-5-51)
  2. When the final judgment is entered finding a defendant guilty of the commission or attempted commission of a crime against any person, any device which was used as a weapon in the commission of the crime shall be turned over by the person having custody of the device to the sheriff, Chief of Police, or other executive officer of the law enforcement agency that originally confiscated the weapon or device when the device is no longer needed for evidentiary purposes. If the device used as a weapon in the crime is not the property of the defendant, there shall be no forfeiture of such weapon. (OCGA 17-5-52)

**XI. Inspections, Audits, and Inventories**

- A. The PET shall maintain an accurate ~~running~~ inventory and listing of all items currently in possession of the Property and Evidence Section ~~through the Records Management System. This can be accomplished with the computer.~~
- B. Semi-annual Inspection
1. The Support Services Division Commander or his / her designee shall complete an inspection of the Property and Evidence Section two (2) times per year.
  2. The inspection is conducted to determine that the Property and Evidence Section is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of Department policies and directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly and promptly.
  3. The inspection shall include tracing a few pieces of property and evidence to assure they are in the proper location as referenced by the Records Management System and the Property Record / Receipt forms.

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4. The results of the inspection shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, and the PET(s).

C. Unannounced Inspection

1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an unannounced inspection of the Property and Evidence Section one (1) time per year.
2. The inspection is conducted to determine that the Property and Evidence Section is being maintained in a clean and orderly fashion, that security measures are effective, and that provisions of Department policies and directives concerning the property management system are being followed.
3. The inspection shall include an accounting of a percentage of randomly selected property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the inspection is as follows:
  - a. 100% of the safes
  - b. 100% of the impound lot
  - c. 100% of the firearms rack
  - d. 10% of the drug vault
  - e. 10% of the large item storage area
  - f. 10% of the general property and evidence storage areas
4. The results of the inspection shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

D. Annual Audit

1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an audit of the Property and Evidence Section one (1) time per year. The Supervisor may select other members to assist with conducting the audit.
2. The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of property.
3. The audit shall include an accounting of a percentage of randomly selected

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property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the audit is as follows:

- a. 100% of the safes
  - b. 100% of the impound lot
  - c. 100% of the firearms rack
  - d. 25% of the drug vault
  - e. 25% of the large item storage area
  - f. 25% of the general property and evidence storage areas
4. The results of the audit shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

E. Change in PET Personnel Audit

1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an audit of the Property and Evidence Section whenever a PET is assigned to and / or transferred from the position.
2. If the audit is conducted in conjunction with the assignment of a new PET, the audit shall be conducted jointly by the newly designated PET and the assigned Supervisor to ensure that records are correct and properly annotated. All discrepancies shall be recorded prior to the assumption of property accountability by the newly appointed Technician.
3. The audit shall include an accounting of a percentage of randomly selected property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the audit is as follows:
  - a. 100% of the safes
  - b. 100% of the impound lot
  - c. 100% of the firearms rack
  - d. 25% of the drug vault
  - e. 25% of the large item storage area
  - f. 25% of the general property and evidence storage areas

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4. The results of the audit shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

F. Inventory

1. If an audit of the high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) reveals an error rate of more than four (4) percent, the Support Services Division Commander shall complete an action plan to correct the deficiencies, and an inventory of all high-risk items and other property and evidence shall be required.
2. At any time, the Chief of Police may require an inventory of the Property and Evidence Section to be conducted.
3. The inventory shall consist of an accounting of every item of property and evidence stored in the Property and Evidence Section and related storage areas.
4. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct the inventory. The Supervisor may select other members to assist with conducting the inventory.
5. Errors consist of the following:
  - a. An item is found to have the wrong disposition, such as being wrongfully destroyed.
  - b. An item is not located in the designated location, as referenced by the Records Management System or Property Record / Receipt form.
  - c. A high-risk item is assigned or located in the wrong or inappropriate location (e.g., drugs assigned to a location other than the drug vault)
  - d. A discrepancy between the Records Management System and the Property Record / Receipt form.
  - e. An item has the wrong label on the packaging.
  - f. An item that has already had a final disposition is still documented as being in custody of the Department.
  - g. Paperwork for an item is unable to be located even though the item is documented as still being in the custody of the Department.
6. The results of the inventory shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence

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### Custodian, and the PET(s).

~~Whenever the person responsible for the primary control of the property and evidence function is assigned to and / or transferred from the position, an audit of property to ensure that records are correct and properly annotated is conducted jointly by the newly designated PET and a designee of the Chief of Police. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed PET. A written copy of this audit shall be forwarded to the Chief of Police, the designated certification manager, and the PET. The Division Commander, Chief of Police, accreditation manager, and PET will maintain a file on this audit.~~

~~C. The Support Services Division Commander, or his / her designee, shall perform an audit of the Property and Evidence function semi-annually to determine adherence to procedures and for the control of property. A written copy of these audits shall be forwarded to the Chief of Police, the designated accreditation manager, and the PET. The Division Commander, Chief of Police, accreditation manager, and PET will maintain a file on these audits.~~

~~D. An annual audit of property and evidence held by the Department shall be conducted by a Supervisor not routinely or directly connected with control of the property and evidence function, at the direction of the Support Services Division Commander. A copy of this audit shall be forwarded to the Chief of Police, the accreditation manager, and the PET. The Division Commander, Chief of Police, accreditation manager, and the PET will maintain a file of these audits.~~

~~E. At least one unannounced inspection shall be conducted annually of the Property and Evidence Section by the Chief of Police, or his / her designee. This inspection shall be documented and a copy forwarded to the Chief of Police, accreditation manager, and the PET. The Support Services Division Commander, the Chief of Police, accreditation manager, and PET will maintain a file on these unannounced inspections.~~

~~F. If there is more than a 4% error rate during the audit or inspection, a written action plan will be developed by the Support Services Division Commander and an inventory shall take place to correct the deficiency. The plan will be forwarded to the Chief of Police.~~

## **XII. Property and Evidence Section Forms Completion**

### **A. Property Record / Receipt**

#### **1. Purpose**

The Property Record / Receipt form (Appendix C) is used to record evidence, recovered property, and found property that comes into the custody of the ~~Dalton Police~~ Department.

#### **2. Origin**

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The Property Record / Receipt form originates with the ~~law enforcement~~ Officer. The form is completed each time an ~~Dalton Police~~ Officer takes possession of a piece of property ~~and/~~ or evidence.

3. ~~Number of Copies~~

One copy is prepared by the Officer for each incident.

4. ~~Completion~~

The Property Record / Receipt form is completed in accordance with the guidelines set forth in the property and evidence procedure manual.

B. Property Transfer

1. ~~Purpose~~

The Property / Evidence Release Authorization form (Appendix B) is used to record the transfer of evidence or property from the custody of the Property and Evidence Section to the court, district attorney, laboratory, or others.

2. ~~Origin~~

The Property / Evidence Release Authorization form originates with the PET and is attached to the top rear of the ~~PET copy of~~ Property Record / Receipt.

3. ~~Number of Copies~~

Only one copy is prepared by the PET.

4. ~~Completion~~

The Property / Evidence Release Authorization form is completed by the person transferring or releasing the property. The form ~~will~~ shall be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

C. Property Release Authorization form

1. ~~Purpose~~

The Property Release Authorization form (Appendix A) is used to obtain the proper disposition of property in the custody of the ~~Dalton Police~~ Department.

2. ~~Origin~~

The Property Release Authorization originates with the ~~law enforcement~~ Officer.

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3. ~~Number of Copies~~

Only one copy is prepared by the Officer releasing the item.

4. ~~Completion~~

The Property Release Authorization form shall be is completed in accordance with the guidelines set forth in the property and evidence procedures manual.

D. Notice to Claim Property Letter

1. ~~Purpose~~

The purpose of the Notice to Claim Property letter is to notify citizens that property in the possession of the Department is ready for pick-up or disposition.

2. ~~Origin~~

The Notice to Claim Property letter is completed by the Property and Evidence Section.

3. ~~Number of Copies~~

Only one copy is prepared is prepared by the PET.

E. Limited Access Property Room Entry Log

1. ~~Purpose~~

The Limited Access Property Room Entry Log (LAPREL) is used to maintain a listing of all entries into the Limited Access Property Room in the absence of the PET.

2. ~~Origin~~

The LAPREL is kept in the Limited Access Property Room so that entries can be made by those persons who have a need to enter.

3. ~~Number of Copies~~

Only one copy is prepared.

F. Large Item Storage Area Entry Log

1. ~~Purpose~~

The Large Item Storage Area Entry Log (LISAEL) is used to maintain a listing of all entries into the large item storage area in the absence of the

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PET.

2. ~~Origin~~

The LISAEL is kept inside the weatherproof boxes installed inside the LISA and the Impound Lot.

3. ~~Number of Copies~~

Only one copy is prepared.

**XIII. Procedures for Destroying Personal Property**

No personal property shall be destroyed until a court order is obtained from a Superior Court Judge. The PET and ~~a Department Supervisor~~ ~~the Property and Evidence Custodian~~ shall verify all forms, related paperwork, and the item of personal property prior to it being destroyed.

**X~~III~~IV. Procedures for Medication Collection Box**

- A. The medication collection box is securely mounted to the floor of the lobby in the Police Services Center and shall remain locked until its use is required.
- B. When a citizen requests to deposit an item(s) into the collection box, a Records Technician ~~will~~ ~~shall~~ first verify that the item(s) ~~are~~ ~~is~~ acceptable. The Records technician ~~will~~ ~~shall~~ then unlock the box and re-secure it once the item(s) ~~are~~ ~~is~~ deposited.
- C. Once per year, ~~an Officer~~ ~~the PET~~ shall ~~be directed to~~ obtain a case number which ~~will~~ ~~shall~~ be used to track that year's collected medication.
- D. At least once per month, the PET and ~~an Officer~~ ~~will~~ ~~a Supervisor~~ ~~shall~~ empty the collection box, and the deposited items ~~will~~ ~~shall~~ be bagged, weighed, and then submitted into the Property ~~and Evidence~~ Section as found property. The items ~~will~~ ~~shall~~ be marked for destruction.
- E. The PET ~~will~~ ~~shall~~ periodically transport the collected items for destruction to the GBI Crime Lab.
- F. On a quarterly basis, the PET ~~will~~ ~~shall~~ compose a report of the total gross weight of items collected from the medication collection box. This information ~~will~~ ~~shall~~ be included in the Support Services quarterly report and ~~will~~ ~~shall~~ also be forwarded to the CVS Pharmacy Corporation.

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

**RESTRICTED LAW ENFORCEMENT DATA**

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**CHIEF OF POLICE**  
**Appendix A**

DALTON POLICE DEPARTMENT PROPERTY RELEASE AUTHORIZATION		
Date of Release	<input type="checkbox"/> Evidence <input type="checkbox"/> Found Property <input type="checkbox"/> Recovered Property	Citation or Case Number
Item Number	Description	

**Disposal Instructions:**

☐ Destroy      ☐ Auction      ☐ Return to Owner      ☐ Charity  
☐ Owner Notified      ☐ Other (specify) \_\_\_\_\_

Print the Name and Address of Person Receiving Property:

NAME

ADDRESS

CITY / STATE / ZIP

I certify, under penalty of perjury, that I am  
the lawful owner/guardian of the above-  
described property and that I have taken  
possession of the above-described property.

OFFICER'S SIGNATURE

DATE

APPROVING SUPERVISOR SIGNATURE

DATE

OWNER/GUARDIAN'S SIGNATURE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

PHONE NUMBER

EPF REL 880904 R0503

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## **Appendix B**



### **DALTON POLICE DEPARTMENT PROPERTY / EVIDENCE RELEASE AUTHORIZATION**

**Date of Release:**

**Incident / Citation #**

**Item# Description**

**Release Type:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Destroy            | <input type="checkbox"/> Auction         | <input type="checkbox"/> Return to Owner |
| <input type="checkbox"/> Release To Officer | <input type="checkbox"/> Charity         | <input type="checkbox"/> Other Agency    |
| <input type="checkbox"/> Other (Specify)    | <input type="checkbox"/> Wrecker Service |  |

\_\_\_\_\_  
Name / Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Signature

I certify, under penalty of perjury, that I am the lawful owner / guardian of the above items, an authorized designee of the owner / guardian to receive the above items, or an authorized officer / designee of the court authorized to receive these items.

**For Property Custodian Use Only**

2 of 2

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## Appendix C

### DALTON POLICE DEPARTMENT PROPERTY RECORD/RECEIPT

Page \_\_\_\_\_ of \_\_\_\_\_

Offense	Officer Obtaining Property	Receipt/Citation/Case Number	
Where Property was Obtained	Date & Time Property Obtained	APPROVED FOR IMMEDIATE RELEASE	
Beat #			
Name and Mailing of Person from whom Property was obtained		Check Proper Box:	Retention Type
Check One: <input type="checkbox"/> Suspect <input type="checkbox"/> Victim <input type="checkbox"/> Owner <input type="checkbox"/> Finder		<input type="checkbox"/> Evidence <input type="checkbox"/> Recovered Property <input type="checkbox"/> Found Property	<input type="checkbox"/> Misdemeanor 90 Days <input type="checkbox"/> Felony 1 Year <input type="checkbox"/> Rape Forever <input type="checkbox"/> Homicide Forever <input type="checkbox"/> Sex Crimes w/DNA Forever
Name		Race	Sex
Address		DOB	
City, State, & Zip	Phone No.		

PROPERTY itemized, detailed description, including color, size, serial number, etc. Number each item consecutively from number one. If second page of the Property Record is needed, identify the first item described on the second page as item number 6, etc.

Item [ ] _____	Storage Location
_____	Value
Item [ ] _____	Value
_____	Value
Item [ ] _____	Value
_____	Value
Item [ ] _____	Value
_____	Value
Item [ ] _____	Value
_____	Value

Comments or additional suspects' names and addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee Completing Report   Approving Supervisor Signature EPF PRO 880901 R 1307	To Be Filled In by Property Custodian Date Received _____ Time Received _____  Received By _____
--	---

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### PROPERTY TRANSFER RECORD

Signature of Person Who Received Item & Destination of Item	Date & Time Property Is Checked Out	Property Custodian Signature	Signature of Person Who Returned Item	Date & Time Property Is Checked In	Property Custodian Signature
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					
Item [ ] _____					

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# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO91-4.11</b>
Subject <b>Transporting and Restraint of Prisoners / <del>Inmate Work Crews</del></b>			
Reference <b>CALEA Standards - 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.5.1, 71.1.1</b>		Revised <b><del>May 28, 2019</del> April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April <del>2021</del> 2023</b>		No. Pages <b>14</b>

## I. Policy

~~Prisoners~~ The policy of the Dalton Police Department ~~shall be transported~~ is to transport and restrain all prisoners in a manner ~~which will that shall~~ adequately provide for the safety and security of ~~the~~ prisoners, the transporting Officer(s), and the general public.

## II. Transport Operations

### A. Search of Prisoners

1. All adults and juveniles ~~will~~ shall be searched prior to being transported and each time they come into the transporting Officer's custody.
2. Whenever practical, adults and juveniles shall be searched by an Officer of the same ~~sex~~ gender.

### B. Transportation Vehicles

1. Marked patrol vehicles, which have had the rear passenger door compartments modified to transport prisoners, shall be the preferred mode of transportation for all arrested persons.
  - a. These vehicles have a safety cage to separate the driver and prisoner.
  - b. Rear door windows and rear door handles (inside) have been rendered inoperative for security reasons.
2. Non-caged vehicles ~~should~~ shall not be used for prisoner transportation unless authorized by a Supervisor. When so authorized, extra caution shall be exercised by the transporting Officers to ensure the security and safety of both the prisoner and ~~Police~~ the Officers.

### C. Search / Inspections of Transportation Vehicles

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1. Any vehicle that may be used to transport a prisoner shall be examined at the beginning of each watch, prior to use, to assure the vehicle is safe and good operating condition, including fuel and oil levels, and properly equipped with **operable** emergency equipment. The passenger compartment shall be thoroughly searched for contraband, weapons, and / or other items.
  2. Prior to transporting a prisoner, the Officer(s) ~~will~~ **shall** ensure the vehicle has been **properly** searched. In addition, the vehicle shall be searched after a prisoner has been transported. These searches shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and / or other items **into the passenger compartment**.
  3. Investigators shall be responsible for inspection and examination of any unmarked unit, prior to use, to ensure the vehicle is in safe operating condition and has appropriate **and operable** emergency equipment.
- D. Officer safety and prisoner security shall be ensured by adhering to the following guidelines for seating arrangements in transport vehicles (See Appendix A).
1. No more than two (2) prisoners shall be transported in the back seat of any police vehicle with a prisoner shield or cage.
  2. No more than one (1) prisoner, by no fewer than two (2) Officers, shall be transported when using a police vehicle without a prisoner shield or cage.
  3. Specific seating arrangements of Officers in relation to prisoners are diagrammed in Appendix A of this order to ensure the continuous observation of prisoners.
- E. Observation of Prisoners by Transporting Officers
1. **All** prisoners ~~must~~ **shall** be **kept** under observation while being transported. This will **help to** reduce the opportunity of attack or escape.
  2. Exceptions – Officers shall position themselves to prevent **a prisoner's** escape:
    - a. At medical facilities when medical practice prohibits an Officer's presence.
    - b. When toilet facilities are used by a prisoner of the opposite ~~sex~~ **gender**.
- F. Meals ~~will~~ **shall** be provided to prisoners who are being transported for a long distance that would require several hours (e.g., six (6) hours or more). A restaurant ~~will~~ **shall** be selected at random by the transporting Officer(s).

**RESTRICTED LAW ENFORCEMENT DATA**

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- G. Transporting Officers with a prisoner(s) in their custody ~~will~~ shall not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and the risk to the prisoner(s) is minimal.
1. Transporting Officers en route with a prisoner(s) ~~will~~ shall only detour from their en route status to render aid and assistance in life-threatening situations or at the direction of a Supervisor.
  2. In no instance shall transporting Officers grant any request from the prisoner to stop at any location for any reason.
  3. The primary responsibility for transporting Officers shall always be the protective custody and safety of their prisoners.
- H. In the event a prisoner escapes while being transported, the following notifications, reports, and actions shall be initiated by the transporting Officer:
1. Notifications to be made of a prisoner escape while transporting:
    - 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 will be undertaken
      - (6) Any other information which may assist apprehension efforts
    - b. Notify the jurisdiction where the escape occurred.
    - c. Notify the Watch Commander ~~Supervisor~~.
    - d. The ~~Supervisor~~ Watch Commander shall have the responsibility for the notification of the:
      - (1) Appropriate Division Commander
      - (2) Chief of Police
  2. ~~Reports to be prepared:~~ A detailed incident report shall be prepared following the escape, and the appropriate Division Commander shall be made aware of the case number.
    - a. ~~Prepare appropriate Incident report.~~

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~~b. Forward copy of report to Division Commander.~~

3. Further actions to be taken:

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

I. Transporting Officers ~~will~~ shall not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Upon arrival at the destination, an opportunity for the prisoner(s) to communicate with family, friends, and attorneys may be afforded.

J. Arrival at Destination

1. Whitfield County Jail (WCJ)

- a. Transporting Officers who transport a prisoner via police vehicle ~~will~~ shall utilize the prisoner sally port for access to the WCJ.
- b. Transporting Officers ~~will~~ shall secure their firearm(s) in the weapons lockers, the trunk of their vehicle, or the rack mounted inside of their vehicle prior to entering the booking area.
- c. Prisoners ~~will~~ shall be taken to the booking area to be processed by WCJ booking staff.
- d. Transporting Officers shall deliver all pertinent documents to the WCJ booking staff.
- e. Transporting Officers shall notify the receiving facility of any potential medical or security risks posed by the prisoner.
- f. WCJ booking staff shall remove the restraints when necessary for prisoner processing and prior to placing the prisoner in a cell.
- g. Transporting Officers shall document the transfer of custody in the Department's Records Management System.

2. ~~Dalton~~ Officers engaged in a prisoner transport at other agencies ~~will~~ shall:

- a. Comply with standard operating procedures pertaining to the policies of the Dalton Police Department.
- b. Comply with the policies, procedures, rules, and regulations of the other jurisdiction while at their facility.

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- c. Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.
- d. Deliver all pertinent documents, including those that accompany the prisoner, to the receiving Officer.
- ~~e. Deliver the necessary documents that accompany a prisoner to the receiving Officer.~~
- e.f. Notify the receiving facility of any potential medical or security risks posed by the prisoner.
- f.g. Ensure that the prisoner's property is properly transferred.
- g.h. Document the transfer of custody in the Department's Records Management System.

K. Prisoners Taken to a Medical Facility

1. Transportation

- a. A prisoner requiring medical attention shall be transported to the hospital.
- b. In emergency situations, in which the prisoner is injured and in the Officer's best judgment that it would be better to transport the prisoner via ambulance, an ambulance shall be utilized requested.
- c. The Officer may also transport a prisoner via a police vehicle in emergency situations.

2. Security when Transporting Prisoners via Ambulance

- a. The prisoner shall be placed in restraining devices (handcuffs, stretcher restraints, straitjacket, etc.). Exception: Medical staff or paramedics may need freedom of movement for examinations or treatment or other unforeseen circumstances.
- b. An Officer may ride in the ambulance with the prisoner. The Supervisor may determine whether the Officer who rides in the ambulance will remain armed.
- c. An Officer(s) may be assigned by a Supervisor to follow the ambulance in a police vehicle. The Officer(s) assigned to follow the ambulance should be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

3. Arrival at facility

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- a. Upon arrival, the Officer shall notify the medical staff of any potential medical or security risks posed.
- b. Officers ~~will~~ shall turn over any applicable paperwork, if needed.
- c. Officers ~~will~~ shall properly maintain custody of their authorized weapons and prevent the prisoner from having access to weapons.

4. Treatment, Examination, or Admission

When a prisoner is transported to a medical facility to be treated, the Officer ~~will~~ shall notify his / her Supervisor. The following are only guidelines, and the Supervisor may take other actions as he / she feels necessary based on the circumstances present.

- a. The Officer may release the prisoner by issuance of a citation with a notice to appear in court.
- b. The Officer may remain at the hospital with the prisoner while he / she receives medical treatment. If the Officer remains at the hospital, the prisoner shall be under police guard at all times. Depending on the nature of the injury, it ~~will~~ shall be at the discretion of the Officer as to whether a prisoner will be restrained and by what means.
- c. If a prisoner is admitted for treatment, the transporting Officer may advise the hospital's admitting office and security to place a "HOLD" on the prisoner and to contact the Whitfield County 911 Center when they are ready to release the prisoner so that pickup can be arranged. This procedure may be followed for minor offenses.
- d. If a prisoner is admitted to the hospital and a "HOLD" is placed on the prisoner, a report shall be made. The report ~~should~~ shall contain the subject's name and charges to be made on the subject so that the arresting Officer will not have to be contacted later to determine what charges should be made.
- ~~e.d.~~ If the prisoner is admitted to the hospital and twenty-four (24) hour coverage is needed, the ~~Supervisor on duty will~~ Watch Commander shall ensure that the Officer assigned to guard the prisoner is checked on periodically and is relieved as necessary.
- ~~f.e.~~ Upon release of the prisoner from the medical facility, all instructions for future treatment and medication shall be obtained in writing and given to WCJ booking staff during the booking process.

~~L. Supervision and Transportation of Inmate Workers~~

~~Inmates being escorted outside the Whitfield County Detention facility will be transported in a safe and humane manner under the supervision of experienced and trained employees. The safety of the Officer, inmate, and public is of the~~

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~~utmost importance. It is the policy of the Dalton Police Department to allow employees to supervise inmate workers solely within the limitations set forth by law and this directive. To provide for this, the Officers transporting or supervising inmate workers will:~~

- ~~1. Contact the WCSO Detention Supervisor to request inmates for a graffiti abatement detail. This request must be made a minimum of twenty-four (24) hours in advance Monday—Friday.~~
- ~~2. The Officer requesting the work crew will ascertain, at the time of the request, if WCSO will be providing the transportation and supervision of the inmates.~~
- ~~3. If WCSO is unable to provide transportation or supervision of the inmates, the Officer will be required to make arrangements for transporting the work crew and provide guidance in determining the number of Officers required to monitor the inmates.~~
- ~~4. Inmates being transported as part of the work details will be transported in a Dalton Police Department or county owned vehicle that has been approved by WCSO for this purpose. The vehicle and all equipment will be secured when not in use to prevent loss or theft.~~
- ~~5. Prior to signing the inmates out for the work detail, the Officer will be briefed by WCSO detention personnel on the WCSO inmate work crew policy and procedures.~~
- ~~6. Officers supervising the inmate work detail will be required to sign the inmates in and out of the booking facility in accordance with WCSO policy. They will make a list of names of the inmates being checked out for the work detail.~~
- ~~7. Officers supervising inmate workers will be in full uniform and armed at all times.~~
- ~~8. Officers transporting inmate workers will not make unplanned stops while transporting the inmate workers.~~
- ~~9. Officers supervising inmate workers will not provide the inmate with contraband.~~
- ~~10. Inmates assigned to the work detail will be provided with water but will be returned to WCSO for their meal breaks.~~
- ~~11. Officers supervising inmates should closely monitor the inmate's activity in order to prevent escapes, assaults on Officers and other inmates, and to prevent them from accessing contraband.~~
- ~~12. The Officer will notify the WCSO booking Supervisor immediately when an inmate assigned to their work detail is a personal contact or family member.~~

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- ~~13. Inmates will be returned to WCSO and signed back into the facility in accordance with WCSO policy. WCSO personnel will assist the Officer with this process to insure all of the inmates are accounted for and to prevent contraband from being brought into the jail.~~
- ~~14. Officers will not supervise inmate work crews that are mixed gender or of the opposite gender of the supervising Officer(s), unless a male and female Officer are present.~~
- ~~15. Officers assigned to supervise the work detail will maintain a professional Supervisor-subordinate relationship with the inmate workers. They will notify the booking Supervisor immediately if any behavior is displayed that jeopardizes this relationship. Officers will not :~~
  - ~~a. Allow inmates to refer to them casually (by first name, nicknames, etc.).~~
  - ~~b. Allow association with an inmate to prevent them from performing their duties or properly directing or disciplining any inmate.~~
  - ~~c. Allow inmates to insufficiently perform their duties or fail to perform as directed.~~
  - ~~d. Allow inmates to violate Dalton Police Department or WCSO policy or procedures.~~
  - ~~e. Allow inmates to communicate with inmates of the opposite sex.~~
  - ~~f. Allow inmates to pass notes, contraband, or any other items to inmates in general population.~~

### III. **Special Transport Situations**

#### A. Adult Prisoners

1. Male and female prisoners ~~will~~ **shall** not be transported in the same vehicle unless they are codefendants in the same case and the transport will not jeopardize the investigation.
2. Female prisoners shall be transported with a female Officer ~~of the Department~~ when travel distance exceeds fifty (50) miles. If a female Officer is not available, two (2) male Officers ~~will~~ **shall** transport.
3. Male Officers transporting female prisoners ~~will~~ **shall** call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.
4. Female Officers transporting male prisoners ~~will~~ **shall** call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

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B. Juvenile Prisoners

1. Juvenile prisoners ~~will~~ shall be transported in the same manner as adults.
2. Adult and juvenile prisoners ~~will~~ shall not be transported together.

C. Handicapped / Mentally Ill Prisoners

1. When it is not likely to preclude the safe, efficient, and secure transport of the prisoner, a ~~police squad car will~~ patrol vehicle shall be used.
2. When reasonable evaluation dictates that ~~squad~~ police vehicle transport is inappropriate, ~~Whitfield EMS will~~ shall be ~~notified~~ requested to transport by ambulance. An ~~Police~~ Officer(s) shall accompany the ambulance as outlined in II, K, 2, of this order.
3. An ~~Whitfield EMS~~ ambulance should be utilized in all cases where a mentally ill subject has the potential for violence.
  - a. Stretcher restraints should be utilized on any potentially dangerous mentally ill subject where the prisoner's actions suggest he may likely injure himself / herself or others.
  - b. If stretcher restraints are used, it shall be so documented in the incident report.

D. Sick or Injured Persons

1. The Supervisor shall be notified and respond as needed.
2. ~~Whitfield~~ EMS shall be notified to provide treatment at the scene of the arrest or at the Police Services Center, as circumstances dictate.
3. If the prisoner requires hospital treatment, he / she ~~will~~ shall be transported as outlined in II, K, 1 and 2 of this order.
4. If the prisoner refuses treatment, and the attending paramedics and Officer(s) determine that immediate treatment is not necessary, the prisoner ~~will~~ shall be allowed to sign a release for the waiver of treatment.
5. If the prisoner is not treated and transported to the Whitfield County Jail, the transporting Officer ~~will~~ shall inform the jail staff of the prisoner's sickness / injury.
6. Officers are reminded that protective custody and care of the prisoner are priority responsibilities.
7. All information shall be documented in the incident report, whether the prisoner is transported or not.

E. Transporting Prisoners in Special Situations

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The ~~Dalton Police~~ Department ~~will~~ **shall** not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc. Exception: The ~~Dalton Police~~ Department will only transport under an order from the court. This transport ~~will~~ **shall** be accomplished by a special **court** order outlining any special procedures for each individual case.

F. Transport of Dangerous / Security Risk Prisoners

When a prisoner to be transported is considered an unusual security risk, the receiving agency ~~will~~ **shall** be notified before the transport takes place so that handling of the prisoner can be planned to minimize any chance of escape, injury to the prisoner, injury to Officers assigned to control the prisoner, or injury to the public.

G. Transporting Prisoners from One Facility to Another

1. Each prisoner ~~should~~ **shall** be positively identified prior to being transported. The transporting Officer ~~will~~ **shall** verify the identification with booking personnel to ensure that the prisoner is the proper person to be transported. This may be accomplished through the Officer's personal knowledge of the prisoner, booking records, photographs, or by other appropriate means that may be available.
2. It shall be the responsibility of the transporting Officer to ensure that all appropriate prisoner documentation, if any, is in his / her possession when transporting a prisoner from another detention facility to the Whitfield County Jail. This documentation may include:
  - a. Arrest warrants
  - b. Prisoner's personal property
  - c. Any other pertinent documents deemed necessary.
3. If not first informed by detention facility personnel, The Officer transporting a prisoner shall inquire as to any escape or suicide attempts / threats, unusual illnesses, or any tendencies toward violent behavior prior to the transport. Any information gathered shall be recorded and included in the documentation that accompanies the prisoner during transport.

IV. **Restraining Devices**

A. Definitions

1. Handcuffs – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.
2. Disposable flex cuffs – Commercially produced flexible handcuffs with a one-way locking system.

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3. Leg chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.
4. Belly chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish with an extendable chain, capable of being locked, that reaches around the mid-section of the body.
5. Spit hood / shield – Commercially produced cloth / mesh hood or plastic shield that is placed onto a prisoner's head to prevent him / her from spitting on Officers or others but still allows for breathability.
6. Hobble restraint – Commercially produced nylon strap that is placed around a prisoner's legs / ankles to help prevent him / her from kicking Officers or the inside of the patrol vehicle.

B. Purpose

1. Protection of Officer from attack by arrestee.
2. Restrict arrestee's ~~upper torso~~ mobility.

C. Application of Restraining Devices

1. Restraining devices ~~will~~ shall be used on all arrestees while in transit. Exceptions include:
  - a. Juvenile offenders, unless the Officer believes that not restraining the juvenile would pose a threat to the Officer or the safety of others.
  - b. Situations as approved by a Supervisor.
2. Single Arrestee Application
  - a. Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee.
  - b. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in the following circumstances:
    - (1) Elderly arrestee
    - (2) Arrestee physically incapable of placing hands behind the back
    - (3) Handicapped arrestee
    - (4) Sick / injured arrestee
  - c. Leg chains may be applied to the ankles of an arrestee when a threat of flight may exist. A hobble restraint may be applied to the

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legs / ankles of an arrestee to help prevent assaults on Officers and damage to the interior of the patrol vehicle.

- d. Belly chains may be applied around the mid-section of an arrestee when ~~an arrestee~~ he / she is transported in a vehicle for an extended period of time.
- e. Spit hoods / shields may be applied to the head of an arrestee when he / she demonstrates assaultive behavior by spitting on or at Officers or others.

3. Multiple Arrestees Application

Each arrestee shall be restrained as indicated in IV, C, 2 above, if possible.

D. Handicapped and Mentally Disturbed Arrestees

- 1. Prisoners in wheelchairs or who require walking aids should not normally require the use of restraining devices. The Supervisor ~~will~~ shall be summoned whenever the Officer is in doubt about the use of restraining devices in these situations.
- 2. Restraining devices (~~handcuffs with transport belt~~), when applied, shall be double locked.
- 3. Mentally disturbed prisoners may normally be restrained as outlined in IV, C, 2 above. In special situations, as outlined in III, C, 3 above, stretcher restraints ~~will~~ may be used to minimize injury to the prisoner and others.

E. Procedures

- 1. Handcuffs shall be double locked to prevent injury.
- 2. An arrestee can be restrained to another arrestee of the same ~~sex~~ gender.
- 3. A juvenile arrestee shall not be restrained to an adult.
- 4. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
- 5. The ~~feet~~ arrestee's legs / ankles may be restrained with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
- 6. The arrestee's head / face may be covered with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
- 7. Officers shall not restrain an arrestee in any manner that may increase the likelihood for positional restraint asphyxia. Officers should keep in mind

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that the chances for positional restraint asphyxia increase when the restrained person's normal breathing is affected, such as when:

- a. The arrestee is restrained face-up or face-down with pressure on the back or chest.
- b. The arrestee violently struggles against the Officer's restraint attempts.
- c. The arrestee is intoxicated.
- d. The arrestee is subjected to chemical agents.

F. **Response to Resistance**

Any use of force in response to the arrestee's resistance to being properly restrained or assaultive behavior shall be made in conformance with policy GO88-5.1, Use of Force.

V. **In-Custody Processing**

A. **Juvenile Procedures**

After being taken into custody for a felony offense, the designated area to process juvenile offenders in accordance with policy GO11-4.28, [Juvenile Procedures](#), shall be either of the two (2) interview rooms located at the ~~Dalton~~ Police ~~Department~~ Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee ~~will~~ shall maintain constant control of all weapons. The arrestee ~~will~~ shall not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing juvenile offenders shall receive initial training and annual training on the proper procedures and policies pertaining to [the processing of juveniles at the Police Services Center](#).

~~B. Mobile Intoxilyzer Trailer Procedures~~

~~After being taken into custody for a DUI during a traffic safety check point, the designated area to process offenders on scene shall be the Mobile Intoxilyzer~~

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~~Trailer. The trailer is fitted with a duress alarm that sounds audibly. The following procedures shall also apply:~~

- ~~1. The arresting Officer shall ensure that constant contact is maintained with the arrestee.~~
- ~~2. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.~~
- ~~3. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.~~
- ~~4. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing DUI related offenders in the Mobile Intoxilyzer Trailer.~~

**B.G. Procedure for Intoxilyzer Testing at the Police Services Center**

After an individual is taken into custody for DUI and a breath test is to be conducted at the Police Services Center, the designated area to process offenders shall be either of the two (2) interview rooms located at the Police Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee ~~will~~ shall maintain constant control of all weapons. The arrestee ~~will~~ shall not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing DUI offenders **at the Police Services Center** shall receive initial training and annual training on the proper procedures and policies pertaining to processing offenders.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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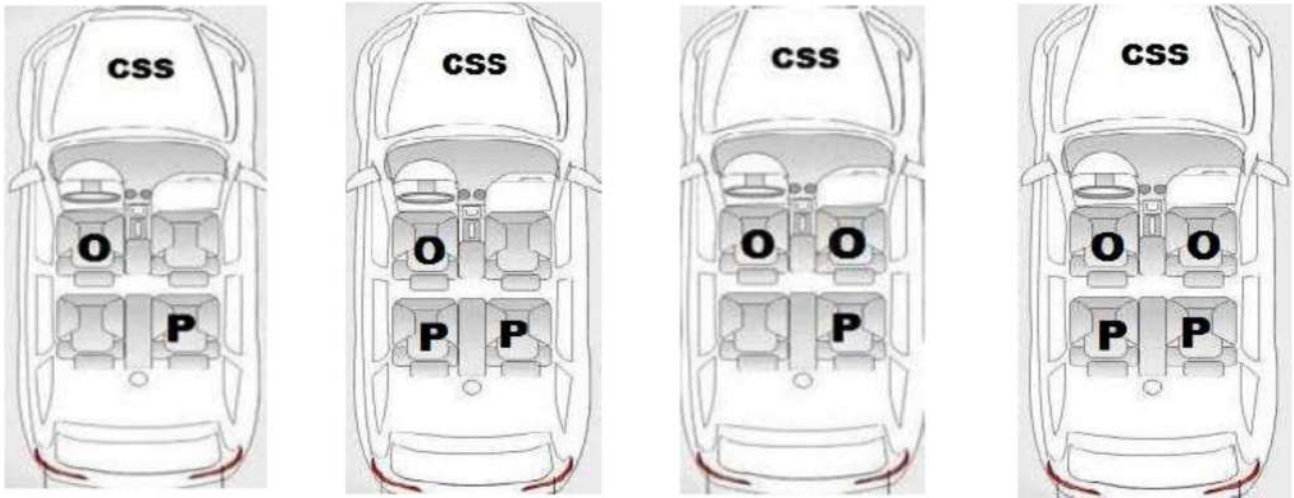
## Appendix A

O - OFFICER

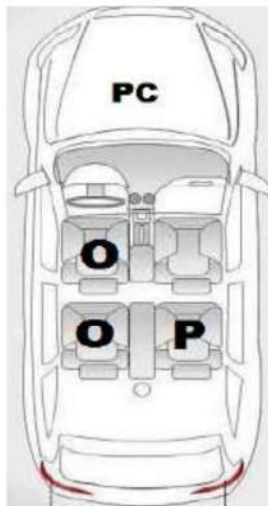
CSS - CAGED/SHIELD VEHICLE

P - DETAINEE/PRISONER

PC - NON-CAGED/SHIELD VEHICLE



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS  
WITH SAFETY SHIELD



ABOVE DIAGRAM DEPICTS SEATING ARRANGEMENTS  
WITHOUT SAFETY SHIELD

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# DALTON POLICE DEPARTMENT

		Effective Date <b>January 27, 2004</b>	Number <b>GO04-4.12</b>
Subject <b>Report Writing</b>			
Reference <b>CALEA Standards - 41.3.7, 82.2.1, 82.2.2, 82.2.5</b>		Revised <b>May 28, 2019 April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April 2021 2023</b>		No. Pages <b>11</b>

## I. Policy

The **policy of the** Dalton Police Department **is to** prepares written and computerized reports in order to better manage the Department, document events, and support the criminal justice process through effective communications.

## II. Procedures

### A. Reports

1. Reports shall be initiated, maintained, and safeguarded in appropriate form for the following situations:
  - a.1.** Citizen complaints
  - b.2.** Citizen reports of crime
  - c.3.** Follow-up investigations
  - d.4.** Incidents involving arrests, citations, or summons
  - e.5.** Criminal and non-criminal cases initiated by Officers
  - f.6.** Motor vehicle crash investigations
  - g.7.** Incidents resulting in an employee being dispatched or assigned
2. In some instances, the Department uses standard forms for the purpose of aiding ~~Officers and~~ **all** employees in preparing written communications. However, the failure to have a proper form does not relieve the ~~Officer or~~ employee of the responsibility of producing the report. When in doubt, and no standardized form or report is available, a blank sheet of paper or a computer-based format of documentation ~~will~~ **shall** be used.

### B. Report Preparation

Reports prepared by **all** employees **shall:** ~~and Officers of the Dalton Police Department:~~

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1. Contain correct information based on accurate notes.
2. ~~Are~~ Be brief and explicit, including relevant information regarding the elements of the crime.
3. Clearly communicate ideas.
4. When applicable, answer the following questions:
  - a. **Who** was involved?

All persons involved are identified by their role as suspects, victims, witnesses, etc. Obtain first, middle, last names, possible aliases, home and work address, telephone numbers, dates of birth, and race.
  - b. **What** happened?

Exactly what type of offense was committed and what means of transportation, tools, or equipment was apparently used? What was the actor's modus operandi? For example, did the actor use direct attack, or were his / her tactics more indirect or crafty?
  - c. **When** did it occur?

Record the crime discovery time and the time the crime is likely to have occurred. Also, indicate the time witnesses and victims are contacted and arrests made.
  - d. **Where** did it happen?

Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Look for evidence that the crime could have started somewhere else and ended up at the reported location.
  - e. **Why** did this incident occur?

Was the apparent motive or purpose of the crime revenge, monetary or personal gain, thrill, drug-related, accidental, etc.?
  - f. **How** did it happen?

Based on reasonable observations at the scene and information provided by witnesses, explain how entry was made, how property was obtained, or how the suspect chose and approached the victim.
5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness, or victim.

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6. Avoid using radio codes, numerical designations, or other terms particular to law enforcement in report narratives.
7. ~~Are~~ Be printed or written legibly.
8. ~~Are~~ Be objective and unbiased, recording information whether positive or negative.
9. Contain correct grammar and spelling.
10. Place events in chronological order.
11. Utilize the Department data entry standards (see Appendix A).

#### C. Report Style

Good reports, even technical reports, contain a lot of facts, but should be easy to read and understand. Remember, ~~the~~ reports ~~you write~~ ~~written~~ today will be seen by a jury tomorrow, and ~~you will be judged by the way you write, what you say, and the way it is stated~~ the employee that wrote the report will be judged on how it is written, what is said, and how it is stated.

1. Write ~~the way you talk~~ in a normal conversational ~~style~~. Add details ~~the~~ in a way ~~you~~ that reflects how people speak. Avoid writing "Unit 16 approached the door and spoke to Suspect #2." Instead use, "I walked to the door and spoke with Mr. Doe."
2. Write in the first person singular. Use I or me, not Officer Johnson.
3. Write in the past tense if it happened in the past, not "Approaching the car I see the gun in the back seat." Instead, "I walked along the driver's side of the car and saw the gun in the back seat."
4. Reference a dictionary and / or a thesaurus as needed. Using the right word to describe ~~your~~ ~~the~~ meaning is important.
5. Use everyday words, and avoid unfamiliar wording.
6. Avoid using police jargon.
7. Be very careful about using the word 'suspect.' Are they really suspects or simply individuals? If a suspect's name is available, use it in the report.
8. Lastly, read over ~~your~~ and proofread ~~the~~ report when ~~you are~~ finished. Ask ~~yourself~~, "Would a regular citizen clearly understand this report?" If the answer is no, a jury will not understand it either. ~~Redo it!~~

#### D. Incident Reports

1. Incident reports are documented electronically through the Department's Records Management System (RMS) and are designed to:

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- ~~a.1.~~ Provide a means whereby Officers can conduct and record a preliminary investigation of a criminal offense.
  - ~~b.2.~~ Provide complete and accurate information for follow-up investigation and prosecution.
  - ~~c.3.~~ Provide ~~patrol~~ Officers and Investigators with certain decision-making points that enable them to identify follow-up investigative needs.
  - ~~d.4.~~ Improve control of the report flow process within the Department, thereby improving report access and statistical recording.
  - ~~e.5.~~ Aid other Officers in the collection of crime data, patterns, suspect information, and the determination of the modus operandi, etc.
- 2. Incident reports ~~should~~ **shall** be completed for all criminal acts and suspected acts **occurring within the jurisdiction of the Department**. These reports clearly and concisely report elements of the crime by answering critical who, what, when, where, how, and why questions.
  - 3. Incident reports may be completed by phone when victims are outside the jurisdiction of the Dalton Police Department, the distance is too great for them to respond to the City of Dalton, or there is no physical evidence to collect.
  - 4. Incident reports ~~will~~ **shall** also be completed for incidents when property is found but the owner cannot be determined; when the Officer spends a substantial amount of time on a call for service; where the Officer feels an incident report needs to be completed; or when a citizen requests a report be initiated.

## E. Accident Reports

### 1. Roadway Collisions

- a. Roadway refers to that portion of the highway improved, designed, or ordinarily used for vehicular traffic, exclusive of the berm or shoulder.
- b. All collisions occurring on the roadway, when the damage exceeds \$500 or a driver requests a report, shall be reported on the Georgia Uniform Motor Vehicle Accident Report (DMVS 523). Officers shall use the ~~electronic version of this form~~ **Georgia Electronic Accident Reporting System (GEARS)** for reporting **roadway collisions**.
- ~~c. — If there is insufficient space on the report for injuries, witnesses, or remarks, a Continuation Sheet (DMVS 523C) shall be used.~~
- ~~c.d.~~ All roadway collisions shall be reported according to the Georgia

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## Uniform Vehicle Accident Report Instruction Guide.

### 2. Private Property Collisions

- a. Private Property refers to any property that is not owned or leased by any government that the public may or may not have access to. Examples include driveways, privately owned streets, shopping center parking lots, and other private parking areas.
- b. Officers ~~will~~ **shall** report private property collisions **in the GEARS system on a "Private Property Accident Report Form"** for hit and run collisions, collisions when an offense(s) has occurred in which charges can be made, damage to public or private property, public vehicles, collisions involving extensive damage, or in unusual and complicated collisions. ~~Officers shall use the electronic version of this form for reporting.~~
- c. In other collisions occurring on private property, the Officer should distribute and explain the Personal Report of an Accident form.

### F. Report Submission

Reports ~~should~~ **shall** be completed in a timely manner, either during or shortly after the shift on which the incident / accident was reported. Officers shall ~~turn in~~ **submit** the reports electronically through the Department's ~~records management system~~ **RMS** or to their Supervisor for evaluation, approval, and further action by the Department. Officers shall receive Supervisory approval if a report cannot be completed and more time is needed.

### G. Non-Custody Booking

The non-custody booking ~~will~~ **shall** be completed every time an Officer takes physical custody of a suspect or fugitive and shall be submitted electronically through the Department's ~~records management system~~ **RMS**. The non-custody booking includes ~~sex~~ **gender**, race, date of birth, age, home address, specific charges, and case number.

### H. Supplementary Reports

Supplementary reports are used when additional information is discovered through an investigation. The Officer who discovers this new data is responsible for the supplementary report. The updated portion is attached to the original report with the corresponding case number electronically through the Department's ~~records management system~~ **RMS**. These supplemental reports ~~will~~ **shall** contain the same level of detail as contained in the original report, but as observed by the Officer completing each supplemental report. The Officer completing the supplemental report shall include his / her name in the narrative to indicate who is writing the supplemental.

### I. Field Interview Reports (FIRs)

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Field Interview Reports are used ~~when Officers~~ to document ~~a~~ suspicious persons or vehicles ~~he/she~~ Officers come into contact with, to possibly be used at a later time for investigative purposes. ~~A Field Interview Reports~~ FIRs ~~will~~ shall be submitted electronically through the Department's ~~records management system~~ RMS by the originating Officer / Investigator during ~~their~~ his / her tour of duty.

J. File Maintenance

The ~~Dalton Police~~ Department maintains a comprehensive ~~electronic~~ report filing system. Reports are filed and indexed ~~electronically in the RMS~~ as data is received and approved by Supervisors.

K. Confidentiality of Records

1. Law enforcement records contain critical and potentially life-threatening information. Such mundane information as complainant's address, location and phone number; trial and appearance dates; potential witness lists; and status of a case, if released into the wrong hands, can cost an Officer or resident ~~their~~ his / her life. All report information released by the ~~Dalton Police~~ Department ~~will~~ shall be done in accordance with the rules pertaining to the Georgia Open Records Act.
2. Police reports and files are reported, collected, and disseminated on a need-to-know basis. Just because ~~an Officer or employee~~ a person is an employee of the Department does not mean that he or she needs or should know vital information about an open case or a case pending for trial. As a result:
  - ~~a.1.~~ Case information ~~will~~ shall not be discussed or released outside of those Officers and employees having a strict need to know.
  - ~~b.2.~~ An Officer or employee ~~will~~ shall not release to non-law enforcement personnel case information until after verification of a need-to-know is established.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

---

**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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## APPENDIX A

### Dalton Police Department Data Entry Standards

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

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

### Name Entry Standard

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

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

### Name suffixes

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

### Titles

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

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

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## Multiple Surnames

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

*Example:*

*Correct Entry:*

Real Name Screen	RODRIGUEZ-VASQUEZ	JOSE	ANGEL
1 <sup>ST</sup> Alias	RODRIGUEZ	JOSE	ANGEL
2 <sup>ND</sup> Alias	VASQUEZ	JOSE	ANGEL

Incorrect Entry	RODRIGUEZVASQUEZ	JOSE	ANGEL
Incorrect Entry	RODRIGUEZ GONZALES	JOSE	ANGEL

*Correct Entry:*

Real Name Screen	SIMPSON-FIELDS	SHARON	A
1 <sup>ST</sup> Alias	SIMPSON	SHARON	A
2 <sup>ND</sup> Alias	FIELDS	SHARON	A

Incorrect Entry	SIMPSONFIELDS	SHARON	A
Incorrect Entry	SIMPSON FIELDS	SHARON	A

## Names with Apostrophes

Names with apostrophes shall be entered with no apostrophe and no space between the letters. The name shall be entered as a single word.  
(OBRIEN and ONEIL should be used instead of O'BRIEN and O'NEIL.)

## Compound Names

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

## Alias Entry Standard

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

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

## Business Name Entry Standard

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

*Example:*

*Correct Entry:*

Last: HOUSE OF PAIN                      First:                      Mid:

*Incorrect Entry:*

Last: THE HOUSE OF PAIN                      First:                      Mid:

*Incorrect Entry:*

Last: HOUSE OF                      First: PAIN                      Mid:

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

*Example:*

*Correct Entry:*

Last: BB & T                      First:                      Mid:

*Incorrect Entry:*

Last: BB&T                      First:                      Mid:

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

Doctors, Dentists, and Attorneys (the business, not the individual) ~~will~~ **shall** be entered completely in the last name field. These names should not have any character inserted into the data field.

MARK H LEOPOLD DDS  
GARY R DONATH MD

## **Address Entry Standard**

### **RESTRICTED LAW ENFORCEMENT DATA**

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

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

### **Address Parts**

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

Examples: 1505 W WALNUT AVE  
2759 N CEDAR ST

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

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

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

### **Street Names**

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

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

### **Fractional Addresses**

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

### **Intersections**

Use an ampersand (&) to indicate an intersection such as HWY 52 & AIRPORT RD

### **City Names**

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

### **Street Extensions**

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The following abbreviations are to be used:

Alley	ALY	Avenue	AVE
Boulevard	BLVD	Circle	CIR
Cliff	CLF	Court	CT
Crossing	XING	Drive	DR
Extension	EXT	Grove	GRV
Heights*	HTS	Highway	HWY
Lane	LN	Loop*	LOOP
Mountain**	MTN	Park	PARK
Parkway	PKWY	Place	PL
Point	PT	Post Office Box	PO BOX
Ridge**	RDG	Road	RD
State Route*	SR	Street	ST
Terrace	TER	Trail	TRL
Way	WAY		

\* This extension is not currently used for roads within the city of Dalton.

\*\*These extensions are not used in the city of Dalton; however, they may be found spelled out as part of a street name.

The geobase roads table adheres to USPS standards for street extensions. Please consult [https://pe.usps.com/text/pub28/28apc\\_002.htm](https://pe.usps.com/text/pub28/28apc_002.htm) for help with finding the proper extension when entering an out of town or new address.

North	N	Northeast	NE
East	E	Northwest	NW
South	S	Southeast	SE
West	W	Southwest	SW

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	Effective Date <b>October 1, 1998</b>	Number <b>GO98-4.13</b>
Subject <b>Traffic Enforcement and Direction</b>		
Reference <b>CALEA Standards - 61.1.1, 61.1.2, 61.1.3, 61.1.5, 61.1.6, 61.1.8, 61.1.9, 61.1.11, 61.1.12, 61.3.1, 61.3.2, 61.4.1, 61.4.2</b>		Revised <b>May 28, 2019 April 27, 2021</b>
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April 2021 2023</b>	No. Pages <b>18</b>

## I. Policy

It is the policy of the Dalton Police Department to practice traffic enforcement and direction techniques to **help** make our streets safer for our citizens and reduce collisions. A traffic safety check point is an effective tool to educate the public, to bring awareness to traffic concerns, and for the detection of impaired drivers and shall be conducted for legitimate law enforcement purposes as outlined by applicable case law.

## II. Definitions

- A. *Shift Supervisor* – an Officer who holds the rank of Sergeant or above and is tasked with supervisory tasks at the shift level.
- B. *Special Operations Supervisor* – an Officer who holds the rank of Sergeant and is tasked with the supervision of ~~the Special Operations Unit~~ **certain specialized units**.
- C. *Watch Commander* – the District Commander or Sergeant, designated by the District Commander, who is responsible for the overall operations of his / her watch or unit in accordance with the rules and regulations of the Department.

## III. Procedures

- A. Traffic enforcement is of limited effectiveness without cooperation and compliance by the motoring public. It is incumbent on all Officers to perform this duty in a professional and courteous manner and to try to alter favorably the violator's future driving habits.
- B. Even though random enforcement is permissible, Officers should target violations that cause motor vehicle collisions in areas where their efforts will reduce personal injuries and property damage. ~~The Dalton Police Department will~~ **Officers shall** conduct speed enforcement and other special operations targeting areas known for heavy traffic and a high incidence of collisions and / or possibilities for pedestrian injuries.
- C. Strategies and tactics for selective traffic enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic.

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1. The Department ~~will~~ **shall** base selective traffic enforcement efforts on the following information:
  - a. ~~Weekly~~ District plans, including current traffic problems.
  - b. ~~The~~ Traffic crash statistics compiled by the Intelligence Analyst.
  - c. Citizen complaints of traffic violations.
2. Traffic enforcement personnel may be deployed to school zones, residential areas, and other areas where analysis and / or complaints have shown the greatest hazards.
3. Officers that are involved in selective traffic enforcement shall complete a Selective Traffic Enforcement form at the end of the detail and shall forward the form to the ~~Patrol Division Commander or his / her designee~~ **Special Operations Supervisor**.
4. The ~~Patrol Division Commander or his / her designee~~ **Special Operations Supervisor** shall be responsible for the compilation, review, and comparison of traffic collision data and traffic enforcement activities data.
5. The ~~Patrol Division Commander, or his / her designee~~ **Special Operations Supervisor** shall conduct ~~an annual evaluation~~ **a documented annual review** of selective traffic enforcement activities. The evaluation shall be forwarded to the Chief of Police.

#### IV. **Speed Detection Devices**

##### A. Radar

1. All operators ~~must~~ **shall** attend proper training and be certified by the state prior to operating a radar unit.
2. Unless the Officer has a radar unit assigned to his / her vehicle, the Officer shall sign the log for that unit when checking it in and out.
3. All units ~~will~~ **shall** be tested by the operator at the beginning and end of his / her tour of duty. This ~~will~~ **shall** be in addition to any internal calibration placed within the unit by the manufacturer. The time and date of the testing ~~will~~ **shall** be documented by the operator on a log.
4. All radar units ~~will~~ **shall** be inspected and certified annually by a licensed radar technician.
5. Officers are responsible for ensuring that each radar unit is properly maintained and remains in a constant state of readiness.
6. Any problem with a radar unit ~~will~~ **shall** be immediately reported to the ~~Shift~~ **Special Operations** Supervisor by the operator, and the unit ~~will~~ **shall** be

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taken out of service until it has been serviced, calibrated, and recertified by a licensed radar technician.

7. If radar was used to initiate the stop, the Officer ~~must~~ shall advise the driver that he / she has the right to have the radar unit tested for accuracy before being issued a citation.
8. Speed detection devices using radar ~~will~~ shall be from a list of approved devices from the Department of Public Safety.

**B. Laser**

1. All operators ~~must~~ shall attend proper training and be certified by the state prior to operating a laser unit.
2. Unless the Officer has a laser unit assigned to him / her, the Officer shall sign the log for that unit when checking it in and out.
3. The laser unit ~~will~~ shall be tested by the operator at the beginning and end of his / her tour of duty.
4. Officers are responsible for ensuring that each laser unit is properly maintained and remains in a constant state of readiness.
5. Any problem with the laser unit ~~will~~ shall be immediately reported to the ~~Shift~~ Special Operations Supervisor by the operator, and the unit ~~will~~ shall be taken out of service until it has been serviced, calibrated, and recertified by a licensed laser technician.
6. All laser units ~~will~~ shall be inspected and certified annually by a licensed laser technician.
7. Speed detection devices using laser ~~will~~ shall be from a list of approved devices from the Department of Public Safety.

**V. Traffic Law Enforcement Techniques**

Traffic enforcement requires visible traffic patrols by Officers who observe and address traffic violations during the performance of their normal duties.

**A. Area Patrol**

This involves traffic enforcement in the Officer's assigned district.

**B. Line Patrol**

This involves traffic enforcement on a particular section of roadway.

**C. Directed Patrol**

~~Shift~~ Supervisors may specify enforcement efforts in an area. Depending on the

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nature of the hazard or violation being enforced, this may be done by a line patrol or at a specific location and at a specific time.

D. Stationary Observation

Either covert or overt, stationary observation may be used as a technique to make observations about the flow of traffic at a particular location. When completing reports or doing other activities, which will keep them out of service for a short time, Officers are encouraged to park their patrol vehicles in a conspicuous location, serving to remind motorists of the need to comply with traffic laws.

E. Unmarked and Unconventional Vehicles

Officers may utilize countermeasures, which would be effective for specific enforcement activities, upon authorization of the ~~Shift~~ Supervisor. Unmarked vehicles may be used for traffic enforcement activities to locate violations, if approved by the Patrol Division Commander or his / her designee.

VI. **Contact with Traffic Violators**

A. There are two (2) primary objectives of a traffic stop:

1. Execution of traffic enforcement actions.
2. Promotion of voluntary compliance with traffic laws in the future.

B. Officers ~~will~~ **shall** greet violators in a courteous manner, request the driver's license and insurance information, **if needed**, and explain the reason for the stop.

C. Officers ~~will~~ **shall** maintain a calm, professional demeanor at all times.

D. Enforcement actions are at the discretion of the Officer but shall be conducted firmly, fairly, impartially, and courteously, using the most appropriate of the following three (3) methods:

1. Verbal / Written Warning

Officers may issue warnings to a violator whenever a minor traffic violation is committed in areas where traffic accidents are minimal. In their discretion, Officers must recognize that a properly administered warning can be more effective than any other type of enforcement.

2. Traffic Citation

a. A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.

b. If a citation is issued, the Officer is responsible for advising the violator of the following:

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- (1)~~a~~. Information relative to the specific charge.
    - (2)~~b~~. The date, time, and location of the motorist's scheduled court appearance.
    - (3)~~c~~. Payment options.
    - (4)~~d~~. Municipal Court's telephone number.
  - c. The Officer shall answer any of the violator's questions about the citation as thoroughly as possible. When a motorist has any questions the Officer cannot answer, such as mandatory nature of their court appearance, the Officer shall instruct the violator to direct all such questions to the Municipal Court staff by telephone.
- 3. Custodial Arrest
  - a. A law enforcement Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation. (O.C.G.A. 17-4-23).
  - b. In most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.
    - (1)~~a~~. The offense must have been committed in the Officer's presence or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement Officer observing the offense being committed.
    - (2)~~b~~. By exception, where the offense results in a **motor vehicle collision accident**, an investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement Officer.
    - (3)~~c~~. The arresting Officer shall issue to such person a citation, which shall enumerate the specific charges against the person and the date upon which the person is to appear and answer the charges.
    - (4)~~d~~. When an **arresting** Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement Officer, the citation shall list the name of each Officer, and each must be present when the charges against the accused person are heard.

## VII. Uniform Enforcement Practices

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Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in the City of Dalton. Good judgment by Officers in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain public confidence in traffic enforcement. The following are meant as guidelines and do not supersede sound judgment used by Officers.

A. DUI Procedures

Impaired driving is a serious offense and Officers should arrest any driver found to be in violation of DUI laws. Arrests may be determined by the driver's observed operations on the roadway or involvement in an collision. All interactions with drivers believed to be under the influence of alcohol and / or drugs should be in accordance with GO04-4.24, ~~Arrest and Detection of Persons Driving under the Influence~~ Detection and Arrests of Impaired Drivers.

B. Driving While License Suspended / Revoked

When a driver's privileges to drive are confirmed to be suspended / revoked through Georgia, the Officer making the stop shall determine if the type of suspension requires the driver to be served with a notice of their suspension before any enforcement action can be taken against them. When the driver's suspension is confirmed, the Officer should cite and make a custodial arrest of the driver with a suspended / revoked license from Georgia or any other state.

~~C. Speeding Violations~~

~~Speeding violations are to be considered as a type of offense that causes vehicle collisions, property damage, and injuries. The enforcement of speeding violations is considered to be a high priority, especially in those areas that have proven to possess a high injury / accident rate. Speed enforcement should also be done at those locations where citizen complaints have indicated that speeding violations occur.~~

~~D. Hazardous Moving Violations~~

~~Hazardous traffic law violations are those violations that affect the safe movement of vehicles and pedestrians. Officers shall consider the type of hazard, the location, and the previous accident history at the location when deciding what action to take.~~

~~C.E. Off-Road Vehicles~~ Moving Violations

~~Any recreational vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws as would any other motor vehicle driven upon public roadways. The enforcement of moving violations is considered to be a high priority, especially in those areas known to be high-crash / high-injury areas. Speeding, distracted driving, traffic signal violations, aggressive driving, reckless driving, and following too close are all major moving violations that contribute to crashes and should be the focus of traffic enforcement activities. Minor moving~~

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violations may be resolved by warnings, unless the violations are repetitive, flagrant, or the circumstances warrant the issuance of a citation.

**D.F. ~~Equipment~~ Non-moving Violations**

The Officer ~~will~~ shall consider the continued safe operation of the vehicle and its general condition, ~~as well as the~~ including any type of equipment defect.

**E.G. ~~Public Carrier / Commercial Vehicles~~**

Violations shall be handled in the same manner as private passenger vehicles, with the exception of enforcing those laws that apply only to these specialized vehicles.

**H. ~~Non-Hazardous Violations~~**

~~Minor traffic infractions may be resolved by warnings, unless the violations are repetitive, flagrant, or the circumstances warrant the issuance of a citation.~~

**F.I. ~~Multiple Violations~~**

When multiple violations are observed, which can be classified separately as having distinctly different elements, they shall be dealt with independently. In situations where two violations are similar, to the extent that the elements of one law are included in the other law, only the most serious should be charged.

**G.J. ~~Newly Enacted Laws and / or Regulations~~**

A grace period of thirty (30) days may be given, during which time warnings shall be given to educate drivers about the new law. After any initial grace period, Officers ~~will~~ shall enforce new laws according to the same standards set forth for similar offenses.

**H.K. ~~Violations Resulting in Traffic Collisions~~**

If a violation results in personal injury or significant property damage, the violator may be cited for the offense.

**I.L. ~~Pedestrian and Bicycle Violations~~**

The enforcement of traffic laws pertaining to pedestrians and bicycles necessitates broad discretion by Officers. Officers ~~will~~ shall concentrate efforts where accidents have been frequent and severe. Officers may consider the age of the violator and the potential for physical danger to the violator due to the unsafe act.

**J.M. ~~Re-examination Requests~~**

1. Officers may sometimes come in contact with drivers who, due to apparent physical or mental incapacity, are incapable of safely operating a motor vehicle. This is not a judgment that is to be made lightly by Officers, and it should be documented and clearly indicated as a safety hazard before recommendations for the driver to be re-examined are made.

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2. Any Officer who becomes aware of an apparent mental or physical incapacity of a licensed driver should secure the name, driver's license number, and current home address of the driver. The Officer should then complete a Georgia Department of ~~Motor Vehicle Safety Medical Advisory Board Form~~ Driver Services Request for Driver Review (DDS-270). The form should then be forwarded to the Georgia Department of ~~Motor Vehicles~~ Drivers Services.

#### VIII. Violators Requiring Special Consideration

##### A. Juvenile Offenders

1. Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.
2. If the juvenile is issued a citation, the Officer shall advise the juvenile and / or parent / guardian of the charge and the contact information for Juvenile Court so they can be advised of a date / time to appear.

##### B. Military Personnel

Members of the military service shall in all cases, except treason, fleeing, or breach of peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, elections of Officers, and going to, during, and returning from the performance of any active duty. An arrest may be affected if the offense meets the above criteria, and the Officer ~~will~~ shall notify the violator's commanding Officer or the District Attorney's office.

##### C. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or Congress or Committee Meetings thereof and in going thereto or returning there from, except for treason, felony, or breach of peace. If a member of Congress or the General Assembly is stopped for a traffic violation, ~~they will~~ he / she shall be identified and immediately released. Officers can maintain a summons for a member of Congress or the Georgia Assembly and serve a copy of this summons to the violator at a time when ~~they are~~ he / she is not in transit to or from an aforementioned session.

##### D. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.

#### RESTRICTED LAW ENFORCEMENT DATA

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3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business and who are entitled to some degree of diplomatic or consular immunity. A brief statement of the bearer's criminal immunity is printed on the back of the identification card.
  - a. Diplomatic (blue border for diplomats)
  - b. Official (green border for embassy employees)
  - c. Consular (red boarder for consular personnel)
4. To verify entitlement to diplomatic or consular immunity, an Officer can contact US State Department personnel:
  - a. During regular business hours: ~~(202) 647-1985 or (202) 647-1727~~ (202) 895-3521
  - b. After regular business hours: ~~(202) 647-7277~~, (571) 345-3146 or (866) 217-2089
5. Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible. Accordingly, an Officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation, even if immunity bars any further action at the scene.
6. Individuals entitled to immunity may be detained if they are a serious danger to themselves or others. They ~~will~~ shall not be restrained unless an act of violence is committed.
7. Officers ~~will~~ shall inform the individual of our responsibility for preserving safety for them and others.
8. A copy of any citations issued and any other documentation regarding the incident involving persons claiming immunity shall be documented in an incident report and forwarded through the chain of command to the US State Department at [OFMDMVEenforcement@state.gov](mailto:OFMDMVEenforcement@state.gov) or (202) 895-3646 (fax).

E. Non-residents

Officers ~~will~~ shall use the same procedures for non-residents of the ~~agency's~~ Department's service area as residents.

IX. **Parking Enforcement**

- A. The objective of enforcing parking violations is to maintain a free-flow of traffic and to enhance the safety of motorists and pedestrians.

**RESTRICTED LAW ENFORCEMENT DATA**

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- B. All Officers shall be responsible for enforcing parking regulations. When an Officer finds a vehicle that is improperly parked, he / she may issue a citation and place the violator's copy of the citation on the windshield. If a vehicle presents a significant hazard to the safe movement of traffic, and the owner of the vehicle cannot be located, the Officer may tow the vehicle.
- C. Where signs are properly erected, Officers may also enforce parking violations on private property. Offenses that may be enforced include:
  - 1. ~~A.~~ Parking in a fire lane (City Ordinance, 114-398)
  - 2. ~~B.~~ Parking in a handicap zone (O.C.G.A. 40-6-226)

X. **Traffic Safety Check Points**

A. Purpose

The primary purpose of a traffic safety check point shall be to ensure roadway safety rather than as a constitutionally impermissible pretext aimed at discovering general evidence of ordinary crime. Traffic safety check points shall only be conducted for the following purposes:

1. Driver's license / insurance / registration verification.
2. Safety belt and child safety seat compliance.
3. Driver impairment.
4. Vehicle fitness / vehicle safety compliance.

B. Planning

1. The Watch Commander or Special Operations Supervisor is authorized to plan and conduct traffic safety check points based on resources and the purposes outlined in this policy.
2. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall document the purpose, approximate time, and location needed to conduct the traffic safety check point on the Traffic Safety Check Point Report.
3. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall send an email to the Patrol Division Commander or his / her designee outlining the planned traffic safety check point.
4. During roll call, the Watch Commander ~~will~~ **shall** announce the planned traffic safety check point and explain the procedures to be followed.

C. Procedures

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1. A traffic safety check point shall be set up in a location where visibility is clear and where it is possible to maintain an orderly flow of traffic without causing undue congestion.
2. The Watch Commander, ~~or~~ designated Shift Supervisor, ~~or~~ Special Operations Supervisor is required to be present at the traffic safety check point.
3. The traffic safety check point shall be clearly identifiable as a police check point with signs, traffic cones, and vehicles utilizing their emergency blue lights.
4. If one of the purposes of the traffic safety check point is for driver impairment checks, all screening Officers shall be sufficiently trained to make an initial determination that a motorist should be given field sobriety tests for intoxication.
5. All employees participating in the traffic safety check point shall wear a Department-approved reflective vest ~~authorized by the Department~~.
6. After the traffic safety check point has commenced, all vehicles traveling through the location ~~will~~ shall be checked, keeping the delay of each driver to a minimum.
7. If traffic becomes congested or safety becomes a concern, the ~~Shift~~ Supervisor-in-charge may stop the traffic safety check point. If conditions improve within a reasonable amount of time, the ~~Shift~~ Supervisor-in-charge may restart the traffic safety check point.

D. Documentation

After completion of the traffic safety check point, the ~~Shift~~ Supervisor responsible for conducting the check point shall complete the remainder of the Traffic Safety Check Point Report and forward it to the Special Operations Supervisor.

XI. **Traffic Direction**

Traffic control functions are performed by sworn employees and auxiliary personnel. All personnel should assess the scene of any location where traffic direction is necessary and request assistance if additional personnel are needed for safety purposes.

A. Use of Reflective Clothing

All personnel ~~will~~ shall wear reflective clothing / vests for safety when directing or controlling traffic in the roadway. Other equipment may include:

1. Approved headgear.
2. Flashlight and ~~traffic~~ attachable traffic safety wand ~~cone~~.
3. When practical, the police ~~unit~~ vehicle shall ~~will~~ be positioned in a safe place

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with blue lights activated to warn motorists of an adverse or potential hazard ahead.

B. Manual Traffic Direction and Control

The following methods of hand and arm signals shall be used for manual traffic control:

1. Stopping Traffic

To stop traffic, the Officer should:

- a. Look directly at the person to be stopped until eye contact is made; and
- b. Raise his / her hand at the wrist so that the palm is toward the person to be stopped.

2. Starting Traffic

To start traffic, the Officer should:

- a. Look directly at the person to be started until eye contact is made; and
- b. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

3. Signaling Aids

- a. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:
  - (1) One long blast with a “stop” arm signal.
  - (2) Two short blasts with the “go” arm signal.
  - (3) Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.
- b. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The ~~orange~~ traffic ~~safety wand cone~~ shall be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicle’s headlights providing illumination.

C. Traffic Direction at Collision Scenes

1. Minor traffic collisions requiring a report usually do not present a major

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problem relative to traffic direction. In these cases, the Officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring traffic flow, and then complete the investigation.

2. In serious collisions requiring a thorough investigation, the scene may need protection for an extended period. In these cases, the Officer should:
  - a. Summon sufficient manpower to handle traffic direction responsibilities.
  - b. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.).
  - c. Detour traffic as necessary.
  - d. Contact a Traffic Enforcement Unit Investigator, if needed.
  - e. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.
  - f. Restore the scene to a safe condition (request the replacement of signs, signals, utility poles, etc.).
  - g. Continue traffic direction duties until traffic flow is normal.

D. Traffic Direction and Control at Fire Scenes and other Critical Incidents

1. Officers directing traffic at fire scenes and other critical incidents ~~will~~ shall ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Officers should follow these procedures when directing traffic at a fire scene:
  - a. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
  - b. Utilize sufficient equipment to protect the scene (barricades, cones, etc.).
  - c. Detour traffic as necessary.
  - d. Restore traffic flow.
  - e. Continue traffic direction duties until ~~fire~~ the scene is cleared.
3. No vehicle ~~will~~ shall be allowed to cross fire hoses without the approval of the ~~senior-on-scene~~ fire ~~official~~ Incident Commander. (O.C.G.A. 40-6-248)

E. Traffic Control during Adverse Road and Weather Conditions

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1. Officers may be required to perform traffic direction and control duties when adverse or hazardous road or weather conditions exist. Examples of such conditions include:
  - a. Bad weather occurrences, such as fog, snow or ice on the roadway, flooding, etc.
  - b. Accidental hazards, such as downed trees, debris in the roadway, etc.
  - c. Engineering hazards, such as road construction, traffic light repair, downed power lines, etc.
2. When adverse conditions exist, the Officer shall:
  - a. Notify ~~dispatch~~ the Whitfield County 911 Center of the situation and ensure that appropriate agencies are notified (GDOT, Public Works, Utilities).
  - b. Determine what traffic control measures should be taken, to include manual control or the use of temporary traffic control devices, and implement those measures.

F. Traffic Control Devices

On occasion, Officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control signal devices in the following situations:

1. When a traffic light malfunctions.
2. To facilitate movement at traffic accidents or other emergencies.
3. To provide a thoroughfare for a motorcade, funeral procession, etc.
4. To alleviate congestion during planned special events.

G. Use of Traffic Control Devices

1. Temporary traffic control devices, such as cones, signs, emergency flashers, barricades, etc., may be obtained from Public Works or Dalton Police Department cone and barricade storage areas. These devices shall be utilized when necessary at a special event or an emergency scene. The Watch Commander or ~~Shift~~ other Supervisor shall have the authority to request these devices and determine the location for using them.
2. Temporary devices ~~will~~ shall be removed by ~~police~~ Department personnel when the event or emergency situation is over and ~~will~~ shall be returned to ~~Public Works or the Dalton Police Department~~ the proper storage location.

**RESTRICTED LAW ENFORCEMENT DATA**

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XII. **Hazardous Roadway Conditions**

- A. When a roadway hazard is identified that requires immediate correction, Officers shall notify ~~dispatch~~ the Whitfield County 911 Center of the hazard. Officers may be able to remove some hazards, such as tree limbs or other small debris. Other hazards may require Officers to remain on scene until other corrective actions may be taken.
- B. When a roadway hazard is identified that is not an immediate threat, such as pot holes or obscured traffic signs, Officers shall notify ~~dispatch~~ the Whitfield County 911 Center so that the appropriate agency can be notified.

XIII. **Traffic Engineering**

- A. Collision investigations, citizen complaints / suggestions, and Officers' observations may reveal engineering deficiencies, which contribute to hazardous traffic conditions.
- ~~B.A.~~ Officers receiving such information shall notify the Traffic Enforcement Unit.
- ~~C.B.~~ The Traffic Enforcement Unit, in coordination with the Special Operations Supervisor, shall act as liaisons with the Dalton Public Works Department and State Highway Georgia Department of Transportation to assist in identifying traffic engineering deficiencies and providing collision and enforcement data, as needed.

XIV. **Assisting Motorists**

- A. Officers ~~will~~ shall, at all times, assist and protect citizens and motorists that are in need upon any street or highway. When an Officer observes a stranded motorist, he / she ~~will~~ shall stop and ascertain what assistance, if any, is required. The Officer shall take whatever action is appropriate to include, but not limited to:
  - ~~1.A.~~ If the vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the Officer ~~will~~ shall help the person move the vehicle.
  - ~~2.B.~~ If the vehicle has a mechanical failure and cannot be moved from the roadway, the Officer shall arrange to have the vehicle towed, either by the owner's requested wrecker service or the "list" wrecker service.
  - ~~3.C.~~ Transport the motorist to the Police Services Center or any other nearby place of safety.
  - ~~4.D.~~ Relay the motorist's request to ~~dispatch~~ the Whitfield County 911 Center if ~~they~~ he / she needs a phone call made to obtain assistance.
  - ~~5.E.~~ Upon the discovery of an emergency, the Officer ~~will~~ shall immediately notify ~~dispatch~~ the Whitfield County 911 Center and request the proper assistance (i.e. EMS, Fire Department, Public Works Department, etc.). Officers ~~will~~ shall provide the dispatcher with the nature of the emergency,

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the apparent condition of any victim(s), and any other pertinent information. After notifying the dispatcher, the Officer ~~will~~ shall render whatever aid is practical.

- B. In the event a disabled motorist is observed by an Officer on or en route to a call for service, ~~dispatch~~ the Whitfield County 911 Center ~~will~~ shall be notified of the motorist's location so another Officer can be dispatched to the location.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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## Appendix A

### Dalton PD

#### TRAFFIC SAFETY CHECK POINT REPORT

##### PLANNING

Date: \_\_\_\_\_

\_\_\_\_\_ approves a Traffic Safety Check Point  
to be conducted between \_\_\_\_\_ hours and \_\_\_\_\_ hours at  
\_\_\_\_\_ (Location) for the primary purpose(s) of :

- \_\_\_\_\_ Driver's License/Insurance/Registration Verification
- \_\_\_\_\_ Seatbelt Compliance
- \_\_\_\_\_ Driver Impairment
- \_\_\_\_\_ Vehicle Fitness / Vehicle Safety Compliance

Other agencies to participate (list): \_\_\_\_\_

Traffic Safety Check Point Supervisor: \_\_\_\_\_

Briefing to be held at \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Time Date Location

Notification e-mail sent to Operations Supervisor and Division Commander? \_\_\_\_ Yes \_\_\_\_ No

Traffic Safety Check Point planned \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
Time Date Location

\_\_\_\_\_  
Signature

##### FINAL REPORT

Supervisor of the Traffic Safety Check Point: \_\_\_\_\_  
Print Name Signature

Screening Officers: \_\_\_\_\_  
\_\_\_\_\_

Exact Location: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

Number of Personnel: DPD \_\_\_\_\_ Other \_\_\_\_\_

How was Traffic Safety Check Point Identified: Marked Patrol Cars \_\_\_\_ Blue Lights \_\_\_\_ Signs \_\_\_\_  
Uniformed Officers w/Traffic Vests \_\_\_\_  
Cones \_\_\_\_ Other \_\_\_\_\_

Minimal delay for motorists? Yes \_\_\_\_ No \_\_\_\_ (If no, explain) \_\_\_\_\_

All vehicles stopped? Yes \_\_\_\_ No \_\_\_\_ (If no, explain) \_\_\_\_\_

Was Traffic Safety Check Point stopped and restarted? Yes \_\_\_\_ No \_\_\_\_ (if yes, explain by whom, why,  
and what times) \_\_\_\_\_

UNIRCK 110906 R1311

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## REPORT OF ENFORCEMENT ACTION

Child Restraint: _____	<table border="1"> <thead> <tr> <th>Other Violations</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Other Violations	Quantity	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Other Violations		Quantity																			
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_____	_____																				
Driving Suspended: _____																					
DUI Alcohol: _____																					
DUI Drugs: _____																					
Drug Arrest: _____																					
Equipment Violation: _____																					
No License: _____																					
No Insurance: _____																					
Open Container: _____																					
Registration Violation: _____																					
Seatbelt Violation: _____																					
Warrant Served: _____																					
Other: (specify violations and quantity to the right): _____																					

COMMENTS:

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### Constitutionality of Police Traffic Safety Check Point

1. The roadblock was implemented pursuant to a Check Point program that has, when viewed at the programmatic level, an appropriate primary purpose other than general crime control;
2. The decision to implement the specific roadblock in question was made by a supervisor in advance, and not by an officer in the field;
3. All vehicles that passed through the roadblock were stopped, rather than random vehicle stops;
4. The delay to motorists was minimal;
5. The roadblock was well-identified as a police Check Point;
6. The screening officers staffing the roadblock possessed sufficient training and experience to qualify them to make an initial determination as to which motorists should be subjected to field sobriety testing; and
7. Under the totality of the circumstances, the stop of the defendant was reasonable under the Fourth Amendment.

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**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>February 24, 2004</b>	Number <b>GO04-4.24</b>
Subject <b>Detection and Arrests of <del>Persons Driving Under the Influence</del> Impaired Drivers</b>			
Reference <b>CALEA Standards – 61.1.5, 61.1.9, 61.1.10</b>		Revised <b><del>February 26, 2019</del> April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b><del>February 2021</del> April 2023</b>		No. Pages <b>4</b>

## I. Policy

~~To reduce the total number of crashes and injuries~~ The policy of the Dalton Police Department ~~will~~ is to actively identify and investigate ~~and enforce all suspected~~ cases of ~~persons driving under the influence of alcohol and / or drugs~~ impaired driving and strictly enforce Georgia's laws pertaining to driving under the influence.

## II. Detection of Impaired Drivers

A. The detection of impaired drivers begins with the Officer's perception that the person's driving behavior is indicative of driving under the influence of alcohol and / or drugs. These indicators include, but are not limited to:

- ~~1.A.~~ Weaving, drifting, or swerving within a lane or over the roadway
- ~~2.B.~~ Straddling the lane line
- ~~3.C.~~ Turning abruptly, illegally, or with a wide radius
- ~~4.D.~~ Almost striking a vehicle, curb, or other object
- ~~E.~~ Swerving
- ~~F.~~ Drifting
- ~~5.G.~~ Problems with Stopping without cause or erratic braking
- ~~6.H.~~ Accelerating or decelerating for no apparent reason
- ~~7.I.~~ Varying or improper speeds
- ~~J.~~ Slow speed (10 or more mph under the limit)
- ~~8.K.~~ Driving in opposite lanes or the wrong way on a one-way street
- ~~L.~~ Driving the wrong way on a one-way street

### RESTRICTED LAW ENFORCEMENT DATA

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- 9.~~M.~~ Slow response to traffic signals
- 10.~~N.~~ Slow or failure to respond to an Officer's signals
- ~~O. — Stopping in a lane for no apparent reason~~
- 11.~~P.~~ Driving without headlights at night
- 12.~~Q.~~ Failure to signal or signaling that is inconsistent with driving actions
- 13.~~R.~~ Following too closely
- 14.~~S.~~ Improper or unsafe lane changes
- ~~T. — Illegal or improper turn~~
- 15.~~U.~~ Driving on other than designated roadway

- B. The Officer must be alert for the possibility that the driver, suspected of being under the influence of alcohol and / or drugs, might be experiencing diabetic shock or some other medical condition. The Officer must take reasonable action to differentiate between the two.

### III. **Making the Stop**

~~The~~ Traffic stops shall ~~will~~ be conducted in accordance with policy GO88-4.5, Vehicle Stops.

### IV. **Field Sobriety Testing**

- A. When a driver is suspected of driving ~~under the influence~~ while impaired, the Officer may conduct field sobriety testing to determine ~~if the driver's level of impairment is under the influence~~.
- B. Field sobriety testing should be conducted in the safest place possible for the Officer and ~~suspect driver involved~~.
- C. If available, an additional Officer should be requested to the stop location to observe traffic, passengers, etc. while field sobriety testing is being conducted.
- ~~D.G.~~ There are indicators, ~~called~~ referred to as post-stop cues, that may indicate the driver is ~~under the influence of alcohol and / or drugs~~ impaired. These indicators include, but are not limited to:
  - 1. Difficulty with motor vehicle controls
  - 2. Difficulty with exiting the vehicle
  - 3. Fumbling with his / her driver's license or proof of insurance

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4. Repeating questions or comments
5. Swaying, unsteadiness, or balance problems
6. Leaning on the vehicle or other object
7. Slurred speech
8. Slow to respond to the Officer or requiring the Officer to repeat
9. Providing incorrect information or changing answers
10. Emitting an odor of an alcoholic beverage from the driver his / her person

**E.D.** Note that case law indicates that the Alco-sensor a portable breath alcohol screening device (Alco-sensor) should only be used after completing or attempting to complete field sobriety testing. Any evidence resulting after the alcosensor portable breath test may be subject to suppression in court.

**V. Arrest of the Offender**

- A. When a person driver that is suspected of driving under the influence of alcohol and/or drugs being impaired is taken into custody, the arresting Officer shall:
1. Advise the driver that he / she is under arrest for driving under the influence.
  2. Read the most recently issued implied consent warning to the arrestee at the scene or when safe to do so.
  3. Make Arrangements for the removal of the suspect's vehicle.
    - a. Have the vehicle towed per request of the driver or owner or contact the on-call tow service.
    - b. Leave the vehicle at the scene if not a traffic hazard, per the driver's or owner's request, providing permission from the property owner is obtained.
    - c. Release the vehicle to a third party, per the driver's or owner's request.
- B. The state-administered breath test utilizing the Intoxilyzer 9000 must be performed by a certified operator. The Intoxilyzer operator shall:
1. Ensure the suspect has been read the current implied consent notice.
  2. Prepare the state-approved Intoxilyzer and administer the test.

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3. ~~The operator shall~~ Sign ~~the three (3)~~ printouts of ~~the~~ breath test results. ~~and complete the Intoxilyzer log.~~ Place one copy in the assigned Intoxilyzer folder, provide one copy to the arresting Officer, and provide one copy to the driver.
  4. ~~Give the violator a copy of the printout.~~
- C. If a blood and / or urine test is requested by the Officer, the Officer shall:
1. Pick up the appropriate blood and / or urine evidence kit from the Police Services Center.
  2. For blood tests, transport the suspect to the Whitfield County Health Department during regular business hours, ~~on~~ Monday through Friday, 08:00-17:00. During all other times, transport the suspect to the Emergency Room at Hamilton Medical Center.
    - a. Ensure the suspect's blood is collected by an authorized healthcare worker or other appropriate person.
    - b. Ensure the blood is packaged in the kit and the kit is properly sealed with the appropriate paperwork.
    - c. Submit the kit to the Property and Evidence Section to be sent to the GBI for forensic testing.
  3. For urine tests, have the suspect submit a sample of urine into the kit's receptacle. Package the urine sample and paperwork in the kit, and submit the kit to the Property and Evidence Section to be sent to the GBI for forensic testing.
- D. If the suspect requests an additional chemical test, the Officer shall provide transportation for the suspect to qualified personnel of ~~the arrestee's~~ his / her own choosing. This request ~~will~~ shall be granted if within reasonable limits. The Officer shall explain to ~~the suspect~~ him / her that the suspect shall ~~will~~ be responsible for any costs incurred.

## VI. **Booking Procedures**

The arresting Officer shall be responsible for processing the person charged with driving under the influence. The arresting Officer shall complete the following when booking the arrestee at the Whitfield County Jail:

- A. Citation(s) for the offense(s)
- B. A detailed incident report, including the reason for the stop and the results of field sobriety test(s) performed. A copy of the Intoxilyzer results shall be attached to the incident report in the Records Management System.
- C. The Administrative License Suspension form, if applicable

### **RESTRICTED LAW ENFORCEMENT DATA**

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>February 24, 2004</b>	Number <b>GO91-7.5</b>
Subject <b>Missing Persons</b>			
Reference <b>CALEA Standards – 41.2.5, 41.2.6</b>		Revised <b>January 22, 2019 April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>January 2021 April 2023</b>		No. Pages <b>6</b>

## I. Policy

~~It is the policy of the Dalton Police Department to thoroughly investigate all cases of missing / unidentified persons and to give priority to "at risk" cases, such as missing children.~~

It is the policy of the Dalton Police Department to thoroughly investigate all reports of missing persons, giving particular attention to cases involving missing children, persons who may be mentally and / or physically impaired, persons who are incapable of caring for themselves, and children or adults who are either unidentified or unidentifiable to determine if they are classified as missing.

## II. Definitions

~~A. Missing Person – a person who is unable to be located at a particular place or time and is reported to police as missing by a complainant.~~

~~B. Missing Juvenile – a person who is under the age of twenty-one (21) and is missing from a specific place or is reported to the police as missing; including runaway, abandonment, abducted, or other missing statuses.~~

~~C. Disabled Adult – a person eighteen (18) years of age or older who is not a resident of a long-term care facility but who is mentally or physically incapacitated, has Alzheimer's disease, or dementia.~~

~~D. Unidentified Person – A juvenile or adult recovered by law enforcement personnel, that due to age, mental capacity, or unwillingness is unable to furnish his / her identity or address.~~

~~E. At risk – The term "at risk" refers to:~~

~~1. A missing juvenile under the age of fourteen (14), or~~

~~2. A missing person of any age who is,~~

~~a. mentally or physically incapacitated,~~

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- ~~b. in a life threatening situation,~~
- ~~c. in the company of others who may cause harm or endanger his or her welfare,~~
- ~~d. reported missing after a disaster, or~~
- ~~e. whose disappearance involves circumstances that would cause a reasonable person to conclude that the missing person should be considered at risk.~~

- A. *CodeRED* – A trademark of Emergency Communications Network and a general concept that refers to using a telephone database, combined with a digital map, to notify community members of emergencies, missing persons, or other information. In this policy, the automated emergency notification system is referred to by its product name, “CodeRED”.
- B. *Critical Missing Adult* – A person eighteen (18) years or older who suffers from diminished mental capacity or medical conditions that are potentially life-threatening if left unattended or untreated. Any adult missing under circumstances which would lead a reasonable person to conclude that there is danger if the person is not located immediately is also considered a critical missing adult.
- C. *Critical Missing Child* – Any child twelve (12) years of age or younger that is missing, a missing child that is in poor physical or questionable mental health, or any missing child where there is an indication of foul play. Any child missing under circumstances which would lead a reasonable person to conclude that there is danger if the child is not located immediately (e.g. a child missing outdoors in extremely harsh weather conditions or who requires medication) is also considered a critical missing child.
- D. *Levi’s Call (Georgia’s Amber Alert)* – An alert / lookout initiated by law enforcement through a request to the Georgia Bureau of Investigation when a child has been abducted and is believed to be in danger of being harmed by his / her abductor.
- E. *Mattie’s Call* – An alert / lookout initiated by law enforcement for missing disabled adults who are developmentally impaired or who suffer from dementia or some other cognitive impairment.
- F. *Missing Child* – Anyone under the age of eighteen (18) that is being reported as missing from his / her home, school, job, place of recreation, or other usual location.
- G. *Missing Person* – Any person who is absent from or fails to reach his or her home, school, job, place of recreation, or some other location within a reasonable length of time, without a known or apparent reason; or any patient of a hospital, clinic, nursing home, or similar facility that leaves without the permission or knowledge of those in charge.
- H. *Runaway* – Any child who, without just cause and without the consent of his or her

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parent, guardian, or legal custodian, is absent from his or her home or place of abode for at least 24 hours (O.C.G.A. 15-11-381).

- I. *Unidentified Person* – An adult or child recovered by law enforcement that, due to age, mental capacity, or unwillingness, is unable to provide his / her identity or address.

### ~~III. Procedure~~

~~A. When responding to any missing persons call the responding Officer(s) will respond in a timely manner and is responsible for the following:~~

~~1. Preserve the scene~~

~~2. Gather all essential information, such as:~~

~~a. Attempt to determine how long the person has been missing.~~

~~b. A complete description of the missing person, to include the following:~~

~~(1) Height~~

~~(2) Weight~~

~~(3) Hair Color~~

~~(4) Eye Color~~

~~(5) Ethnicity~~

~~(6) Distinguishing scars, marks or tattoos~~

~~(7) Last known clothing, including jewelry~~

~~c. Description of the vehicle, if applicable~~

~~d. Photograph of the person, if available~~

~~e. Who saw the person last; when and where~~

~~f. Determine the person's routine movements~~

~~g. Get a complete description of friends, business associates, and frequent "hang outs"~~

~~h. Get a complete description of the person's vehicle to include the license number, if available~~

~~i. Any probable causes for the absence of the person; e.g.,~~

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~~\_\_\_\_\_ domestic problems, employment problems, etc.~~

~~3. \_\_\_\_\_ Complete a Missing Persons Declaration Form and have the reporting  
\_\_\_\_\_ person sign the form.~~

~~4. \_\_\_\_\_ Give updated information to other Officers, if applicable~~

~~5. \_\_\_\_\_ Provide information to the Whitfield County 911 Center and request a  
\_\_\_\_\_ broadcast to other agencies in the area, if applicable~~

~~6. \_\_\_\_\_ Determine if the missing person is an "at risk" person~~

~~7. \_\_\_\_\_ Request a Supervisor on "at-risk" situations~~

~~8. \_\_\_\_\_ Identify those at the scene~~

~~9. \_\_\_\_\_ When applicable, commence the initial search of the immediate area~~

~~10. \_\_\_\_\_ Enter the missing person into GCIC and leave the Missing Persons  
\_\_\_\_\_ Declaration with the GCIC entry paperwork.~~

~~For anyone under the age of 21, entry must be made **immediately**. For  
all others, entry must be made within 12 hours (O.C.G.A. 35-3-36, GCIC  
Council Rule 140-2-.15, Titles 42 USC 5779 and 5780)~~

~~11. \_\_\_\_\_ Complete a thorough report containing the information gathered and the  
\_\_\_\_\_ actions taken.~~

~~B. \_\_\_\_\_ When responding to "at-risk" missing persons cases, the Supervisor shall do so in  
a timely manner. He / she shall assess the situation and determine if ICS should  
be initiated. If so, he / she is responsible for the following:~~

~~1. \_\_\_\_\_ Establish an incident command post, if not already established~~

~~2. \_\_\_\_\_ Evaluate the case to determine if the CodeRED system should be activated  
in accordance with GO06-6.7, Automated Emergency Notification System.~~

~~3. \_\_\_\_\_ If needed, notify investigators.~~

~~4. \_\_\_\_\_ Notify and brief Command Staff personnel~~

~~5. \_\_\_\_\_ Begin an activity log~~

~~6. \_\_\_\_\_ If a physical search is necessary, evaluate the situation to determine the  
best search method~~

~~7. \_\_\_\_\_ If necessary, arrange logistics for the search efforts. The Department will  
\_\_\_\_\_ serve as the lead agency in the search, and will ask for support from the  
\_\_\_\_\_ Fire Department, EMS, other agencies, search dogs, and other  
\_\_\_\_\_ volunteers as needed, depending upon the size of the search area and  
\_\_\_\_\_ difficulty of terrain.~~

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- ~~8. If needed, notify the Public Relations Specialist to coordinate media information.~~
- ~~9. In cases of an abducted child under the age of 18, contact the GBI regional office to have them evaluate the case to determine if an Amber Alert ("Levi's Call") can be issued. The following alert criteria must be met:~~
  - ~~a. There is a reasonable belief that an abduction has occurred~~
  - ~~b. The child is believed to be in imminent danger or serious bodily injury or death~~
  - ~~c. Enough descriptive information exists about the victim and the abductor~~
  - ~~d. The victim of the abduction is under the age of eighteen (18)~~
  - ~~e. The abduction must be entered into NCIC~~
- ~~10. Additionally in cases of a missing child under the age of 18, consult with a Division Commander to evaluate the situation to determine if the Georgia Child Abduction Response Team (CART) may be of assistance. They are a team of individuals from various state agencies who are trained and prepared to respond to a missing / endangered or abducted child. CART pulls together resources to aid in the search and rescue effort and to assist the agency of jurisdiction in its investigation.~~
  - ~~a. The occurrence of any of the following may initiate investigative and forensic involvement, assistance or coordination by CART members:~~
    - ~~1) A non-family abduction of a minor child (under the age of 18); or~~
    - ~~2) The abduction of a minor child with endangerment circumstances; or~~
    - ~~3) Any other abduction or missing child investigation that requires immediate response in order to protect the well-being of the child.~~
  - ~~b. GBI Contact Information: Assistant Special Agent in Charge Ryan Carmichael: 404-486-6420~~
- ~~11. In cases of a missing disabled adult, contact the GBI regional office to have them evaluate the case to determine if a "Mattie's Call" can be issued. The following alert criteria must be met:~~

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- ~~\_\_\_\_\_ a. There is reasonable belief that a disabled person is missing and  
\_\_\_\_\_ is in immediate danger of serious bodily injury or death.~~
- ~~\_\_\_\_\_ b. The disappearance has been verified and alternative  
\_\_\_\_\_ explanations for the disabled person's disappearance have been  
\_\_\_\_\_ eliminated.~~
- ~~\_\_\_\_\_ c. Sufficient information is available to disseminate to the public  
\_\_\_\_\_ that could assist in locating the disabled person.~~
- ~~\_\_\_\_\_ d. The missing disabled person must be entered into NCIC~~
- ~~\_\_\_\_\_ e. Statewide broadcast to law enforcement / 911 centers have  
\_\_\_\_\_ been issued and contact has been made with local media—  
\_\_\_\_\_ regarding the missing person.~~

~~C. When responding, Investigative personnel's responsibilities are to:~~

- ~~1. Respond in a timely manner~~
- ~~2. Debrief the first responders~~
- ~~3. Coordinate with the Incident Commander~~
- ~~4. If an Investigator is assigned the case, he / she shall,~~
  - ~~\_\_\_\_\_ a. Make sure all reports are complete and accurate and the GCIC  
\_\_\_\_\_ entries are made~~
  - ~~\_\_\_\_\_ b. Complete a supplemental within 60 days, documenting the  
\_\_\_\_\_ request for medical or dental records on missing children.—~~
  - ~~\_\_\_\_\_ c. Obtain photograph and prepare fliers if necessary~~
  - ~~\_\_\_\_\_ d. Obtain help from the media through the Public Relations Specialist~~
  - ~~\_\_\_\_\_ e. Obtain victim support from the Victim / Witness Program~~
  - ~~\_\_\_\_\_ f. Update all records~~
  - ~~\_\_\_\_\_ g. Re contact the reporting person for updates and to ensure needs  
\_\_\_\_\_ are being met.~~
  - ~~\_\_\_\_\_ h. Investigate the case thoroughly to facilitate the case being brought  
\_\_\_\_\_ to a speedy closure.~~

~~D. When responding to an unidentified persons call the responding Officer(s) will  
\_\_\_\_\_ respond in a timely manner and is responsible for the following:~~

- ~~1. Preserve the scene~~

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- ~~2. Gather essential information, such as;~~
  - ~~a. A physical description of the person.~~
  - ~~b. The identity of the witness that located the unidentified person.~~
  - ~~c. The place where the person was located.~~
- ~~3. When applicable, commence the initial search of the immediate area~~
- ~~4. Give updated information to other Officers~~
- ~~5. Provide information to the Whitfield County 911 Center and request a broadcast to other agencies in the area~~
- ~~6. Notify DFACS / APS if the unidentified person's caregiver cannot be located.~~
- ~~7. Enter the unidentified person into GCIC and remove him / her if the caregiver is later located.~~
- ~~8. Complete a thorough report containing the information gathered and the actions taken.~~
- ~~9. If the caregiver is located, fax a copy of the incident report to DFACS / APS.~~

~~E. Post Case Closure~~

- ~~1. Missing person is found.~~
- ~~2. Departmental records and GCIC records are updated and the GCIC entry is cleared.~~
- ~~3. If ICS was initiated, an after action review report will be completed by the Incident Commander.~~
- ~~4. Any training needs or weaknesses will be addressed.~~

III. Reporting and Classification

- A. Missing person reports involve individuals who voluntarily leave home for personal reasons, disappear for unexplained reasons, or who may be considered at risk. The role of the responding Officer is critical in identifying the circumstances surrounding the missing person and in identifying those cases when an individual may be in jeopardy.
- B. There shall be no waiting period required by the Department for reporting a missing person.

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- C. An individual may be declared “missing” when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the person’s behavior patterns, plans, or routines.
- D. Officers should be aware that they may encounter several types of missing child cases, each with their own unique response requirements, including:
  - 1. A non-family abduction in which a child is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization
  - 2. A family abduction in which a non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement
  - 3. A runaway child, most often a teenager, who leaves home voluntarily for a variety of reasons
  - 4. A lost or otherwise missing child, who becomes separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence
  - 5. A child whose caretaker makes no effort to recover the child who has run away or who has been abandoned or deserted
- E. The Watch Commander shall be notified of missing persons that satisfy one or more of the following criteria:
  - 1. Information that the missing person may be the victim of foul play
  - 2. Because of age (juvenile or elderly), the person may be unable to properly safeguard or care for himself / herself
  - 3. The person suffers from diminished mental capacity or medical conditions that are potentially life-threatening if left unattended or untreated
  - 4. The person is a patient of a hospital, clinic, nursing home, or similar facility and is considered potentially dangerous to himself / herself and / or others
  - 5. The person has demonstrated the potential for suicide
- F. The Whitfield County 911 Center call-taker shall attempt to obtain as much information as possible regarding the missing person, with special attention to the criteria listed above. The call-taker should obtain a complete physical description, including the clothing the missing person was last seen wearing, and transmit a lookout to all Officers and surrounding agencies.
- G. The missing person incident report shall detail the information learned and actions taken by the responding Officer(s). The responding Officer(s) shall attempt to determine the following information to be included in the incident report:

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1. The name, age, gender, race, and physical description of the missing person and the relationship of the reporting party to the missing person
2. The time, date, and place of last known location and the identity of anyone accompanying the missing person prior to his / her disappearance
3. Any indications of missing personal belongings, particularly money and other valuables
4. The extent of any previously conducted searches or attempts to locate the missing person by the reporting party
5. Whether the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans
6. Whether the missing person has been involved recently in domestic incidents, suffered emotional trauma or a life crisis, demonstrated unusual, uncharacteristic, or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness
7. The current physical condition of the missing person and whether the person is currently on prescription medications
8. Any suggestions of foul play or accident

#### IV. Non-critical Missing Child

##### A. Responding Officer's Responsibilities

1. Initiate an immediate investigation in an attempt to locate the missing child and relay such information to the Watch Commander.
2. Obtain and document any leads as to the possible location of the missing child (e.g., child's destination, mode of travel, routes, etc.).
3. Obtain the identity and location where the missing child was last seen and the identity of the person who last saw the missing child.
4. Obtain names and telephone numbers of relatives and friends and any other information which may assist in locating the missing child.
5. Provide a lookout with a description of the missing child and any known circumstances to all other Officers and the Whitfield County 911 Center. Request the Whitfield County 911 Center disseminate the lookout to surrounding agencies and to the law enforcement agencies in the jurisdiction of any known or suspected destinations of the missing child.
6. Conduct a check of probable locations of the missing child as indicated by the complainant.

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7. Interview the reporting person, parents, siblings, friends, or any other persons who may have knowledge of the whereabouts of the missing child. These interviews may be made by telephone or in person, but all interviews and attempts to interview shall be documented in the report. The Officer should also inquire about and document any recent disciplinary or behavioral issues at home or at school.
8. Obtain a photograph, if possible, of the missing child and attach it to the report in the Report Management System for future use by the assigned Investigator.
9. Have the reporting person complete and sign a Missing Persons Declaration form.
10. Initiate an incident report with a narrative summary of the preliminary investigation and any related actions known to have been taken by others, including an initial physical description of the missing child and clothing description.
11. The missing child shall be entered into GCIC within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.

**B. Investigator's Responsibilities**

1. Ensure the missing child has been entered into GCIC.
2. Contact the complainant and follow-up on the information obtained by the responding Officer.
3. Utilize the missing child's photograph to coordinate press releases and / or social media posts to request assistance from the public in locating the missing child, if needed.
4. Contact the Department of Family and Children Services (DFACS) to request access to any relevant information on the missing child, including whether or not there is an active case, the name of the case worker, previous missing incidents, previous reported abuse cases, and other information which could lead to the whereabouts of the missing child.
5. Contact the missing child's school and inquire about his / her attendance record and any disciplinary issues.
6. Contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST and provide all available information for posting on their website if the child remains unlocated for seven (7) days or more.
7. Request the missing child's medical and / or dental records, when necessary, to ensure the information is entered into GCIC within sixty (60) days.

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8. Periodically contact the reporting party to provide updates on the case and ensure needs are being met.
9. Investigate the case thoroughly to facilitate it being brought to a speedy closure, and complete supplemental reports detailing all actions taken during the investigation.

V. **Critical Missing Child**

A. Responding Officer's Responsibilities

1. Upon receiving a report of a critical missing child, the Whitfield County 911 Center shall notify the Watch Commander and request a Supervisor respond with the dispatched Officer(s).
2. CID shall be notified of all critical missing child cases, and an Investigator shall respond with Officers to the scene if the initial search does not result in the child being located.
3. In addition to the steps listed for non-critical missing child cases, the following steps shall be performed by Officers responding to critical missing child cases:
  - a. When approaching the scene, activate the patrol vehicle's in-car camera system to record vehicles, people, and anything else of note for later investigative review.
  - b. Confirm the child is in fact missing:
    - (1) When a small child is involved, there should always be a physical search, especially of the home and immediate area where the child lives or was last seen.
    - (2) The search should start at the last known location and expand outward. This search should be made even if the parent or guardian has already conducted a search.
    - (3) Officers and Investigators should understand that small children might hide and refuse to answer when their names are called.
  - c. An Officer should go to the child's home or other place of disappearance and remain in that area with relatives to protect it as a potential crime scene until properly relieved. If assistance with this task is needed, request an additional Officer(s).
  - d. Verify the child's custody status.
  - e. Identify the child's zone of safety for his or her age and developmental stage.

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- f. Identify the circumstances of the disappearance, and, based on the available information, make an initial determination of the type of incident, whether non-family abduction, family abduction, runaway, lost, injured, or otherwise missing.
- g. Obtain detailed descriptions, photographs, and / or videos of the missing child, abductor, and any vehicles used, if applicable.
- h. Provide the Whitfield County 911 Center with detailed description information for a lookout to be given to all Officers and surrounding agencies. Continue to provide the dispatcher with developing information, if any, to update the lookout.
- i. Officers and Investigators shall interview all parties located at the scene, and ensure the identifying information of each person is properly recorded. To aid in the process, if possible, take pictures or record video images of everyone present.
  - (1) Note the name, address, home and cellular numbers of each person, and determine each person's relationship to the child.
  - (2) Document information each person may have about the child's disappearance, and determine when and where each person last saw the child.
  - (3) Ask each person what he / she thinks happened to the child.
  - (4) Obtain the names, addresses, and telephone numbers of the child's friends, associates, and other relatives and friends of the family.
- j. Conduct an immediate, thorough search of the missing child's home, even if the child was reported missing from a different location. Obtain valid consent prior to conducting searches.
- k. An Officer or Investigator shall remain at the scene to protect the scene and area of the child's home (including the child's personal articles such as hairbrush, diary, photographs, and items with the child's fingerprints, footprints, and/or teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph or video record the area.
- l. Evaluate the contents and appearance of the child's room and / or residence. Inquire if the child has access to the internet and evaluate its role in the disappearance. Ascertain if the child has a cellular telephone or other electronic communications device.

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- m. Extend the search to surrounding areas, including looking inside and around vehicles and other places of concealment.
- n. Treat areas of interest as potential crime scenes and secure for crime scene processing.
- o. Determine if surveillance or security cameras in the vicinity may have captured information about the child's disappearance.
- p. Interview other family members, friends, associates of the child, and friends of the family to determine when each last saw the child and what they think happened to the child.
- q. Have the complainant sign a completed Missing Person Declaration form, and ensure information regarding the missing child is entered into GCIC Missing Person Files within one (1) hour of the initial reported incident.
- r. Complete and submit all required paperwork prior to the Officer ending his / her tour of duty.

**B. Investigator's Responsibilities**

In addition to the steps listed for non-critical missing child cases, the following steps shall be performed by the Investigator responding to critical missing child cases:

- 1. Obtain a briefing from the first responding Officer and other on-scene personnel. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
- 2. Initiate and / or assist with a neighborhood canvass using all available resources.
- 3. Obtain a brief, recent history of family dynamics.
- 4. Evaluate conflicting information offered by witnesses and other individuals, if any, for additional follow-up.
- 5. Collect articles of the child's clothing for scent tracking purposes.
- 6. Review and evaluate all available information collected and evidence identified. Coordinate the processing of crime scenes with other Investigators.

(Steps 1-6 should be initiated within the first hour of the Investigator's arrival)

- 7. Secure the child's latest medical and dental records.

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8. Contact Dalton Public Works and private garbage collection companies to request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
9. Determine what additional resources and specialized services are required.
10. Conduct a criminal history check on all principal suspects and participants in the investigation.
11. Ensure details of the case have been reported to National Center for Missing and Exploited Children (NCMEC).
12. Prepare and update lookouts for local law enforcement agencies, the Georgia Bureau of Investigation (GBI), and other appropriate agencies.
13. Coordinate the receipt of tips and leads from the public.
14. Implement the Leads Management System to prioritize leads and ensure each one is reviewed and followed up.

**C. Supervisor's Responsibilities**

1. Obtain a briefing from the first responding Officer and other personnel at the scene.
2. Initiate the Incident Command System (ICS), and establish a command post away from the child's residence or other place of disappearance.
3. Remain on the scene of all critical missing child incidents until the child is either located, ICS is deactivated, or until relieved.
4. Coordinate with the Whitfield County 911 Center to activate the CodeRED system in accordance with policy GO06-6.7, Automated Emergency Notification System.
5. Decide if circumstances of the child's disappearance meet the protocol in place for activation of Levi's Call. Before Levi's Call can be activated, the following alert criteria must be met:
  - a. Law enforcement officials have a reasonable belief that an abduction has occurred.
  - b. Law enforcement officials believe that the child is in imminent danger of serious bodily injury or death.
  - c. Enough descriptive information exists about the victim and the abductor for law enforcement to issue a Levi's Call.
  - d. The victim of the abduction is a child age 17 years or younger.

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- e. The child's name and other critical data elements - including the child abduction (CA) and AMBER Alert (AA) flags - have been entered into the National Crime Information Center (NCIC) system.
- 6. Determine the need for additional Officers, Investigators, or members of other area public safety agencies, such as Dalton Fire Department, Whitfield County Sheriff's Office, etc. Whitfield County Emergency Management Agency can assist in coordinating additional personnel and resources.
- 7. Determine if additional assistance is necessary from:
  - a. The GBI / CART Team (Child Abduction Response Team)
  - b. Federal Bureau of Investigation (FBI)
  - c. Specialized units (e.g., tracking dogs)
  - d. Department Chaplains, Victim Advocate, etc.
  - e. NCMEC's Project ALERT / Team Adam
- 8. Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested, and expedite their availability.
- 9. Brief all additional responding units with the status of the investigation, and ensure coordination and cooperation among all public safety personnel involved in the investigation and search efforts.
- 10. Verify that all required notifications of Command Staff are made.
- 11. Assist with coordinating press releases and social media posts, if necessary.

VI. **Non-critical Missing Adult**

A. Responding Officer's Responsibilities

- 1. Interview the reporting party to gather information on the missing adult, to include age, race, gender, height, weight, hair, clothing description, vehicle description, mental and medical conditions, and any other specific information that relates to foul play.
- 2. Initiate a preliminary investigation in an attempt to locate the missing adult.
- 3. Obtain and document any leads as to the possible location of the missing adult (e.g., destination, mode of travel, routes, etc.).

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4. Determine when, where, and by whom the missing adult was last seen, identify the circumstances of the disappearance, and interview the individuals who last had contact with the person.
5. Obtain names and telephone numbers of relatives and friends and any other information which may assist in locating the missing adult.
6. Provide a lookout with a description of the missing adult and any known circumstances to all other Officers and the Whitfield County 911 Center. Request the Whitfield County 911 Center disseminate the lookout to surrounding agencies and to the law enforcement agencies in the jurisdiction of any known or suspected destinations of the missing adult.
7. Check with the Whitfield County Sheriff's Office, Hamilton Medical Center, and homeless shelters to determine if the person is located there.
8. Interview family members, friends, or any other persons who may have knowledge of the whereabouts of the missing adult. These interviews may be made by telephone or in person, but all interviews and attempts to interview shall be documented in the report.
9. Obtain a photograph, if possible, of the missing adult and attach it to the report in the Report Management System for future use by the assigned Investigator.
10. Have the reporting person sign a completed Missing Persons Declaration form.
11. Complete an incident report detailing the preliminary investigation and any related actions known to have been taken by others, including a physical description of the missing adult and clothing description.
12. The missing adult shall be entered into GCIC within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.

**B. Investigator's Responsibilities**

1. Ensure the missing adult has been entered into GCIC.
2. Contact the complainant and follow-up on the information obtained by the responding Officer.
3. Utilize the missing adult's photograph to coordinate press releases and social media posts to request assistance from the public in locating the missing adult, if needed.
4. Contact the missing adult's place of employment and / or school, if applicable, and inquire about his / her attendance record and any disciplinary issues.

**RESTRICTED LAW ENFORCEMENT DATA**

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5. Check credit card, debit card, and / or bank activity, if possible.
6. Obtain cell phone records, if circumstances dictate.
7. Periodically contact the reporting party to provide updates on the case and ensure needs are being met.
8. Investigate the case thoroughly to facilitate it being brought to a speedy closure, and complete supplemental reports detailing all actions taken during the investigation.

## VII. Critical Missing Adult

### A. Responding Officer's Responsibilities

1. Upon receiving a report of a critical missing adult, the Whitfield County 911 Center shall notify the Watch Commander and request a Supervisor also respond with the dispatched Officer.
2. CID shall be notified of all critical missing adult cases, and an Investigator shall respond with Officers to the scene if the initial search does not result in the adult being located.
3. In addition to the steps listed for non-critical missing adult cases, the following steps shall be performed by Officers responding to critical missing adult cases:
  - a. Provide the Whitfield County 911 Center with detailed description information for a lookout to be given to all Officers and surrounding agencies. Continue to provide the dispatcher with developing information, if any, to update the lookout.
  - b. Treat areas of interest as potential crime scenes and secure for crime scene processing.
  - c. Determine if surveillance or security cameras in the vicinity may have captured information about the person's disappearance;
  - d. The missing adult shall be entered into GCIC Missing Person Files within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.
  - e. Complete and submit all required paperwork prior to the Officer ending his / her tour of duty.

### B. Investigator's Responsibilities

#### **RESTRICTED LAW ENFORCEMENT DATA**

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In addition to the steps listed for non-critical missing adult cases, the following steps shall be performed by the Investigator responding to critical missing adult cases:

1. Obtain a briefing from the first responding Officer and other on-scene personnel. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
2. Initiate and / or assist with a neighborhood canvass using all available resources.
3. Obtain a brief, recent history of family dynamics.
4. Evaluate conflicting information offered by witnesses and other individuals, if any, for additional follow-up.
5. Collect articles of the adult's clothing for scent tracking purposes.
6. Review and evaluate all available information collected and evidence identified. Coordinate the processing of crime scenes with other Investigators.
7. Determine what additional resources and specialized services are required.
8. Prepare and update lookouts for local law enforcement agencies, the Georgia Bureau of Investigation (GBI), and other appropriate agencies.
9. Coordinate the receipt of tips and leads from the public.
10. Implement the Leads Management System to prioritize leads and ensure each one is reviewed and followed up on.

**C. Supervisor's Responsibilities**

1. Obtain a briefing from the first responding Officer and other personnel at the scene.
2. Initiate the Incident Command System (ICS), and establish a command post.
3. Remain on the scene of all critical missing adult incidents until the person is either located, ICS is deactivated, or until relieved.
4. Coordinate with the Whitfield County 911 Center to activate the CodeRED system in accordance with policy GO06-6.7, Automated Emergency Notification System.
5. Decide if circumstances of the adult's disappearance meet the protocol in place for activation of Mattie's Call. Before Mattie's Call can be activated, the following alert criteria must be met:

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- a. Law enforcement officials believe a disabled person is missing and is in immediate danger of serious bodily injury or death.
  - b. Through its own investigation, the law enforcement agency verifies the disappearance and eliminates alternative explanations for the disabled person's disappearance.
  - c. Sufficient information is available to disseminate to the public that could assist in locating the disabled person.
  - d. The missing disabled person is entered into NCIC / GCIC.
  - e. The law enforcement agency must issue a statewide broadcast to law enforcement / 911 centers and contact local media regarding the missing person.
6. Determine the need for additional Officers, Investigators, or members of other area public safety agencies, such as Dalton Fire Department, Whitfield County Sheriff's Office, etc. Whitfield County Emergency Management Agency can assist in coordinating additional personnel and resources.
  7. Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested, and expedite their availability.
  8. Brief all additional responding units with the status of the investigation, and ensure coordination and cooperation among all public safety personnel involved in the investigation and search efforts.
  9. Verify that all required notifications of Command Staff are made.
  10. Assist with coordinating press releases and social media posts, if needed.

VII. **Unidentified Persons**

- A. Upon receiving a report of an unidentified person, the responding Officer shall initiate an immediate investigation in an attempt to identify the person and notify the Watch Commander.
- B. The investigation shall include the following steps:
  1. Provide a detailed description of the person to the Whitfield County 911 Center for a lookout to be given to all Officers and surrounding agencies.
  2. Identify the reporting party that located the unidentified person, and determine the place where the person was located.
  3. Conduct a neighborhood canvas to try to identify the person or where the person lives.

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4. Take a photograph of the person to be used for press releases or social media posts.
5. Obtain medical treatment for any observed injuries or medical conditions.
6. If an unidentified child's caretaker cannot be located, notify DFACS. For an adult, notify Adult Protective Services (APS).
7. Enter the unidentified person into GCIC within one (1) hour of the initial incident being reported.
8. Complete an incident report detailing the information gathered and investigative steps taken. Submit a copy of the incident report to DFACS / APS.

IX. **Post-case Closure**

- A. When a missing person is located during the preliminary investigation, the responding Officer shall be responsible for ensuring the immediate removal of the person from GCIC. If the missing person is located during a follow-up investigation, the Officer or Investigator conducting the follow-up shall be responsible for ensuring the immediate removal of the person from GCIC.
- B. If Levi's Call or Mattie's Call was activated and the person is located, the assigned Investigator shall be responsible for ensuring the notification of the local media and the GBI and updating any social media posts.
- C. The assigned Investigator shall attempt to interview a missing child within 48 hours of when he / she is located. A forensic interview by a child advocacy center may be appropriate for missing children that were victims of sexual abuse.
- D. If ICS was initiated for a critical missing person case, the Incident Commander shall complete an after action review report. Any identified training needs or weaknesses shall be addressed.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date	Number
			<b>GO03-7.7</b>
Subject <b>Surveillance and Undercover Procedures</b>			
Reference <b>CALEA Standards – 43.1.4, 43.1.5</b>		Revised <b>February 26, 2019 April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>February 2021 April 2023</b>		No. Pages <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to **utilize surveillance and undercover operations** to detect and deter criminal activity ~~In order to do so, surveillance and undercover guidelines must be followed to accomplish the mission,~~ while ensuring the safety of both civilians and Officers and protecting the Constitutional rights of all ~~citizens~~ **persons involved**.

## II. Operations Plans

Surveillance or undercover operations, which meet the following criteria, shall require an operations plan:

- A. “Buy / Bust” operations where, once a purchase is made, an arrest will be ~~affected~~ **attempted** immediately.
- B. Any operation where an Officer of the Dalton Police Department or an undercover Officer from another agency is directly involved in the transaction.
- C. An operation with a known violent offender or known armed offenders or where current information suggests an elevated risk to Officers.
- D. Any operation where an illegal substance or item is purchased in an amount that requires authorization from the Chief of Police or his / her designee.
- E. Any surveillance operation where the intent is to affect an arrest during the operation.

## III. Surveillance Operations

### A. Preparation

- 1. A detailed plan of the surveillance target is a critical beginning to every successful surveillance or stakeout operation.

#### RESTRICTED LAW ENFORCEMENT DATA

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- 2.1. ~~The Supervisor in charge of the division or unit by which the surveillance will be conducted shall act as the officer in charge or appoint an officer in charge (O.I.C.), to supervise the operation.~~ A Supervisor shall be designated as in charge of the operation and shall ensure the planning function is completed prior to the operation.

~~The (O.I.C.) shall ensure that all officers involved in the surveillance adhere to this policy and the Use of Force Policy, while conducting the operation.~~

- 3.2. Advanced intelligence gathering shall be the first step in the plan. This is achieved through interviews of informants, concerned citizens, other law enforcement ~~officers~~ personnel, and personal observations.
4. The initial intelligence survey shall include the following:
- a. A ride-by observation of the target
  - b. A determination of manpower, equipment, and logistical needs
  - c. Preparation of a safety statement (i.e. knowledge of weapons or possible threats to officer safety)

B. Deployment

1. The surveillance team will normally consist of inside and outside teams. In case of vehicular surveillance, it may consist of numerous one or two member teams.
2. The Supervisor ~~or team leader~~ shall be responsible for the exchange of information between teams, and in the event of an arrest, he / she shall coordinate the effective arrest of the suspect while ensuring ~~officer~~ safety guidelines are met.
3. In the event one of the teams is detected, the ~~team leader or~~ Supervisor shall take the necessary steps to replace this team with another.
4. The surveillance teams are designated to enforcement actions only with the tactical plan and shall not be called off to enforce less serious infractions of the law. Such infractions shall be handled by an Officer not assigned to the team.
5. All weapons shall be maintained in a ready condition at all times during the surveillance operation, and ~~the Use of Force~~ policy GO88-5.1, ~~Use of Force~~, shall be adhered to at all times.
6. Uniformed Officers and back-ups shall be summoned as soon as possible following the crime and arrest. All plain-clothes Officers shall be easily identifiable as law enforcement ~~officers~~ to the back-ups or other responding Officers.

IV. Undercover Operations

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- A. All subjects that are a target of the undercover operation ~~will~~ shall be identified prior to the operation. This identification may include ~~their~~ criminal histories, known associates, weapons proficiencies, and any other ~~available~~ background information ~~necessary~~.
- B. The neighborhood or target area of the operation shall be surveyed prior to the operation to determine and identify hazardous and potentially dangerous areas as well as locations of surveillance points.
- C. A review of the information on the target(s) and locations shall be conducted to determine manpower and equipment needs for the location.
- D. A briefing ~~will~~ shall be conducted prior to the operation with all ~~officers~~ participating personnel ~~involved~~ to familiarize ~~officers~~ everyone with the objective, location, and ~~suspects~~ targets of the operation.
- E. ~~Officers~~ Personnel involved in the operation shall be provided the necessary equipment to conduct the operation.
- F. Provisions for routine and emergency communications ~~will~~ shall be established, and, if possible, audio transmitters should be used.
- G. Depending on the purpose of the undercover operation, arrests ~~will~~ shall be made only when all requirements to substantiate a legal arrest have been met. The decision to arrest ~~will~~ may depend on the purposes of the undercover operation as well as the strategic impact the arrest ~~will~~ may have upon the overall investigation.
- H. In order to ensure a safe and successful outcome, no arrest shall be made or attempted without sufficient manpower and / or equipment.
- I. Officers involved in undercover operations shall be closely monitored by a Supervisor.

V. **Decoy Operations**

- A. Prior to any decoy operation, a review of the crime and crime locations shall be conducted to determine the modus operandi of the target(s). The review shall be used to determine manpower and equipment needs for the operation. A determination ~~will~~ shall be made on the appropriate number of backup Officers for security and protection.
- B. ~~Operational~~ Procedures for each operation ~~will~~ shall be developed based on contributing factors. Other measures include:
  - 1.A. Provisions for routine and emergency communications ~~will~~ shall be established.
  - 2.B. A briefing ~~will~~ shall be conducted prior to the operation with all participating personnel ~~Officers to familiarize~~ for familiarization ~~each officer~~ with the

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objective, location, personnel ~~participating~~, arrest signals, and any other significant factor relating to the operation.

~~3.C.~~ Notification of the ~~Patrol~~ Watch Commander ~~shall be made~~ to ensure patrol units are aware of the location of the operation.

~~C.D.~~ Officers involved in ~~undercover~~ ~~decoy~~ operations shall be closely monitored by a Supervisor.

## VI. Specialized Equipment

~~A.~~ The ~~Dalton Police~~ Department has access to portable electronic equipment that may be required to carry out surveillance, undercover, and / or decoy operations. Any devices used for covert electronic recording / monitoring shall be used in accordance with policy GO03-7.8, Covert Electronic Recording and Monitoring. Other types of equipment may include night vision and thermal imaging devices.

~~B.A.~~ Approval for the use of any ~~Departmental~~ specialized equipment ~~will~~ ~~shall~~ be ~~granted by~~ ~~requested from~~ a ~~Departmental~~ Supervisor ~~prior to use~~.

~~C.B.~~ The approving Supervisor ~~will~~ ~~shall~~ ensure that the requesting Officer uses the device in accordance with Departmental policy and the manufacturer's recommended procedures.

~~D.C.~~ The Criminal Investigations Division Commander or his / her designee ~~will~~ ~~shall~~ maintain a log and inventory of all Departmental specialized equipment maintained in the Criminal Investigations Division. The Patrol Division Commander or his / her designee ~~will~~ ~~shall~~ maintain a log and inventory of all Departmental specialized equipment maintained in the Patrol Division.

## VII. Reporting

Details of surveillance, undercover, and decoy operations shall be documented in incident or supplemental reports by participating personnel upon completion of the operations.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

### RESTRICTED LAW ENFORCEMENT DATA

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# DALTON POLICE DEPARTMENT

		Effective Date <b>February 24, 2004</b>	Number <b>GO03-7.8</b>
Subject <b>Covert Electronic Recording and Monitoring</b>			
Reference <b>CALEA Standard – 43.1.4</b>		Revised <del>February 26, 2019</del> <b>April 27, 2021</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <del>February 2021</del> <b>April 2023</b>		No. Pages <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to restrict covert electronic recording and monitoring activities to investigations where a reasonable suspicion of criminal activity exists.

## II. Definitions

- A. *Covert* – An electronic device is *covert* when it is hidden from normal view or otherwise secreted away, and at least one of the individuals to be recorded has a reasonable expectation of privacy. Examples of covert recording devices are body recorders or transmitters ~~miniature closed circuit television [CCTV]~~, or parabolic microphones.
- B. *Consensual Monitoring and / or Recording* – Monitoring and / or recording of private conversations of an individual, or group of individuals, and the consenting party is present during the monitoring and / or recording of such conversations. This may be achieved by telephone recorders, body recorders, or transmitters that are recorded on ~~magnetic tape~~, digital media or other electronic recording equipment. To be consensual, at least one of the parties to the conversation must be aware that the conversation is being electronically monitored or recorded and agree to the monitoring or recording.
- C. *Non-Consensual Monitoring and / or Recording* – The monitoring and / or recording of private conversations of individuals or groups of individuals ~~and~~ where no party involved in the conversation consents to the recording or such monitoring of the conversation.
- D. *Overt* ~~surveillance — is the use of electronic or photographic equipment that~~ **An electronic device is overt when it** is not hidden from general view, regardless of whether or not the ~~suspect~~ **person being recorded** actually sees the monitoring device or knows of its existence. Examples of overt surveillance devices include:
  1. Audio / video recording equipment mounted in interview rooms, hallways, parking lots, waiting rooms, etc.

### RESTRICTED LAW ENFORCEMENT DATA

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2. Recording devices used openly and in a non-concealed manner
3. Audio / video recording equipment mounted in a patrol car
4. ~~Use of~~ Handheld video cameras

For department guidelines on overt surveillance see policy GO03-7.9, Overt Electronic Recording and Monitoring.

- E. *No or low expectation of privacy* – In some instances, persons have no or a low expectation of privacy to include, but not limited to:
1. Officers recording telephone conversations where they are a party to the conversation
  2. Officers recording face-to-face conversations where they are a party to the conversation
  3. Recording information at a crime scene
  4. Monitoring and recording public hallways, elevators, and rooms (~~less except~~ restrooms) of a public building, including ~~department facilities~~ the Police Services Center
  5. Monitoring and recording sobriety tests
  6. Recording of voluntary statements made by victims, witnesses, or suspects
  7. Recording of routine traffic stops with portable or fixed recording equipment

### III. Limitations

- A. Officers may utilize a covert electronic recording device in conjunction with a consenting party, such as a cooperating witness, informant, or undercover Officer.
- B. The consenting party must maintain the covert device on his / her person or in such immediate area that any conversation recorded would be in the presence of the consenting party.
- C. Any conversation recorded or monitored with the use of a covert electronic recording device ~~and that~~ is not made in the presence of a consenting party ~~must~~ ~~shall~~ be made within the guidelines of O.C.G.A. 16-11-64 and subsequent sections.

### IV. Procedures

- A. Before using any covert recording / monitoring device in a consensual setting, the Officer must inform the individual that a device will be used and obtain the consenting party's permission.
- B. Recordings made on digital devices ~~will~~ ~~shall~~ be downloaded and saved in a case file, saved in the Records Management System, or placed on a digital storage

#### RESTRICTED LAW ENFORCEMENT DATA

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device and submitted to the Property and Evidence Section. ~~to a Departmental computer with a CD writer. The recording will then be saved on the CD and the CD will be treated as the original recording for evidence. In addition, recordings may be stored on a secure portion of the Department's computer system.~~

- C. The Officer ~~will~~ shall complete a thorough investigative report after each operation in which a covert recording / monitoring device is used.
- D. Information gathered by covert electronic recording / monitoring devices ~~will~~ shall only be disseminated on a strict need-to-know basis.

V. **Approval and Device Inventory Control**

- A. Approval for the use of any Departmental covert monitoring / recording device in a criminal investigation ~~will~~ shall be ~~given by~~ requested of the unit Supervisor of the investigating Officer.
- B. The approving Supervisor ~~will~~ shall ensure that the requesting Officer uses the device in accordance with Departmental policy and the manufacturer's recommended procedures.
- C. The Criminal Investigations Division Commander or his / her designee ~~will~~ shall maintain a log and inventory of all Departmental covert electronic recording / monitoring equipment maintained in the Criminal Investigations Division. The Patrol Division Commander or his / her designee ~~will~~ shall maintain a log and inventory of all Departmental covert recording / monitoring equipment maintained in the Patrol Division.

VI. **Non-Consensual Covert Surveillance**

- A. Prior to using any covert recording device in a non-consensual surveillance, the Officer, through the prosecuting attorney having jurisdiction or the Attorney General, ~~will~~ shall obtain a court order in compliance with O.C.G.A. 16-11-64.
- B. Under no circumstances ~~will~~ shall an Officer of this Department conduct or be associated with any non-consensual covert recording or monitoring activity that is not authorized by a court order.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# Dalton Fire Department

Dalton, GA

This report was generated on 4/12/2021 8:00:00 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 03/01/2021 | End Date: 03/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		197	
FIRE		100	
TOTAL		297	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$1,427,394.00		\$286,950.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		16	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
70		23.57	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:05:05	0:04:55	
Station 2	0:04:47	0:05:50	
Station 3	0:04:08	0:05:30	
Station 4	0:05:41	0:04:30	
Station 5	0:04:18	0:05:12	
AVERAGE FOR ALL CALLS		0:04:39	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:09	0:01:46	
Station 2	0:01:07	0:01:40	
Station 3	0:01:08	0:01:14	
Station 4	0:01:17	0:00:55	
Station 5	0:00:48	0:01:55	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

AVERAGE FOR ALL CALLS		0:01:11
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Dalton Fire Department	24:10	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

# Dalton Fire Department

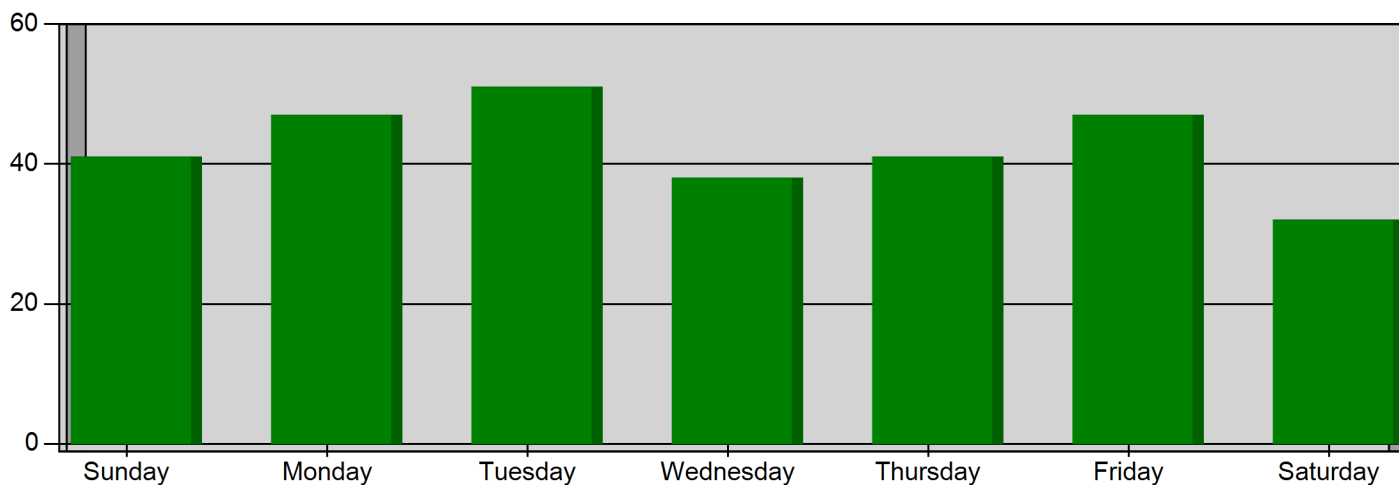
Dalton, GA

This report was generated on 4/12/2021 8:01:33 AM



## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 03/01/2021 | End Date: 03/31/2021



DAY OF THE WEEK	# INCIDENTS
Sunday	41
Monday	47
Tuesday	51
Wednesday	38
Thursday	41
Friday	47
Saturday	32
TOTAL	297

Only Reviewed incidents included.



emergencyreport

Doc Id: 1284

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# Dalton Fire Department

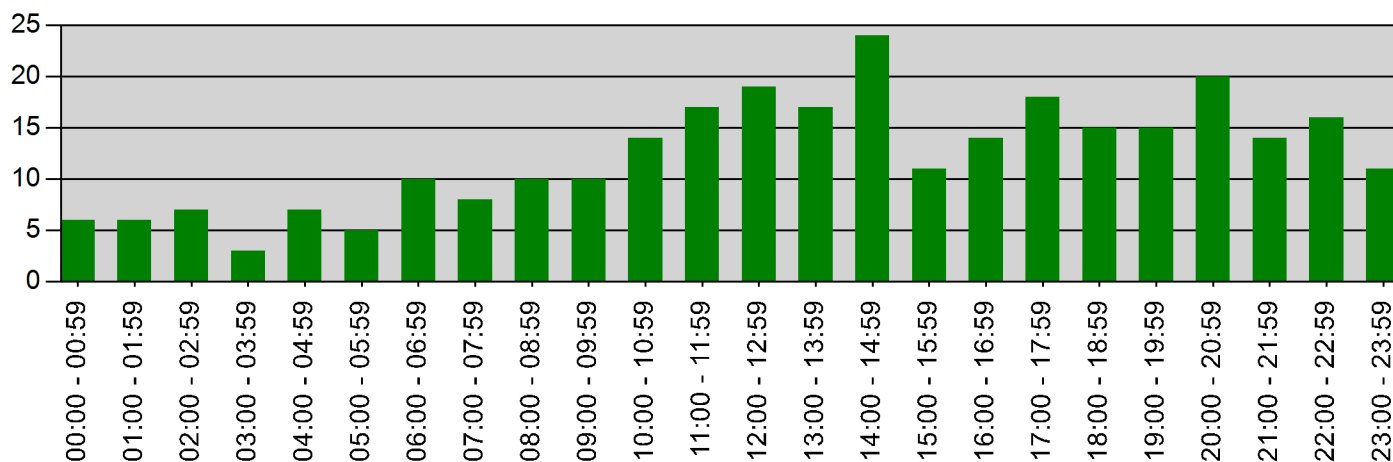
Dalton, GA

This report was generated on 4/12/2021 8:02:23 AM



## Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 03/01/2021 | End Date: 03/31/2021



Hour	# of CALLS
00:00 - 00:59	6
01:00 - 01:59	6
02:00 - 02:59	7
03:00 - 03:59	3
04:00 - 04:59	7
05:00 - 05:59	5
06:00 - 06:59	10
07:00 - 07:59	8
08:00 - 08:59	10
09:00 - 09:59	10
10:00 - 10:59	14
11:00 - 11:59	17
12:00 - 12:59	19
13:00 - 13:59	17
14:00 - 14:59	24
15:00 - 15:59	11
16:00 - 16:59	14
17:00 - 17:59	18
18:00 - 18:59	15
19:00 - 19:59	15
20:00 - 20:59	20
21:00 - 21:59	14
22:00 - 22:59	16
23:00 - 23:59	11
<b>TOTAL:</b>	<b>297</b>

Only REVIEWED incidents included.



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Doc Id: 898  
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# Dalton Fire Department

Dalton, GA

This report was generated on 4/12/2021 8:03:05 AM



## Incident Type Count per Station for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - STATION 1</b>	
111 - Building fire	3
251 - Excessive heat, scorch burns with no ignition	2
311 - Medical assist, assist EMS crew	91
322 - Motor vehicle accident with injuries	5
323 - Motor vehicle/pedestrian accident (MV Ped)	1
352 - Extrication of victim(s) from vehicle	1
363 - Swift water rescue	1
412 - Gas leak (natural gas or LPG)	2
500 - Service Call, other	2
520 - Water problem, other	1
553 - Public service	2
561 - Unauthorized burning	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	10
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
732 - Extinguishing system activation due to malfunction	2
733 - Smoke detector activation due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	2
<b># Incidents for 1 - Station 1:</b>	
<b>136</b>	

<b>Station: 2 - STATION 2</b>	
141 - Forest, woods or wildland fire	1
311 - Medical assist, assist EMS crew	19
411 - Gasoline or other flammable liquid spill	1
444 - Power line down	1
611 - Dispatched & cancelled en route	5
651 - Smoke scare, odor of smoke	1
671 - HazMat release investigation w/no HazMat	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	1

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
745 - Alarm system activation, no fire - unintentional	4

**# Incidents for 2 - Station 2:**

**36**

#### Station: 3 - STATION 3

131 - Passenger vehicle fire	1
132 - Road freight or transport vehicle fire	1
311 - Medical assist, assist EMS crew	32
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	4
411 - Gasoline or other flammable liquid spill	1
440 - Electrical wiring/equipment problem, other	1
441 - Heat from short circuit (wiring), defective/worn	1
611 - Dispatched & cancelled en route	8
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	1

**# Incidents for 3 - Station 3:**

**57**

#### Station: 4 - STATION 4

143 - Grass fire	1
311 - Medical assist, assist EMS crew	18
322 - Motor vehicle accident with injuries	1
411 - Gasoline or other flammable liquid spill	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	2
651 - Smoke scare, odor of smoke	1
715 - Local alarm system, malicious false alarm	1
743 - Smoke detector activation, no fire - unintentional	2
744 - Detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	1

**# Incidents for 4 - Station 4:**

**37**

#### Station: 5 - STATION 5

131 - Passenger vehicle fire	1
311 - Medical assist, assist EMS crew	19
322 - Motor vehicle accident with injuries	1
500 - Service Call, other	1
522 - Water or steam leak	1
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	1
652 - Steam, vapor, fog or dust thought to be smoke	1

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	2

# Incidents for 5 - Station 5:

31

Only REVIEWED incidents included.



# Dalton Fire Department

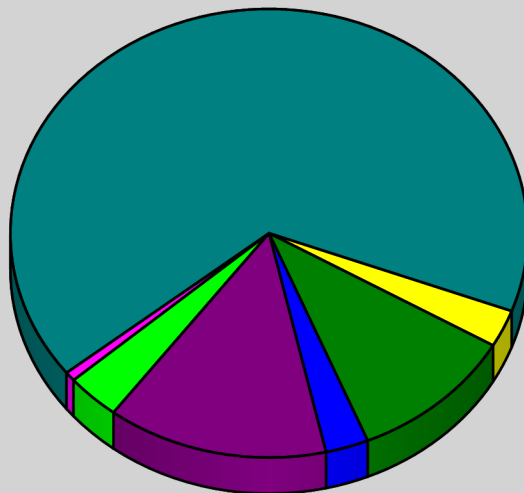
Dalton, GA

This report was generated on 4/12/2021 8:03:41 AM



## Major Incident Types by Month for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021



False Alarm & False Call	Hazardous Condition (No Fire)	Rescue & Emergency Medical Service Incident
Fire	Overpressure Rupture, Explosion, Overheat(no fire)	Service Call
Good Intent Call		

INCIDENT TYPE	MAR	TOTAL
False Alarm & False Call	31	31
Fire	8	8
Good Intent Call	41	41
Hazardous Condition (No Fire)	10	10
Overpressure Rupture, Explosion, Overheat(no fire)	2	2
Rescue & Emergency Medical Service Incident	197	197
Service Call	8	8
<b>Total</b>	<b>297</b>	<b>297</b>

Only REVIEWED incidents included



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# Dalton Fire Department

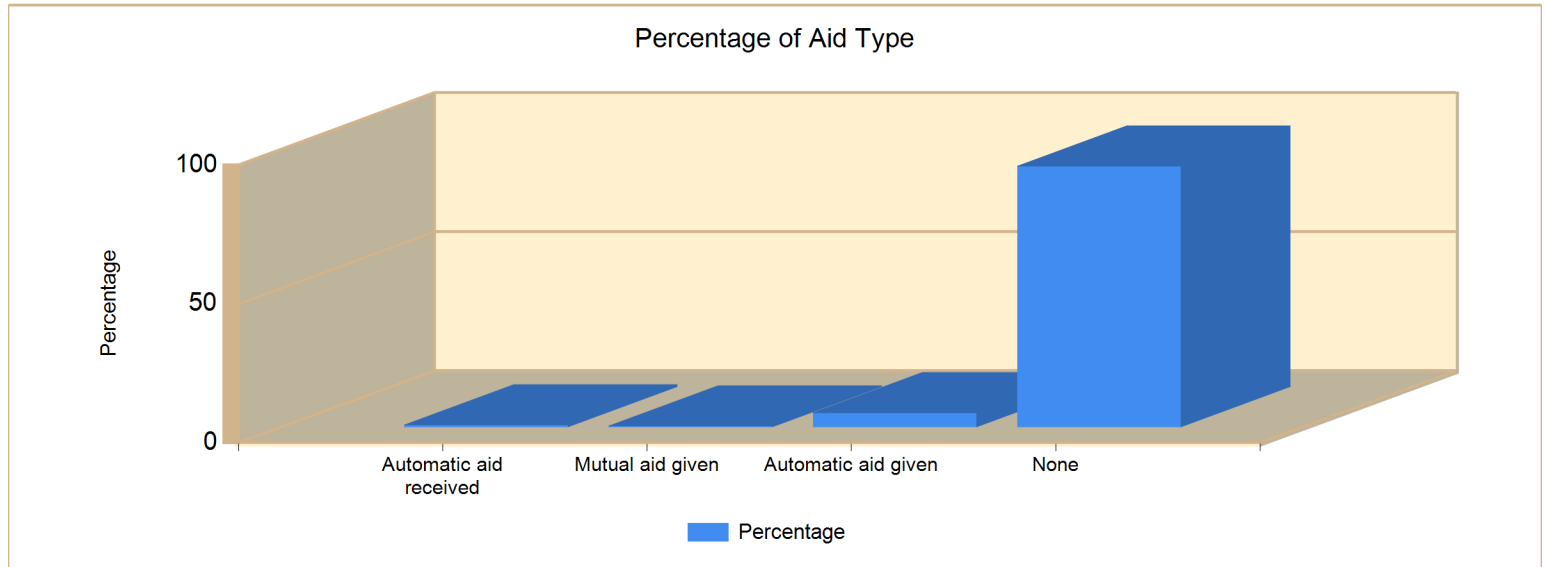
Dalton, GA

This report was generated on 4/12/2021 8:04:11 AM



## Count of Aid Given and Received for Incidents for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	2	0.7%
Mutual aid given	1	0.3%
Automatic aid given	15	5.1%
None	279	93.9%

Only REVIEWED incidents included



# Dalton Fire Department

Dalton, GA

This report was generated on 4/12/2021 8:04:43 AM



## Detailed Fire Losses per Incident Type for Date Range

Start Date: 03/01/2021 | End Date: 03/31/2021

INCIDENT TYPE	COUNT	% OF INCIDENTS	TOTAL LOSSES (Sum of Property and Content Loss)	% OF TOTAL
111 - Building fire	4	57.14 %	\$281,000.00	97.93 %
131 - Passenger vehicle fire	2	28.57 %	\$5,450.00	1.90 %
132 - Road freight or transport vehicle fire	1	14.29 %	\$500.00	0.17 %

Only REVIEWED incidents included.



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# **Training Division Monthly Report**

## **March 2021**

### **Overview**

The department hosted Georgia Fire Academy's Structural Fire Control Instructor course which drew students and instructors from throughout the State of Georgia. All suppression personnel completed a course on building construction considerations for size-up. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of March totaled 3,696.

### **Outside Schools**

3 personnel attended Structural Collapse Rescue Technician at Georgia Public Safety Training Center and gained technician level certification through the National Board on Fire Service Professional Qualifications.

4 firefighters attended Arthur Ashley's "Do Work" Truck Company Academy in Jackson County, Georgia.

1 member of the department's Special Operations Team attended Technical Rescue: Rope Techniques at Georgia Public Safety Training Center and gained rope rescue technician certification through the National Board on Fire Service Professional Qualifications.

1 officer attended Georgia Firefighter Standards & Training Council's National Professional Qualifications Evaluator course in Catoosa County, Georgia.

5 personnel attended a GEMA vehicle extrication course hosted by Whitfield County Fire Department.

2 of the department's paramedics attended Advanced Cardiac Life Support at Hamilton Medical Center as part of their recertification training.

# Dalton Fire Department

Dalton, GA

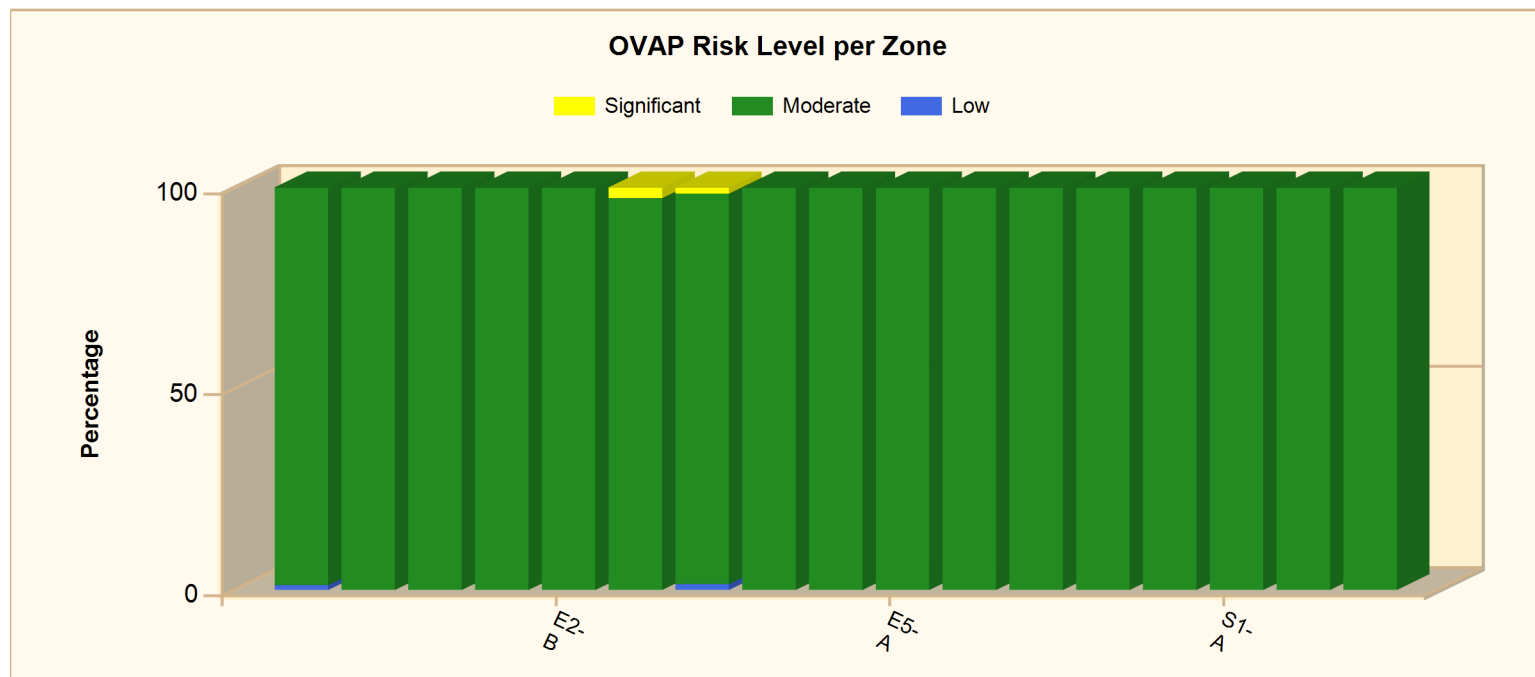
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March 18th was the start date for (OVAP) Occupancy Vulnerability Assessment Profile data entry. Data entry is a Prevention and Suppression joint effort with a projected end date of July 19, 2021.



## Hazard Statistics for Zone

Occupancy Zone: All Zones



Risk Level	OVAP Score	Number Occupancies	Percent
ZONE : E1-A - Engine 1 A Shift			
Moderate	39.99 - 15.00	83	14.21%
Low	14.99 - 00.01	1	0.17%
ZONE : E1-B - Engine 1 B Shift			
Moderate	39.99 - 15.00	98	16.78%
ZONE : E1-C - Engine 1 C Shift			
Moderate	39.99 - 15.00	64	10.96%
ZONE : E2-A - Engine 2 A Shift			
Moderate	39.99 - 15.00	42	7.19%
ZONE : E2-B - Engine 2 B Shift			
Moderate	39.99 - 15.00	52	8.90%
ZONE : E2-C - Engine 2 C Shift			
Significant	59.99 - 40.00	1	0.17%
Moderate	39.99 - 15.00	38	6.51%
ZONE : E4-A - Engine 4 A Shift			
Significant	59.99 - 40.00	1	0.17%
Moderate	39.99 - 15.00	67	11.47%
Low	14.99 - 00.01	1	0.17%
ZONE : E4-B - Engine 4 B Shift			
Moderate	39.99 - 15.00	77	13.18%

Hazard Statistics for Zone.



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Risk Level	OVAP Score	Number Occupancies	Percent	
ZONE : E4-C - Engine 4 C Shift				
Moderate	39.99 - 15.00	10	1.71%	
ZONE : E5-A - Engine 5 A Shift				
Moderate	39.99 - 15.00	33	5.65%	
ZONE : E5-B - Engine 5 B Shift				
Moderate	39.99 - 15.00	1	0.17%	
ZONE : E5-C - Engine 5 C Shift				
Moderate	39.99 - 15.00	2	0.34%	
ZONE : L3-A - Ladder 3 A Shift				
Moderate	39.99 - 15.00	1	0.17%	
ZONE : L3-B - Ladder 3 B Shift				
Moderate	39.99 - 15.00	1	0.17%	
ZONE : S1-A - Squad 1 A Shift				
Moderate	39.99 - 15.00	4	0.68%	
ZONE : S1-B - Squad 1 B Shift				
Moderate	39.99 - 15.00	3	0.51%	
ZONE : S1-C - Squad 1 C Shift				
Moderate	39.99 - 15.00	4	0.68%	
# Occupancies with Complete OVAP scores		584 of 2178	27.00%	

Hazard Statistics for Zone.

# Dalton Fire Department

Dalton, GA

This report was generated on 4/9/2021 9:50:10 AM



## Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 03/01/2021 | End Date: 03/31/2021

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
10026 - 8	Grace Capital Consulting	101 Crawford (East) ST #105 Dalton, GA 30720	03/02/2021	Hearn, Scott Raymond	Passed	
10094	Ross Woods Adult Day Services	1402 Walston AVE Dalton, GA 30720	03/16/2021	Blankenship, Donnie	Passed	

Total # Inspections for Annual: 2

<b>Inspection Type: Kitchen Hood Installation</b>						
10793	Danny's Cafe`	617 E Morris ST #Suite B Dalton, GA 30721	03/29/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for Kitchen Hood Installation: 1

<b>Inspection Type: OTC</b>						
10081	Cycle Connection	1812 E Walnut AVE Dalton, GA 30721	03/01/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11170 - 2	Royal Vape	920 Market ST #Suite E/F Dalton, GA 30720	03/01/2021	Hearn, Scott Raymond	Passed with Comments	Send pictures of suppression inspection.
11345 - 12	Honey Bunny	785 Shugart RD Dalton, GA 30720	03/01/2021	Hearn, Scott Raymond	Passed	
10722	Mattex USA	1301 C & L DR Dalton, GA 30720	03/04/2021	Hearn, Scott Raymond	Passed	
10734	QEP Company Inc. Subsidiaries	2216 Abutment RD Dalton, GA 30720	03/04/2021	Hearn, Scott Raymond	Passed	
10476	Glenwood Auto Service	1119 N Glenwood AVE Dalton, GA 30721	03/11/2021	Hearn, Scott Raymond	Passed	
11238	Bautista Loans	1709 E Walnut AVE Dalton, GA 30720	03/15/2021	Hearn, Scott Raymond	Passed	
11127 - 1	Mirna Garcia	1137 Walnut (East) AVE Dalton, GA 30720	03/15/2021	Hearn, Scott Raymond	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.



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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: OTC</b>						
10180 - 1	Blue Lotus Day Spa	419 S Glenwood AVE Dalton, GA 30721	03/15/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10028 - 1	Glenwood Tobacco	620 N Glenwood AVE #Suite 1 Dalton, GA 30721	03/16/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10665	Warehouse One	1310 C & L DR Dalton, GA 30720	03/16/2021	Hearn, Scott Raymond	Passed	This was an OTC inspection for Artificial Turf.
11419	Bojangles'	884 College DR Dalton, GA 30720	03/17/2021	Hearn, Scott Raymond	Passed	
11239	Bojangle's	1253 N Glenwood AVE Dalton, GA 30721	03/17/2021	Hearn, Scott Raymond	Passed	
11400	Mr. T's Pizza	831 Tibbs (North) RD Dalton, GA 30720	03/17/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10188 - 3	vacant	267 N Hamilton ST Dalton, GA 30720 Suite 101	03/19/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11037 - 10	Alana Recovery Center	708 Glenwood (South) AVE #312B Dalton, GA 30720	03/22/2021	Hearn, Scott Raymond	Passed	
10028 - 2	Botanica Luz and Vida	624 N Glenwood AVE #Suite 2 Dalton, GA 30720	03/22/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11396	Best Plastics	1711 Kimberly Park DR Dalton, GA 30720	03/30/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10623 - 5	Hernandez Roofing	600 MLK Jr. BLVD #Suite B Dalton, GA 30720	03/31/2021	Hearn, Scott Raymond	Passed	
10321	Daalu	116 W King ST Dalton, GA 30720	03/31/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for OTC: 20

<b>Inspection Type: Plan Review</b>						
10690	AOSM	1300 Cleo WAY #Suite 100 Dalton, GA 30720	03/02/2021	Daniel, Matthew T.	Passed	Third floor addition. No issues.
11421	Core Scientific	202 Boring DR Dalton, GA 30721	03/08/2021	Daniel, Matthew T.	Passed	Building plan review no issues.
11422	Core Scientific	204 Boring DR Dalton, GA 30721	03/08/2021	Daniel, Matthew T.	Passed	Building plan review . No issues.
11423	Core Scientific	206 Boring DR Dalton, GA 30721	03/09/2021	Daniel, Matthew T.	Passed	Building plan inspection. No issues.

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Plan Review</b>						
11179	Walmart Neighborhood Market	98 Walnut (West) AVE Dalton, GA 30720	03/17/2021	Daniel, Matthew T.	Passed	Interior remodel.
10812	Dalton Box	612 Callahan RD SE Dalton, GA 30720	03/19/2021	Daniel, Matthew T.	Passed	Fire Alarm Inspection no issues.
11345 - 10	Bench Mark Physical Therapy	785 Shugart RD #10 Dalton, GA 30720	03/19/2021	Daniel, Matthew T.	Passed	Interior remodel. No Issues
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720 2P022	03/23/2021	Daniel, Matthew T.	Passed	Stadium plan review.

Total # Inspections for Plan Review: 8

<b>Inspection Type: Site Visit</b>						
11375 - 1	Park Canyon Apartment Homes	700 Park Canyon DR Dalton, GA 30720	03/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11345 - 12	Honey Bunny	785 Shugart RD Dalton, GA 30720	03/03/2021	Hearn, Scott Raymond	Passed	
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	03/08/2021	Blankenship, Donnie	Passed	placed knox box keys
10170	Junior Achievement Building	328 Pleasant Grove DR NE Dalton, GA 30721	03/08/2021	Blankenship, Donnie	Passed	installed knox box keys
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	03/09/2021	Stratton, Dale Lee	Passed	changed out knox box keys
10170	Junior Achievement Building	328 Pleasant Grove DR NE Dalton, GA 30721	03/09/2021	Stratton, Dale Lee	Passed	changed out knox box keys
10146	Core Scientific	201 Boring DR Dalton, GA 30721	03/10/2021	Daniel, Matthew T.	Passed	Site visit for address and building numbers.
10359	Hamilton Medical Center	1200 Memorial DR Dalton, GA 30720	03/10/2021	Blankenship, Donnie	Passed	Inspected a remodel on Div 1 for TU Parks - Roger Cates
11129 - 1	Hobby Lobby	2103 E Walnut AVE Dalton, GA 30720	03/11/2021	Stratton, Dale Lee	Passed	changed out knox box keys
11129 - 2	Ace Hardware	2105 E Walnut AVE Dalton, GA 30720	03/12/2021	Hearn, Scott Raymond	Passed	Inspectors Hearn and Stratton met with the Ace Hardware manager. Inspector Hearn, requested that the pallets of consumer goods obstructing access to the knox boxes serving Ace Hardware and Hobby Lobby, be removed.
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	03/15/2021	Hearn, Scott Raymond	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Site Visit</b>						
10154	Mohawk Industries/Durkan Coatings	121 Goodwill DR Dalton, GA 30720	03/17/2021	Hearn, Scott Raymond	Passed	
11325 - 11	Las Palmas	1331 W Walnut AVE Dalton, GA 30720	03/22/2021	Hearn, Scott Raymond	Passed	
11396	Best Plastics	1711 Kimberly Park DR Dalton, GA 30720	03/22/2021	Blankenship, Donnie	Corrective Action Plan Given	
11420	Sextons	1301 W Walnut AVE Dalton, GA 30720	03/23/2021	Daniel, Matthew T.	Corrective Action Plan Given	
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	03/30/2021	Blankenship, Donnie	Passed	Reviewed progress on construction.
10325	Cuyler Triplex	402 W Cuyler ST Dalton, GA 30720	03/30/2021	Blankenship, Donnie	Passed	Reviewed progress on construction.
11396	Best Plastics	1711 Kimberly Park DR Dalton, GA 30720	03/30/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for Site Visit:

18

**TOTAL # INSPECTIONS: 49**

Includes LOCKED inspections for both archived and unarchived occupancy records.

# Dalton Fire Department

Dalton, GA

This report was generated on 4/9/2021 9:48:26 AM



## Occupancy Inspection History per Occupancy with Violations

Inspection Observations: CORRECTIVE ACTION PLAN, FAIL | Occupancy Categories: All Categories | Start Date: 03/01/2021 | End Date: 03/31/2021

INSPECTION DATE	INSPECTION TYPE	RESULT	NOTES	QUESTION	REMARKS	OBSERVATION
Engine 2 A Shift						
Blue Lotus Day Spa - 419 S Glenwood AVE						
03/15/2021	OTC	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Have lights repaired.	CORRECTIVE ACTION PLAN
Cycle Connection - 1812 E Walnut AVE						
03/01/2021	OTC	Corrective Action Plan Given		Is address signage correct and in place?	Add numbers.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Have all extinguishers inspected.	CORRECTIVE ACTION PLAN
Engine 4 C Shift						
Sextons - 1301 W Walnut AVE						
03/23/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Three large tarps 12x20 were obstructing customer egress at main entrance and gas pumps. Owner will be removing the tarps.	CORRECTIVE ACTION PLAN
Engine 5 B Shift						

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



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**Ace Hardware - 2105 E Walnut AVE - 706-529-2231**

03/12/2021	Site Visit	Passed	Inspectors Hearn and Stratton met with the Ace Hardware manager. Inspector Hearn, requested that the pallets of consumer goods obstructing access to the knox boxes serving Ace Hardware and Hobby Lobby, be removed.	Have all applicable code requirements been met?	obstructions in front of fire service features	CORRECTIVE ACTION PLAN
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**DPS-Hammond Creek Middle School - 330 Pleasant Grove DR NE**

03/08/2021	Site Visit	Passed	placed knox box keys	Have all applicable code requirements been met?	placed knox box keys	CORRECTIVE ACTION PLAN
03/09/2021	Site Visit	Passed	changed out knox box keys	Have all applicable code requirements been met?	changed out knox box keys	CORRECTIVE ACTION PLAN

**Ladder 3 A Shift****Mr. T's Pizza - 831 Tibbs (North) RD - 7062261000**

03/17/2021	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Have extinguishers inspected.	CORRECTIVE ACTION PLAN

**Park Canyon Apartment Homes - 700 Park Canyon DR**

03/03/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Make sure correct height for extinguisher placement.	CORRECTIVE ACTION PLAN
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**Ladder 3 B Shift****Best Plastics - 1711 Kimberly Park DR**

03/22/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Apply for your occupational tax certificate.	CORRECTIVE ACTION PLAN
03/30/2021	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

**Squad 1 A Shift**

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



**Botanica Luz and Vida - 624 N Glenwood AVE #Suite 2**

03/22/2021	OTC	Corrective Action Plan Given		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguisher inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
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**Glenwood Tobacco - 620 N Glenwood AVE #Suite 1**

03/16/2021	OTC	Corrective Action Plan Given		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add extinguisher to the building.	CORRECTIVE ACTION PLAN
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**Squad 1 C Shift****vacant - 267 N Hamilton ST - 706-259-7474**

03/19/2021	OTC	Corrective Action Plan Given		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add extinguisher to the building.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



# Dalton Fire Department

Dalton, GA

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StartDate: 03/01/2021 | EndDate: 03/31/2021

OCCUPANCY	COUNT
<b>INSPECTION TYPE: Annual</b>	
B • Business office	1
I-4 • Adult day care	1
<b>INSPECTION TYPE: Kitchen Hood Installation</b>	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
<b>INSPECTION TYPE: OTC</b>	
A-2 • Eating, drinking places, (other)	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	3
B • Business office	6
B • Business, (other)	1
B • Motor vehicle or boat sales, services, repair	2
B • Personal service, including barber & beauty shops	1
F-1 • Carpets and rugs (includes cleaning)	2
F-1 • Manufacturing, processing	1
H-3 • Combustible fibers	1
M: Mercantile (other)	1
U • Construction site	1
<b>INSPECTION TYPE: Plan Review</b>	
A • Assembly, (other)	1
B • Electronic data processing	3
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	2
E • High school/junior high school/middle school	1
F-1 • Manufacturing, processing	1
<b>INSPECTION TYPE: Site Visit</b>	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
B • Electronic data processing	1
B • Personal service, including barber & beauty shops	1
E • High school/junior high school/middle school	4
F-1 • Manufacturing, processing	1
H-3 • Combustible fibers	2
I-2 • Hospitals	1
M • Household goods, sales, repairs	1
M • Recreational, hobby, home repair sales, pet store	1
M • Service station, gas station	1
R-1 • Hotels (transient)	1

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OCCUPANCY	COUNT
R-2 • Apartment houses	2
R-4 • Residential board and care facilities	1

Locked inspections only.



04/05/2021 09:29  
628mcoke

The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

03/31/2021

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FOR 2021 03

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,991,000	0	4,991,000	1,051,488.34	.00	3,939,511.66	21.1%
141400 000011 SALARIES OVERTIME	446,000	0	446,000	91,339.83	.00	354,660.17	20.5%
141400 000016 SALARY - BONUS	0	0	0	9,000.00	.00	-9,000.00	100.0%*
141400 000020 FICA	416,000	0	416,000	90,416.97	.00	325,583.03	21.7%
141400 000030 PENSION	238,100	0	238,100	33,996.63	.00	204,103.37	14.3%
141400 000032 PENSION - DB PLAN	1,345,000	0	1,345,000	304,156.87	.00	1,040,843.13	22.6%
141400 000033 PENSION - STATE	28,800	0	28,800	6,850.00	.00	21,950.00	23.8%
141400 000040 HOSPITALIZATION I	820,100	0	820,100	206,026.00	.00	614,074.00	25.1%
141400 000043 INSURANCE - FIRE	17,500	0	17,500	.00	.00	17,500.00	.0%
141400 000045 EE LIFE & DISABIL	25,200	0	25,200	6,862.15	.00	18,337.85	27.2%
141400 000050 GENERAL INSURANCE	31,500	0	31,500	.00	.00	31,500.00	.0%
141400 000060 WORKER COMPENSATI	104,700	0	104,700	24,974.19	.00	79,725.81	23.9%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	895.02	.00	6,304.98	12.4%
141400 000110 TELEPHONE	32,000	0	32,000	7,254.28	782.69	23,963.03	25.1%
141400 000120 TRAINING EXPENSES	42,000	0	42,000	8,039.59	388.75	33,571.66	20.1%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	-270.96	.00	3,770.96	-7.7%
141400 000123 HAZMAT MANAGEMENT	17,500	0	17,500	86.10	.00	17,413.90	.5%
141400 000330 UTILITIES	87,500	0	87,500	35,734.16	.00	51,765.84	40.8%
141400 000350 BUILDING MAINT &	60,000	0	60,000	6,183.33	935.35	52,881.32	11.9%
141400 000360 LEGAL FEES	4,800	0	4,800	325.20	.00	4,474.80	6.8%
141400 000400 EQUIPMENT MAINT &	24,000	0	24,000	1,237.83	46.88	22,715.29	5.4%
141400 000410 GAS & OIL	55,000	0	55,000	6,825.39	60.76	48,113.85	12.5%
141400 000440 SUPPLIES	30,000	0	30,000	4,075.57	595.22	25,329.21	15.6%
141400 000450 CLEANING ALLOWANC	49,900	0	49,900	641.50	.00	49,258.50	1.3%
141400 000460 UNIFORMS	140,000	0	140,000	14,541.27	3,784.00	121,674.73	13.1%
141400 000830 MAINTENANCE - APP	100,000	0	100,000	1,804.76	2,234.42	95,960.82	4.0%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	695.81	.00	7,504.19	8.5%
141400 001030 COMPUTER-SOFTWARE	21,000	0	21,000	179.88	.00	20,820.12	.9%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	570.68	651.65	5,777.67	17.5%
141400 001090 WELLNESS PROGRAM	4,000	0	4,000	205.46	.00	3,794.54	5.1%
141400 001300 MEALS	16,600	0	16,600	1,177.36	1,594.00	13,828.64	16.7%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	585.00	.00	6,015.00	8.9%
141400 001620 VEHICLE IMPACT FE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400 001665 RADIO SUBSCRIBER	11,300	0	11,300	.00	.00	11,300.00	.0%
141400 001990 MISCELLANEOUS	16,000	0	16,000	2,054.65	27.29	13,918.06	13.0%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	6,570.53	3,053.00	27,376.47	26.0%
141400 084725 BUILDING/GROUNDS M	9,000	0	9,000	2,204.10	180.70	6,615.20	26.5%
TOTAL FIRE DEPARTMENT	9,255,100	0	9,255,100	1,926,727.49	14,334.71	7,314,037.80	21.0%
TOTAL GENERAL FUND - OPERATING	9,255,100	0	9,255,100	1,926,727.49	14,334.71	7,314,037.80	21.0%
TOTAL EXPENSES	9,255,100	0	9,255,100	1,926,727.49	14,334.71	7,314,037.80	



# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** **FO-18**  
**Effective:** 03/26/2019  
**Revised:** 03/27/2021  
**Reviewed:** 04/27/2021

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Title:** Chief on call notification

**Scope:** Suppression Division

**Purpose:** To assist the shift commander with procedures for notifying the on call chief of predetermined situations.

### PROCEDURE:

The following situations shall prompt the shift commander to notify the chief on call. These situations are not to be considered all inclusive. It shall be the shift commander's discretion to notify the chief on call for any other noteworthy occurrences.

1. Any incident requiring deployment of a supply line, whether the line is charged or not.
2. Any incident which requires the use of two or more tanks of water from the apparatus.
3. Any injury to personnel that requires medical attention beyond care rendered by Dalton Fire Department personnel.
4. A fire related civilian injury or fatality.
5. Any accident involving Dalton Fire Department property. This would include motor vehicle accidents, or damage to physical property.
6. Any arrest or detainment of Dalton Fire Department personnel by law enforcement.
7. Any incident that will require enough personnel for an extended period of time to prevent proper response coverage.

All fires meeting the criteria above or noteworthy incidents shall be followed up by a media report at the earliest convenience of the shift commander.