



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, MAY 23, 2023
8:30 AM
DALTON CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Fire Department - Lieutenant Promotion-Jason Suddeth
- [2.](#) Police Department - New Employee Confirmation - Jennifer Nunez

Public Commentary

Approval of Minutes

- [3.](#) April 25, 2023

Police Department

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

Fire Department

- [7.](#) Statistical Report for April 2023
- [8.](#) Financial Report for April, 2023
- [9.](#) FD-Reviewed SOG
 1. AO-1 Moving and Driving Fire Apparatus
- [10.](#) FD-Revised SOP
 1. T-1 Travel Expense Reimbursement
- [11.](#) FD-New SOP
 1. GP-8 DFD Ride-Along Program

Adjournment

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Truman Whitfield
Terry Mathis
Anthony Walker
Alex Brown

May 23, 2023

Greetings,


I am making a recommendation for the promotion of Firefighter 3 Jason Suddeth to the rank of lieutenant. This promotion will fill the vacancy left by the retirement of Lieutenant Mike Cady. Firefighter Suddeth has met the required pre-requisites set forth for the rank of lieutenant.

Firefighter Suddeth was employed with Dalton Fire Department in February 1999. During his career with the department, he has gained invaluable experience with a vast array of emergencies preparing him for the decision making required for this position. Jason has continued to prove himself an informal leader within the ranks of the department and has gained the respect of the personnel. He has the experience, leadership skills, and temperament to make him a great leader for our department. Since being promoted to the rank of Firefighter 3 in July 2017, Firefighter Suddeth has had multiple opportunities to ride up as "Officer in Charge", in which he has performed admirably, developing into a trusted and competent fire service leader.

I would appreciate your support in recognizing Firefighter 3 Jason Suddeth with a promotion to the rank of lieutenant.

Thank you all for your consideration.

Todd Pangle



Fire Chief

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: JENNIFER NUNEZ

SEX/AGE: Female/24

EDUCATION: May 2017 Graduate
Southeast Whitfield High School
Dalton GA

WORK: August 2017 – 2019
Regency Park & Rehab.
Dalton GA
CNA

September 2019 – 2020
Qualified Staffing
Dalton GA
Recruiter

March 2020 – November 2021
Braun Eyecare
Dalton GA

November 2021 – December 2022
Dalton ENT
Dalton GA

MILITARY: None

MARITAL STATUS: Single

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
APRIL 25, 2023

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – New Recruits

On the motion of Commissioner Walker, second Commissioner Brown, the Commission approved the following new recruits for the Fire Department.

- Billy Johnson
- Charles Davis
- Garrett Krout
- Jonathon Crow
- Seth Cox
- Trevor Cloer

The vote was unanimous in favor.

AGENDA AMENDMENT

On the motion of Commissioner Brown, second Commissioner Walker, the Commission amended the agenda to add Public Commentary.

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for March 28, 2023. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for March 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of March 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 8.4% lower and Part II crimes are approximately 3.9% lower when compared to the past 5-year average. Chief Cason further reported there were 134 non-private property crashes reported for the month and non-injury crashes decreased over the previous month.

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

POLICE DEPARTMENT

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Financial Statistics for March 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of March 2023. Chief Cason reported the department has expended 23.5% of their budget, and are on track for the remainder of the FY 2023.

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

Written Directive Review

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

- 4.10 Property and Evidence Policy and Procedure
- 4.24 Detection and Arrests of Impaired Drivers
- 7.7 Surveillance and Undercover Procedures
- 7.8 Covert Electronic Recording and Monitoring

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

FIRE DEPARTMENT

Monthly Statistical Report – March 2023

Fire Chief Todd Pangle presented the March 2023 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 311 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – March 2023

Fire Chief Todd Pangle presented the Financial Report for the month of March 2023 to the Commission. Chief Pangle stated the department is approximately 3% under budget, has expended 21.7% their budget, and are on track for the remainder of the FY 2023.

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

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Brown, the meeting was adjourned at 9:19 a.m.

Truman Whitfield, Chairman

ATTEST:

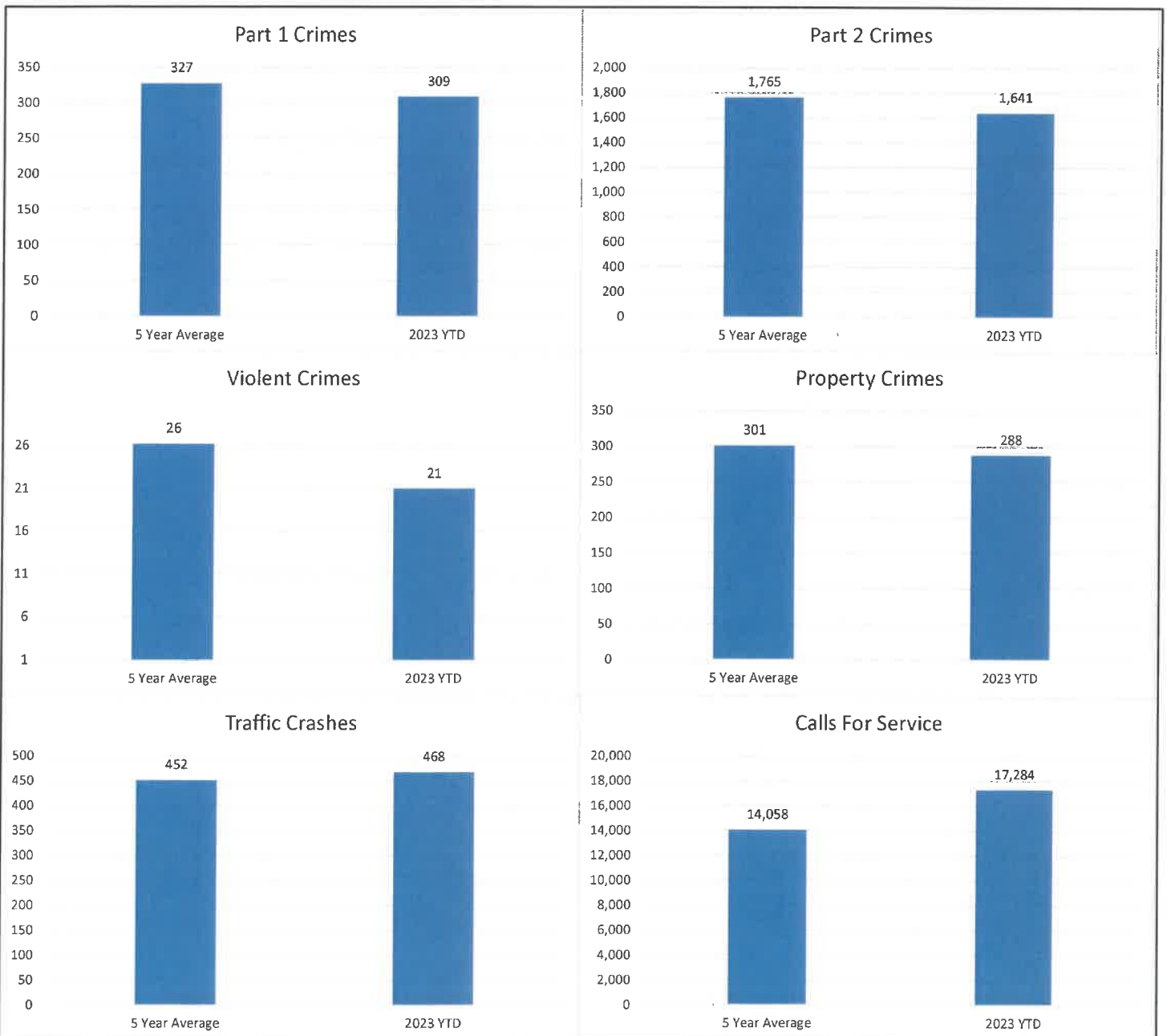
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 23, 2023**

Summary of Data and Crime Statistics for April 2023

General

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 5.6% lower than the five-year average. Part 2 crimes have decreased by approximately 7.0% during the same time. Property crimes show a decrease of approximately 4.4% from the five-year average. Violent crimes show a decrease of approximately 19.8% when compared to the five-year average. Traffic crashes are approximately 3.6% higher than the five-year average. Calls for service show an increase of approximately 22.9% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 23, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023
April 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	373	295	283	275	309	
Homicides	0	0	1	1	0	
Rape	6	4	6	4	9	
Robbery	2	5	1	4	2	
Aggravated Assault	14	23	23	16	10	
Violent Crime Totals	22	32	31	25	21	
Burglary	35	31	28	20	14	
Larceny-Theft	300	211	179	208	258	
Motor Vehicle Theft	16	21	45	22	15	
Arson	0	0	0	0	1	
Property Crime Totals	351	263	252	250	288	
Violent Crime Clearance	123%	72%	55%	76%	67%	
Property Crime Clearance	48%	30%	43%	47%	55%	
Part I Arrests	159	86	90	96	117	
Citations	4,849	3,471	3,463	4,108	6,125	
Calls for Service	15,549	15,578	12,897	12,779	17,284	
Traffic Crashes	492	385	451	460	468	

Analysis

In the year to date 2023 there have been 309 Part 1 crimes reported, compared to 275 in 2022. Traffic crashes have increased approximately 1.7% from 2022. Calls for service have increased by approximately 35.3% from 2022.

There have been 21 violent crimes reported 2023 YTD compared to 25 reported violent crimes 2022 YTD. There have been 10 aggravated assaults reported in 2023 compared to 16 in 2022. Year to date property crimes have shown an increase of approximately 15.2% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 4.3% lower than the average of 301. Violent crime numbers are approximately 19.8% lower than the five-year average of 26.2.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 23, 2023**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	4/23	4/22	YTD	YTD	4/23	4/22	YTD	YTD	4/23	4/22	YTD	YTD
Part I Offenses												
Homicide	0	0	0	1	0	0	0	0	0	0	0	1
Rape	4	3	9	4	0	0	1	0	0	0	0	0
Robbery	1	1	2	4	2	0	5	14	2	0	5	14
Aggravated Assault	3	2	10	16	4	2	8	5	4	1	7	3
Burglary	2	5	14	20	0	2	8	6	0	2	2	3
Larceny - Theft	70	48	258	208	40	19	143	106	34	14	101	73
Motor Vehicle Theft	3	6	15	22	1	3	6	6	0	1	1	2
Arson	0	0	1	0	0	0	1	0	0	0	1	0
PART I SUBTOTAL	83	65	309	275	47	26	172	137	40	18	117	96
Part II Offenses												
Other Assaults - not agg.	28	22	110	106	20	23	93	89	11	19	56	62
Forgery/Counterfeiting	6	4	33	27	1	4	19	11	1	2	15	8
Fraud	26	12	86	63	0	4	16	12	0	3	13	8
Embezzlement	0	0	0	0	0	0	1	0	0	0	0	0
Stolen Property	1	2	2	7	2	1	2	3	2	1	2	3
Vandalism	24	17	82	79	3	1	31	23	1	1	24	16
Weapons Violations	0	1	12	16	4	0	17	12	4	0	17	12
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	5	2	17	14	2	1	6	7	0	0	2	0
Drug Sales	2	5	11	19	2	3	10	18	2	3	10	13
Drug Possession	14	20	76	92	12	15	66	74	12	11	54	60
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	4	18	15	0	5	12	10	0	5	10	9
Liquor Violations	2	7	22	29	1	8	19	32	1	8	19	32
Drunkenness	3	6	28	38	4	7	31	35	4	7	31	35
Other Disorderly Conduct	11	12	55	47	16	9	65	45	12	8	51	36
Curfew Violations	1	0	5	2	0	0	5	0	0	0	4	0
All Other Offenses	243	199	1022	851	310	266	1292	1052	299	252	1221	942
DUI	10	15	62	58	8	14	61	56	8	14	61	56
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	378	328	1641	1463	385	361	1746	1479	357	334	1590	1292
PART I AND II TOTAL	461	393	1950	1738	432	387	1918	1616	397	352	1707	1388

Crashes	2023		2022		Enforcement	2023		2022	
	4/23	4/22	YTD	YTD		4/23	4/22	YTD	YTD
Public Roadway	113	109	468	460	Citations	715	599	2,569	2,221
					Warnings	950	571	3,556	1,887
911 Calls	4,039	3,292	17,284	12,779	Totals	1,665	1,170	6,125	4,108

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 23, 2023**

April 2023 Crash Statistics

In April 2023 there were 113 non-private property crashes reported. Non-injury and injury crashes decreased compared to the previous month. Rear end and angle crashes were the most prevalent during April 2023. Failure to yield was the leading contributing factor in non-injury crashes. Following too closely was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury crashes and injury crashes.

April 2023 Crash Statistics						
Total Crashes	April 2023	March 2023	Change	YTD 2023	YTD 2022	Change
	113	134	-15.7%	468	460	1.7%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	17	10	4	3	0	5
Total Injuries	27					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
4	6	10		28		
Day of the Week	Total		Time of Day	Total		
Monday	8		0000 - 0559	4		
Tuesday	24		0600 - 0859	11		
Wednesday	14		0900 - 1059	8		
Thursday	24		1100 - 1359	26		
Friday	21		1400 - 1559	21		
Saturday	10		1600 - 1859	29		
Sunday	12		1900 - 2159	9		
			2200 - 2359	5		
Collision Type	Total		Contributing Factors	Total		
Rear End	44		Following Too Closely	28		
Angle	37		Failure to Yield	26		
Sideswipe - Same Direction	18		Other	13		
Collision with an Object	9		Changed Lanes Improperly	11		
Sideswipe - Opposite Direction	3		Distracted	10		
Head On	2					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	24	21.2%	8	29.6%		
Chattanooga Rd	14	12.4%	7	25.9%		
Tibbs Rd	8	7.1%	2	7.4%		
Hamilton St	7	6.2%	1	3.7%		
Glenwood Ave	6	5.3%	1	3.7%		
Selective Enforcement Details	Locations		Total Details	Violations		
April 2023	Glenwood Ave, Walnut Ave, MLK Jr		50	615		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISION MEETING
MAY 23, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR APRIL 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 31.4% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2023 goals and meet the needs of the department.

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
321000 PD ADMINISTRATION								
321000 511100	WAGES - REGULAR	477,000	0	477,000	154,904.04	.00	322,095.96	32.5%
321000 511300	WAGES - OVERTIME	1,700	0	1,700	27.82	.00	1,672.18	1.6%
321000 512100	GROUP INSURANCE	38,780	0	38,780	10,108.18	.00	28,671.82	26.1%
321000 512200	FICA & MEDICARE	37,000	0	37,000	12,339.33	.00	24,660.67	33.3%
321000 512401	RETIREMENT DCP	14,940	0	14,940	4,904.99	.00	10,035.01	32.8%
321000 512402	RETIREMENT DBP	40,250	0	40,250	13,855.09	.00	26,394.91	34.4%
321000 512403	RETIREMENT STATE	1,200	0	1,200	500.00	.00	700.00	41.7%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	3,368.00	.00	6,732.00	33.3%
321000 512900	OTHER EMPLOYEE BE	3,750	0	3,750	937.30	237.17	2,575.53	31.3%
321000 512915	CLEANING ALLOWANC	1,800	0	1,800	261.25	.00	1,538.75	14.5%
321000 512916	CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	0%
321000 521210	PROFESSIONAL - LE	20,000	0	20,000	1,030.00	.00	18,970.00	5.2%
321000 521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	0%
321000 522220	EQUIPMENT MAINT &	5,000	0	5,000	2,418.01	.00	2,581.99	48.4%
321000 522330	VEHICLE REPAIRS &	4,000	0	4,000	776.00	.00	3,224.00	19.4%
321000 522320	RENTAL - EQUIPMEN	9,000	0	9,000	1,850.07	.00	7,149.93	20.6%
321000 523100	INSURANCE COMMERC	118,000	0	118,000	141,833.00	.00	-23,833.00	120.2%
321000 523200	COMMUNICATIONS	50,000	0	50,000	17,686.29	.00	32,313.71	35.4%
321000 523210	POSTAGE	3,500	0	3,500	399.61	.00	3,100.39	11.4%
321000 523400	PRINTING & BINDIN	3,000	0	3,000	1,563.20	.00	1,436.80	52.1%
321000 523500	TRAVEL	9,000	0	9,000	1,649.15	.00	7,350.85	18.3%
321000 523600	DUES & FEES	4,000	0	4,000	1,011.37	.00	2,988.63	25.3%
321000 523630	RADIO SUBSCRIBER F	27,000	0	27,000	23,155.20	.00	3,844.80	85.8%
321000 523700	TRAINING & EDUCAT	7,500	0	7,500	3,040.00	.00	4,460.00	40.5%
321000 523850	CONTRACT LABOR	5,400	17,000	22,400	8,907.57	.00	13,492.43	39.8%
321000 523920	SOFTWARE LICENSES	177,900	0	177,900	104,317.69	.00	73,582.31	58.6%
321000 531100	SUPPLIES - GENERA	800	0	800	92.16	.00	707.84	11.5%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	25.99	.00	1,974.01	1.3%
321000 531250	OIL	1,000	0	1,000	.00	.00	1,000.00	0%
321000 531270	GASOLINE	6,000	0	6,000	2,158.73	.00	3,841.27	36.0%
321000 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	0%
321000 531600	SMALL EQUIPMENT <	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	370.59	.00	1,629.41	18.5%
TOTAL PD ADMINISTRATION		1,090,820	17,000	1,107,820	514,890.63	237.17	592,692.20	46.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322100 PD CRIMINAL INVESTIGATION DIV								
322100 511100	WAGES - REGULAR	1,092,350	0	1,092,350	330,849.90	.00	761,500.10	30.3%
322100 511300	WAGES - OVERTIME	48,700	0	48,700	2,145.00	.00	46,555.00	4.4%
322100 512100	GROUP INSURANCE	212,400	0	212,400	69,305.66	.00	143,094.34	32.6%
322100 512200	FICA & MEDICARE	87,300	0	87,300	25,336.69	.00	61,963.31	29.0%
322100 512401	RETIREMENT DCP	78,500	0	78,500	19,713.00	.00	58,787.00	25.1%
322100 512402	RETIREMENT DBP	44,500	0	44,500	19,193.15	.00	25,306.85	43.1%
322100 512403	RETIREMENT STATE	4,500	0	4,500	1,700.00	.00	2,800.00	37.8%
322100 512700	WORKERS COMPENSAT	28,680	0	28,680	9,560.00	.00	19,120.00	33.3%
322100 512900	OTHER EMPLOYEE BE	6,800	0	6,800	2,007.44	515.40	4,277.16	37.1%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	972.00	.00	3,028.00	24.3%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	186.21	.00	3,313.79	5.3%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	3,439.44	.00	3,560.56	49.1%
322100 523500	TRAVEL	14,400	0	14,400	6,901.35	.00	7,498.65	47.9%
322100 523600	DUES & FEES	5,500	0	5,500	.00	.00	5,500.00	.0%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	6,868.00	.00	7,532.00	47.7%
322100 523900	PEPT OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100	SUPPLIES - GENERA	3,500	0	3,500	615.01	.00	2,884.99	17.6%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	1,336.24	.00	2,663.76	33.4%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	18,500	0	18,500	5,484.16	.00	13,015.84	29.6%
322100 531300	MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531600	SMALL EQUIPMENT <	0	300	300	126.48	.00	173.52	42.2%
322100 531700	OTHER SUPPLIES	5,000	-300	4,700	716.86	.00	3,983.14	15.3%
322100 542400	COMPUTERS & COMPU	14,400	0	14,400	11,150.00	.00	3,250.00	77.4%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,736,030	0	1,736,030	517,606.59	515.40	1,217,908.01	29.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 - 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	1,149,009.89	.00	2,814,690.11	29.0%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	22,268.07	.00	45,531.93	32.8%
322300 512100	GROUP INSURANCE	611,670	0	611,670	213,253.63	.00	398,416.37	34.9%
322300 512200	FICA & MEDICARE	309,750	0	309,750	90,542.40	.00	219,207.60	29.2%
322300 512401	RETIREMENT DCP	352,600	0	352,600	104,811.84	.00	247,788.16	29.7%
322300 512402	RETIREMENT DBP	60,800	0	60,800	14,234.59	.00	46,565.41	23.4%
322300 512403	RETIREMENT STATE	21,500	0	21,500	6,950.00	.00	14,550.00	32.3%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	40,460.00	.00	80,920.00	33.3%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	7,259.30	1,807.28	16,333.42	35.7%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	2,017.50	.00	7,982.50	20.2%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	6,200.10	.00	5,299.90	53.9%
322300 522230	VEHICLE REPAIRS &	48,000	0	48,000	27,712.13	.00	20,287.87	57.7%
322300 522230	SHOP VEHICLE EXP -	128,000	0	128,000	34,578.78	.00	93,421.22	27.0%
322300 523500	TRAVEL	64,500	0	64,500	16,883.10	.00	47,616.90	26.2%
322300 523600	DUES & FEES	3,800	0	3,800	465.00	.00	3,335.00	12.2%
322300 523700	TRAINING & EDUCAT	44,000	0	44,000	12,752.22	.00	31,247.78	29.0%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	1,876.45	.00	3,623.55	34.1%
322300 531100	OPIOD SUPPLIES - G	0	10,000	10,000	.00	.00	10,000.00	.0%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	437.78	.00	2,562.22	14.6%
322300 531120	UNIFORMS	64,000	0	64,000	6,358.23	.00	57,641.77	9.9%
322300 531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300 531270	GASOLINE	175,000	0	175,000	55,092.10	.00	119,907.90	31.5%
322300 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	35,295	0	35,295	21,703.74	.00	13,591.26	61.5%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	269.88	.00	4,730.12	5.4%
TOTAL PD PATROL		6,154,195	-7,000	6,147,195	1,835,136.73	1,807.28	4,310,250.99	29.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 - 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 PD SUPPORT SERVICES								
322400 511100	WAGES - REGULAR	687,750	0	687,750	224,362.60	.00	463,387.40	32.6%
322400 511200	WAGES - PART TIME	12,000	0	12,000	.00	.00	12,000.00	.0%
322400 511300	WAGES - OVERTIME	11,375	0	11,375	699.40	.00	10,675.60	6.1%
322400 512100	GROUP INSURANCE	162,720	0	162,720	48,033.93	.00	114,686.07	29.5%
322400 512200	FICA & MEDICARE	54,400	0	54,400	17,087.61	.00	37,312.39	31.4%
322400 512401	RETIREMENT DCP	40,300	0	40,300	11,483.83	.00	28,816.17	28.5%
322400 512402	RETIREMENT DBP	37,000	0	37,000	13,359.46	.00	23,640.54	36.1%
322400 512403	RETIREMENT STATE	1,200	0	1,200	525.00	.00	675.00	43.8%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	7,280.00	.00	14,560.00	33.3%
322400 512900	OTHER EMPLOYEE BE	4,200	0	4,200	1,271.15	318.60	2,928.85	37.9%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	105.00	.00	2,295.00	4.4%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400 521300	TECHNICAL CONTRAC	18,500	0	18,500	1,087.25	.00	17,412.75	5.9%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	3,106.25	.00	10,393.75	23.0%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	10,407.36	.00	29,592.64	26.0%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	702.10	.00	2,297.90	23.4%
322400 523500	TRAVEL	21,000	0	21,000	448.42	.00	20,551.58	2.1%
322400 523600	DUES & FEES	2,700	0	2,700	744.92	.00	1,955.08	27.6%
322400 523620	CREDIT CARD & BAN	450	0	450	129.65	.00	320.35	28.8%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	2,368.65	.00	18,631.35	11.3%
322400 531100	SUPPLIES - GENERA	3,500	0	3,500	548.78	.00	2,951.22	15.7%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	293.13	.00	2,906.87	9.2%
322400 531120	UNIFORMS	4,000	0	4,000	558.86	.00	3,441.14	14.0%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BULDI	28,000	0	28,000	2,294.02	.00	25,705.98	8.2%
322400 531200	UTILITIES	62,500	0	62,500	16,784.80	.00	45,715.20	26.9%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	8,000	0	8,000	2,576.17	.00	5,423.83	32.2%
322400 531300	MEALS - FOOD	5,500	0	5,500	299.63	.00	200.37	59.9%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	7.00	.00	13,993.00	.1%
TOTAL PD SUPPORT SERVICES		1,282,435	0	1,282,435	366,574.97	318.60	915,541.43	28.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 - 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322600	CUSTODY OF PRISONERS							
322600 523900	OTHER PURCHASED S	105,000	0	105,000	23,670.79	.00	81,329.21	22.5%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	23,670.79	.00	81,329.21	22.5%
	TOTAL GENERAL FUND - OPERATING	10,368,480	10,000	10,378,480	3,257,879.71	2,878.45	7,117,721.84	31.4%
	TOTAL EXPENSES	10,368,480	10,000	10,378,480	3,257,879.71	2,878.45	7,117,721.84	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	10,000	10,378,480	3,257,879.71	2,878.45	7,117,721.84	31.4%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
210001 REVENUES								
210001	351320 STATE CASH CONFISC	-50,000	0	-50,000	-3,337.00	.00	-46,663.00	6.7%
210001	361400 JUSTI INTEREST JUS	0	0	0	-42.54	.00	42.54	100.0%
210001	361400 STATE INTEREST INC	-250	0	-250	-1,194.71	.00	944.71	477.9%
210001	361400 TREAS INTEREST TRE	-50	0	-50	-197.04	.00	147.04	394.1%
210001	392100 STATE SALE OF ASSE	-6,000	0	-6,000	-11,166.36	.00	5,166.36	186.1%
TOTAL REVENUES		-56,300	0	-56,300	-15,937.65	.00	-40,362.35	28.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
210415 EXPENDITURES							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	3,556.99	.00	943.01	79.0%
210415 523200 STATE COMMUNICATIO	23,000	0	23,000	6,462.01	.00	16,537.99	28.1%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600 STATE DUES & FEES	0	0	0	1,240.69	.00	-1,240.69	100.0%
210415 523700 STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600 STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 STATE OTHER SUPPLI	500	0	500	286.00	.00	214.00	57.2%
TOTAL EXPENDITURES	65,600	0	65,600	11,545.69	.00	54,054.31	17.6%
TOTAL CONFISCATED ASSETS	9,300	0	9,300	-4,391.96	.00	13,691.96	-47.2%
TOTAL REVENUES	-56,300	0	-56,300	-15,937.65	.00	-40,362.35	
TOTAL EXPENSES	65,600	0	65,600	11,545.69	.00	54,054.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-4,391.96	.00	13,691.96	-47.2%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJ STMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<u>370001 REVENUES</u>								
370001 361400 INTEREST INCOME		0	0	0	-28,947.35	.00	28,947.35	100.0%
TOTAL REVENUES		0	0	0	-28,947.35	.00	28,947.35	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99										
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL		
370002 OTHER FINANCING SOURCES										
370002	392100 SALE OF ASSETS (G	0	0	0	-9,515.10	.00	9,515.10	100.0%		
TOTAL OTHER FINANCING SOURCES		0	0	0	-9,515.10	.00	9,515.10	100.0%		



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 522210 350 FACILITY REPAI	0	239,860	239,860	219,092.46	.00	20,767.54	91.3%
370005 522210 610 FACILITY REPAI	0	10,990	10,990	50,758.19	.00	-39,768.19	461.9%
370005 522240 610 SITE REPAIRS &	0	132,000	132,000	.00	.00	132,000.00	.0%
370005 523600 DUES & FEES	0	0	0	2,569.15	.00	-2,569.15	100.0%
370005 531600 610 SMALL EQUIPMEN	0	18,550	18,550	323.42	.00	18,226.58	1.7%
370005 541200 610 SITE IMPROVEME	0	1,616,000	1,616,000	1,203,426.00	.00	412,574.00	74.5%
370005 541300 610 BUILDINGS & BU	0	225,000	225,000	.00	349,359.73	-124,359.73	155.3%
370005 541400 132 INFRASTRUCTURE	0	149,725	149,725	115,975.00	21,075.00	12,675.00	91.5%
370005 542100 420 MACHINERY	0	0	0	1,088,583.00	.00	-1,088,583.00	100.0%
370005 542200 132 VEHICLES	0	6,810	6,810	.00	.00	6,810.00	.0%
370005 542200 350 VEHICLES FD	0	65,000	65,000	58,305.00	.00	6,695.00	89.7%
370005 542200 610 VEHICLES	0	375	375	44,624.00	.00	-44,249.00	*****%
370005 542400 153 COMPUTERS & CO	0	151,200	151,200	419.53	.00	150,780.47	.3%
370005 542500 132 OTHER EQUIPMEN	0	3,890	3,890	7,103.91	.00	-3,213.91	182.6%
370005 542500 154 OTHER EQUIPMEN	0	100,000	100,000	37,724.77	31,684.00	30,591.23	69.4%
TOTAL EXPENDITURES	0	2,719,400	2,719,400	2,828,904.43	402,118.73	-511,623.16	118.8%
TOTAL CAPITAL ACQUISITION FUND	0	2,719,400	2,719,400	2,790,441.98	402,118.73	-473,160.71	117.4%
TOTAL REVENUES	0	0	0	-38,462.45	.00	38,462.45	
TOTAL EXPENSES	0	2,719,400	2,719,400	2,828,904.43	402,118.73	-511,623.16	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

	ORIGINAL APPROP	TRANSFRS/ ADJ STMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	2,719,400	2,719,400	2,790,441.98	402,118.73	-473,160.71	117.4%

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

DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE

DATE	382100 392200 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 389000 (POLIC):						I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT	
		Records Unit	GEARS Reports				PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME						
CUM TOTALS	1059.35	2845.00	1535.00	4525.00	0.00	600.00	0.00	0.00	0.00	5.00	0.00	0.00	289.65	0.00	0.00	11061.00		
APRIL																		
4/3/2023		195.00														195.00		
4/4/2023	-821.98	30.00														-791.98		
4/5/2023		30.00														30.00		
4/6/2023		60.00								38.20						98.20		
4/7/2023		30.00														30.00		
4/10/2023		60.00														60.00		
4/11/2023		45.00		150.00												195.00		
4/12/2023		45.00														45.00		
4/14/2023		75.00														75.00		
4/17/2023		45.00								40.00						85.00		
4/18/2023		60.00	560.00							5.00						625.00		
4/19/2023		15.00														15.00		
4/20/2023		90.00														90.00		
4/21/2023		30.00														30.00		
4/24/2023		90.00														90.00		
4/25/2023		105.00														105.00		
4/26/2023				100.00		50.00										150.00		
4/27/2023		30.00														30.00		
4/28/2023	4275.00															4275.00		
APRIL TOTALS	3453.02	1035.00	560.00	250.00	0.00	50.00	0.00	0.00	0.00	83.20	0.00	0.00	0.00	0.00	0.00	5431.22		
CUM TOTALS	4512.37	3880.00	2095.00	4775.00	0.00	650.00	0.00	0.00	0.00	88.20	0.00	0.00	289.65	0.00	0.00	16492.22		
	<i>\$821.98 was confiscated assets</i>																	
JUSTICE - Federal Forfeiture Funds:			13,349.12															
TREASURY - Federal Forfeiture Funds:			27,625.25															
State Drug Seizure Funds:			165,502.11															
							GOV DEALS SALE OF ASSETS VEHICLES			4/28/2023			GOV DEALS SALE OF ASSETS PHONES/OTHER					

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					167,927.96
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	166,280.33
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,050.33
1/31/2023		Interest Credit	388.79		166,439.12
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,231.62
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,149.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,083.02
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,001.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.11
2/27/2023		Cadwell Seizure	666.00		166,667.11
2/27/2023		Faulkenberry Seizure	2,075.00		168,742.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,686.11
2/27/2023	PO 21230007	AT&T Dec 29 - Jan 28 Cell Phones		1,645.22	167,040.89
2/28/2023		Interest Credit	280.28		167,321.17
3/31/2023		Interest Credit	312.64		167,633.81
4/4/2023	PO 21230008	AT&T Jan 29 - Feb 28 Cell Phones		1,606.11	166,027.70
4/4/2023		GovDeals Sold - Ninja Blender & Cookware Set	180.00		166,207.70
4/4/2023		GovDeals Sold - Misc. Men's Clothing & Electric Toothbrushes	108.00		166,315.70
4/4/2023		GovDeals Sold - Kitchen Aid Mixer	259.87		166,575.57
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	75.37		166,650.94
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	72.37		166,723.31
4/4/2023		GovDeals Sold - Folding Wagon, Metal Trash Can & Outdoor Speaker	70.12		166,793.43
4/4/2023		GovDeals Sold - Twin Size Air Mattress & Full/Queen Size Comforter Set	56.25		166,849.68
4/4/2023		GovDeals Sold - Air Force 1 Women's Shoes	78.75		166,928.43

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
4/4/2023		GovDeals Fees for Items Sold		100.07	166,828.36
4/10/2023	PO 21230009	AT&T Mar 1 - Mar 28 Cell Phones		1,606.11	165,222.25
4/28/2023		Interest Credit	279.86		165,502.11

Federal Forfeitures Fund
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/06/2023					0.00
2/28/2023		Balance			0.00
3/07/2023	21-DEA-671143 21-DEA-671137 19-FBI-003144 19-FBI-003156	Funds were received last year but they were just now transferred to this account from the General Fund account.	13,306.58		13,306.58
3/31/2023		Interest	20.05		13,326.63
3/31/2023		Service Charge		8.00	13,318.63
4/03/2023		Service Charge Refund	8.00		13,326.63
4/28/2023		Interest	22.49		13,349.12

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					27,416.76
1/31/2023		Interest Credit	64.12		27,480.88
2/28/2023		Interest Credit	46.39		27,527.27
3/31/2023		Interest Credit	51.44		27,578.71
4/28/2023		Interest Credit	46.54		27,625.25
			208.49		

To: Public Safety Commission
From: Chief Cliff Cason
Date: April 18, 2023
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.17	1	<u>Departmental Inspections</u> Updated Revision and Re-evaluation dates
2.20	1	<u>Vehicle Fleet Maintenance</u> Updated Revision and Re-evaluation dates
2.28	1 2-4 2 3	<u>Crime Analysis Traffic Analysis</u> Updated Revision and Re-evaluation dates Section III – Rewording throughout section New Item (A)(5, New Item (B)(3), New Item (E)
3.5	1 4 5-6	<u>Physical Rediness Program</u> Updated Revision and Re-evaluation dates Section VII – Remove Item (B), Rearrange Items, Rewording (B) Section X – Remove Item (A), Rearrange Items, Rewording Items (A) and (B).

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> July 22, 2003	<i>Number</i> GO03-2.17
<i>Subject</i> Departmental Inspections		
<i>Reference</i> CALEA Standards – 53.1.1, 53.2.1		<i>Revised</i> June 22, 2021 May 23, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> June 2023 May 2025	<i>No. Pages</i> 3

I. **Policy**

It is the policy of the Dalton Police Department to conduct inspections on a regular basis to ensure efficient operation of the Department, compliance with established professional standards, promotion of the Department’s mission, and fulfillment of the community’s expectations regarding the critical services provided by the Department. Inspections enable the Department to assess its ability to perform its mission and provide the necessary information to plan for improvements.

II. **Definitions**

- A. *Line Inspection* – The process by which any Supervisor can review and observe an employee’s activity to ensure the proper compliance with Departmental procedures, rules, and regulations. These inspections are not limited to persons but also include all facility components used by the Department.
- B. *Staff Inspection* – An in-depth examination of a specific operational, administrative, or facility component of the Department.
- C. *Facility Components* – The physical structure of the Police Services Center and all Department-owned equipment and furnishings.

III. **Line Inspections**

- A. All Department Supervisors are responsible for inspecting the general condition of personnel and facility components on a daily basis.
 - 1. Supervisors shall conduct inspections by observing assigned personnel during the Supervisor’s scheduled work period. He / she shall ensure that the Department uniform, civilian attire, and appearance standards are maintained. As necessary, the Supervisor shall take corrective actions.
 - 2. Supervisors shall also observe their assigned facilities and office areas to ensure overall cleanliness, order, and the presence of necessary equipment and supplies. As necessary, the Supervisor shall take corrective actions.

- B. At least once each quarter, Supervisors shall be responsible for ensuring that a documented inspection of the personal appearance of all personnel under their command is conducted. This inspection of personal appearance shall include an inspection of the uniform / civilian attire and personal equipment.
- C. Any Supervisor discovering a deficiency that could not be immediately corrected shall follow-up to ensure that corrective action is taken within a reasonable length of time.

IV. **Staff Inspections**

- A. Staff inspections shall be conducted at the discretion of the Chief of Police.
- B. Inspection Teams
 - 1. All inspection teams shall consist of a Supervisor and an adequate number of personnel to complete the examination of the component or function in question. It is recommended that inspection teams consist of members assigned to a division separate from the one being inspected.
 - 2. During the inspection, the inspectors shall be granted the necessary access to all facilities, records, reports, files, and personnel. This process may include on-site inspections, interviews, records research, or other observations required to obtain information upon which a factual report can be based.
- C. Areas Subject to Inspection

Staff inspections shall be conducted within all organizational components at least once every four (4) years. All Department functions and facility components shall be subject to inspection at the discretion of the Chief of Police. Inspections may include, but are not limited to, one or more of the following areas:

- 1. Effectiveness of Departmental organization, i.e. functioning of command and supervision structure
- 2. Compliance with certification / accreditation standards
- 3. Compliance with local, state, and federal regulations
- 4. Adequate use of resources
- 5. Proper preparation and maintenance of reports and computer records
- 6. Adequate intradepartmental communication
- 7. Uniform application of Department policies throughout the organization
- 8. Adequate recruitment and selection procedures
- 9. Accuracy and timeliness of written reports

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10. Effectiveness of investigative procedures and case handling
11. Effective administration of Department training programs
12. Proper use and maintenance of facility components and equipment

D. Inspection Reports

1. The Supervisor of the inspection team shall prepare a written report of the inspection findings and submit the report to the Chief of Police. The report shall identify deficiencies and make recommendations for their improvement and / or correction. The report shall also include the positive aspects of the area being inspected.
2. All functions or components found to be deficient during the inspection shall be corrected. A follow-up written report for noted deficiencies that cannot be immediately corrected shall be completed. In some instances, the Chief of Police may direct a component or function to be re-inspected after corrections are made.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO89-2.20
<i>Subject</i> Vehicle Fleet Maintenance		
<i>Reference</i>		<i>Revised</i> June 22, 2021 May 23, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> June 2023 May 2025	<i>No. Pages</i> 3

I. **Policy**

It is the policy of the Dalton Police Department to maintain a fleet of vehicles that is safe and meets the operational needs of the Department at all times.

II. **Procedures**

- A. Repairs, modifications, or adjustments shall first be requested on a Department work order.
- B. All work completed and all expenses incurred shall be recorded on the work order.
- C. All receipts and invoices shall be attached to the yellow copy of the work order and shall be given to a Property and Evidence Technician (PET) for entry into the Department's Records Management System.
- D. All work completed on each vehicle shall be entered into the computer by a PET.
- E. All invoices, receipts, and bills shall be submitted to the Purchasing Agent for payment.

III. **Requests for Repair**

- A. When any member of the Department detects a problem with any vehicle, he / she shall complete a work order stating specifically what the problem is perceived to be. (If safety is an issue, tow or park the vehicle at the designated location.)
- B. The work order shall be placed in the vehicle on the driver side dash, and the vehicle shall be locked and parked at a designated location for the mechanic. For Patrol Division vehicles, the car number and required repairs shall be listed on the whiteboard in the Patrol Division roll call room.
- C. If any emergency repairs are necessary during the off-duty hours of the PETs or mechanic, the repairs shall be approved by a Supervisor. A work order shall be completed and submitted to a PET with a detailed description of the problem and

the repairs made. Any invoice or bill shall also be attached.

- D. Any work performed by the Department mechanic, not initially listed on the work order, shall be added.
- E. Any work performed by an outside vendor shall also be accompanied by a work order.

IV. **Fuel Log**

- A. Fuel consumption shall be recorded by entering the appropriate information into the fuel pumps at the City of Dalton Public Works facility.
- B. Any fuel or other fluids added while away from the City of Dalton shall be recorded on a credit card receipt, along with the vehicle mileage, and turned in to a PET.
- C. A PET shall retrieve fuel consumption information from Dalton Public Works each month and maintain that information in the Department's RMS system.

V. **Preventive Maintenance**

- A. At the beginning of each tour of duty, and whenever refueling a vehicle, the driver of said vehicle shall:
 - 1. Check the service sticker and complete a work order if service is required.
 - 2. Check for body damage to the vehicle.
 - 3. Check all fluid levels, including:
 - a. Oil
 - b. Radiator fluid
 - c. Transmission fluid
 - d. Windshield washer fluid
 - 4. Check for interior damage to the vehicle, including radio, seats, etc.
 - 5. Check all tires.
 - 6. Check the interior for contraband and possible weapons
- B. Washing of Vehicles
 - 1. Vehicles not assigned to one person shall be kept free of trash and washed at the designated location on an as-needed basis.
 - 2. Vehicles assigned to one person shall be kept free of trash and shall be

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washed at least once weekly at the designated location.

C. Replacement of Tires

Tires shall be replaced when:

1. The tread wear reaches 3/32" depth.
2. A defect or damage is observed to the tread or the sidewall which makes the tire unsafe.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> February 24, 2009	<i>Number</i> GO09-2.28
<i>Subject</i> Crime Analysis / Traffic Analysis		
<i>Reference</i> CALEA Standards – 40.1.1, 40.2.1, 40.2.2		<i>Revised</i> June 22, 2021 May 23, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> June 2023 May 2025	<i>No. Pages</i> 4

I. **Policy**

It is the policy of the Dalton Police Department to provide crime analysis and traffic analysis information to the appropriate personnel within the Dalton Police Department to assist in meeting crime prevention and traffic safety objectives and departmental goals.

II. **Purpose**

- A. Crime analysis and traffic analysis provide a system to collect, collate, analyze, and disseminate data for the purpose of supporting the Department in management and operational activities. In addition, through crime analysis and traffic analysis, estimates of future crime trends and traffic patterns may be based on inferences derived from crime and traffic data.
- B. Analysis of regularly collected information on crime activity is a very useful tool in the prevention and suppression of crime and the apprehension of criminal offenders. Analysis of regularly collected information on traffic activity is also beneficial for targeting traffic-related issues and reducing injuries and fatalities caused by motor vehicle collisions.
- C. All personnel shall assist in this function by gathering complete and accurate data to be used by the Crime Analysis / Traffic Analysis function.

III. **Procedures**

A. Development of Crime Analysis Data

The Spillman Records Management System (RMS) shall be the primary tool used to obtain data on current and past crime trends.

- 1. This data is obtained through querying of tables in the RMS, including the law incident, field interview, non-custody arrest, names, and vehicles tables, allowing records to be sorted by date, time, beat number, nature of offense, etc.

2. Crystal reports are available to automatically query the records from the RMS based on established parameters.
3. The reports are viewed, accessed, and printed using Crystal reports compatible viewing software.
4. The City of Dalton's Information Technology Department and the Intelligence Analyst shall be responsible for maintaining the integrity of these reports, correcting any errors they may contain, and creating new reports as needed.
5. The Intelligence Analyst shall be responsible for collecting, analyzing and dissemination of crime analysis data.

B. Development of Traffic Analysis Data

1. The Georgia Electronic Accident Reporting System (GEARS) shall be the primary tool used to ~~obtain~~ collect data on current and past motor vehicle collision trends.
 - a. This data is obtained through querying of pre-established reports within the GEARS program, allowing records to be sorted by day-of-week, time, location, etc.
 - b. The GEARS program provides advanced search and analytics features that allow the creation of charts, graphs, and maps.
 - c. The GEARS program is owned and maintained by Georgia Department of Transportation. GEARS is responsible for correcting any errors within their system and creating new reports as needed.
2. The ~~Traffic Enforcement Unit~~ Intelligence Analyst shall be responsible for ~~collecting~~ retrieving, analyzing, and disseminating data pertaining to motor vehicle collisions and traffic ~~violations enforcement activities~~. ~~including the rates of safety belt usage, speeding vehicles, and distracted driving.~~
3. The Traffic Enforcement Unit shall be responsible for conducting surveys, both through visual inspections of traffic and through electronic equipment, to determine rates of safety belt usage, speeding vehicles, and distracted driving.

C. ~~District Planning~~ Development of Strategies

~~By utilizing Crystal reports and GEARS, the~~ District Commanders shall develop ~~plans~~ strategies to address any crime or traffic trends that have been identified in each district of the City. ~~These plans may cover the following areas:~~ These strategies shall include the assignment of tasks to their Officers and include, but not be limited to, the following:

1. ~~Present crime trends and problems~~ Conducting proactive or concentrated patrols

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2. ~~Present traffic issues or concentrations of motor vehicle collisions~~ Conducting selective traffic enforcement details
3. ~~Suspects and persons of interest~~ Conducting foot patrols or surveillance activities
4. ~~Plans for investigation, disruption, or arrest of offenders~~ Organizing details to locate and arrest wanted persons
5. ~~Task assignments for specific Officers, Investigators, etc.~~

D. District ~~Planning~~ Meetings

1. ~~District Meetings shall be used to evaluate the effectiveness of previous strategies to determine if there were any modifications or additions needed to the District Plans.~~
2. When necessary, District meetings shall also may be used held to discuss current crime and traffic trends and problems identified from analysis of data by the Intelligence Analyst and the strategies /plans to be implemented to combat the issues in each district. ~~These meetings shall be regularly scheduled in advance.~~

E. ~~Dissemination of District Plans~~

~~District Plans shall be disseminated to:~~

1. ~~All sworn Supervisors~~
2. ~~Command Staff~~
3. ~~Accreditation Manager~~
4. ~~Intelligence Analyst~~

E. Reporting

District Commanders shall complete a report at the end of each month detailing the response to the crime and traffic analysis for each district. This report shall identify the hotspots for crime and traffic issues, the strategies taken and tasks performed to address the hotspots, and the results of those strategies and tasks.

F. Specialized Requests for Information

1. The Intelligence Analyst shall, upon request, provide detailed crime analysis and traffic analysis information, including maps, graphs, charts, and bulletins.
2. The Intelligence Analyst shall also disseminate specialized information to the Chief of Police, Command Staff, District Commanders, and others, as

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necessary. This shall be accomplished using a combination of PDF files of crime maps, email, paper copies of crime maps, and electronic or digital copies of crime bulletins.

G. Evaluation of Process

In order to ensure feedback from vested parties, Department personnel shall provide feedback to District Commanders and the Intelligence Analyst. This feedback shall be utilized to adjust District Plans, change existing reporting methods, add new Crystal and GEARS reports, and to evaluate the overall effectiveness of the Crime Analysis / Traffic Analysis function.

H. Briefing the Chief Executive Officer

On a weekly basis, the ~~Patrol Division Commander or his / her designee~~ Intelligence Analyst shall brief the Chief of Police on crime and traffic patterns and trends, ~~traffic patterns and trends, and plans implemented~~ in each district.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-3.5
<i>Subject</i> Physical Readiness Program		
<i>Reference</i> CALEA Standards – 22.2.1, 22.2.2, 22.2.3		<i>Revised</i> June 22, 2021 May 23, 2023
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> June 2023 May 2025	<i>No. Pages</i> 10

I. **Policy**

It is the policy of the Dalton Police Department to provide a Physical Readiness Program (PRP) that will benefit the physical and emotional well-being of all members of the Department while providing reasonable assurance that each member can perform the essential functions of his / her job.

II. **Background**

It is beyond dispute that law enforcement job functions require physical readiness. All members shall be capable of safely and effectively performing all duty assignments without undue risk to themselves, other members, and the general public.

The components of physical readiness (cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility) underlie and predict the ability to perform job functions. Research indicates that a sound and vigorous personal health and exercise program is the most effective countermeasure against various maladies, such as sudden, fatal heart attacks. Members must accept the responsibility to develop and maintain healthy lifestyles that will enhance their ability to meet the physical and emotional demands of the job.

III. **Fit for Duty**

It shall be the responsibility of each Member to maintain an acceptable level of physical readiness. Acceptable level means that a member, when reporting for duty or when called upon to take law enforcement actions, be at a level of health and physical readiness necessary to perform job functions in an appropriate and effective manner without undue risk to his / her health and safety or that of the general public.

IV. **Definitions**

- A. *Aerobic capacity* – A measure of the body's maximum ability to take in, transport, and utilize oxygen to sustain work activity, such as a sustained foot pursuit.
- B. *Agility* – The ability to generate speed, start and stop, and to change direction. Agility is expressed during tasks such as foot pursuits.

- C. *Anaerobic power* – The body's ability to perform short, intense bouts of activity, such as short sprints, stair climbs, or use of force.
 - D. *Applicant* – A person that has applied, and is currently testing, for a sworn position within the Department.
 - E. *Explosive leg power* – The ability to generate force rapidly. This is expressed when jumping or vaulting over obstacles, for instance.
 - F. *Incumbent* – A person that is currently employed as an Officer by the Department.
 - G. *Muscular endurance* – The ability of a muscle to sustain a sub-maximal force. Muscular endurance contributes to successful performance of carrying objects or in sustained use of force encounters.
 - H. *Muscular strength* – The ability of a muscle to generate maximal force one time. This is important in lifting people or in pushing objects, such as a disabled vehicle.
 - I. *Physical readiness* – The state of having sufficient energy to efficiently and effectively carry out job functions on a daily basis, including the ability to respond effectively to emergency situations.
 - J. *Physical Readiness Program (PRP) Coordinator* – A Member designated as a fitness coordinator for the program.
 - K. *Physical Readiness Program (PRP) Manager* – A physical readiness coordinator designated by the Chief of Police to oversee the physical readiness testing and programming.
 - L. *Physical Readiness Program (PRP) testing* – The participation in an assessment or test that evaluates minimum physical fitness levels and / or measures the ability to perform specific tasks of the Officer job function, both for applicants and incumbents.
 - M. *Physical readiness standards* – Those standards which measure a member's ability to perform essential job functions.
 - N. *Pre-service applicant* – A candidate for employment who has successfully completed the Georgia Basic Law Enforcement Training Course through the pre-service training program.
- V. **Benefits of Physical Readiness**
- A. Personal Benefits
 - 1. Improved officer safety
 - 2. Improved general health
 - 3. Increased energy levels

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4. Improved self-image and public respect
 5. Confidence
 6. Improved appearance; a noted psychological factor when interacting with the public
 7. Better health and longevity
 8. Better job performance
- B. Management Benefits
1. Improved job performance
 2. Reduced sick leave
 3. Improved employee performance
 4. Lower frequency of accidents
 5. Improved morale of employees
- C. Extended Capabilities of Law Enforcement Employees
1. Poise
 2. Confidence
 3. Stress management
 4. Career survival

VI. **Responsibilities**

A. Training Instructors

It is the responsibility of any Training Instructor to monitor and evaluate a participant during his / her training and to report any potential challenges that a participant may be having that could adversely affect his / her ability to safely perform the training exercises and / or to safely perform the essential functions of his / her job.

B. Field Training Officers

It is the responsibility of Field Training Officers to identify, evaluate, and report any circumstance or behavior of Trainees that would be indicative of an apparent lack of fitness for duty.

C. Physical Readiness Program Coordinators

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It is the responsibility of the PRP Coordinators to ensure a safe environment for physical readiness testing and to report any behavior that may indicate a lack of fitness for duty.

D. Physical Readiness Program Manager

It is the responsibility of the PRP Manager to ensure the overall effectiveness of the PRP and to exercise functional authority over the PRP Coordinators and the PRP.

E. Supervisors

It is the responsibility of Supervisors to document any circumstances or behavior by a member that may be indicative of a lack of fitness for duty.

VII. **Procedures**

A. The type of assessment or test required for the Physical Readiness Program for incumbents and applicants shall be designated by the Chief of Police.

~~B.~~ ~~All sworn Officers are required to participate in the incumbent testing as part of the Physical Readiness Program.~~

~~C.~~B. All sworn Officers that are assigned to positions in which their job description indicates that they must possess the physical capabilities to perform essential job-related tasks are required to participate in incumbent testing as part of the Physical Readiness Program and should strive to meet the established standards. ~~of the Physical Readiness Program.~~

~~D.~~C. The PRP testing shall take place annually at a time designated by the PRP Manager, unless directed otherwise by the Chief of Police.

~~E.~~D. All applicants for a sworn position must meet the established applicant standards of the Physical Readiness Program before being considered for employment.

~~F.~~E. Trainees in the FTO Program or new Officers that have completed the FTO Program shall be required to participate in the regularly scheduled incumbent testing for the PRP.

~~G.~~F. Before participating in any PRP testing, all incumbents shall be required to complete a medical questionnaire (PAR Q) and be cleared to participate by a PRP Coordinator (Appendix A). If the incumbent is not cleared for testing, the incumbent shall obtain a medical release from a licensed physician stating that he / she is approved to participate in the test or assessment (Appendix B).

~~H.~~G. Before participating in any PRP testing, all applicants shall be required to have a medical release form signed by a licensed physician stating that the applicant is approved to participate in the test or assessment (Appendix B).

~~I.~~H. In lieu of the medical release form, all pre-service applicants may submit a Physician's Affidavit from their Peace Officer Application for Certification, affirming the candidate has no physical, emotional, or mental conditions that might

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adversely affect his / her ability to perform the duties of a peace officer or take part in training programs relative to law enforcement. The affidavit must have been signed by a licensed physician within six (6) months of the PRP testing.

- J.I. PRP testing results shall be documented on the appropriate form for each applicant and incumbent. Those forms shall be entered into the applicant file or the incumbent's training file.

VIII. **Duty Status / Medical**

- A. Members shall report for their PRP testing at the time and place specified by the PRP Manager.
- B. Members unable to participate in the PRP testing for medical reasons shall be evaluated by a licensed physician to determine if they are able to perform the essential functions as listed in their job description.
- C. A member who returns from injuries / extended illnesses greater than thirty (30) days or returns from light duty shall be directed by the Chief of Police or his / her designee to submit a medical release form (Appendix B) indicating he / she is able to perform the essential functions, as listed in his / her job description, and clearing him / her to participate in the PRP testing.
- D. Members who return from injuries, extended illnesses, or light duty shall be required to participate in the next regularly scheduled annual PRP test or as directed by the Chief of Police or his / her designee.

IX. **Physical Readiness Standards**

- A. Any assessment or test utilized for the Physical Readiness Program shall be relevant and sufficient to measure the physical readiness of applicants and incumbents and assess their ability to perform essential job functions.
- B. The PRP Manager shall be responsible for maintaining the documented standards for each assessment or test utilized for the PRP.
- C. The PRP Manager shall make readily available to all members the standards required for any assessment or test to be taken as part of the PRP.
- D. The Chief of Police shall designate which assessment or test is to be completed for the annual PRP testing and any applicant testing.

X. **Testing Results**

- ~~A. Members who fail to meet the established standards during any PRP testing shall be allowed to retake any portion of the test or assessment no sooner than twenty-four (24) hours and no longer than ten (10) calendar days after PRP testing, attempting only those parts that were not passed. The Member shall have only one opportunity to retake the parts of the PRP testing he / she failed to pass.~~

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- B.A.** Applicants who fail to meet the established standards of the designated applicant PRP test shall be allowed to retake the applicant PRP test ~~no sooner than forty-eight (48) hours and no longer than fourteen (14) calendar days after testing on a future applicant testing date.~~
- C.B.** If the Member is unable to successfully complete the PRP testing by meeting all required standards ~~after two (2) attempts~~, he / she shall be allowed to remain on active duty but shall be required to demonstrate improvement toward meeting the physical readiness standards.
1. Upon the member's failure to meet the physical readiness standards, he / she shall be provided with fitness and health guidelines intended to support improvement toward meeting the standards.
 2. The Support Services Operations Supervisor shall notify the member's immediate Supervisor, the member's Division Commander, and the Chief of Police of the failure to meet the physical readiness standards.
 3. The member shall receive counseling from his / her immediate Supervisor and the failure shall be documented in Guardian Tracking and noted in his / her annual performance evaluation.
- D.C.** Upon failure to meet the established standards for any second consecutive annual PRP testing period, the member shall be subject to a staff review of physical readiness. The staff review shall include the Support Services Operations Supervisor, a PRP Coordinator, the member's direct Supervisor, and the member's Division Commander. The purpose of the review is to evaluate the member's physical readiness status, including, but not limited to, the following:
1. The member's recorded participation in the Physical Readiness Program
 2. The member's progress toward meeting the physical readiness standards
 3. The member's job performance as related to physical readiness
 4. Any other factors relevant to the member's fitness level and the Member's inability to meet the physical readiness standards
- E.D.** At the conclusion of the staff review, the member's Division Commander shall make a recommendation to the Chief of Police as to what, if any, action should be taken regarding the member's failure to meet the physical readiness standards. Possible actions include, but are not limited to:
1. Referral for fitness for duty exam
 2. Participation in remedial fitness training
- F.E.** If the member is unable to successfully complete the PRP testing by passing the established standards for more than two (2) consecutive annual PRP testing periods he / she may be removed from Full-Duty Status and required to submit to a fitness-for-duty evaluation. This fitness-for-duty evaluation shall be conducted by a Department-approved physician. If the member is not deemed fit for duty by a

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Department-approved physician, he / she may be assigned to another position in the Department for which he / she is qualified, if any exists, the member may apply for another position within the City, if any exists, or the member may be dismissed from the Department.

XI. **Assistance for Department Members**

The Department recognizes an obligation to provide assistance to members who wish to improve their physical fitness and / or have difficulty in meeting the physical readiness standards. The Department / City of Dalton offers the following assistance to members:

1. On-site fitness facility
2. On-duty exercise time
3. Employee Assistance Program (EAP) provided health and nutrition advice and recommendations
4. Discounted memberships to exercise / training facilities, such as Bradley Wellness Center, to help improve PRP performance

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

PAR-Q Health Questionnaire

PAR-Q is designed to help you help yourself. For most people physical activity should not pose any problem or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. Common sense is your best guide in answering these seven questions. Please read them carefully and check YES or NO for each question as it applies to you. In the space below each question, record the information about the "YES" response.

YES NO

____ ____ 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by your doctor?

YES NO

____ ____ 2. Do you feel pain in your chest when you do physical activity?

YES NO

____ ____ 3. In the past month, have you had chest pain when you were not doing physical activity?

YES NO

____ ____ 4. Do you lose your balance because of dizziness or do you ever lose consciousness?

TRA HQ 092419

YES NO

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____ 5. Do you have a bone or joint problem (for example, back, knee, or hip) that could be made worse by a change in your physical activity?

YES NO

____ 6. Is your doctor currently prescribing drugs (for example water pills) for your blood pressure or heart condition?

YES NO

____ 7. Do you know of any other reason why you should not do physical activity?

I have read, understood, and completed this questionnaire. Any questions I had were answered to my full satisfaction.

Print Name: _____

Signature: _____

Date: _____

Blood Pressure: _____

Cleared for Testing: YES _____ NO _____

Physical Readiness Program Coordinator: _____

Comments: _____

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Appendix B

MEDICAL RELEASE FORM

Individual's Name _____

Dalton Police Officers are required to perform a variety of essential physically demanding tasks, including the following:

- Walking for extended periods
- Short sprints
- Long pursuits lasting over 2 minutes
- Running up and down stairs
- Pushing heavy objects
- Jumping over and around obstacles
- Lifting and carrying heavy objects, sometimes up and down stairs
- Using hands and feet in use of force situations
- Using force in short and long term (greater than 2 minutes) efforts
- Bending and reaching
- Dragging people and objects

To measure an individual's capability to perform these critical tasks, all applicants and incumbents must undergo physical readiness testing, which may consist of the performance of or simulation of the previously listed tasks.

Your professional opinion is requested as to whether the individual can safely participate in physical fitness testing and exercise training.

PLEASE CHECK ONE:

_____ There are **no contraindications** to the individual either 1) being capable of performing the essential physical tasks and 2) being capable of undergoing the physical readiness testing.

_____ There are contraindications and it is not recommended that the individual participates in the physical readiness testing or exercise training at this time.

Physician's signature: _____

Date: _____

TRA MRF 09241

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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 04/01/23 - 04/30/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	2	0.80%	0	16.5	0	1	5	0.00	1	12.40	19.299998	4.27
113	Cooking fire, confined to container	1	0.40%	0	15	0	1	5	0.00	1	18.13	12.783333	4.40
142	Brush or brush-and-grass mixture fire	1	0.40%	0	4	0	1	1	0.00	1	1.25	1.216666	4.12
151	Outside rubbish, trash or waste fire	2	0.80%	0	11	0	0.5	3.5	0.00	0.5	7.09	8.516666	4.03
162	Outside equipment fire	1	0.40%	0	3	0	1	1	0.00	1	2.13	1.983333	6.43
251	Excessive heat, scorch burns with no ignition	1	0.40%	0	3	0	16	1	0.00	5	4.12	1.616665	2.88
311	Medical assist, assist EMS crew	143	57.20%	0	0	3.41	0.05	0	1.04	0.02	1.05	147.683323	4.60
322	Motor vehicle accident with injuries	17	6.80%	0	0.18	6.29	0.41	0.06	2.00	0.41	5.59	69.666659	3.87
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.40%	0	0	3	0	0	1.00	0	0.75	.750000	2.88
324	Motor vehicle accident with no injuries.	7	2.80%	0	0	6.57	0.29	0	2.00	0.29	2.94	17.149998	3.93
352	Extrication of victim(s) from vehicle	1	0.40%	0	0	7	2	0	2.00	2	3.75	3.433332	1.90
353	Removal of victim(s) from stalled elevator	1	0.40%	0	6	0	0	2	0.00	0	1.60	1.050000	2.08
381	Rescue or EMS standby	1	0.40%	0	0	3	0	0	1.00	0	1.10	1.100000	0.00

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
412	Gas leak (natural gas or LPG)	1	0.40%	0	16	0	1	5	0.00	1	3.97	3.966666	6.15
444	Power line down	3	1.20%	0	3.33	0	0	1	0.00	0	2.44	6.783333	5.18
445	Arcing, shorted electrical equipment	2	0.80%	0	9.5	0	1	3	0.00	0.5	2.71	4.333333	2.98
500	Service Call, other	4	1.60%	0	2.75	0	0	1	0.00	0	1.27	5.116666	4.57
510	Person in distress, other	1	0.40%	0	0	3	0	0	1.00	0	1.70	1.700000	5.15
522	Water or steam leak	3	1.20%	0	3.33	0	0.33	1	0.00	0.33	4.40	12.750000	5.57
551	Assist police or other governmental agency	2	0.80%	0	3	1.5	0.5	1	0.50	0.5	7.04	10.550000	6.24
600	Good intent call, other	1	0.40%	0	0	3	0	0	1.00	0	0.50	.500000	5.13
611	Dispatched & canceled en route	16	6.40%	0	0.19	2.94	0.13	0.06	0.94	0.13	0.19	3.416665	0.00
622	No incident found on arrival at dispatch address	11	4.40%	0	5.18	1.55	0.45	1.73	0.45	0.45	1.85	20.133330	4.74
651	Smoke scare, odor of smoke	1	0.40%	0	16	0	1	5	0.00	1	7.37	6.183333	4.97
732	Extinguishing system activation due to malfunction	1	0.40%	0	12	0	1	4	0.00	1	8.02	6.966666	6.10
733	Smoke detector activation due to malfunction	1	0.40%	0	9	0	1	3	0.00	1	3.67	1.766666	6.28
735	Alarm system sounded due to malfunction	2	0.80%	0	12	0	1	4	0.00	1	5.74	6.266664	4.77
742	Extinguishing system activation	1	0.40%	0	13	0	1	4	0.00	1	20.07	20.016666	3.80
743	Smoke detector activation, no fire - unintentional	11	4.40%	0	12.64	0	1.09	4	0.00	1	3.02	24.516661	5.16
745	Alarm system activation, no fire - unintentional	10	4.00%	0	11.6	0	1.2	3.7	0.00	1.1	2.67	18.216660	4.27
Totals		250	100%	0	2.20	2.91	0.33	0.70	0.89	0.26	2.09	439.43	4.24
Mutual Aid Given Incidents		13											



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Response Summary by Station

Report Period: 04/01/23 - 04/30/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	95	4.21	71.58	24.21	3.28
Station 2	51	1.96	70.59	27.45	1.76
Station 3	57	3.51	70.18	26.32	1.97
Station 4	38	10.53	44.74	44.74	1.31
Station 5	25	4	64	32	0.86

Total 266

05/01/23 15:15:32



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Breakdown by Incident Type

Report Period: 04/01/23 - 04/30/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	144	0
322 Motor vehicle accident with injuries	19	0
611 Dispatched & canceled en route	18	0
743 Smoke detector activation, no fire - unintentional	13	0
745 Alarm system activation, no fire - unintentional	11	0
622 No incident found on arrival at dispatch address	11	0
324 Motor vehicle accident with no injuries.	10	0
500 Service Call, other	4	0
522 Water or steam leak	3	0
444 Power line down	3	0
142 Brush or brush-and-grass mixture fire	3	0
151 Outside rubbish, trash or waste fire	2	0
111 Building fire	2	0
445 Arcing, shorted electrical equipment	2	0
551 Assist police or other governmental agency	2	0
735 Alarm system sounded due to malfunction	2	0
742 Extinguishing system activation	1	0
600 Good intent call, other	1	0
510 Person in distress, other	1	0
651 Smoke scare, odor of smoke	1	0
732 Extinguishing system activation due to malfunction	1	0
733 Smoke detector activation due to malfunction	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
352 Extrication of victim(s) from vehicle	1	0

05/01/23 15:19:02

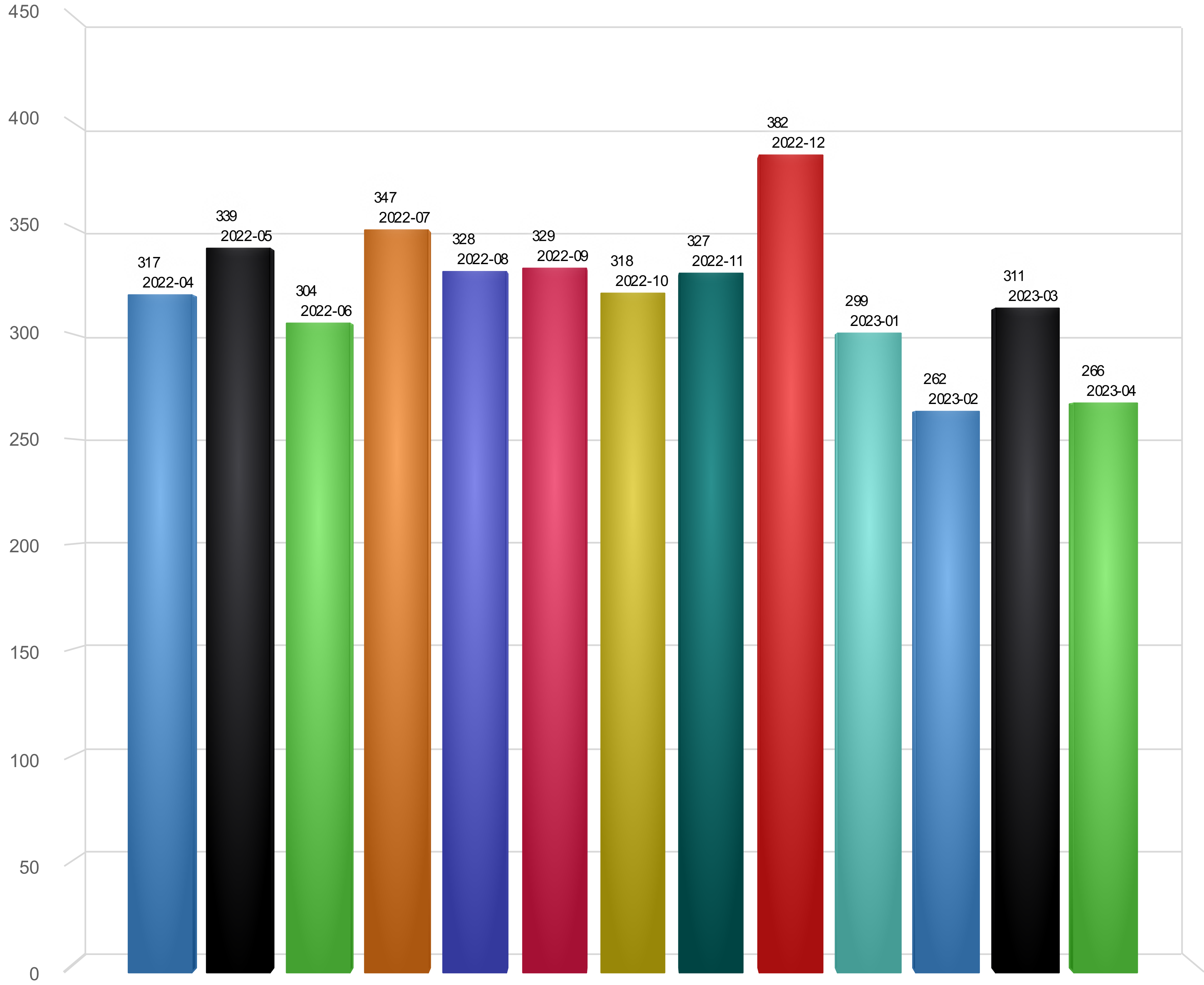
Incident Type	Incidents	Exposures
353 Removal of victim(s) from stalled elevator	1	0
381 Rescue or EMS standby	1	0
412 Gas leak (natural gas or LPG)	1	0
113 Cooking fire, confined to container	1	0
131 Passenger vehicle fire	1	0
132 Road freight or transport vehicle fire	1	0
141 Forest, woods or wildland fire	1	0
162 Outside equipment fire	1	0
251 Excessive heat, scorch burns with no ignition	1	0

	Incidents	Exposures
Total	266	0

Incidents by Months

04/01/2022-04/30/2023

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



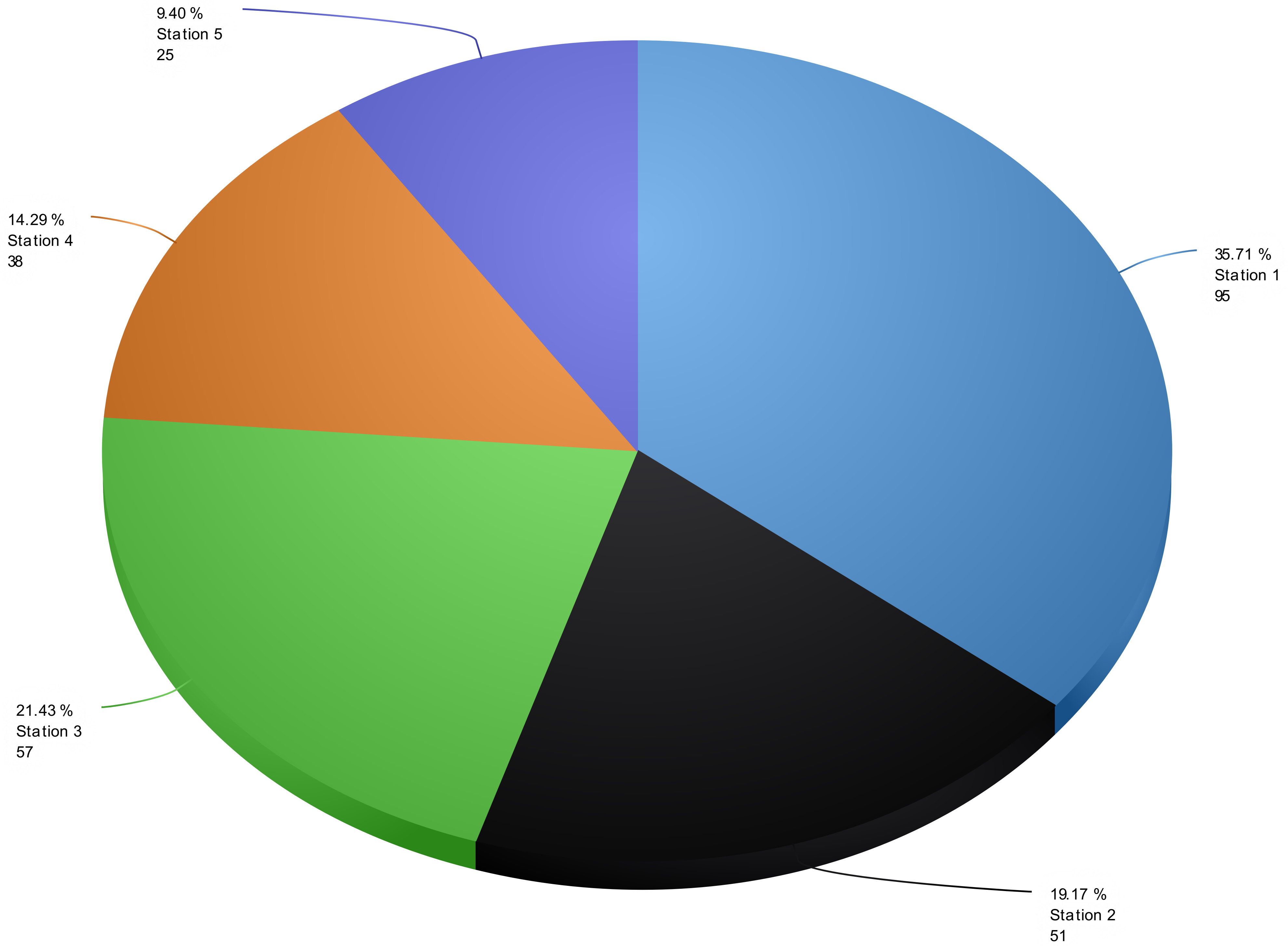
Incident Count

Total of Month: 4,129

Incidents by Stations

04/01/2023-04/30/2023

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

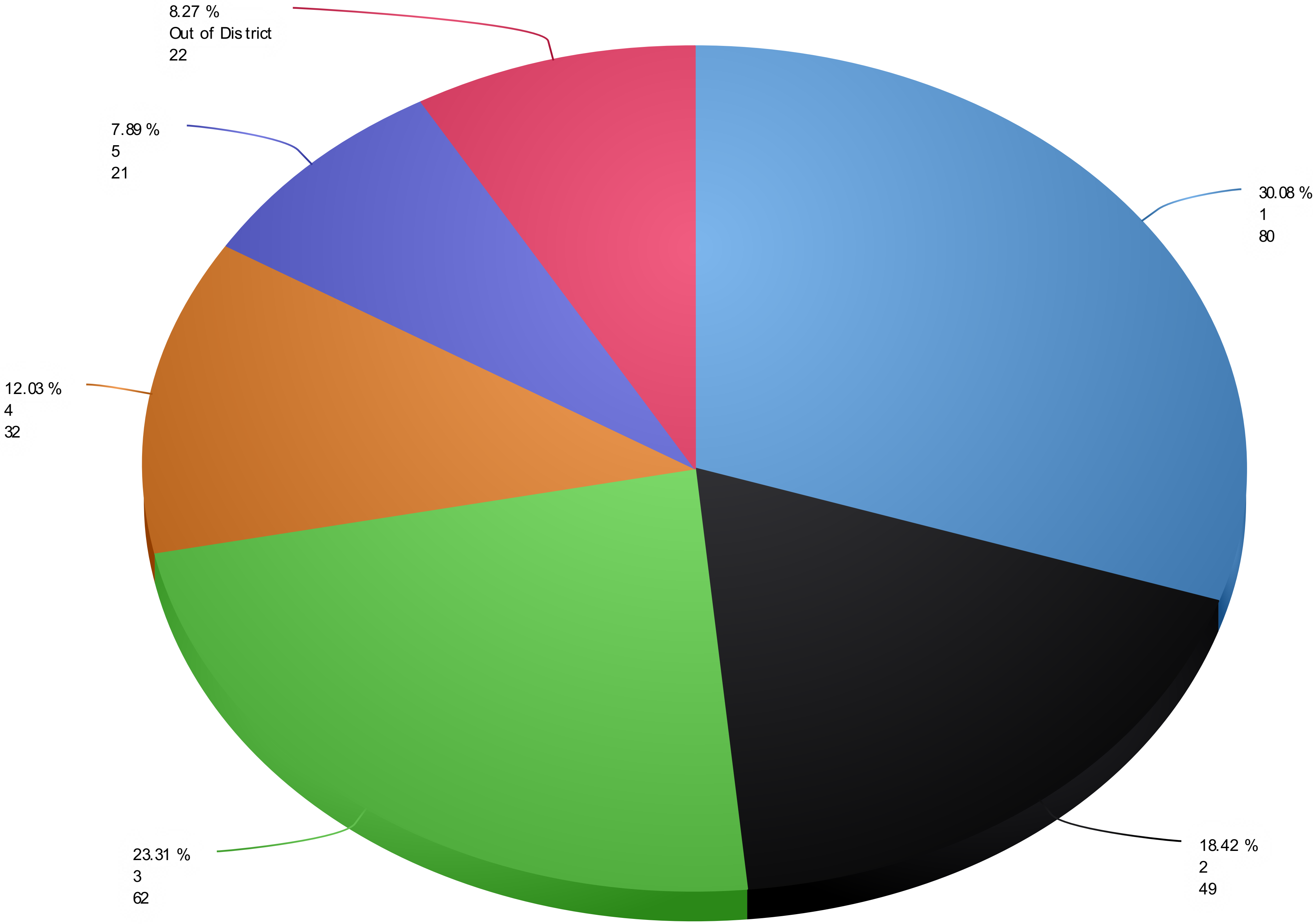


Total of Station: 266

Incidents by District

04/01/2023-04/30/2023

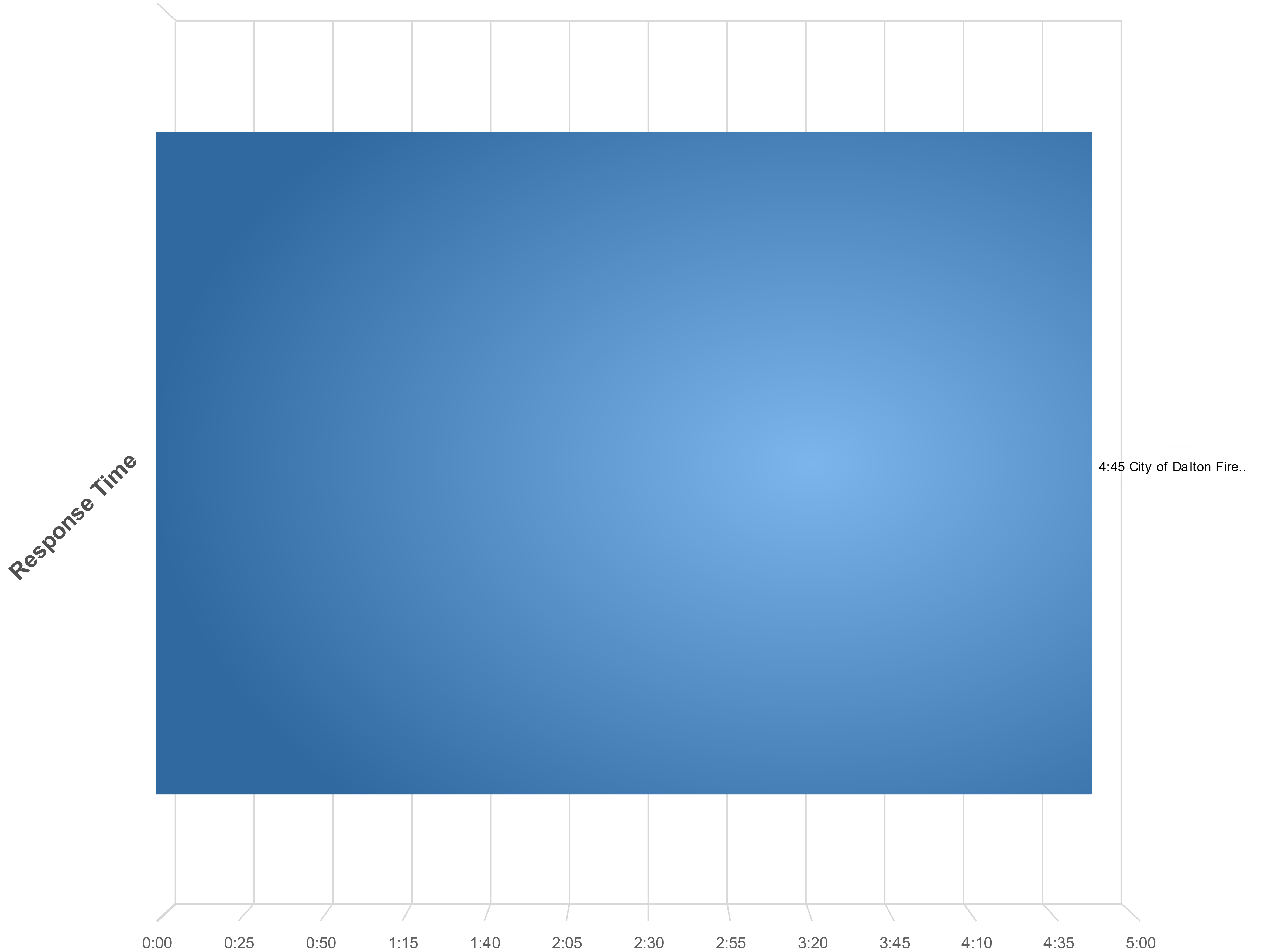
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 266

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

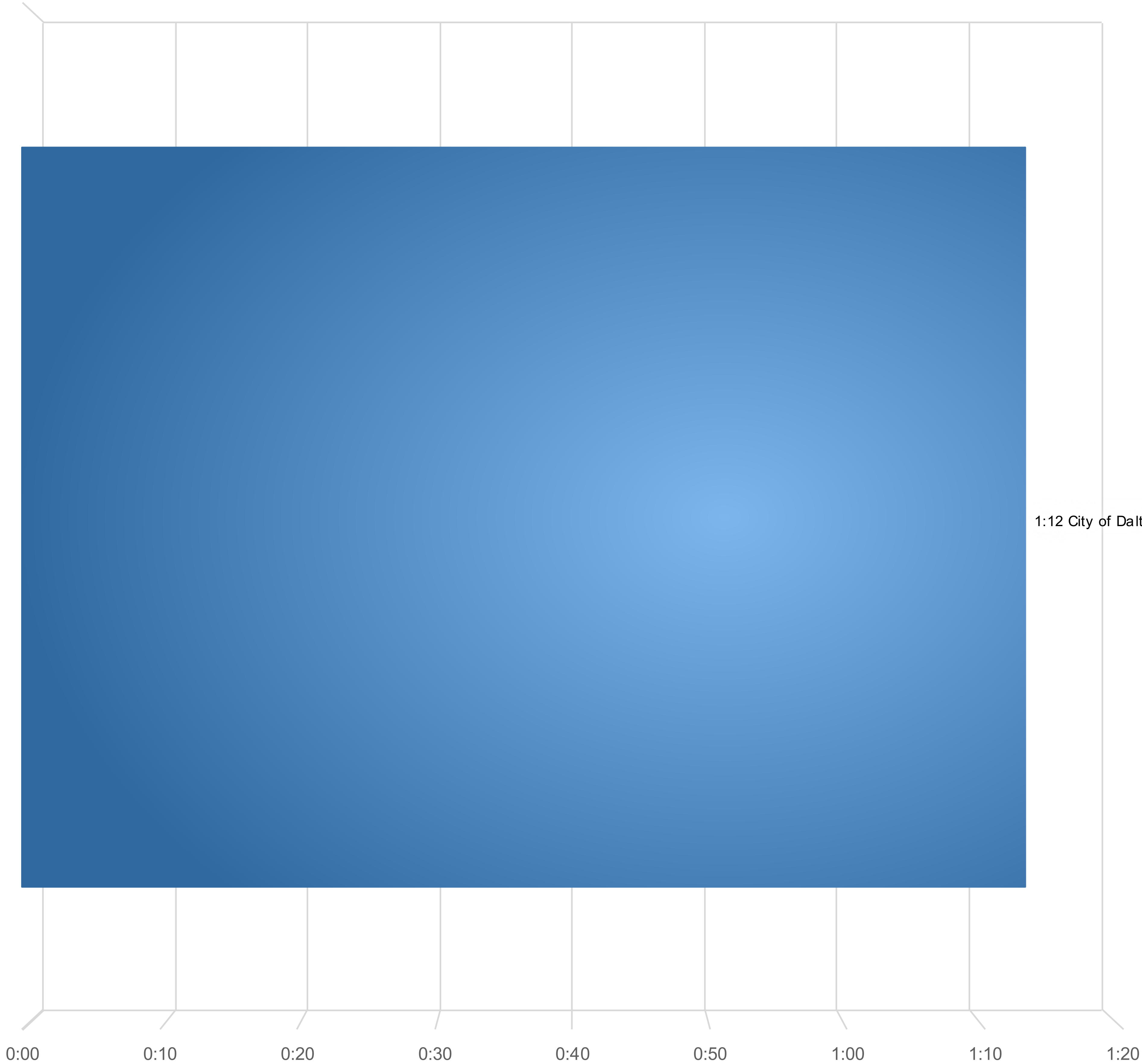
04/01/2023-04/30/2023



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

04/01/2023-04/30/2023

Turnout Time

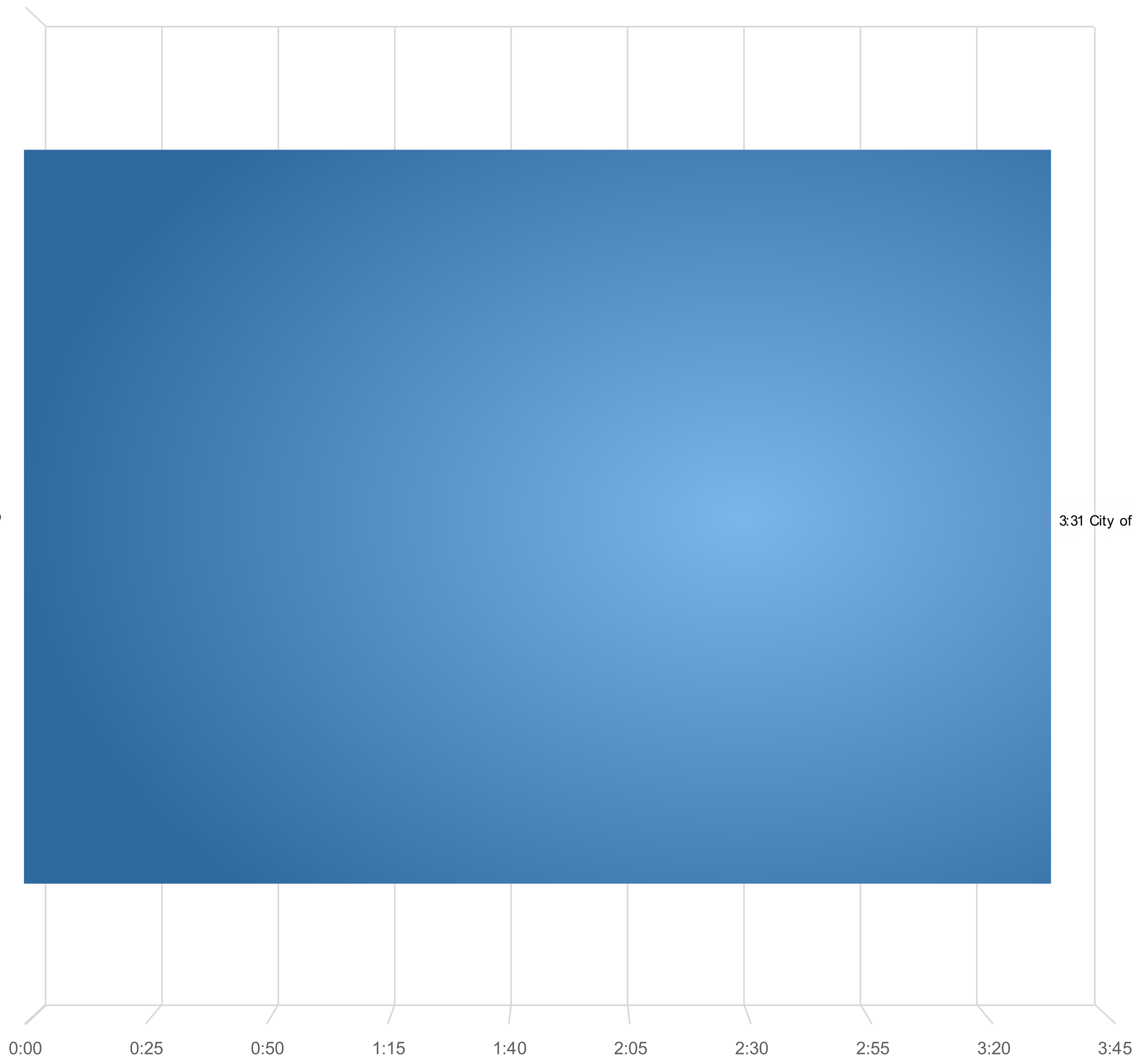


1:12 City of Dalton Fire..

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

04/01/2023-04/30/2023

Travel Time

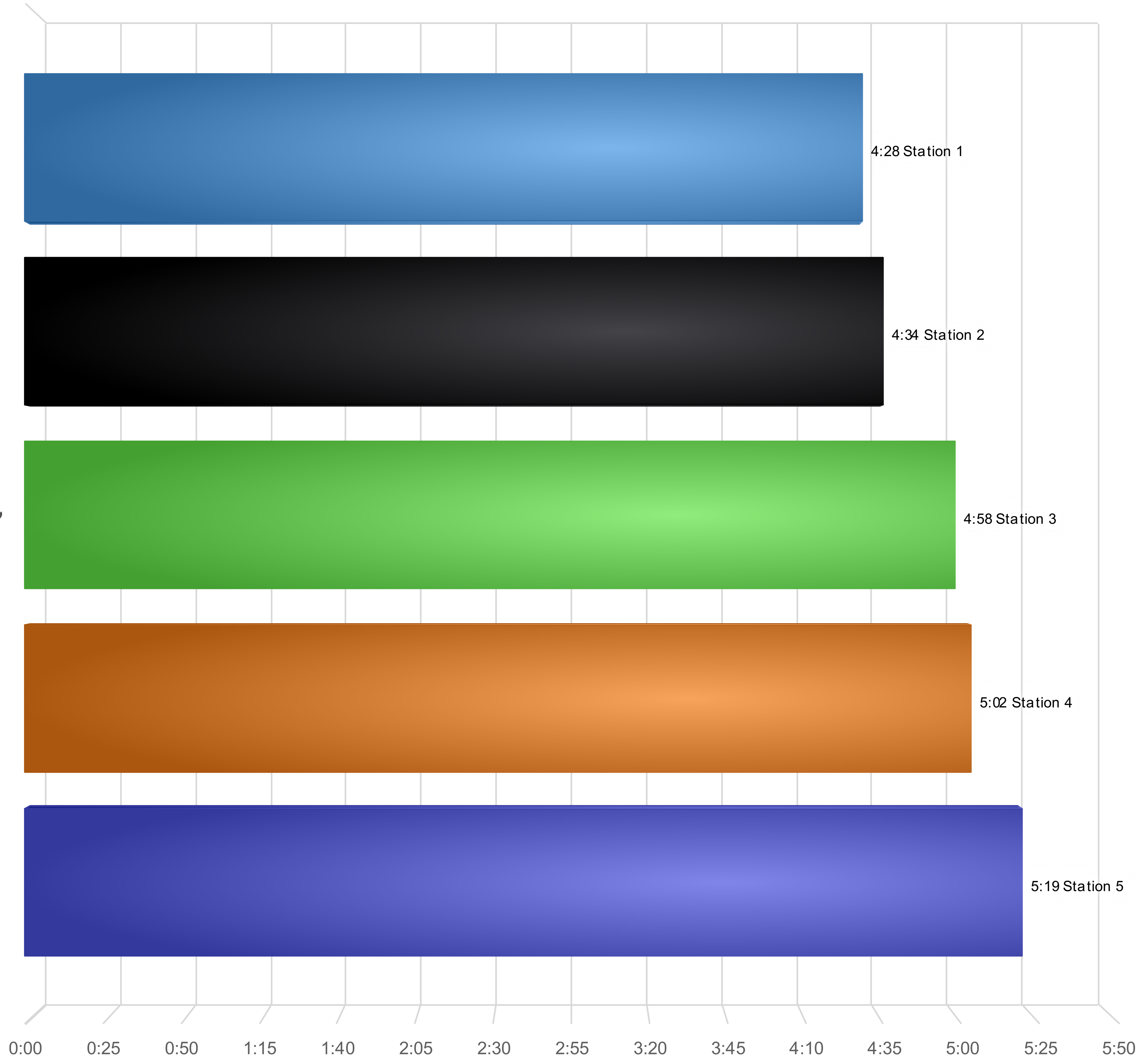


Average Response Time by Station

04/01/2023-04/30/2023

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

Response Time



Total of Station: 4:45



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Staff Hours by Incident Type

Report Period: 04/01/23 - 04/30/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	148.10
322 Motor vehicle accident with injuries	73.02
743 Smoke detector activation, no fire - unintentional	25.72
324 Motor vehicle accident with no injuries.	20.48
622 No incident found on arrival at dispatch address	20.14
742 Extinguishing system activation	20.02
745 Alarm system activation, no fire - unintentional	19.39
111 Building fire	19.30
113 Cooking fire, confined to container	12.78
522 Water or steam leak	12.75
551 Assist police or other governmental agency	10.55
151 Outside rubbish, trash or waste fire	8.52
732 Extinguishing system activation due to malfunction	6.97
444 Power line down	6.78
735 Alarm system sounded due to malfunction	6.26
651 Smoke scare, odor of smoke	6.18
500 Service Call, other	5.12
142 Brush or brush-and-grass mixture fire	4.97
445 Arcing, shorted electrical equipment	4.33
611 Dispatched & canceled en route	4.09
131 Passenger vehicle fire	4.07
412 Gas leak (natural gas or LPG)	3.97
352 Extrication of victim(s) from vehicle	3.43
162 Outside equipment fire	1.98

Incident Type	Hours
141 Forest, woods or wildland fire	1.80
733 Smoke detector activation due to malfunction	1.77
510 Person in distress, other	1.70
251 Excessive heat, scorch burns with no ignition	1.62
381 Rescue or EMS standby	1.10
353 Removal of victim(s) from stalled elevator	1.05
132 Road freight or transport vehicle fire	0.95
323 Motor vehicle/pedestrian accident (MV Ped)	0.75
600 Good intent call, other	0.50

Total	460.16
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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Injuries and Property Los

(Dates: 04/01/23 - 04/30/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS %	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	11,500	100.00 %	2,000	80.00%	13,500	96.43%
113	Cooking fire, confined to container	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
132	Road freight or transport vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
141	Forest, woods or wildland fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
162	Outside equipment fire	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	500	20.00%	500	3.57%
251	Excessive heat, scorch burns with no ignition	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
311	Medical assist, assist EMS crew	143	57.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	17	6.80%	0	0	0.00%	0	0.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	7	2.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
352	Extrication of victim(s) from vehicle	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
353	Removal of victim(s) from stalled elevator	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
381	Rescue or EMS standby	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	4	1.60%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
510	Person in distress, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
522	Water or steam leak	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	16	6.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	11	4.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
732	Extinguishing system activation due to malfunction	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
742	Extinguishing system activation	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	11	4.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	10	4.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
Totals		250	100%	0	0	100%	0	100%	0	100%	1	100%	11,500	100%	2,500	100%	14,000	100%
Mutual Aid Given Incidents		16																

Training Division Monthly Report

April 2023

Overview

Recruit Class 2023-01 concluded on April 14th with 6 candidates successfully completing the program. The department hosted Georgia Fire Academy's Structural Fire Control Instructor course for 20 enrollees from departments throughout the region. 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 April totaled 2,923.

Outside Schools

2 of the department's SCBA technicians attended SCBA Certified Technician – Train the Trainer at Scott Safety in Monroe, NC

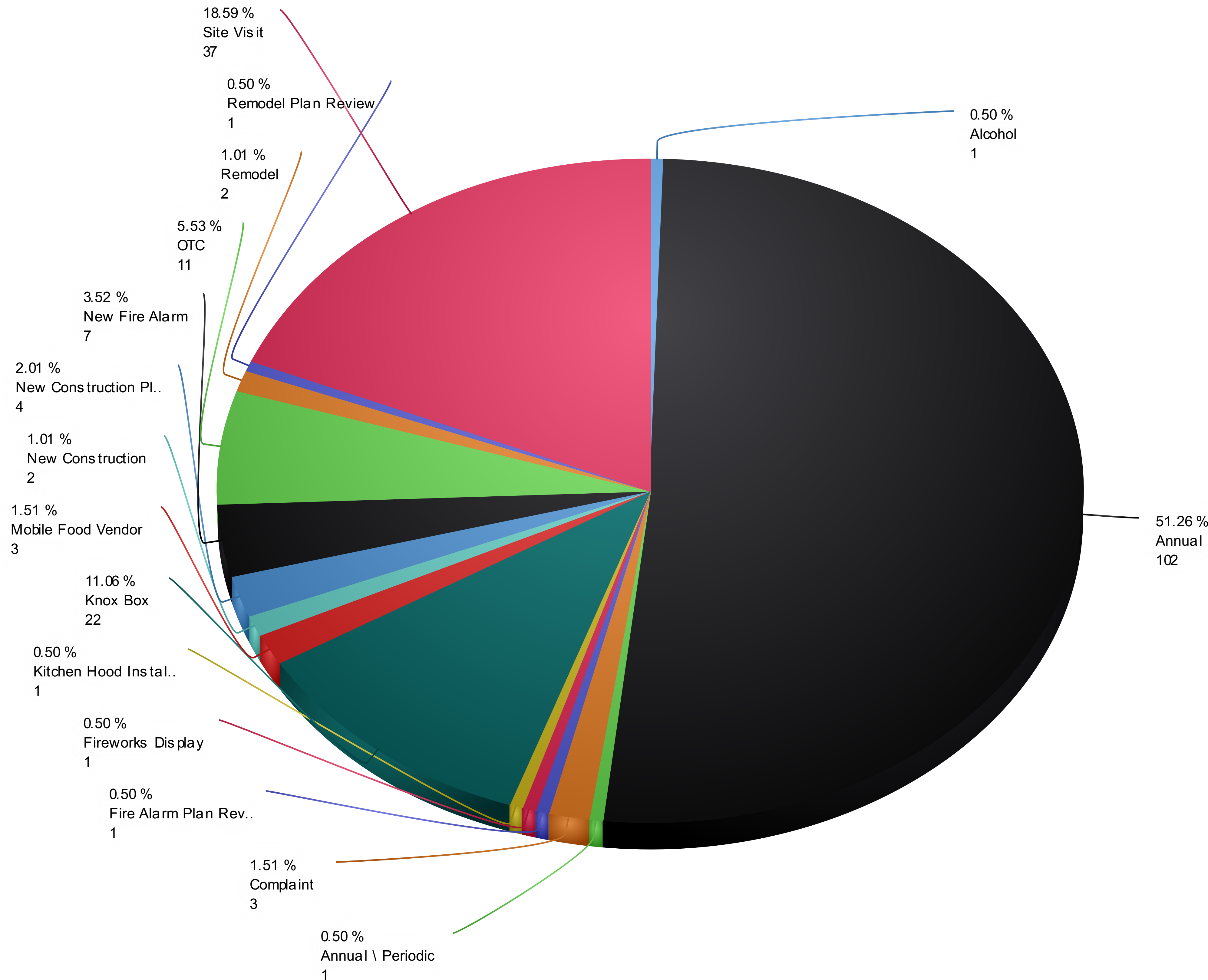
1 student attended NPQ Hazardous Materials Technician and attained state and national certification

7 students completed GFA's Structural Fire Control Instructor hosted at the DFD Training Center

Inspection Visit History by Inspection Type

04/01/2023-04/30/2023

- Alcohol
- Annual
- Annual \ Periodic
- Complaint
- Fire Alarm Plan Review
- Fireworks Display
- Kitchen Hood Installation
- Knox Box
- Mobile Food Vendor
- New Construction
- New Construction Plan Review
- New Fire Alarm
- OTC
- Remodel
- Remodel Plan Review
- Site Visit



Total of Inspection Type: 199

YEAR-TO-DATE BUDGET REPORT
04/30/2023

FOR 2023 04

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000	511100	WAGES REG	6,026,000	0	6,026,000	1,816,611.35	.00	4,209,388.65	30.1%
350000	511300	WAGES - OT	519,000	0	519,000	139,891.87	.00	379,108.13	27.0%
350000	512100	GROUP INS	1,079,235	0	1,079,235	321,302.03	.00	757,932.97	29.8%
350000	512200	FICA & MED	500,800	0	500,800	151,170.42	.00	349,629.58	30.2%
350000	512401	RETDCP	396,000	0	396,000	118,599.59	.00	277,400.41	29.9%
350000	512402	RET DBP	323,000	0	323,000	97,002.89	.00	225,997.11	30.0%
350000	512403	RET STATE	28,800	0	28,800	9,000.00	.00	19,800.00	31.3%
350000	512700	WORKERS CO	107,000	0	107,000	35,672.00	.00	71,328.00	33.3%
350000	512900	OTHER EMPL	36,750	0	36,750	11,951.95	.00	24,798.05	32.5%
350000	512915	CLEANING A	49,900	0	49,900	645.85	.00	49,254.15	1.3%
350000	512950	FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	LEGAL FEES	4,800	0	4,800	97.50	.00	4,702.50	2.0%
350000	522140	LAWN CARE	4,000	0	4,000	1,711.65	.00	2,288.35	42.8%
350000	522210	BUILD R&M	60,000	0	60,000	18,692.51	.00	41,307.49	31.2%
350000	522220	EQ REPAIRS	24,000	2,700	26,700	9,972.84	.00	16,727.16	37.4%
350000	522220	APPA MTN APP	100,000	23,690	123,690	45,672.19	.00	78,017.81	36.9%
350000	522320	RENT EQUIP	4,500	0	4,500	1,252.08	.00	3,247.92	27.8%
350000	523100	INSURANCE	32,980	0	32,980	370.11	.00	32,609.89	1.1%
350000	523200	COMMUNICAT	33,750	0	33,750	10,369.21	.00	23,380.79	30.7%
350000	523500	TRAVEL	20,000	0	20,000	3,228.52	.00	16,771.48	16.1%
350000	523600	DUES	6,000	0	6,000	1,581.18	.00	4,418.82	26.4%
350000	523630	RADIO SUBC	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%
350000	523640	VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%
350000	523700	TRAINING	28,000	0	28,000	8,584.87	.00	19,415.13	30.7%
350000	523900	OTHER PUR	0	300	300	207.80	.00	92.20	69.3%
350000	523920	SOFT LIC	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	SUP GENERA	25,000	-4,000	21,000	5,966.05	.00	15,033.95	28.4%
350000	531100	OPIOD SUP GENERA	0	11,500	11,500	.00	.00	11,500.00	.0%
350000	531110	SUP OFFICE	4,000	0	4,000	2,427.63	.00	1,572.37	60.7%
350000	531120	UNIFORMS	140,000	0	140,000	38,651.03	.00	101,348.97	27.6%
350000	531150	SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%
350000	531200	UTILITIES	163,000	0	163,000	51,894.44	.00	111,105.56	31.8%
350000	531250	OIL	5,000	0	5,000	1,439.86	.00	3,560.14	28.8%
350000	531270	GASOLINE	16,500	0	16,500	4,917.41	.00	11,582.59	29.8%
350000	531275	DIESEL	62,000	0	62,000	18,985.82	.00	43,014.18	30.6%
350000	531300	MEALS FOOD	2,000	0	2,000	155.51	.00	1,844.49	7.8%
350000	531600	SMALL EQUI	30,000	0	30,000	539.96	.00	29,460.04	1.8%
350000	531700	OTHER SUPP	15,000	-200	14,800	1,666.56	.00	13,133.44	11.3%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	.00	.00	12,000.00	.0%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	2,442.50	.00	2,557.50	48.9%
350000	542500	OTHER EQUI	4,000	0	4,000	1,396.16	.00	2,603.84	34.9%
TOTAL GENERAL FUND - OPERATING		9,918,365	36,390	9,954,755	2,979,762.04	.00	6,974,992.96	29.9%	
TOTAL EXPENSES		9,918,365	36,390	9,954,755	2,979,762.04	.00	6,974,992.96		

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: AO-1
Effective: 2/26/2019
Revised:
Reviewed: 05/23/2023

Fire Chief Signature

DATE

Title: Moving and Driving Fire Apparatus

Reference: Official Code of Georgia Annotated 40-6-6 (2022) Authorized Emergency Vehicles

Scope: All Personnel

Guidelines:

1. While driving to an emergency in a fire apparatus (in accordance with O.C.G.A. 40-6-6)
 - a. May exceed the maximum speed limits so long as he/she does not endanger life or property
 - b. While passing, utilize a left side pass whenever possible, however the driver may choose the path of least resistance as long as he/she does not endanger life or property
 - c. The fire apparatus shall keep a minimum 4 second distance between the fire apparatus and the vehicle in front of it
 - d. While responding, all warning devices should be utilized including: warning lights, federal siren, electronic sirens, and air horn

2. Intersections during emergency response (in accordance with O.C.G.A. 40-6-6)
 - a. May proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation. The driver and officer should communicate that the intersection is clear.

 - b. If a traffic light is green or changing, the driver of the fire apparatus should slightly reduce speed below the posted speed limit while proceeding through the intersection. The driver and officer should communicate that the intersection is clear.

- c. During a right or left turn at an intersection, the driver and officer must use due regard while making a clear and safe turn. The driver and officer should communicate that the intersection is clear.

3. Backing Guidelines:

- a. While backing a fire apparatus, there should be a ground guide on the left side of the apparatus motioning the driver backwards. The ground guide should remain in the view of the left side mirror until backing is complete.
- b. The driver should monitor the left side mirror to watch the ground guide and the left side of the apparatus
- c. The officer should use due regard and either stay in the OIC seat and constantly monitor the right side mirror for any obstructions or get out and become a front ground guide
- d. The rear ground guide and the front ground guide officer may use the radio system to initiate a stop by having the radio lapel mic in hand while the apparatus is backing. A message of “STOP, STOP, STOP” should be announced over the radio in the case of a potential immediate collision.

4. Departing the fire station

- a. Make sure all apparatus doors are closed before moving.
- b. Clear all sides of the apparatus of any items/personnel and ensure a minimum 3 foot clearance before moving the apparatus.
- c. The driver and officer should visually check that the overhead door is completely stowed and it has not started to come down while slowly leaving the apparatus bay.

Official Code of Georgia Annotated (40-6-6)

40-6-6. Authorized emergency vehicles; pursuit of fleeing suspects.

(a) The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Code section.

(b) The driver of an authorized emergency vehicle or law enforcement vehicle may:

(1) Park or stand, irrespective of the provisions of this chapter;

(2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

(3) Exceed the maximum speed limits so long as he or she does not endanger life or property; and

(4) Disregard regulations governing direction of movement or turning in specified directions.

(c) The exceptions granted by this Code section to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving red light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal, state, or local law enforcement agency and operated as such shall be making use of an audible signal and a flashing or revolving blue light with the same visibility to the front of the vehicle.

(d)(1) The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

(2) When a law enforcement officer in a law enforcement vehicle is pursuing a fleeing suspect in another vehicle and the fleeing suspect damages any property or injures or kills any person during the pursuit, the law enforcement officer's pursuit shall not be the proximate cause or a contributing proximate cause of the damage, injury, or death caused by the fleeing suspect unless the law enforcement officer acted with reckless disregard for proper law enforcement procedures in the officer's decision to initiate or continue the pursuit. Where such reckless disregard exists, the pursuit may be found to constitute a proximate cause of the damage, injury, or death caused by the fleeing suspect, but the existence of such reckless disregard shall not in and of itself establish causation.

(3) The provisions of this subsection shall apply only to issues of causation and duty and shall not affect the existence or absence of immunity which shall be determined as otherwise provided by law.

(4) Claims arising out of this subsection which are brought against local government entities, their officers, agents, servants, attorneys, and employees shall be subject to the procedures and limitations contained in Chapter 92 of Title 36.

(e) It shall be unlawful for any person to operate an authorized emergency vehicle with flashing lights other than as authorized by subsection (c) of this Code section.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T- 1
Effective: 08/17/1990
Revised: 05/23/2023
Reviewed: 05/23/2023

Fire Chief Signature

DATE

Policy: Travel expense reimbursement

Scope: All personnel

PROCEDURE:

Reimbursement for all work-related travel expenses will be paid/reimbursed according to this policy in unison with the city policy. Any department related travel not outlined in this policy will be reimbursed according to “City of Dalton-Travel Policy and Procedure”. All employees should make themselves familiar with this policy as well as the city policy to ensure prompt and accurate reimbursement for allowed travel related expenses. City policy will apply to any items not outlined within this policy. Nothing within this policy is intended to exceed city policy. Anything within this policy that is in not in agreement with city policy, city policy will supersede.

Classes/Training attended at GPSTC and within Georgia:

- Reimbursements will be paid by each qualifying meal as published by the U.S. General Administrative Services Administration (GSA) (breakfast, lunch, dinner).
- Reimbursements will only be paid for days in class (GPSTC and in-state training).
- When attending training at GPSTC, reimbursement for dinner on the last day of class will **not** be paid if class ends prior to 3:00pm.
- No hotel cost will be allowed for classes less than 75 miles from Station 1 without prior approval (all hotel cost must have prior approval from fire chief or deputy chief).
- Meals for classes attended at the National Fire Academy will be paid by department prior to class (not eligible for individual reimbursement except for travel days).
- Single day trips/classes will be reimbursed by receipt only
- Multiday classes within driving distance will only qualify for lunch rate

Conferences/Meetings:

- All associated travel cost such as air travel and hotel, will be paid according to city policy
- Meal reimbursements will be paid by each qualifying meal as published by GSA.

- Mileage or fuel is not an allowable reimbursement item without prior approval.
- Meals included in cost of conference or meeting will be deducted from qualifying reimbursement unless otherwise approved by fire chief or deputy chief.

Documentation:

- Documentation (Business Travel Expense Report) must be submitted to your supervisor promptly **before** the end of each pay period. This documentation is provided in an electronic format, therefore **no** handwritten expense reports will be accepted.
- All documentation will be reviewed for accuracy by the shift commander/division coordinator. The shift commander/division coordinator will initial the Business Travel Expense Report in the top left corner signifying that the documentation has been reviewed and is correct. All documentation will then be submitted to administration by the battalion chief/division coordinator for processing.

NOTE: Reimbursements will not be processed that does not include the initial of the shift commander/division coordinator. Also, in the absence of the shift commander the initials of their replacement will be accepted. The deputy chief will review support personnel's request in the absence of their division coordinator.

- All documentation for extended duration classes (EMT school, month or quarter long classes, etc.) must also be submitted by the end of each pay period.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-8
Effective: 05/23/2023
Revised:
Reviewed:

Fire Chief Signature

DATE

Subject: Ride-Along Program

Scope: All Personnel

Policy:

It is the policy of Dalton Fire Department to allow members of the community to ride as observers in fire department vehicles and apparatus upon proper request and authorization.

Guidelines:

- Any person, not a member of Dalton Fire Department, wishing to ride as an observer in a fire department vehicle or apparatus shall complete a ride-along application packet (Appendix A) and submit it to Dalton Fire Department Administration for approval at least forty-eight hours in advance.
- Any person wishing to ride as an observer in a fire department vehicle or apparatus must be at least eighteen (18) years of age, unless the activity is fulfilling an educational requirement from an approved school curriculum. Any person wishing to ride for an educational requirement must receive approval from the Fire Chief within the timeline aforementioned.
- The following categories of persons shall not be allowed to ride as observers: persons with known felony convictions; persons with mental incompetence; persons with medical problems; or other persons disqualified by the Fire Chief. Prospective ride-along observers may be the subject of a criminal history check through NCIC/GCIC.
- In every case, the needs of the department and availability of resources shall determine whether a request to ride as an observer is approved. Priority shall be given to applicants intended for observation by 911 Operators, news media, education research, or similar purposes.
- If an observer interferes with operations, the officer-in-charge shall return the observer to the station and advise the battalion chief of the circumstances.
- All program participants are required to reflect a neat and clean appearance and are expected to pay for their own meals and refreshments.

- During the response to an emergency incident involving a fire or other potential life-threatening circumstances that may expose the observer to undue risk of injury, the officer-in-charge shall direct the observer to remain in the vehicle or report to command. In all circumstances, the observer shall follow the direction of the officer-in-charge.
- Observers are not permitted to carry weapons, including firearms, pepper sprays, or knives, while riding along, unless they are certified Georgia Peace officers in good standing and Dalton Police Department has been notified of the observer.
- Observers are limited to normal business hours, to be considered between 8am-5pm, unless otherwise approved by the Deputy Chief or Fire Chief.
- While participating in a ride-along, no observer is allowed to enter into a residence or any other location where a reasonable expectation of privacy exists. This excludes 911 Operators who are participating as a part of their initial job training, and who have a thorough understanding of HIPAA.
- Audio and video recordings shall not be allowed by any observer during a ride-along, unless authorized by the Deputy Chief or Fire Chief.

Appendix A



DALTON FIRE DEPARTMENT
Application for Ride Along

_____	_____	<u>IF BACKGROUND CHECK REQUIRED</u>
Full Name (please print)	Date of Birth	_____
		Social Security Number
_____	_____	_____
Home Address	Race	Sex
_____		_____
City, State, Zip Code		Driver's License Number & State
_____		_____
Telephone #		Signature
_____		_____
Secondary Telephone #		Signature of Parent or Guardian (if under 18 years of age)

PLEASE COMPLETE THE FOLLOWING:

Preferred dates to ride: Choice One: _____ Choice Two: _____ Choice Three _____

Shift preference (optional): _____

Sworn to and subscribed before me,

This _____ day of _____, 20____.

Notary Public

Witness

Date

Todd Pangle
Fire Chief



404 School Street
Dalton, GA 30720
<http://daltonga.gov>
P: 706.278.7363

DALTON FIRE DEPARTMENT

Appropriate Dress Guidelines for Ride Along

Clothing must be neat and clean.

Appropriate business clothing will be acceptable.

Casual style pants and a shirt with a collar are acceptable.

A cap or other inclement weather clothing (jacket, rain-wear) is acceptable, as long as it does not indicate anything of an inappropriate nature.

Footwear that covers the foot (no open toe and provides protection from varying conditions is required.

No tank tops, shorts, or t-shirts allowed.

No skirts, dresses, or mid-drift shirts allowed.

No torn clothing allowed.

I acknowledge that I have read and understand the Appropriate Dress Guidelines.

Signature

Date

Todd Pangle
Fire Chief



404 School Street
Dalton, GA 30720
<http://daltonga.gov>
P; 706.278.7363

DALTON FIRE DEPARTMENT

Waiver of Liability

WHEREAS, the undersigned, desires to ride with the City of Dalton Fire Department, whether on a fire apparatus or passenger vehicle, in order to observe the activities of the City of Dalton Fire Department;

NOW, THEREFORE, for and in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned does hereby declare and agree to the following:

(a) to release, defend, indemnify and save harmless the City of Dalton, its officers, directors, employees, and any other person, firm or corporation charged or chargeable with responsibility or liability, their heirs, administrators, executors, successors, assigns and agents, from any and all costs, expenses, restrictions, claims, demands, suits, actions, proceedings, damages, liabilities, deficiencies, judgments, levies, costs or expenses, including, but not limited to, attorney's fees and expenses of any kind and nature, including, but not by way of limitation, any claim for damages to property or injuries to or death relating to or arising from riding with the City of Dalton Fire Department or arising out of any activities in connection with the ride-along with the City of Dalton Fire Department, unless caused by intentional and / or willful or wanton acts of the City of Dalton's officers or employees;

(b) to reimburse the City of Dalton any legal fees and other costs incurred in the City of Dalton's defense of any claim or action arising out of any ride-along with the City of Dalton Fire Department. The City of Dalton shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement;

(c) that this waiver is also a release which extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived;

(d) acknowledge that this waiver and release hereby releases and discharges the City of Dalton, its officers, directors, employees and agents, of any and all claims, relating to any bodily and personal injuries or damages to property and the consequences thereof resulting from their participation in the ride-along with the City of Dalton Fire Department absent the City of Dalton's officer's or employee's intentional, willful, or wanton act or reckless conduct. The undersigned further covenants with the City of Dalton that they, their heirs, executors, assigns and transferees will never at any future time sue the City of Dalton for or on account of any claim for damages arising out of their participation in the ride-along with the City of Dalton Fire Department whether such claims arise by the negligence of the City of Dalton, its employees or agents, or by the negligence of any other participant except when there is intentional willful or wanton misconduct or acts on the part of the City of Dalton's officers or employees;

Todd Pangle
Fire Chief



404 School Street
Dalton, GA 30720
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P; 706.278.7363

(e) the agreement of the City of Dalton to allow the undersigned to riding with the City of Dalton Fire Department, is not to be construed as an admission of liability and acceptance of assumption of responsibility by the City of Dalton, its officers and members.

WITNESS the hand and seal of the undersigned, this _____ day of _____, 20_____

“Undersigned”: _____
(sign here)

Signed, sealed, sworn to, and Subscribed
before the undersigned unofficial witness and
notary public

Unofficial Witness

Notary Public
Commission Date: