

**PUBLIC SAFETY COMMISSION
TUESDAY, JULY 28, 2020
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Oath of Office

1. Truman W. Whitfield, III

Approval of Minutes

2. June 23, 2020

Police Department

3. Crime/Crash Statistics June 2020
4. Financial Statistics June 2020
5. Written Directive Review

Fire Department

6. Statistical Report for June, 2020
7. Financial Report for June, 2020

Public Commentary: (Please send comments in advance of the meeting to comments@daltonga.gov)

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JUNE 23, 2020

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

AGENDA AMENDMENT

On the motion of Commissioner Mathis, second Commissioner Walker, the Agenda was amended to add the following items to the agenda.

- Item #10 Conference Center Meeting Report – Commissioner Luis Viamonte
- Item #11 Public Commentary

The vote was unanimous in favor.

MINUTES

- Canceled Meetings of March 24 & April 28, 2020 (COVID-19)

The Commissioners were presented written copies of the March 24th & April 28th 2020, canceled meetings minutes. The minutes reflect the summary of the reports for the canceled monthly meetings due to the COVID-19 global pandemic. On the motion of Commissioner Mathis, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

- Regular Called Meeting of May 26, 2020

The Commissioners were presented written copies of the regular called meeting minutes of May 26, 2020. On the motion of Commissioner Viamonte, second Commissioner Mathis, the minutes were approved. The vote was unanimous in favor.

(1) ALCOHOL APPLICATIONS

On the motion of Commissioner Walker, second Commissioner Viamonte, the Commission approved the following new alcohol application. The vote was unanimous in favor.

- | | |
|--------------------|---------------------------------------|
| 1. Business Owner: | Downtown Dalton Development Authority |
| d/b/a: | Downtown Dalton Development Authority |
| Applicant: | Audrey Batts |
| Business Address: | 305 S. Depot St. |
| Type: | Pouring Beer, Pouring Wine |
| Disposition: | New |

POLICE DEPARTMENT

Crime and Crash Statistics for May 2020

Assistant Police Chief Chris Crossen presented the Crime and Crash Statistical Reports for the month of May, 2020. Assistant Chief Crossen gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Assistant Chief Crossen reported the rate of Year to Date Part I crimes are down by 23.3% when compared to the same month in 2019. Assistant Chief Crossen further reported that during the month, there were 94 non-private property crashes and stated injury crashes increased from April 2020.

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

POLICE DEPARTMENT

..... Continued

Financial Statistics for May 2020

Assistant Police Chief Chris Crossen presented the Financial Report for all divisions within the Dalton Police Department for the month of May, 2020. Assistant Chief Crossen reported that the department expended 43% of their 2020 budget and are 3% under budget, and on track for the fiscal year.

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

Written Directives

Assistant Police Chief Chris Crossen presented the following directives for approval:

- 4.16 Vehicle Pursuit
- 4.23 Response to Developmental Disabilities and Mental Health Disorders
- 7.10 Lineups and Pretrial Identifications
- 7.21 Victim / Witness Assistance
- 7.24 Body Worn Cameras

Commissioner Viamonte noted that directive 4.16 titled “Vehicle Pursuit” has a wording error on page 35. Assistant Chief Crossen noted the error and amended the policy to reflect the change. On the motion of Commissioner Mathis, second Commissioner Walker, the Commission adopted the Written Directives with the changes. The directives are a part of these minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

Monthly Statistical Report – May 2020

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

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

Monthly Financial Report – May 2020

Fire Chief Todd Pangle presented the Financial Report for the month of May 2020 to the Commission. Chief Pangle stated the department is 5% under budget for the month and on track for the fiscal year.

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

Revised Standard Operating Guideline – GP-12 “On Duty Injury/Workers’ Compensation Procedures”

On the motion of Commissioner Viamonte, second Commissioner Mathis, the Commission approved SOP: GP-12 titled “On Duty Injury/Workers’ Compensation Procedures” as presented by Fire Chief Pangle. A copy of the policy is a part of the minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

..... Continued

Roof Replacement – Station One

Fire Chief Todd Pangle asked the Commission to consider approval of the contract between Porter Roofing Contractors Inc. and the City of Dalton in the amount of \$271,870.00, to replace the roof at Dalton Fire Department's station one at 404 School St.

On the motion of Commissioner Viamonte, second Commissioner Walker the Commission approved the contract as outlined by Fire Chief Todd Pangle. A copy of the contract is a part of the minutes. The vote was unanimous in favor.

Report from Commissioner Luis Viamonte (Informational)

Copied from Commissioner Viamonte's e-mail report

Chairman Weaver asked Commissioner Viamonte to share the report with the Commission from his attendance at the Conference Center meeting. Commissioner Viamonte stated the demonstrators, and representatives of the NAACP and of Latinos were in attendance.

Commissioner Viamonte explained there is a National theme for their suggestions and demands. Beginning with defunding the police, eliminating choke holds, and officers having the duty to intervene, to food insecurity, mental health and substance use disorder needs, as well as homelessness, were some of the topics. Commissioner Viamonte stated it was suggested that the various City board or council meetings should be held at a more convenient time and that the composition of commissions other than the Public Safety Commission should have more member diversity to better represent the community.

Commissioner Viamonte further explained that, as a result of the meeting, small groups were formed to work on these issues and to forward their progress via e-mail to the Annalee Harlan, the City Council liaison to the Public Safety Commission. Commissioner Viamonte stated that perhaps the Commission should look into providing City Officers with Peace Officer Annuity and Benefits (POAB) retirement as a means to not only rewards their good deeds, but also to improve recruitment, including minorities, and overall retention.

Chairman Weaver thanked Commissioner Viamonte for the report.

PUBIC COMMENTARY

Chairman Weaver opened the floor for public commentary. With no comments from the public, Chairman Weaver closed the floor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Viamonte, the meeting was adjourned at 9:28 a.m.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 28, 2020**

SUMMARY OF DATA AND CRIME STATISTICS FOR JUNE 2020

General

Part 1 crimes have decreased approximately 20.8% when compared to year to date numbers from June 2019. Part 2 crimes also decreased by approximately 13.3% during the same time. Calls for service are 13.2% higher than in 2019. Traffic crashes have decreased by approximately 21.1% when compared to year to date numbers from June 2019.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2020	2019			2020	2019			2020	2019
	6/20	6/19	YTD	YTD	6/20	6/19	YTD	YTD	6/20	6/19	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	3	4	10	0	1	2	10	0	0	0	0
Robbery	2	0	9	2	1	1	5	2	1	1	5	2
Aggravated Assault	9	10	33	35	5	8	22	31	5	8	21	27
Burglary	12	3	47	47	0	4	2	13	0	3	12	11
Larceny - Theft	51	70	312	434	21	25	109	214	18	19	90	183
Motor Vehicle Theft	10	4	33	25	4	3	10	14	4	1	9	8
Arson	0	0	0	0	0	1	0	1	0	1	0	1
PART I SUBTOTAL	84	90	438	553	31	43	151	285	28	33	137	232

Part 2 Offenses	Total
Code Violation	209
Controlled Substance Offense	51
Warrant Served	44
Traffic Offense	41
Trespass of Real Property	35
Battery/Assault - Non-aggravated	33
Destruct/Damage/Vandalize Property	32
Forgery/Fraud	15
Drunkness	15
Obstruction	14
Disorderly Conduct	13

Code violations increased from 110 in May 2020 to 209 in June 2020. Controlled substance offenses increased by approximately 45.7% to 51 in June 2020 from 35 in May 2020. Calls for service increased by approximately 36.4% when compared to 2019. Citations showed an increase of 20.8% compared to 2019 numbers.

	June 2020	June 2019
Calls for Service	4,318	3,174
Traffic Crashes	84	96
Citations	965	799

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 28, 2020**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2016-2020
June 2020

	2016	2017	2018	2019	2020	TREND
Part I Crimes YTD	656	624	582	553	438	
Homicides	0	0	0	0	0	
Rape	10	10	3	10	4	
Robbery	11	10	10	2	9	
Aggravated Assault	35	35	21	35	33	
Violent Crime Totals	56	55	34	47	46	
Burglary	92	70	80	47	47	
Larceny-Theft	478	451	424	434	312	
Motor Vehicle Theft	25	46	41	25	33	
Arson	5	2	3	0	0	
Property Crime Totals	600	569	548	506	392	
Violent Crime Clearance	79%	80%	88%	91%	65%	
Property Crime Clearance	36%	39%	34%	48%	31%	
Part I Arrests	205	219	171	232	137	
Citations	7,413	6,065	6,693	6,561	6,151	
Calls for Service	23,058	19,912	20,595	22,110	25,026	
Traffic Crashes	696	701	687	714	563	

Analysis

In the year to date 2020 there have been 438 Part 1 crimes reported versus 553 in 2019 which shows an approximate decrease of 20.8%. There have been two crime categories that have increased YTD 2020: Robbery and Motor Vehicle Theft. Robberies are slightly higher than the 5 year average of 7.4. Motor Vehicle Theft is slightly lower than the 5 year average of 35.2.

There have been 46 violent crimes reported 2020 YTD compared to 47 reported violent crimes YTD 2019. Year to date property crimes have shown a decrease of approximately 22.5% when compared to 2019 YTD statistics.

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

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 28, 2020**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
	6/20	6/19	2020 YTD	2019 YTD	6/20	6/19	2020 YTD	2019 YTD	6/20	6/19	2020 YTD	2019 YTD
	Part I Offenses											
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	3	4	10	0	1	2	10	0	0	0	0
Robbery	2	0	9	2	1	1	5	2	1	1	5	2
Aggravated Assault	9	10	33	35	5	8	22	31	5	8	21	27
Burglary	12	3	47	47	0	4	2	13	0	3	12	11
Larceny - Theft	51	70	312	434	21	25	109	214	18	19	90	183
Motor Vehicle Theft	10	4	33	25	4	3	10	14	4	1	9	8
Arson	0	0	0	0	0	1	0	1	0	1	0	1
PART I SUBTOTAL	84	90	438	553	31	43	151	285	28	33	137	232
Part II Offenses												
Other Assaults - not agg.	33	34	212	227	21	26	138	170	17	22	121	138
Forgery/Counterfeiting	4	12	26	69	1	6	9	28	1	5	4	24
Fraud	16	21	96	139	1	10	20	49	1	9	15	44
Embezzlement	0	1	0	5	0	1	1	5	0	0	1	1
Stolen Property	1	2	11	13	1	0	16	7	1	0	16	7
Vandalism	32	35	152	202	9	13	47	69	8	9	44	53
Weapons Violations	6	0	26	23	5	2	28	22	5	2	28	13
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	6	8	22	33	2	5	12	15	0	4	5	7
Drug Sales	9	4	31	43	11	3	50	67	11	3	45	66
Drug Possession	28	48	130	291	22	49	105	335	21	47	99	331
Gambling	0	0	0	1	0	0	0	0	0	0	0	0
Offenses Against Family/Children	8	2	35	28	7	2	26	19	7	2	25	18
Liquor Violations	2	3	23	38	3	3	17	29	3	3	16	28
Drunkenness	15	15	62	71	17	15	65	68	17	15	65	68
Other Disorderly Conduct	23	25	133	153	10	15	75	98	9	14	73	89
Curfew Violations	1	5	6	16	1	12	4	32	1	11	3	31
All Other Offenses	414	221	1600	1592	187	174	884	1279	179	162	856	1241
DUI	9	12	64	89	8	11	65	89	8	11	65	89
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	607	448	2629	3033	306	347	1562	2381	289	319	1481	2248
PART I AND II TOTAL	691	538	3067	3586	337	390	1713	2666	317	352	1618	2480

Crashes	2020		2019		Enforcement	2020		2019	
	6/20	6/19	YTD	YTD		6/20	6/19	YTD	YTD
Public Roadway	84	96	563	714	Citations	568	478	3,515	3,916
					Warnings	397	321	2,636	2,645
911 Calls	4,318	3,174	25,026	22,110	Totals	965	799	6,151	6,561

DALTON POLICE DEPARTMENT
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Summary of Significant Events for June 2020

During the month of June 2020 there were two robberies reported. There were arrests made in both reported robberies. There were ten reported motor vehicle thefts in June 2020. Four of those cases have been cleared by arrest, five are active, and one was administratively closed. There were nine reported aggravated assaults. Five of the reported aggravated assaults in June 2020 were cleared by arrest and the other four are currently active.

20-003768 Kidnapping 2200 Chattanooga Rd; Motel 6
The complainant called in reference to suspicious activity occurring at the motel. Contact was made with two juvenile females that stated an unknown male subject picked them up in Cincinnati and brought them here against their will. The unknown male subject attempted to have sex with them and then left. One of the juveniles was listed as a runaway out of Cincinnati. Officers responded and juveniles' guardians were contacted. The case is currently active.

20-003782 Person in Crisis 709 Gist Place
A male subject was outside of his residence screaming at people and causing a disturbance. Neighbors were concerned because of his mental state and the number of times officers have been responding to the residence. The male pushed his family members out of the residence and locked himself inside the residence. Contact was made and attempts were made to get the male to come out. A Crisis Response Team was contacted and responded. A 10-13 was completed at the scene by the Crisis Team. Entry was made and officers who have attended CIT training did a good job talking the subject out and taking him into custody for transport.

20-003401 Aggravated Assault 820 Vernon Ave
A male subject was arrested after he drove to 820 Vernon Ave, where he discharged a firearm toward a home. The suspect was located by officers at the Georgian apartments. When located, he was exiting the building carrying a hatchet. The suspect quickly threw the hatchet in the car and slammed the door. The suspect was detained and a show up was performed. While searching the suspect and live shotgun shell was located in his shorts pocket. With a positive ID, a search warrant for the apartment as well as the car was obtained. The search resulted in the discovery of two firearms, a pistol, and a sawed off shotgun.

20-003475 Robbery Kroger; 1205 N Glenwood Ave
The complainant reported that he arranged to meet a subject in the parking lot of Kroger to sell an iPhone X. When he arrived he met with a black male who asked to see the phone. As the black male was examining it, he fled on foot with the phone. He ran towards the Sonic and then back into the parking lot in front of Del Taco where he was picked up by a white Jeep Liberty as the victim was following them. At that point a male from inside the vehicle produced what appeared to be a Glock handgun and pointed it at the victim. The black male subject was identified and later arrested in Florida on the warrant. The case is currently under investigation.

20-003699 Aggravated Assault 604 M L King Jr BLVD
A male subject was arrested after he came into the liquor store and advised the clerk that he had a weapon and was robbing the store. The suspect left the store without anything and was located a few blocks away. The suspect was arrested for the incident.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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20-003282

Bomb Threat

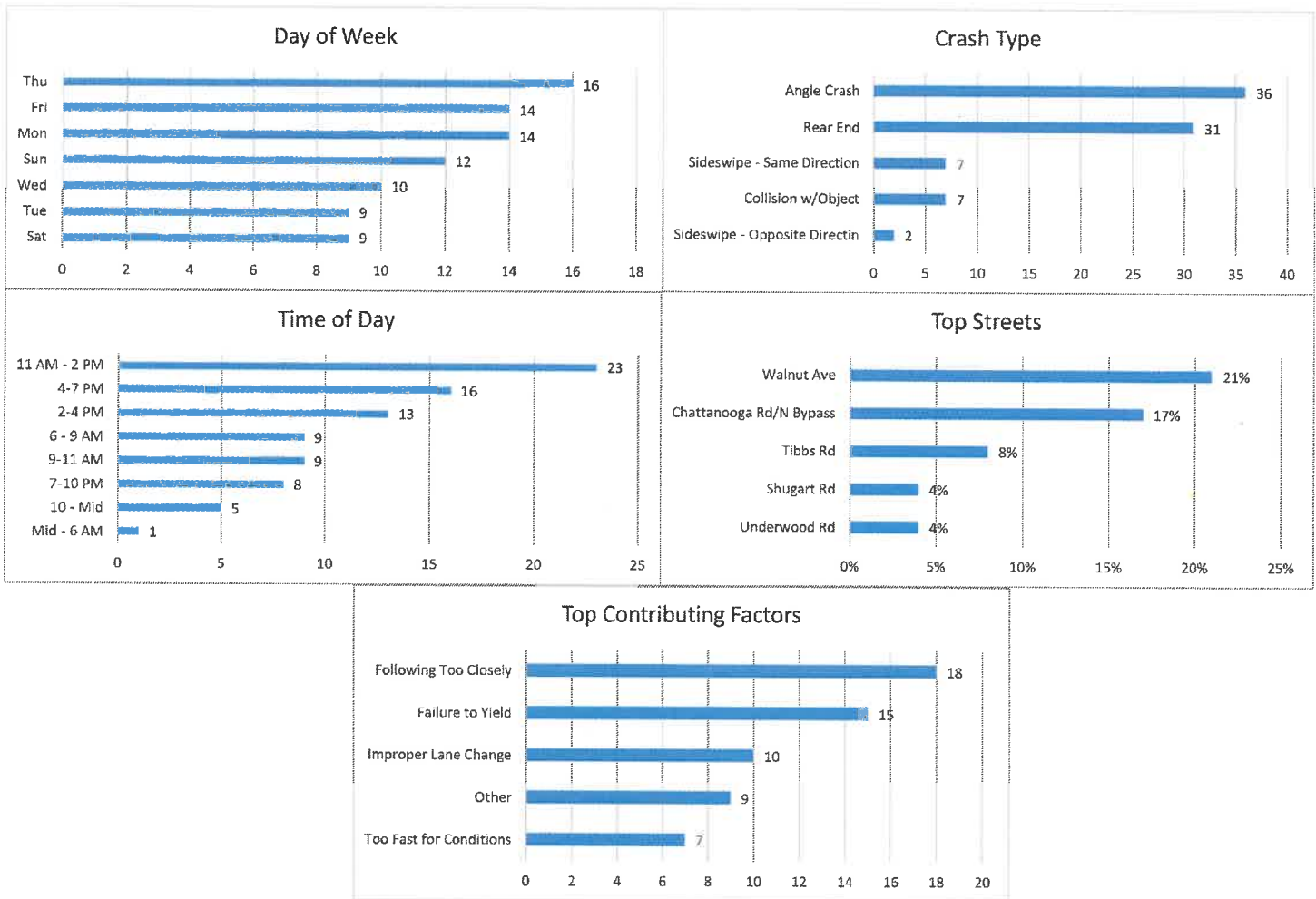
1204 Georgia Pl

Management with the Georgia Apartments called in reference to a possible bomb that was found in one of their apartments. They stated that upon cleaning an apartment they found a cellular phone that was fashioned together in a manner which made it appear to be an explosive device. Officers coordinated a response and a responding officer was able to determine that the device was not an explosive device.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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June 2020 Crash Statistics

In June 2020 there were 84 non-private property crashes reported. Injuries and injury crashes decreased from May 2020. Angle and rear end crashes were the most prevalent during June 2020. Failure to yield was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes in June 2020. Walnut Ave also had the highest number of injuries during June 2020.



84 Crashes Reported in June 2020

- There were 10 less crashes in June 2020 than in May 2020.
 - 12 crashes reported in which injuries occurred.
 - That is one injury crash for every 7 crashes reported.
 - Multiple injuries were reported in 3 crashes.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 28, 2020

- Total Injuries Reported
 - 15 injuries were reported.
 - 0 serious injuries were reported.

Top 5 Streets

- Walnut Avenue
 - 18 Total Crashes
 - 21.4 % of Total Crashes
 - 26.7 % of Injuries Reported (4 Injuries Reported on the Roadway)

- Chattanooga Rd/N Bypass
 - 14 Total Crashes
 - 16.7 % of Total Crashes
 - 13.3 % of Injuries Reported (2 Injuries Reported on this Roadway)

- Tibbs Rd
 - 7 Total Crashes
 - 8.3 % of Total Crashes
 - 13.3 % of Injuries Reported (2 Injuries Reported on this Roadway)

- Shugart Rd
 - 3 Total Crashes
 - 3.6 % of Total Crashes
 - 20 % of Injuries Reported (3 Injuries Reported on the Roadway)

- Underwood St
 - 3 Total Crashes
 - 3.6 % of Total Crashes
 - 0 % of Injuries Reported (0 Injuries Reported on the Roadway)

Crashes Involving DUI

- 2 Reported Crash involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 5 Crashes Reported with Distracted or Inattentive Driver

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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Crashes Involving Drivers Following One Another Too Closely

- 18 Crashes Reported involving Following Too Closely

Crashes by Type

- Angle Crash 36 / 42.86%
- Rear End 31 / 36.90%
- Sideswipe – Same Direction 7 / 8.33%
- Collision with an Object 7 / 8.33%
- Sideswipe – Opposite Direction 2 / 2.38%

Days of the Week

- 12 crashes occurred on Mondays
- 14 crashes occurred on Tuesdays
- 17 crashes occurred on Wednesdays
- 17 crashes occurred on Thursdays
- 15 crashes occurred on Fridays
- 11 crashes occurred on Saturdays
- 8 crashes occurred on Sundays

Time of Day

- 0000- 0559-1
- 0600-0859-9
- 0900-1059-9
- 1100-1359-23
- 1400-1559-13
- 1600-1859-16
- 1900-2159-8
- 2200-2359-5

Top Contributing Factors

- Following Too Closely: 18 (21.43 % of all crashes)
- Failure to Yield: 15 (17.86 % of all crashes)
- Improper Lane Change: 10 (11.90 % of all crashes)
- Other: 9 (10.71 % of all crashes)
- Too Fast For Conditions: 7 (8.33 % of all crashes)

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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Based on the crash data from May 2020, Selective Enforcement Details were conducted in the following areas in June 2020:

- **Walnut Ave**
- **Glenwood Ave**

There were 16 total Enforcement Details conducted in June 2020, resulting in 153 total violations being identified.

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

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

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 28, 2020

SUMMARY OF THE FINANCIAL STATISTICS FOR JUNE, 2020

The police department budget is on track for FY 2020, and we have expended approximately 48% of our 2020 budget at 51% of the way through the budget cycle. We are currently approximately 3% under budget for the year.

The City Council has made some adjustments in pay in response to the current COVID-19 situation. We are tracking additional salary expenses associated with the change and will be able to report on budget impact as time goes on. We will work with the finance department to make any needed budget amendments necessary to meet the needs associated with the changes. In addition to salary lines, a few of our operating lines have seen some impact from the situation and we will work with the finance department to make needed adjustments to those lines as well. Presently, we are working within our original budget to make adjustments where needed.

FOR 2020 99

0010 GENERAL FUND - OPERATING

141501 PD ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 000010 SALARIES-REGULAR	351,000	0	351,000	186,361.08	.00	164,638.92	53.1%
141501 000011 SALARIES OVERTIME	1,290	0	1,290	697.49	.00	592.51	54.1%
141501 000016 SALARY - BONUS	0	0	0	1,158.14	.00	-1,158.14	100.0%
141501 000020 FICA	27,625	0	27,625	14,939.25	.00	12,685.75	54.1%
141501 000030 PENSION	4,170	0	4,170	1,670.39	.00	2,499.61	40.1%
141501 000032 PENSION - DR PLAN	226,000	0	226,000	93,333.79	.00	132,666.21	41.3%
141501 000040 HOSPITALIZATION I	31,635	0	31,635	21,708.00	.00	9,927.00	68.6%
141501 000045 BE LIFE & DISABIL	2,100	0	2,100	1,776.54	.00	27.68	98.7%
141501 000050 GENERAL INSURANCE	106,105	3,600	109,705	109,705.00	.00	.00	100.0%
141501 000060 WORKER COMPENSATI	10,415	0	10,415	5,207.48	.00	5,207.52	50.0%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	36.93	.00	4,963.07	.7%
141501 000110 TELEPHONE	45,000	0	45,000	20,397.33	.00	24,602.67	45.3%
141501 000120 TRAINING EXPENSES	15,000	0	15,000	1,615.30	.00	13,384.70	10.8%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	60.00	.00	1,940.00	3.0%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	2,487.23	.00	6,512.77	27.6%
141501 000150 PRINTING	4,000	0	4,000	1,761.88	.00	2,238.12	44.0%
141501 000160 POSTAGE	3,500	0	3,500	510.73	.00	2,989.27	14.6%
141501 000360 LEGAL FEES	15,000	0	15,000	3,835.68	.00	11,164.32	25.6%
141501 000410 GAS & OIL	5,800	0	5,800	1,301.42	.00	4,498.58	22.4%
141501 000440 SUPPLIES	800	0	800	205.52	.00	594.48	25.7%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	256.75	.00	1,543.25	14.3%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	785.82	.00	1,214.18	39.3%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	107,169.34	.00	47,899.16	69.5%
141501 001300 MEALS	2,000	0	2,000	1,928.99	.00	71.01	96.4%
141501 001410 DUES/FEES/SUBSCRI	3,500	0	3,500	3,367.41	.00	10.59	99.7%
141501 001655 RADIO SUBSCRIBER	25,000	-1,800	23,200	23,155.20	.00	44.80	99.8%
141501 001990 MISCELLANEOUS	2,000	0	2,000	-12.84	.00	2,012.84	-.6%
141501 003226 CUSTODY OF PRISIO	120,000	-1,800	118,200	32,099.34	.00	86,100.66	27.2%
TOTAL PD ADMINISTRATION	1,180,580	0	1,180,580	638,419.19	2,389.28	539,771.53	54.3%

07/06/2020 15:45
628babrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

FOR 2020 99

141503 PD PATROL

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010	SALARIES-REGULAR		3,377,600	1,659,548.93	.00	1,718,051.07	49.1%
141503 000011	SALARIES OVERTIME		101,000	25,026.35	.00	75,973.65	24.8%
141503 000020	FICA		270,065	131,629.94	.00	138,435.06	48.7%
141503 000030	PENSION		154,620	62,110.87	.00	92,509.13	40.2%
141503 000032	PENSION - DB PLAN		436,550	170,776.78	.00	265,773.22	39.1%
141503 000040	HOSPITALIZATION I		515,705	263,971.98	.00	251,733.02	51.9%
141503 000045	EE LIFE & DISABIL		20,300	9,044.27	1,495.65	9,760.08	51.2%
141503 000060	WORKER COMPENSATI		95,900	47,949.98	.00	47,950.02	50.0%
141503 000120	TRAINING EXPENSES	-10,000	114,000	21,261.98	.00	82,738.02	20.4%
141503 000130	VEHICLE EXPENSES	25,000	12,650	24,012.76	.00	13,637.24	63.8%
141503 000130	SHOP VEHICLE EXP -		115,050	49,021.02	.00	66,028.98	42.6%
141503 000400	EQUIPMENT MAINT &		12,500	1,770.12	324.00	10,405.88	16.8%
141503 000410	GAS & OIL		173,990	62,513.18	124.75	96,352.07	39.4%
141503 000440	SUPPLIES	-15,000	5,500	873.25	93.45	4,533.30	17.6%
141503 000450	CLEANING ALLOWANC		10,000	3,161.25	.00	6,838.75	31.6%
141503 000460	UNIFORMS		64,000	5,670.63	1,301.64	57,027.73	10.9%
141503 001010	OFFICE SUPPLIES		3,000	497.50	104.90	2,397.60	20.1%
141503 001300	MEALS		2,000	57.41	.00	1,942.59	2.9%
141503 001410	DUES/FEES/SUBSCRI		3,750	321.00	122.00	3,307.00	11.8%
141503 001660	COMMUNICATION EOU		2,500	.00	.00	2,500.00	.0%
141503 001990	MISCELLANEOUS		5,000	407.35	.00	4,592.65	8.1%
141503 039980	CAPITAL OUTLAY <		29,400	11,725.91	.00	17,674.09	39.9%
TOTAL PD PATROL			5,525,080	2,551,352.46	3,566.39	2,970,161.15	46.2%

FOR 2020 99

141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	823,000	0	823,000	417,513.51	.00	405,486.49	50.7%
141504 000011 SALARIES OVERTIME	38,300	0	38,300	9,574.83	.00	28,725.17	25.0%
141504 000020 FICA	67,085	0	67,085	33,505.30	.00	33,579.70	49.9%
141504 000030 PENSION	23,900	0	23,900	11,474.41	.00	12,425.59	48.0%
141504 000032 PENSION - DB PLAN	331,570	0	331,570	131,904.15	.00	199,665.85	39.8%
141504 000040 HOSPITALIZATION I	86,245	0	86,245	68,927.00	.00	17,318.00	79.9%
141504 000045 EE LIFE & DISABIL	5,050	0	5,050	2,212.77	.00	2,453.54	51.4%
141504 000060 WORKER COMPENSATI	22,570	0	22,570	11,285.02	.00	11,284.98	50.0%
141504 000120 TRAINING EXPENSES	30,000	0	30,000	12,658.78	.00	16,708.22	44.3%
141504 000130 VEHICLE EXPENSES	7,000	1,020	8,020	2,836.25	.00	5,183.75	35.4%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	322.63	.00	1,142.42	23.8%
141504 000410 GAS & OIL	19,390	0	19,390	6,438.34	.00	12,951.66	33.2%
141504 000440 SUPPLIES	3,000	0	3,000	710.60	.00	2,267.40	24.4%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	675.00	.00	3,325.00	16.9%
141504 000455 CLOTHING ALLOWANC	9,000	0	9,000	4,500.00	.00	4,500.00	50.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	65.51	.00	3,934.49	1.6%
141504 001300 MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410 DUES/FEEES/SUBSCRI	4,500	0	4,500	1,088.00	.00	3,412.00	24.2%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	612.00	.00	29,082.00	3.1%
141504 001660 COMMUNICATION EOU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	5,000	187.00	.00	4,753.00	4.9%
141504 039980 CAPITAL OUTLAY <	5,000	0	5,000	4,786.21	.00	213.79	95.7%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,522,310	1,020	1,523,330	721,277.31	1,439.64	800,613.05	47.4%

FOR 2020 99

141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010	SALARIES-REGULAR	0	537,380	292,050.63	.00	245,329.37	54.3%
141507 000011	SALARIES OVERTIME	0	7,680	1,746.44	.00	5,933.56	22.7%
141507 000012	SALARIES-PART TIM	0	22,005	3,895.45	.00	18,109.55	17.7%
141507 000020	FICA	0	44,175	23,093.85	.00	21,081.15	52.3%
141507 000030	PENSION	0	17,580	6,191.74	.00	11,388.26	35.2%
141507 000032	PENSION - DR PLAN	0	171,950	55,308.87	.00	116,641.13	32.2%
141507 000040	HOSPITALIZATION I	0	67,205	41,270.02	.00	25,934.98	61.4%
141507 000045	BE LIFE & DISABIL	0	3,200	1,379.91	.00	1,820.09	49.6%
141507 000060	WORKER COMPENSATI	0	15,775	7,887.52	207.29	7,887.48	50.0%
141507 000120	TRAINING EXPENSES	0	42,000	18,841.87	.00	23,158.13	44.9%
141507 000130	VEHICLE EXPENSES	0	2,000	1,502.48	.00	1,642.52	47.8%
141507 000330	UTILITIES	1,145	48,000	21,077.91	.00	26,922.09	43.9%
141507 000410	GAS & OIL	0	7,300	2,275.26	.00	5,024.74	31.2%
141507 000440	SUPPLIES	0	3,000	843.45	.00	2,156.55	28.1%
141507 000450	CLEANING ALLOWANC	0	2,400	556.00	.00	1,844.00	23.2%
141507 000455	CLOTHING ALLOWANC	0	600	300.00	.00	300.00	50.0%
141507 000460	UNIFORMS	0	4,000	560.09	265.00	3,174.91	20.6%
141507 001010	OFFICE SUPPLIES	0	3,200	1,905.05	.00	1,294.95	59.5%
141507 001300	MEALS	0	500	.00	.00	500.00	.0%
141507 001410	DUES/FEES/SUBSCRI	0	2,100	165.00	.00	1,935.00	7.9%
141507 001415	CREDIT CARD & BAN	0	600	227.90	.00	372.10	38.0%
141507 001610	APPLICANT TESTING	0	7,500	299.75	.00	7,200.25	4.0%
141507 001880	COMMUNITY SERVICE	0	12,500	2,836.61	.00	9,663.39	22.7%
141507 001880	15048 COM SCVS - D	0	0	5,724.75	.00	-5,724.75	100.0%
141507 001990	MISCELLANEOUS	0	1,500	609.00	.00	891.00	40.6%
141507 084725	BUILDING/GROUNDS_M	-1,145	108,000	20,287.36	6,068.51	81,644.13	24.4%
TOTAL PD SUPPORT SERVICES		0	1,133,295	510,836.91	6,540.80	615,917.29	45.7%
TOTAL GENERAL FUND - OPERATING		1,020	9,362,285	4,421,885.87	13,936.11	4,926,463.02	47.4%
TOTAL EXPENSES		1,020	9,362,285	4,421,885.87	13,936.11	4,926,463.02	47.4%
GRAND TOTAL		1,020	9,362,285	4,421,885.87	13,936.11	4,926,463.02	47.4%

** END OF REPORT - Generated by Alethea Brown **

FOR 2020 99

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTT FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	0%
210001 351102 TREAS FORFEIT TREAS	-20,000	0	-20,000	.00	.00	-20,000.00	0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	.00	.00	-60,000.00	0%
210001 361100 JUSTT INTEREST JUS	-30	0	-30	.00	.00	-30.00	0%
210001 361100 STATE INTEREST EAR	-600	0	-600	.23	.00	-249.77	58.4%
210001 361100 TREAS INTEREST TRE	-30	0	-30	.40	.00	71.40	338.0%
210001 392100 STATE PROCEEDS PRO	-10,000	0	-10,000	.00	.00	-9,520.00	4.8%
TOTAL REVENUES	-110,660	0	-110,660	-931.63	.00	-109,728.37	.8%

FOR 2020 99

	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	.00	.00	18,000.00	.0%
210415 000370 STATE COURT COSTS	12,500	0	12,500	1,206.50	.00	11,293.50	9.7%
210415 001990 JUSTI MISCELLANEOU	200	0	200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	578.00	.00	5,572.00	9.4%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	9,377.64	.00	17,002.36	35.5%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	37,000	0	37,000	.00	.00	37,000.00	.0%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENDITURES	106,730	0	106,730	11,162.14	.00	95,567.86	10.5%

TOTAL CONFISCATED ASSETS	-3,930	0	-3,930	10,230.51	.00	-14,160.51	-260.3%
TOTAL REVENUES	-110,660	0	-110,660	-931.63	.00	-109,728.37	
TOTAL EXPENSES	106,730	0	106,730	11,162.14	.00	95,567.86	
GRAND TOTAL	-3,930	0	-3,930	10,230.51	.00	-14,160.51	-260.3%

** END OF REPORT - Generated by Alethea Brown **

FOR 2020 99

	ORIGINAL APPROP	TRANSRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							

370005 000350 610 FACILITY REPAIR	0	19,030	19,030	19,030.00	.00	.00	100.0%
370005 001020 445 COMPUTER SOFTW	60,000	-20,000	40,000	.00	.00	40,000.00	.0%
370005 039980 445 CAPITAL OUTLAY	0	20,000	20,000	1,418.79	14,036.16	4,545.05	77.3%
370005 039990 414 CAPITAL OUTLAY	295,000	0	295,000	.00	109,708.00	185,292.00	37.2%
370005 039990 415 CAPITAL OUTLAY	369,450	17,135	386,585	7,667.08	229,530.00	149,387.92	61.4%
370005 039990 420 CAPITAL OUTLAY	293,000	266,270	559,270	294,515.84	211,459.40	53,294.76	90.5%
370005 039990 610 CAPITAL OUTLAY	175,000	-19,030	155,970	6,525.00	.00	149,445.00	4.2%
370005 521210 610 CONTRACT SERVI	0	359,705	359,705	359,702.49	.00	2.51	100.0%

TOTAL EXPENDITURES	1,192,450	643,110	1,835,560	688,859.20	564,733.56	581,967.24	68.3%
TOTAL CAPITAL ACQUISITION FUND	1,192,450	643,110	1,835,560	688,859.20	564,733.56	581,967.24	68.3%
TOTAL EXPENSES	1,192,450	643,110	1,835,560	688,859.20	564,733.56	581,967.24	68.3%
GRAND TOTAL	1,192,450	643,110	1,835,560	688,859.20	564,733.56	581,967.24	68.3%

** END OF REPORT - Generated by Alethea Brown **

DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	369097 CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:							TOTAL DEPOSIT		
		COPIES/ RECORDS Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	* GRANT REIM. **	GRANT NAME	I. I. TASK FORCE OVERTIME	S. S. TASK FORCE OVERTIME ***		DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE
JUNE	1,650.00	3,335.00	2,245.00	4,950.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	14,045.26
6/1/2020		15.00	415.00	100.00					15.00						545.00
6/2/2020		30.00													30.00
6/3/2020		26.00													25.00
6/4/2020		15.00													15.00
6/5/2020		15.00													15.00
6/8/2020		45.00		250.00			50.00								345.00
6/9/2020		15.00													15.00
6/10/2020		15.00													15.00
6/12/2020		45.00													45.00
6/15/2020		45.00		100.00											145.00
6/17/2020		75.00													75.00
6/18/2020		60.00													60.00
6/19/2020		30.00													30.00
6/22/2020		75.00	355.00	225.00											655.00
6/23/2020												1633.42***			1,633.42
6/24/2020		60.00													60.00
6/25/2020				100.00											100.00
6/26/2020		30.00			5.00										35.00
6/29/2020		15.00													15.00
6/30/2020		15.00													15.00
JUNE	0.00	625.00	770.00	775.00	0.00	5.00	50.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	3,873.42
CUM	1,650.00	3,960.00	3,015.00	5,725.00	0.00	5.00	575.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	17,918.68
TOTALS	1,650.00	3,960.00	3,015.00	5,725.00	0.00	5.00	575.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	17,918.68
JUSTICE - Federal Forfeiture Funds: 0.48															
TREASURY - Federal Forfeiture Funds: 27,173.02															
State Drug Seizure Funds: 90,998.45															
GOV DEALS SALE OF ASSETS VEHICLES						GOV DEALS SALE OF ASSETS CELL PHONES						NONE			
***\$559.07 (January), \$578.71 (February), \$495.64 (March)															

**STATE DRUG SEIZURES
(Funds)**

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

**Federal Forfeitures Fund
Treasury Funds**

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

**Federal Forfeitures Fund
Justice Funds**

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

To: Public Safety Commission
From: Chief Cliff Cason
Date: July 28, 2020
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.12		<u>Firearms</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Rewording, new lettering
	1-6	Section III – Rewording, new lettering and re-lettering
	6	Section IV – Rewording
	7	Section V – New section on Firearms Range Section VI – Rewording
	8	Section VII – Rewording
2.27		<u>Employee In and Out-Processing</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
	1-3	Section II – Rewording
	4	Appendix A – Form was updated
	9	Appendix B – Form was updated
4.9		<u>Arrests / Arrest Warrants</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
	2	Section III – Rewording Section IV – Rewording, new lettering and re-lettering
	3	Section V – Rewording Section VI – Rewording
	4	Section VII – Rewording, new lettering and re-lettering Section VIII – Rewording
	5	Section IX – Rewording, new lettering and re-lettering
	7	Section X – Rewording, new numbering and re-numbering
	8	Section XI – Rewording Section XII – Rewording Section XIII – Rewording
	10	Section XIV – Rewording, new sub-section C Section XVI – New lettering, new sub-section C
	11	Section XVII – Rewording, new sub-section D
6.9		<u>Active Threats</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording

- Section II – Rewording
- Section III – Rewording
- 2 Section IV – Rewording, new lettering and re-lettering
- 2-3 (C) – Added new items 3, 4, and 5
- 3-4 (D) – Rewording and new numbering
- 4-5 (E) – Rewording, new numbering, and added new item 3
- 5 (F) – Rewording
- 6 Section V – Rewording, new lettering, and new item C7
- 7 Section VI – Rewording
- Section VII – Rewording and new lettering
- Section VIII – Rewording

7.3

Whitfield County Child Abuse Protocol

This policy mirrors the actual protocol. The policy was updated to reflect the most recent protocol.

7.6

Sexual Assault

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II (A) – Rewording
- 2 (B) – Rewording, re-numbering, and re-lettering
- 4-5 (C) – Restructured into a new sub-section and rewording. Most of this sub-section was given more detail and updated to reflect changes in the law and current practices.
- 5-6 (D) – Rewording, new information added to item 6 regarding victims’ rights
- 6 (E) – Rewording, re-numbering, and re-lettering

7.17

Criminal Intelligence

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- 2-5 Section IV – Rewording
- 5 Section V – Rewording
- Section VI – Rewording
- Section VII – Rewording

DALTON POLICE DEPARTMENT

	<i>Effective Date</i>	<i>Number</i> GO88-2.12
<i>Subject</i> Firearms		
<i>Reference</i> CALEA Standards – 1.2.2, 4.3.1, 4.3.2, 4.3.4, 4.3.5		<i>Revised</i> July 23, 2019 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2021 2022	<i>No. Pages</i> 8 9

I. **Policy**

It is the policy of the Dalton Police Department that Officers be equipped with approved firearms and ammunition and only carry firearms and ammunition authorized by the **Agency Department**. Before issuance of such equipment, Officers shall be properly instructed and certified, as appropriate, and complete the Basic Law Enforcement Training Course (BLETC).

II. **Definitions**

- A. *On duty* – An **Police** Officer is on duty while, working his / her regular tour of duty, while working overtime, or when going to and from work, he / she performs any type of law enforcement function for the City of Dalton. Additionally, while off duty, if an **Police** Officer observes an illegal act in the City and responds to it, he / she is considered to be on duty.
- B. *Department firearms instructor* – A Georgia P.O.S.T. certified instructor that has attended and successfully completed a certified firearms instructor course, such as those offered by the National Rifle Association. Department firearms instructors are authorized to review, inspect, and approve firearms to be carried on duty and off duty, as well as conduct annual and remedial firearms training.

III. **Authorized Firearms and Ammunition**

- A. Prior to an Officer carrying a firearm, it shall be reviewed, inspected, and approved by a Department firearms instructor. The Officer shall also be issued a copy of, and instructed on, the policies that pertain to that firearm. This shall be documented and forwarded to the Training Coordinator.
- B. Officers shall ~~also show~~ **demonstrate** proficiency in the use of a firearm prior to being approved to carry it.
- C. The Department’s Training Coordinator shall maintain a list of the types and specifications of ammunition approved for use in all Department-approved firearms. The Chief of Police or his / her designee shall approve the list annually.

RESTRICTED LAW ENFORCEMENT DATA

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D.A. Handguns

1. The Department-issued handgun is a 9mm caliber double action semi-automatic and ~~must~~ shall be loaded with Department-issued ammunition.
2. Issued handguns ~~must~~ shall be registered with the Department by make, model, and serial number.
3. Officers ~~must~~ shall demonstrate safe and proficient use of their handgun during regular firearms qualification sessions. This training ~~will~~ shall be conducted by a Department firearms instructor and documented in the Officers' training files. Officers must also demonstrate the ability to disassemble and reassemble the handgun and perform standard cleaning procedures.
4. The handgun ~~must~~ shall be inspected and certified as safe by a Department firearms instructor, either by observing the Officer fire the handgun or by firing it themselves.
5. Officers ~~must~~ shall qualify with the ~~same~~ handgun caliber and weight range of ammunition issued ~~for duty~~.
6. Handguns shall be carried in Department-approved holsters, which will properly retain and secure the handgun.
7. Safety precautions for handguns:
 - a. Officers ~~are required to~~ shall keep their handguns loaded and holstered while on duty. Dry firing, cleaning, or casual comparison with other Officers' handguns is prohibited.
 - b. Officers may transfer their handgun from one holster to another at the beginning or ending of their tour of duty, as long as it is done safely.
 - c. Officers are permitted to un-holster their handgun and place it in the lock boxes prior to entry into the booking area of the Whitfield County Jail or in any situation in which there could be a threat to the Officer's life; e.g., interview room.
 - d. Officers should never hand a loaded handgun to another Officer, unless in a life and death situation.
 - e. Officers shall keep their handgun clean and in a constant state of readiness. Each Officer is responsible for field stripping and cleaning ~~their~~ his / her handgun every thirty (30) days and immediately after use during firearms training and qualification.

E.B. Secondary or Backup Handgun

RESTRICTED LAW ENFORCEMENT DATA

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A secondary or backup handgun is authorized, as long as it meets the following criteria:

1. .38 special or .357 magnum double action revolver
2. .380 ACP, 9mm, or .40 caliber double action semi-automatic
3. Personally-owned or Department-issued
4. ~~Must~~ Shall be loaded with Department-approved or Department-issued ammunition
5. ~~Must~~ Shall be carried concealed
6. ~~Must~~ Shall be registered with the Department by make, model, and serial number
7. Officers ~~must~~ shall demonstrate safe and proficient use of their backup handgun during regular firearms qualification. This training ~~will~~ shall be conducted by a Department firearms instructor and documented in the Officers' training files.
8. ~~Must~~ Shall be inspected and certified by a Department firearms instructor, either by observing the Officer fire the weapon or by personally firing it themselves.

~~F.C.~~ On-duty Shotgun

1. Authorized Types, Ammunition, and Training (see Appendix A)
 - a. ~~Must~~ Shall be a 12-gauge pump or semi-automatic, personally-owned or Department-issued. Personally-owned shotguns ~~must~~ shall meet the specifications ~~as~~ outlined in Appendix A to be considered an "on duty shotgun".
 - b. ~~Must~~ Shall be loaded with Department-issued ammunition
 - c. ~~Must~~ Shall be registered with the Department by make, model, and serial number
 - d. Officers ~~must~~ shall demonstrate safe and proficient use of the shotgun during regular firearms qualification. This training ~~will~~ shall be conducted by a Department firearms instructor and documented in the Officers' training files.
 - e. ~~Must~~ Shall be inspected and certified by a Department firearms instructor, either by observing the Officer fire the shotgun or by personally firing it themselves.

RESTRICTED LAW ENFORCEMENT DATA

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- f. For all shotguns purchased by the Department, the Department shall maintain all applicable paperwork, as outlined by the National Firearms Act. For all shotguns purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork, as outlined by the National Firearms Act.

2. Procedures and Safety Precautions

- a. The muzzle of the shotgun ~~should~~ shall always be pointed in a safe direction.
- b. All administrative loading and unloading ~~should~~ shall be accomplished outside the building and outside the vehicle before positioning the shotgun in the vehicle.
- c. The shotgun may be carried in the vehicle in a vertical shotgun rack, a rack underneath the front seat, a carrying case in the trunk of the vehicle, or other Department-approved shotgun rack while the Officer is on duty. The shotgun shall not be left in an exposed area when the Officer is off duty. The shotgun shall be removed from the rack and placed in the trunk or stored in a safe manner inside the Department or Officer's residence.
- d. Shotguns ~~should~~ shall not have a shell in the chamber while in a rack or in the trunk of the vehicle.
- e. The safety ~~should~~ shall be "on" while in a rack or in the trunk of the vehicle.
- f. The shotgun ~~should~~ shall be unloaded prior to entry into a police facility with the bolt open and the safety on.
- g. It is the Officer's responsibility to see that the shotgun is kept clean and in good working order. Supervisors shall make periodic checks to ensure ~~the~~ shotguns ~~are~~ is clean and in good working order.

~~G.D.~~ Department-Authorized Rifles

1. The on duty approved rifle is an AR-15 style rifle chambered for the 5.56 NATO cartridge. The rifle barrel ~~must~~ shall reliably stabilize Department-issued ammunition.
2. Officers approved by the Chief of Police or his / her designee may be armed with rifles (Appendix A) and such other weaponry as may be approved by the Chief of Police.
3. All Officers approved by the Chief of Police or his / her designee to carry a rifle ~~must~~ shall first attend an approved rifle training course. All rifles ~~must~~ shall be registered with the Department by make, model, and serial number.

RESTRICTED LAW ENFORCEMENT DATA

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4. Officers approved to carry a rifle ~~must~~ shall also demonstrate the ability to disassemble and reassemble the rifle, perform standard cleaning procedures, and show how to clear the rifle in the event of a malfunction, all to the satisfaction of a Department firearms instructor.
5. The rifle ~~must~~ shall be inspected and certified as safe by a Department firearms instructor, either by observing the Officer fire the rifle or by firing it themselves.
6. Any modifications or additions made to a rifle ~~must~~ shall be approved by a Department firearms instructor.
7. The rifle ~~must~~ shall be loaded with Department-issued ammunition.
8. Each Officer approved to carry a rifle shall qualify annually and show proficiency with ~~their~~ his / her approved rifle and ammunition on a course prescribed by a Department firearms instructor. This training ~~will~~ shall be conducted by a Department firearms instructor and documented in the Officer's training file.
9. For all rifles purchased by the Department, the Department shall maintain all applicable paperwork, as outlined by the National Firearms Act. For all rifles purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork, as outlined by the National Firearms Act.
10. Procedures and Safety Precautions
 - a. Rifles are issued to Officers approved to carry them. Officers ~~wishing~~ desiring to carry a personally-owned rifle ~~must~~ shall receive approval from the Chief of Police or his / her designee. Personally-owned rifles ~~must~~ shall meet the specifications of an authorized rifle, as outlined in Appendix A, to be considered as an "On-Duty Rifle".
 - b. The rifle may be carried in the vehicle in a locked gun rack in the driver's compartment or a gun case designed for the rifle in the trunk of the vehicle while the Officer is on duty. The rifle shall not be left in an exposed area when the Officer is off duty. The rifle shall be removed from the rack and placed in the trunk or stored in a safe manner inside the Department or Officer's residence.
 - c. The rifle ~~should~~ shall not have a shell in the chamber while in a rack or the trunk of the vehicle. A loaded magazine may be inserted in the rifle.
 - d. The rifle ~~should~~ shall be unloaded prior to entry into a law enforcement facility with the bolt open and the safety on.

RESTRICTED LAW ENFORCEMENT DATA

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- e. It is the Officer's responsibility to see that the rifle is kept clean and in good working order. Supervisors shall make periodic checks to ensure ~~the~~ rifles ~~are~~ ~~is~~ clean and in good working order.
- f. All administrative loading and unloading ~~should~~ ~~shall~~ be accomplished outside the building and outside the vehicle before positioning the rifle in the vehicle.

~~H.E.~~ Off-Duty Firearms

1. Officers may, but are not mandated to, carry a handgun while off duty. An Officer who elects not to carry a handgun while off duty shall not be subjected to disciplinary action if an occasion should arise where he / she could have taken action if he / she were armed. (Exception: Off-duty Officers, while operating a Department vehicle, shall be armed with an approved handgun.) Off-duty handguns ~~must~~ ~~shall~~ be carried concealed.
2. Officers shall not have a firearm and ammunition on their person when under the influence of alcohol or upon entering ~~another~~ jurisdiction other than the City of Dalton, unless permitted to do so by state or federal statute.

~~I.F.~~ Additional Safety Considerations

1. Officers are prohibited from the loaning of a Department firearm or ammunition to another person.
2. Officers, to whom Department firearms are issued, are responsible for the safety and security of the firearms while in the Officers' possession.
3. Officers ~~should~~ ~~shall~~ secure all Department-authorized firearms out of the reach of children and others not familiar with the use and danger of firearms to prevent possible injury to family members and others.
4. Officers should be aware that a great burden of responsibility and liability accompanies the issuance of a Department firearm and ammunition.

IV. Firearms Training

- A. All Officers shall be certified, at least annually, with all approved lethal weapons that the employee is authorized to use.
- B. All firearms training ~~must~~ ~~shall~~ be conducted by a Department firearms instructor.
- C. All new sworn personnel shall be certified with their departmentally-approved firearms prior to reporting for their first day of duty.
- D. Firearms certification shall be an approved firearms course and any other course(s) the Chief of Police deems necessary.

RESTRICTED LAW ENFORCEMENT DATA

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- E. In the event of an accidental firearms discharge or the use of deadly force by a firearm, other than to destroy an animal that represents a danger to public safety, as outlined in policy GO88-5.1, the Officer ~~must~~ shall undergo an immediate recertification prior to returning to full duty. Supervisors ~~will~~ shall be notified of an accidental firearms discharge immediately, and a report of the incident shall be made within twenty-four (24) hours.

V. Firearms Range

- A. The Department utilizes the Whitfield County Sheriff's Office's (WCSO's) training facility for annual firearms qualifications and other firearms training.
- B. The Training Coordinator shall maintain a documented list of range safety rules, which conform to WCSO's range safety rules. These rules shall be provided to and reviewed with all range students prior to every Department firearms training event held at the range.
- C. Department firearms instructors shall be designated as Range Supervisors for all Department firearms training events held at the range. Range Supervisors shall be easily identified as such while firearms training is being conducted.
- D. The type of weapons, ammunition, targets, and equipment to be used on the range shall be determined by Range Supervisors, in compliance with this policy and WCSO's range safety rules.
- E. All personnel participating in firearms training shall wear personal safety equipment, including eye protection, ear protection, and a hat / cap with a bill. All students and firearms instructors shall wear protective body armor while actively engaged in firearms training.
- F. Department firearms instructors shall be trained in emergency medical response and shall have access to a first-aid / trauma kit during all Department training events held at the range. Range supervisors shall have access to a radio or cell phone at all times during firearms training in order to summon EMS personnel, if needed.
- G. While firearms training is being conducted, all duty ammunition shall be stored in the student's vehicle. All firearms brought to the range for training, but not actively being used on the range, shall be unloaded and stored in the student's vehicle, in the classroom, or at a designated area on the range.

VI. Firearms Qualification

- A. All sworn personnel are required to complete firearms training annually and qualify annually with their duty weapon, in accordance with Departmental standards.
- B. During the annual qualification, the Officer shall be given no more than four (4) attempts to achieve one (1) qualification score of 80% or greater.

RESTRICTED LAW ENFORCEMENT DATA

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- C. If, after four (4) attempts, an Officer fails to achieve a qualifying score, the Department firearms instructor shall notify the Officer's Supervisor and the Training Coordinator. Officers who fail to meet the minimum qualifications shall turn over their issued duty weapon and ammunition and not return to normal duty or extra duty until they successfully qualify with their duty weapon.
- D. After failing to qualify, the Officer shall contact the Training Coordinator in writing to arrange for remedial training with a Department firearms instructor. The Department firearms instructor conducting the remedial training ~~will~~ shall document all aspects of the remedial training and submit a written report to the Training Coordinator.
- E. Any Officer who fails an annual firearms qualification ~~will~~ shall be retested within fourteen (14) days of the initial attempt. The Officer shall be given no more than four (4) attempts to achieve one (1) qualification score of 80% or greater.
- F. If the Officer fails to achieve a qualifying score on the second attempt, the Department firearms instructor conducting the retest shall notify the Training Coordinator and the Support Services Division Commander.
- G. The Support Services Division Commander shall compile the information from the qualification sessions and remedial training and submit a written report, in accordance with policy GO88-2.10, Complaint Review Policy, to the Chief of Police for administrative action.

VII. Unsafe Firearms

If a firearm is determined to be unsafe or unserviceable, the Officer ~~will~~ shall notify his / her Supervisor of the deficiency. If another firearm is available, the Officer ~~will~~ shall be issued a replacement firearm after it has been reviewed, inspected, and approved by a Department firearms instructor. If there is not a replacement available, the Supervisor ~~will~~ shall make a determination if the Officer can continue to work in a sworn capacity without the firearm. The Officer ~~will~~ shall be issued a replacement firearm as soon as a qualified firearm becomes available.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Appendix A

Dalton Police Department Specifications for Authorized Firearms

Make: Glock
Model: 45
Caliber: 9mm Luger
Action Type: Semi-automatic double action
Weight: 24.48 ounces, with empty magazine
Barrel length: 4.02 inches
Magazine capacity: 17 rounds

Make: Department Approved
Model: AR-15 Style
Caliber: 5.56mm (.223 Remington)
Action Type: semi-automatic
Barrel length: 10-20 inches
Magazine capacity: 20 or 30 rounds

Make: Department Approved
Model: Department Approved
Caliber: 12 gauge
Action Type: Pump action or semi-automatic
Barrel length: 14-22 inches
Magazine capacity: 3-10 rounds

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> July 25, 2006	<i>Number</i> GO06-2.27
<i>Subject</i> Employee In and Out-Processing		
<i>Reference</i> CALEA Standard – 17.5.2		<i>Revised</i> July 24, 2018 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2020 2022	<i>No. Pages</i> 17

I. **Policy**

It is the policy of the Dalton Police Department to provide a system to guide new employees during in-processing and to guide separating employees during out-processing from the ~~agency~~ Department.

II. **Procedures**

A. New Employee In-Processing

1. All ~~Departmental~~ newly hired personnel ~~will~~ shall attend and complete all steps and / or phases of the Employee Orientation as it applies to their respective status.
2. The In-Processing Checklist (see Appendix B) ~~will~~ shall be used to track initial processing of all personnel.
3. The Property and Evidence ~~Custodian~~ Technician (PET) shall ~~will~~ be responsible for maintaining all documents generated from this directive.
4. As each item of the checklist is completed, the date ~~will~~ shall be entered in the appropriate space ~~in-addition-to~~ along with the initials of the new employee and the orientation agent.

B. Equipment and Property Issuance and Returns

1. At a minimum, all sworn employees shall be issued the following ~~Department-approved~~ equipment / uniform items:
 - a. ~~Department-approved~~ Protective body armor
 - b. ~~Department-approved~~ Handgun / handgun holster
 - c. ~~Department-approved~~ Handgun magazines / magazine holder
 - d. Flashlight / Flashlight holder

RESTRICTED LAW ENFORCEMENT DATA

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- e. Taser / Taser holster
 - f. Inner and outer duty belts
 - g. Handcuffs / handcuff case
 - h. Asp baton / baton holder
 - i. ~~Department approved hand-held~~ Portable radio / radio holder
 - j. Uniform pants
 - k. Uniform ~~LS/SS~~ shirts, both short and long sleeves
 - l. ~~Departmental approved~~ Uniform footwear
 - m. ~~Departmental approved~~ Uniform head-gear hat / cap
 - n. Rain Jacket
 - o. Reflective Vest
2. As each employee is issued various equipment, each item ~~will~~ shall be listed on the Property Issue / Return Form (Appendix A).
 3. All property issued and returned ~~will~~ shall be recorded by the ~~property and evidence custodian~~ PET.
 4. All copies of receipts, invoices, and purchase orders ~~paid for documenting the purchase of equipment issued to an~~ employee ~~should~~ shall be maintained in the employee's issued equipment file by the ~~Property and Evidence Custodian~~ PET.

C. Maintenance of Stored Departmental Property

Accountability for ~~agency~~ Department-owned property shall be the direct responsibility of the division, unit, ~~section~~, or employee the property is assigned ~~to~~. All stored property shall be maintained in a state of operational readiness. Division Commanders or their designees shall conduct a documented annual inspection of the stored property within their division. The inspection ~~report~~ shall be forwarded to the Chief of Police.

D. Employee Out-Processing

1. Every employee who separates service from the Department shall follow the procedures set forth in this section. A date ~~will~~ shall be set for each separating employee to complete necessary out-processing, equipment turn-in, and associated paperwork.

RESTRICTED LAW ENFORCEMENT DATA

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2. Every employees who intends to separate service from the Department will shall refer to the Employee Out-Processing Checklist (see Appendix C). Each item on the list should shall be completed prior to or during the employee's out-processing.
3. The Division Commander or his / her designee will shall be responsible for initiating and maintaining the Out-Processing Checklist for personnel under their command.
4. Every separating employees will shall return all Department-issued equipment to the ~~Property and Evidence Custodian~~ PET, who will shall reconcile the equipment with the employee's records.
5. Every employee separating from service will shall complete an Exit Interview Questionnaire (see Appendix D) prior to an exit interview with the Chief of Police or his / her designee.
6. Upon completion of out-processing, the Out-Processing Checklist and Issued Equipment file will shall be forwarded to the Chief of Police's Administrative Assistant. The checklist and exit interview materials will shall be filed as appropriate with the employee's personnel records.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX A

Dalton Police Department Property Issue / Return Form													
Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	P&E Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	P&E Initials
AED													
Alco Sensor													
Asp Baton													
Badge, Police													
Belt, Inner													
Belt Keeper													
Belt, Outer Duty													
Body Camera													
Boots/Shoes													
Boots/Shoes													
Camera-portable													
Canister, Gas Mask													
Card, Identification													
Chemical tools / OC													
Collar Brass													
Command Board													
Computer													
Ear Protection													
Eye Protection													
Fingerprint Kit													
First Aid Kit													
Flashlight													

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RESTRICTED LAW ENFORCEMENT DATA
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Dalton Police Department Property Issue / Return Form													
Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	P&E Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	P&E Initials
Flashlight, Traffic Cone													
Gloves, Leather													
Gun Cleaning Kit													
Handcuff Case													
Handcuffs, S&W													
Hat Badge													
Hat, Cloth													
Hat Cover													
Hat, Mesh													
Holder, ASP													
Holder, OC Spray													
Holder, Flashlight													
Holder, Latex Glove													
Holder, Magazine													
Holder, Radio													
Holster, Firearm													
Holster, Taser													
Jacket, Rain													
Jacket, Winter													
Jump box													
Key, Mailbox													

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Dalton Police Department
 Property Issue / Return Form

Item	Issued				Returned								
	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	P&C Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	P&C Initials
Laser Unit													
Mask, CPR													
Mask, Gas													
Name Bar													
Pants, 5.11													
Pants, Uniform													
Pry / Breaching Tools													
Radar Unit													
Radio, Portable													
Rifle													
Riot Gear													
Shirt, LS Polo													
Shirt, SS Polo													
Shirt, LS Uniform													
Shirt, SS Uniform													
Shotgun													
Shotgun, Non-Lethal													
Suit, Hazmat													
Tape Recorder													
Taser													
Tie													
Tint Meter													

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Dalton Police Department
Property Issue / Return Form

Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	PAC Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	PAC Initials
Tourniquet / Holder													
Vehicle													
Vest, Ballistic Plates													
Vest, Body Armor													
Vest, Extra Carrier													
Vest, Traffic													
Weapon, Duty													
Weapon, Backup													

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RESTRICTED LAW ENFORCEMENT DATA

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Instructions for Property Issue / Return Form

Employee Name/Number

Enter the name and employee number of the person receiving/returning property

Item

This space describes the property being issued/returned. Find the item on the page and enter the appropriate information in each column as indicated in these instructions. **If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item.**

Date Issued

Enter the date the item is issued.

Issued Qty.

Enter the quantity issued.

Issued Condition

Enter the condition of the property: "N" for new, or "U" for used.

Emp. Initials

The employee receiving property personally enters his/her initials.

P&E Initials

P&E agent personally enters his/her initials.

Serial Number

Enter the manufacturer's serial number. If not available, enter "N-A".

Model Number

Enter the manufacturer's model number. If not available, enter "N-A".

Inventory Number

Enter the City of Dalton assigned inventory number.

Date Returned

Enter the date the item is returned.

Returned Qty.

Enter the quantity returned.

Returned Condition

Enter the condition of the property: "N" for new, or "U" for used.

Emp. Initials

The employee returning property personally enters his/her initials.

P&E Initials

P&E agent personally enters his/her initials.

Adding Additional Items

If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item. For example, if an employee returns a pistol, the original item space should be located on the form and all of the "return" information should be completed by the employee and P&E agent. If a new pistol is then issued, the P&E agent will find the first blank line and "issue" the new pistol, entering all the necessary information into the spaces under each column heading.

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RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX B

Dalton Police Department
In-Processing Checklist

Employee:		Orientation Agent Initials	New Employee Initials	Function	Division Responsible	Required
Date Completed				Initial orientation: personnel documents; tax forms; insurance	SPT / ADM	All
				Police Badge Issued	ADM	Sworn
				Mailbox and locker assignment	PAT	All
				Fitting for all uniforms/apparel	SPT / P&E	Sworn
				Issue of equipment (post-academy and pre-certified)	P&E	Sworn
				Verify data accuracy for POST Application for Certification	SPT	Sworn
				Identification Card issued	SPT	All
				Account passwords: Email, Spillman, PowerDMS	SPT	All
				Firearm; impact weapon; leather gear issued	P&E	Sworn
				Firearms Orientation / FATS	SPT	Sworn
				Academy Pre-orientation	SPT	Sworn
				Final Ordering of uniforms (After EVOC)	SPT / P&E	Sworn
				Discussion of Academy No-Fail policy	SPT	Sworn
				Discussion of Employee Contract Stipulations	SPT	Sworn

SSD IPC 060512 R0620

Instructions for In-Processing Checklist

Date Completed

Enter the date the particular function was completed

New Employee Initials

Initials of the in-processing employee

Orientation Agent Initials

Initials of the employee conducting the orientation

Function

The main objective being completed. **If a function not listed is performed, that function should be entered on the next blank line**

Division responsible

The departmental division responsible for completing the function

Required

Indicates, by status, which new employees must complete each function

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX C

Dalton Police Department
 Out-Processing Checklist

Employee:			Function	Required
Date Completed	Exiting Employee Initials	Out-Process Agent Initials		
			Providing written notice of intent to separate	All
			Review and update of active incidents	Sworn
			Review and purge of evidence items	Sworn
			Calculation of leave/sick accruals	All
			Complete exit interview process	All
			Return of all issued equipment as noted on Property issue/Return Form	All

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Instructions for Out-Processing Checklist

Date Completed

Enter the date the particular function was completed

Exiting Employee Initials

Initials of the out-processing employee

Out-Processing Agent Initials

Initials of the employee conducting the ~~orientation~~ out-processing

Function

The main objective being completed. **If a function not listed is performed, that function should be entered on the next blank line, including completion of all related columns.**

Required

Indicates, by status, which exiting employees must complete each function

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX D

DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Instructions

Current policy requires that you complete the attached forms as part of your separation from the department. Among many things, the information you provide will aid the department in evaluating current practices and determining whether future adjustments to policies and procedures should be examined.

Please provide answers in as many areas as applicable, and where space is provided for written responses, provide as much detail as necessary to address the issue. Feel free to add additional page(s).

You should complete these forms **prior to** your exit interview, which will be scheduled for you.

After completing these forms, forward them to your Division Commander unless otherwise instructed.

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Was your decision to leave the Dalton Police Department influenced by any of the following?
Please check all that apply.

Leaving the Area (moving)

Returning to School

Health Reasons

Family Circumstances

Retirement

Found a Better Job

Terminated

Dissatisfied with:

Type of work

Working Conditions

schedule environment

Income

Supervision

Other (please explain)

Other/Comments:

How would you rate your perception of the following areas during your employment with the department?

Excellent

Good

Fair

Poor

Cooperation within the department

Cooperation with other divisions

How well you were oriented to the job

Adequacy of on-going training

Communication within department

Workload

Other/Comments:

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

What is your opinion of the following?

- | | <u>Excellent</u> | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Unsure</u> |
|-----------------------------|------------------|-------------|-------------|-------------|---------------|
| Your wage/salary | | | | | |
| Opportunity for Advancement | | | | | |
| Transfer Procedure | | | | | |
| Performance Appraisal | | | | | |
| Physical Working Conditions | | | | | |
| Equipment Provided | | | | | |
| Paid Holidays | | | | | |
| Paid Vacations | | | | | |
| Paid Sick Leave | | | | | |
| Life Insurance | | | | | |
| Retirement/Pension | | | | | |
| Medical Benefits | | | | | |

Other/Comments:

How would you rate your Supervisor/Manager on the following points?

- | | <u>Excellent</u> | <u>Good</u> | <u>Fair</u> | <u>Poor</u> | <u>Unsure</u> |
|--|------------------|-------------|-------------|-------------|---------------|
| Demonstrates fair and equal treatment | | | | | |
| Resolves Complaints and Grievances | | | | | |
| Follows and enforces policies and procedures | | | | | |
| Informs employees of matters that directly relate to job | | | | | |
| Encourages feedback and welcomes suggestions | | | | | |
| Acknowledges employee accomplishments | | | | | |
| Willing to admit/correct mistakes | | | | | |
| Gives instructions clearly | | | | | |
| Develops cooperation | | | | | |

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Please respond to the questions below. All questions will be held in confidence.

What was/is your length of employment? _____

What positions/ranks/job titles did/do you hold?

What are your reasons for leaving?

When you made the decision to resign, were there any particular practices or working conditions that you feel were detrimental to a satisfactory working environment? If so, have you any suggestions on how to eliminate them?

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Do you feel that any coworkers and/or supervisors subjected you to any adverse treatment, or treated you differently than other employees? If so, please explain.

Additional Comments:

Your Printed Name: _____

Your Signature: _____

Date: _____

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> August 1, 1998	<i>Number</i> GO91-4.9
<i>Subject</i> Arrests / Arrest Warrants		
<i>Reference</i> OCGA Titles 17 and 35, State of Georgia Constitution CALEA Standards – 1.1.4, 1.2.5, 1.2.6, 1.2.7, 74.1.3, 74.3.1		<i>Revised</i> July 24, 2018 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2020 2020	<i>No. Pages</i> 16

I. Policy

It is the policy of the Dalton Police Department that arrests be **made** in accordance to the dictates of the **constitutional and** statutory requirements of the State of Georgia and the Fourth Amendment of the United States Constitution and to ensure that all warrants issued by the **Dalton** Municipal Court and by **the** Whitfield County Magistrate Court, that fall within the jurisdiction of the Dalton Police Department, be accounted for, served and / or returns made, and filed in compliance with the rules and regulations hereinafter stated by this policy, as well as in compliance with Georgia law.

II. Definitions

- A. *Arrest* – An arrest is accomplished whenever the liberty of a person to come and go at will is restrained, no matter how slight such restraint may be, except in investigative detentions. An actual touching of a person with a hand is not essential to constitute a valid arrest.
- B. *Investigative Detention* – A situation in which an Officer is permitted to stop and briefly detain a person for investigative purposes based on a reasonable suspicion supported by articulable facts that criminal activity may be afoot.
- C. *Probable Cause Requirement* – Probable cause exists when the “facts and circumstances within the officer’s knowledge are sufficient to warrant a prudent person, or one of reasonable caution, in believing, in the circumstances shown, that the suspect has committed, is committing, or is about to commit an offense.” [Michigan v. Defillippo, 443 U.S. 31 (1979)]
- D. *Sworn Officer* – A certified law enforcement officer who is appointed or employed in conformity with Chapter 8 of Title 35 of the Official Code of Georgia Annotated.
- E. *Miranda Warning* – A decision reached by the United States Supreme Court, cited Miranda v. Arizona, 384 U.S. 436 (1966), in which the court stated that all persons, while in the custody of police officers and being asked questions, must be advised of the “right to remain silent, that any statement made can and will be used against them in a court of law, and that they have the right to the presence of an attorney

and that if they can't afford an attorney, one will be appointed for them prior to any questioning, if they do so desire.”

III. Officer Discretion / Alternatives to Physical Arrest

- A. An Officer's discretion is an essential function of effective law enforcement. Discretion shall be used in accordance with ~~agency~~ Department policy.
- B. What is reasonable in terms of appropriate law enforcement action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. There may be a report written or, in the case of minor offenses, verbal warnings or other referrals may be given. However, in every case, an Officer must act reasonably within the limits of his / her authority. Whether an individual is arrested or released with a citation, Officers ~~will~~ shall not inhibit the individual's right of access to courts, which may be accomplished by assigning a court date.
- C. Whenever possible, an Officer may use alternatives to physical arrest ~~with-a~~ by giving a warning or issuing citations. The decision to make a physical arrest ~~decision should~~ shall be based on:
 - 1. The seriousness of the offense
 - 2. ~~Dalton Police~~ Department policy
 - 3. An evaluation of the offender's intent and mental state
 - 4. The victim's willingness to press charges; ~~and~~
 - 5. Any other influencing circumstances

IV. Obtaining a Warrant

- A. When ~~the~~ a suspect is not yet in custody, a state warrants may be obtained from the Whitfield County Magistrate Office Court from 09:00 to 17:00 hours, Monday through Friday. Magistrate judges are available after business hours on an “on-call” basis and may be requested to issue a warrants in cases with extenuating circumstances and with a Supervisor's approval.
- B. The following guidelines ~~should~~ shall be followed when a magistrate judge is not available:
 - 1. Complete the Officer's Statement in Support of Warrantless Arrest Form.
 - 2. Attach a copy of the incident report ~~will be attached~~ to the form.
 - 3. Complete all required fields in the non-custody booking section of the Records Management System.
 - 4. All bonds will be handled by the Whitfield County Sheriff's Department

RESTRICTED LAW ENFORCEMENT DATA

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Office (WCSO).

5. This procedure is only to be used when the Officer has the violator in custody.

~~C.B.~~ All unserved state warrants ~~will~~ shall be turned in to the ~~Whitfield County Sheriff's Office~~ WCSO after all attempts to serve the warrants have been exhausted.

V. **Arrest with a Warrant**

- A. An arrest warrant has the purpose of interposing a probable cause determination by a neutral and detached magistrate or judge between the law enforcement officer and the person to be arrested [Johnson v. U.S., 333 U.S. 10 (1948)]. An arrest warrant must be executed by a sworn law enforcement officer only.
- B. An ~~police~~ Officer has the right to execute the warrant by arrest of the defendant not only in a public place, but also at his or her home. [Payton v. New York, 445 U.S. 573 (1980)]
- C. When there is probable cause to arrest a person for a crime and the requirements for an arrest without a warrant are not met, an Officer shall obtain an arrest warrant from a magistrate ~~judge~~ or Superior Court judge prior to taking the person into custody.
- D. In misdemeanor cases, the Officer shall have the warrant in his or her possession at the time of arrest or so near at hand that it can be exhibited on demand.
- E. In felony cases, it is not necessary for the Officer to have the actual warrant in hand at the time of arrest.

VI. **Municipal Court Bench Warrants / Probation Warrants**

- A. The ~~Police Department~~ Records ~~Unit~~ Section is responsible for receiving and maintaining Dalton Municipal Court bench warrants and probation warrants. All warrants are accessible twenty four (24) hours a day.
- B. Quarterly audits ~~will~~ shall be conducted of the warrants on file to maintain file integrity by the Support Services Division Commander or his / her designee. This quarterly audit is in addition to GCIC requirements and audit procedures.
- C. Copies of the approved procedures and sign out logs are provided with this directive for reference; see Appendices A, B, C, D, E, and F.
- D. Hit confirmations for ~~Municipal Court~~ bench warrants ~~of~~ and probation warrants are sent to the Records ~~Unit~~ Section during regular business hours or to the ~~Whitfield County Sheriff's Department~~ WCSO during non-regular business hours.
- E. ~~A Supervisor~~ The Watch Commander shall be notified and shall determine if sufficient manpower exists and the location is within established guidelines to pick up prisoners to serve Municipal Court bench warrants ~~of~~ and probation warrants. If the subject is outside of the area or there is not sufficient manpower, the

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Supervisor ~~will~~ shall advise the agency to not place a hold on the subject. If there is sufficient manpower and the agency is inside of the established guidelines to pick up prisoners, the Supervisor ~~will~~ shall advise the agency to place a hold on the subject and make arrangements to transport the prisoner to the ~~Whitfield County Sheriff's Department~~ WCSO.

VII. **Warrants from other Agencies**

- A. If an agency requests assistance in arresting a person who resides within the corporate limits of the City of Dalton, the Officer must first:
- ~~1.~~ Verify the validity of the warrant.
 - ~~B.2.~~ Once the warrant is determined to be valid, uniformed Officers or Investigators may assist the agency.
 - ~~C.B.~~ If the agency requesting assistance is unable to come to the City of Dalton jurisdiction to make the arrest, an administrative message must be received stating the following:
 1. Offender's name
 2. Race and date of birth
 3. Description, including sex
 4. Charges
 5. Warrant number(s)
 - D. A faxed or emailed copy of the warrant must also be received. This ~~must~~ shall be done prior to any attempt by ~~Dalton Police~~ Officers or Investigators to arrest the offender.

VIII. **Service of Dalton Police Department Warrants in other Jurisdictions**

- A. Service of warrants obtained by members of the ~~Dalton Police~~ Department in other jurisdictions must be done in accordance with Georgia state law. (O.C.G.A. 17-4-24, 17-4-25)
- B. If an Officer or Investigator ~~of the Dalton Police Department~~ requests by administrative message that an arrest be effected in another jurisdiction, the following information ~~will~~ shall be included in the request:
1. Offender's name
 2. Race and date of birth
 3. Description, including gender
 4. Charges

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5. Warrant number(s)

IX. **Arrest without a Warrant**

A. Situations Not Requiring a Warrant:

1. If the offense is committed in the presence of or within the immediate knowledge of the Officer
2. If the offender is endeavoring to escape
3. If the Officer has probable cause to believe that an act of family violence, as defined in O.C.G.A. 19-13-1, has been committed
4. If there is likely to be a failure of justice for want of a judicial officer to issue a warrant (O.C.G.A. 17-4-20)

~~B.5.~~ In cases where a warrantless arrest is affected, the Officer must complete the Warrantless Arrest Form and deliver the form, along with supporting documentation, to ~~the Whitfield County Jail~~ booking personnel [at the WCSO](#). The only exception in a warrantless arrest situation would be a violator arrested on a city ordinance violation with no other charges included.

~~C.B.~~ Arrest by Citation

1. An ~~law enforcement~~ Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation. (O.C.G.A. 17-4-23). But, in most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized, unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.
2. The offense must have been committed in the Officer's presence or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement officer observing the offense being committed.
3. By exception, where the offense results in a [motor vehicle collision accident](#), an investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement officer.
4. The arresting Officer shall issue to such person a citation, which shall enumerate the specific charges against the person and the date upon which the person is to appear [at court](#) and answer the charges.
5. When an arresting Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement officer, the citation shall list the name of each Officer and each

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must be present when the charges against the accused person are heard.

C. Arrest by a Private Citizen

1. A private person may arrest an offender if the offense is committed in his / her presence or within his / her immediate knowledge. If the offense is a felony and the offender is escaping or attempting to escape, a private person may arrest him / her upon reasonable and probable grounds of suspicion. (O.C.G.A. 17-4-60)
2. A private person who makes an arrest pursuant to O.C.G.A. 17-4-60 shall, without any unnecessary delay, take the person arrested before a judicial officer, as provided in O.C.G.A. 17-4-62, or deliver the person and all effects removed from him / her to a peace officer of this state. (O.C.G.A. 17-4-61)
3. A peace officer who, in good faith and within the scope of his / her authority, takes custody of a person arrested by a private person, pursuant to this Code Section, shall not be liable at law for false arrest or false imprisonment arising out of the arrest. (O.C.G.A. 17-4-61)
4. A peace officer who takes custody of a person arrested by a private person shall, without delay, convey the offender before the most convenient judicial officer authorized to receive an affidavit and issue a warrant (O.C.G.A. 17-4-40).
5. In terms of this directive, this process shall be completed via the Warrantless Arrest Form process or by applying directly to a Whitfield County magistrate judge for a warrant.

D. Promptness Required

1. An Officer's power to arrest without a warrant does not extend to offenses that are long past. Only when the Officer has no time to get a warrant is the warrantless arrest authorized.
2. When a person is arrested without a warrant, the Officer is required to appear before a magistrate judge within forty-eight (48) hours and to obtain a warrant.

E. Warrantless Entry of Suspect's Dwelling to Effect an Arrest:

1. Absent extenuating circumstances, an law-enforcement Officer may shall not make a warrantless, non-consensual entry into a suspect's house to arrest, even though probable cause exists to believe the suspect is in fact the perpetrator of a felony [Payton v. New York, 445 U.S. 573 (1980)].
2. Factors that will shall be considered by the court when determining if extenuating circumstances exist that may to justify a warrantless entry to effect an arrest include:

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- a. The gravity or violent nature of the offense with which the suspect is being charged
- b. Whether ~~the suspect~~ it is reasonably believed ~~to be~~ that the suspect is armed
- c. A clear showing of probable cause to believe that the suspect committed the crime, coupled with other factors
- d. Strong reason to believe that the suspect is in the premises being entered
- e. The peaceful circumstances of the entry [U.S. vs. Martinez-Gonzales 686 F.2d 93-100 (2d Cir. 1982)]

X. **Immunity from Arrest**

A. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly, or committee meetings thereof, and in going thereto or returning there from, except for treason, felony, or breach of peace.

B. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business and who are entitled to some degree of diplomatic or consular immunity.
 - a. Diplomatic (blue border for diplomats)
 - b. Official (green border for embassy employees)
 - c. Consular (red boarder for consular personnel)
4. A brief statement of the bearer's criminal immunity is printed on the back of the identification card.
- 5.4. To verify entitlement to diplomatic or consular immunity, an Officer can contact U.S. State Department personnel:
 - a. During regular business hours: (202) 485-7703 or (866) 217-2089

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b. After regular business hours: (202) 647-1512 or (866) 217-2089

~~6.5.~~ Individuals entitled to immunity may be detained if they are a serious danger to themselves or others. They ~~will~~ shall not be restrained unless an act of violence is committed.

~~7.6.~~ Officers ~~will~~ shall inform the individual of our responsibility for preserving safety for ~~them~~ him / her and others.

~~8.7.~~ Incidents involving persons claiming immunity shall be documented in an incident report and forwarded through the chain of command to the U.S. State Department.

C. Military Personnel

Members of the military service shall in all cases, except treason, felony, or breach of peace, ~~be~~ have privilege from arrest during their attendance of drills, parades, meetings, encampments, elections of officers, and going to, during, and returning from the performance of active duty as such. Whenever an Officer stops military personnel on active duty, an arrest may be effected if the offense meets the above criteria, and the Officer shall notify the violator's commanding officer or the District Attorney's office (OCGA 17-4-2).

XI. **Interviews and Interrogations**

All interviews and interrogations ~~will~~ shall be conducted according to the guidelines set forth in policy GO98-4.4, Conducting Interviews and Interrogations.

XII. **Searches Incident to Arrest**

A. Incident to an arrest with or without an arrest warrant, a warrantless search of the arrestee's person at the time and place of the arrest ~~may~~ shall be made. The area into which the arrestee might reach for a weapon or to destroy evidence may also be searched.

B. The search must be contemporaneous in time and place with the arrest.

C. The scope of a warrantless search incident to an arrest is limited to the area within the arrestee's immediate control or reach. The Officer may search the area to:

1. Protect Officers and / or bystanders from attack
2. Prevent the arrestee from escape
3. Discover and seize the fruits of the crime for which the person is being arrested
4. Discover and seize instruments, articles, or things which are being or may be used in the commission of the crime for which the person is being arrested

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XIII. Arrest Procedures

A. General

1. Officers shall advise the person to be arrested that ~~they are~~ he / she is under arrest and state the offense for which ~~they are~~ he / she is being arrested, as soon as ~~possible~~ practical.
2. When not in uniform, Officers shall also notify the person being arrested that they are a police officer.
3. A person under arrest must be advised of the Miranda Warning prior to any questioning.
4. All arrests, both with and without warrants, shall be made by a sworn Officer.
5. With a warrant, an Officer shall knock and announce his / her presence prior to entering a person's home or rented room for purposes of arresting that person, unless the safety of the Officer or others is in jeopardy.

B. Arrests outside the City Limits of Dalton

1. Officers are empowered to make an arrest outside the city limits as the end result of hot pursuit.
2. Officers who have been deputized may exercise the arrest powers of a deputy sheriff, as provided by law.
3. Officers may arrest, with a warrant, outside the city, pursuant to O.C.G.A. 17-4-20 and 17-4-25.

C. Use of Force to Effect Arrest

1. ~~Law enforcement~~ Officers have the right to use such force as reasonably necessary to accomplish the arrest. [Morton v. State 190 GA 792 (1940)]
2. With a felony warrant and when admittance is refused and the Officer has probable cause to believe the person to be arrested is within ~~their home a~~ dwelling, the Officer is authorized to use reasonable force to enter the dwelling to effect an arrest ~~after conferring with and gaining approval from~~ a Supervisor.
3. With a misdemeanor warrant, an Officer shall not break into a dwelling to effect an arrest, except in cases of extreme emergency.

D. Post Arrest

1. After arresting a person and making any search incident to arrest, Officers shall transport the person arrested to the ~~Whitfield County~~ WCSO Jail without delay or diversion by way of the quickest and most direct route, but

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with Supervisor's approval he / she may be transported to the Police Services Center or other locations for investigative purposes.

2. The booking personnel at WCSO ~~the Whitfield County Jail~~ shall take photographs of the arrestee and are responsible for completing and submitting fingerprints of the arrestee, if required by law.

XIV. **Consular Notifications**

- A. Based on the Vienna Convention on Consular Relations, whenever an Officer arrests or takes into custody a person other than a United States citizen, the arresting Officer ~~will~~ shall ask the arrestee if the person desires to have the arresting Officer contact ~~their~~ his / her home country's consular official. Any refusal or desire to contact an official shall be documented on the Consular Notification Form.
- B. Several countries require notification, regardless of the wishes of the violator. It is the arresting Officer's responsibility to determine the violator's country's status and to complete a Consular Notification Form. The Officer shall then turn in the form to a Supervisor for dissemination to the appropriate consulate.
- C. Completed Consular Notification Forms shall be forwarded to the Records Section where they are scanned and attached to the corresponding report in the Records Management System.
- ~~D.~~ Officers are provided a Consular Notifications and Access Reference Card which lists notification procedures upon the arrest or detention of a foreign national. The card also lists the mandatory notification countries.

XV. **Un-arrest Procedure**

In the event an Officer arrests the wrong person or it becomes necessary to release a person from custody, the Officer shall:

- A. Release the person as quickly as possible.
- B. Release the person at a location of the person's choosing.
- C. Document the un-arrest and the circumstances surrounding the arrest and release.
- D. Document the release and the conditions of it.

XVI. **Officer Care and Responsibility**

- A. The care, custody, control, and safety of a suspect is the sole responsibility of the arresting Officer. This responsibility remains in effect until the suspect is turned over to an appropriate higher authority or booked into the appropriate detention facility or jail.

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- B. Arresting Officers are required to protect suspects from other suspects, victims, fellow Officers, and self-inflicted injuries. In some instances this may not be an easy task and will require assistance from other Officers.
- C. If an Officer becomes aware that a fellow Officer is about to or is committing misconduct toward a suspect, the Officer shall intervene, when reasonably possible, to prevent or stop the misconduct (See policy GO88-2.14, Rules of Conduct).

XVII. **Off-Duty Arrests**

Officers ~~should~~ shall not make off-duty arrests when:

- A. The ~~arresting~~ Officer is personally involved in the incident underlying the arrest ~~or~~
- B. ~~When~~ Engaged in off-duty employment of a non-police nature, and the Officer's actions are only in furtherance of the interests of the private employer; ~~or~~
- C. ~~When the arrest is made solely as enforcement of a minor traffic regulation. Despite the fact that a police Officer has police powers and responsibilities twenty-four (24) hours a day throughout the jurisdiction, the off-duty Officer should not enforce minor traffic regulations.~~ Enforcing a minor traffic regulation, code, or administrative matter (See policy GO03-4.21, Off-Duty Powers of Arrest)
- D. The Officer has custody of minor children and is responsible for their safety and protection

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

WARRANT PROCEDURES: (City Probation)

Submitting Warrants

1. An employee of the Probation agency brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Probation employee will have the transmittal log signed by a Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Probation office, the clerk will call the Records Section of the Dalton Police Department and make notification of a Probation warrant that is being dismissed. The call should be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Probation Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active probation warrant comes to the probation office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of their probation, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active probation warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX B

WARRANT PROCEDURES: (Municipal Court)

Submitting Warrants

1. A Municipal Court employee brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Municipal Court employee will have the transmittal log signed by Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Municipal Court Office, the clerk will call the Records Section of the Dalton Police Department and make notification of a bench warrant that is being dismissed. The call will be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Municipal Court Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active bench warrant comes to the Municipal Court Office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of the Court, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active bench warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX C

WARRANT PROCEDURES: (Police Department)

Receiving Warrants

1. The Records Section receives the warrant transmittal log and the original warrant(s) from the Dalton Municipal Court or the City Probation agency.
2. GCIC entry paperwork is prepared and the record entered into GCIC files, as required by GCIC rules.
3. The warrant and GCIC paperwork are filed in the appropriate location. (Warrants shall be filed in alphabetical order.)
4. The Records Section will check the recall / warrant basket every morning for items requiring action and take the appropriate action.

Dismissal Sheets

1. The Records Section receives a call from the Municipal Court / Probation Office that a dismissal sheet is being faxed to 706-217-2076.
2. The employee receiving the phone call is responsible for retrieving the fax and pulling the warrant identified on the dismissal sheet.
3. The employee will verify that all the information is accurate, pull the GCIC paperwork, and cancel the record from the GCIC files.
4. The original warrant and dismissal sheet will be sent to Municipal Court.
5. The Records Section will log the warrant on the "Dismissed Warrant" form.

Warrant Service

1. When an Officer has contact with a subject with a possible city warrant and has verified the subject's identity, the Officer shall attempt to confirm the warrant is located in the Records Section.
2. The Officer shall contact another Officer or employee in the Records Section to confirm the warrant is active.
3. The employee shall enter the Records Section and check the fax machine to ensure no warrants have been recalled for dismissal and have not been pulled from the file.
4. If a dismissal sheet is located on the fax machine, the employee will log the warrant on the Dismissed Warrant form (Appendix D), pull the warrant identified on the dismissal sheet, and remove it from GCIC files immediately. (If the dismissal sheet is for the person the Officer has in custody, the employee will immediately notify the Officer).
5. If no dismissal sheets are on the fax machine, the employee will pull the warrant on the subject in custody, log the warrant out on the Warrants Served form (Appendix F), and call for an Officer to pick up the warrant or take the warrant to the Whitfield County Sheriff's Office.
6. If the WCSO Intake personnel refuse to accept a person on a bench or probation warrant, the Officer shall write a report on the service of the warrant and leave the suspect in the lobby of the WCSO to

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contact someone to pick him / her up. The report should reflect why the jail refused to take the suspect and the name of the Intake Supervisor / Officer making that decision.

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APPENDIX D
 DALTON POLICE DEPARTMENT
 DISMISSED WARRANTS

DATE	TIME	VIOLATOR NAME	WARRANT #	YOUR INITIALS
1.				
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REC WTD 040805

APPENDIX E
DALTON POLICE DEPARTMENT
WARRANT LOG

DATE	# OF BENCH WTS. ENTERED	# OF PROBATION WTS. ENTERED	# OF BENCH WTS. SERVED	# OF PROB. WTS. SERVED	# OF PROB. WTS. DISMISSED	YOUR INITIALS

REC WTL 040806

APPENDIX F
 DALTON POLICE DEPARTMENT
 WARRANTS SERVED

DATE	TIME	VIOLATOR NAME	WARRANT #	OFFICER'S PRINTED NAME
1.				
2.				
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REC WAR 040804

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> April 22, 2014	<i>Number</i> GO13-6.9
<i>Subject</i> Active Threats		
<i>Reference</i> CALEA Standard – 46.1.10		<i>Revised</i> July 24, 2018 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2020 2022	<i>No. Pages</i> 6 7

I. Policy

It is the policy of the Dalton Police Department to provide a rapid response to active threats / shooters in order to minimize the loss of life and contain these types of situation as quickly as possible. These types of situations require rapid deployment of initial responding law enforcement personnel prior to the arrival of tactical teams or special units; delayed response increases the likelihood and number of casualties.

II. Definitions

- A. *Active Threat* – A suspect(s) who is actively engaged in causing death or great bodily injury to others. The incident location will normally contain a large number of victims and potential victims, and the incident is active / on-going when law enforcement arrives.
- B. *Rapid Deployment* – The swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could otherwise result in death or serious bodily injury to innocent people.
- C. *Contact Team* – An Officer or group of Officers whose primary mission is to stop the assailant’s deadly behavior and prevent escape.
- D. *Rescue Team* – A group of Officers assigned to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment.

III. Characteristics of an Active Threat Assailant

The following is a list of characteristics commonly associated with assailants who present an active threat. This list is compiled from descriptions of past incidents and is not meant to be all inclusive.

- A. May be focused on assaulting persons with whom they have had prior contact. Their intention can be an expression of hatred or rage rather than the commission of a crime.

- B. Engages more than one target and may be intent on killing a number of people as quickly as possible. May engage victims from a distance, similar to a sniper.
- C. Goes to locations where there are numerous potential victims (“target-rich environment”), such as schools, theaters, or shopping malls. Assailants may have some degree of familiarity with the building they choose to occupy.
- D. Continues their attack despite the arrival of emergency responders. Tactics, such as containment and negotiation, normally associated with standoff incidents, may not be adequate in these types of events.
- E. May be better armed than ~~police~~ law enforcement and may utilize explosives, booby traps, body armor, and / or diversionary tactics.
- F. Have planned the attack and ~~is~~ are prepared for a sustained confrontation with ~~the~~ police law enforcement. Escape ~~from the police~~ may not be a priority for the assailants.
- G. ~~Is~~ Are suicidal, deciding to die in the course of their actions, either at the hands of others or by a self-inflicted injury.

IV. Procedures

- A. Each active threat situation will be unique and dynamic. The incident may go in and out of an “active” status. A suspect may go from an active shooter to a barricaded person with / without hostages. Since these incidents contain many variables, their response cannot be completely reduced to specific procedures.
- B. The following are general guidelines and basic principles for use during a response to an active threat. Should the situation de-escalate to a point where there is no longer an immediate danger, Officers should transition to conventional police tactics and Department procedures, as appropriate.
- CA. First Responders
 - 1. The first priority for Officers as they arrive is to locate the assailant(s) and **STOP** the aggressive deadly behavior. First responders must:
 - a. Enter the area as part of a Contact Team
 - b. Move quickly to the sound / source of violence
 - c. Search only when the source of violence is unknown
 - d. Move past victims, distractions, or lesser threats (explosive devices, etc.)
 - e. Locate and stop the active threat

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2. Initial information regarding the active threat may be unclear. This information may be obtained from the dispatcher, “on the run” from fleeing witnesses, from observations of spent casings on the ground, from damage from fired rounds, etc. As soon as practical, Officers should attempt to obtain the following information and disseminate it over the radio:
 - a. Who is the assailant?
 - b. What does the assailant look like?
 - c. Where is the assailant?
 - d. What weapon(s) does the assailant possess?
 - e. What is known about the assailant’s tactical abilities / specialized knowledge?
 - f. What is the assailant’s motive / agenda?
3. Officers that are wearing plain-clothes or civilian attire and enter the location of an active threat shall wear an article of clothing or item of equipment, such as a ballistic plate carrier with “POLICE” patches attached, which readily identifies them as law enforcement to other Officers that are already on scene and other Officers that arrive afterwards.
4. Officers arriving to the scene of an active threat in which Incident Command has already been established shall proceed to the Command Post or Staging Area to await instructions.
5. Officers should be mindful that members of other law enforcement agencies will most likely self-dispatch to the location of an active threat. Members of other law enforcement agencies may be utilized for Contact Teams, Rescue Teams, or other tasks, as assigned by the Incident Commander.

DB. Contact Teams

1. The primary mission of the Contact Team is to stop the assailant’s deadly behavior and prevent escape. The secondary mission is to direct victims out of the crisis site through secured areas to the staging location or to shelter in place.
2. The following ~~should~~ shall be considered primary tasks for the Contact Team:
 - a. Locate the assailant.
 - b. Stop the assailant’s deadly behavior.
 - c. Limit the assailant’s movement.

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- d. Prevent the assailant's escape.
 - e. Communicate the team's progress to the Incident Commander and other Officers.
 - f. Notify the Command Post where victims are located so they can be rescued.
 - g. Direct any able victims to a safe area and communicate that help is coming.
23. Ideally, the initial Contact Team would be composed of two (2) to three (3) Officers. This allows the team to adhere to standard tactical doctrine and provides an optimum combination of speed of movement, protection, and firepower.
4. ~~However,~~ During the time needed to assemble ~~the~~ a Contact Team, the assailant(s) may be actively engaged in killing innocent people. Therefore, it falls on the ~~first~~ initial responding Officer to make the decision as to whether ~~a smaller Contact Team (or an individual Officer)~~ he /she should make immediate entry to stop the threat. If the Officer hears gunfire or has other information indicating that the threat is active / ongoing, the Officer may choose to proceed individually towards the threat.
 5. ~~However,~~ If the initial responding Officer does not immediately observe an indication that the threat is active / ongoing, the Officer may find it prudent to wait for back-up assistance before making entry. This critical decision is one that must be made by the individual Officer.
 6. ~~Members of a the~~ Contact Team (or ~~individual~~ Officer) must remember that they are subject to 360-degree vulnerability upon entry into the facility, and they are not responsible for a thorough "clearing" of the facility at this point in time.
 7. ~~They~~ The Contact Team shall ~~will~~ proceed past victims and distractions in search of the active threat, ~~but They~~ may relay the location of ~~any~~ victims ~~they it~~ encounters to ~~the~~ a Rescue Team or ~~the~~ Incident Commander.

EG. Rescue Teams

1. After a Contact Team(s) has made entry and ~~has~~ begun to pursue the assailant(s), another group of two (2) or three (3) Officers arriving on the scene may form a Rescue Team.
2. ~~Members of Dalton Fire Department or Hamilton EMS may join a Rescue Team to enter areas that have been cleared of threats.~~
3. The priorities for a Rescue Team are to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for

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treatment. If ~~they~~ a Rescue Team encounters a non-ambulatory victim who needs medical attention, ~~they~~ it should extricate the individual. Victims who are able to walk should be directed to a triage or safe area.

4. ~~The~~ Rescue Team members ~~will~~ shall proceed by providing 360-degree coverage during ingress and egress movement. Rescue Teams should broadcast the location of the assailant, if known.
5. If a Rescue Team encounters the assailant, it should then assume the role of a Contact Team and attempt to stop the assailant's deadly behavior.
6. Depending upon the situation, a Rescue Team can follow directly behind the Contact Team. Members of DFD and EMS shall not join Rescue Teams during these types of operations.
7. During that movement, the Rescue Team may encounter multiple victims within the crisis site who are in close proximity. If so, the Rescue Team can establish fields of cover and provide a "safe zone" for the victims.
8. This safe zone may be used to establish triage and / or a subsequent rallying point for additional Rescue Teams. If the victims are scattered, individual rescues may be necessary.
9. After the Rescue Team has reached a victim, one Officer ~~will~~ shall maintain forward security, and another Officer shall ~~will~~ provide rearward cover. Additional Officers ~~will~~ shall carry the victim to safety, if not ambulatory.

~~FD~~. Explosive Devices

Explosive devices and / or booby traps may be encountered during an active threat situation. When a suspected device is encountered:

1. Visually inspect the device.
2. Consider an alternate route based on the condition of the device (timer, fuse, etc.)
3. Move quickly away from the device.
4. Do not move or touch the device.
5. Alert other Officers of the device's location.
6. Limit the use of radios, cell phones, etc.
7. Move past the device quickly, and continue the search.
8. Mark the location of the device to warn other responders.
9. Be aware of other possible devices / booby traps.

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V. **Command and Control**

- A. The first Patrol Supervisor on scene that is not a part of ~~After~~ the initial ~~or appropriate number of~~ Contact Team(s) ~~have been deployed, the senior Officer on scene must~~ shall assume the role of Incident Commander to facilitate the information-gathering and information-dissemination processes.
- B. Given the complexity and chaos of active threat ~~scenarios~~ situations, it is essential that command and control be established early. If not, it may never be obtained.
- C. The Incident Commander ~~should~~ shall:
1. Assess the situation
 2. Establish communication with the initial Contact Team(s)
 3. Coordinate and deploy additional resources as they arrive
 - a. Assemble additional Contact and / or Rescue Teams
 - b. Establish a perimeter to contain the incident and provide shelter to the public
 4. Broadcast a situation estimate describing:
 - a. Location, ~~and~~ number of suspects, and types of weapons involved
 - b. Estimated size of the crowd and number of casualties and fatalities
 5. Activate the Incident Command System (ICS) to coordinate resources and gather / disseminate information
 - a. Establish a Command Post and staging area
 - b. Determine ingress / egress routes for emergency vehicles
 6. Request additional resources through the Whitfield County 911 Center and the Whitfield County Emergency Management Agency, such as:
 - a. Personnel from the Whitfield County Sherriff's Office, Georgia State Patrol, Dalton Fire Department, and Hamilton EMS ~~personnel~~
 - b. Specialized resources, such as the GBI Bomb Squad and GSP SWAT
 7. Additional considerations for establishing and operating Incident Command are established in directive GO12-6.3, All Hazards Plan.

VI. **Post-Incident Considerations**

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Once the danger of the active threat is no longer present, the following issues ~~should~~ shall be considered and addressed by the Incident Commander:

- A. Preservation of the crime scene
- B. Possibility of a secondary crime scene (assailant's residence, vehicle, etc.)
- C. Media relations / public information
- D. Victim / witness statements obtained prior to release from the scene
- E. Critical incident stress debriefing for involved personnel
- F. After-action review

VII. **Public Notification**

- A. When an active threat is identified, the Incident Commander may contact the Whitfield County 911 Center to discuss the use of the automated emergency notification system.
- B. The CodeRED system may be used to alert citizens and the public of an area of an active threat, closed roads, reunification points, etc., and shall be used in compliance with policy G006-6.7, Automated Emergency Notification System.
- C. Additionally, the Department may wish to utilize the ~~Public Relations Specialist~~ City of Dalton's Communications Director or other designated personnel to disseminate timely information through local and / or social media.
- D. Any information released ~~must~~ shall be approved by the Incident Commander.

VIII. **Annual Review of Policy and Training**

On an annual basis, the Support Services Division Commander or ~~their~~ his / her designee will shall conduct a documented review of this policy, all related procedures and training, and any active threat incidents that may have occurred in order to identify any necessary revisions. This review will shall be forwarded to the Chief of Police.

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> GO98-7.3
<i>Subject</i> Whitfield County Child Abuse Protocol		
<i>Reference</i>		<i>Revised</i> May 22, 2018 July 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> May 2020 July 2022	<i>No. Pages</i> 16 26

I. Policy

It is the policy of the Dalton Police Department to report and investigate all crimes against and abuse of children in compliance with the Whitfield County Child Abuse Protocol and to provide representation for the Department to the Whitfield County Child Abuse Protocol Committee.

II. Purpose

- A. The Child Abuse Protocol is a written document outlining in detail the procedures to be used in reporting, investigating and prosecuting cases arising from alleged child abuse and the methods to be used in coordinating treatment programs for the child, family, and perpetrator.
- B. The purpose of the Protocol shall be to *ensure coordination and cooperation* between all agencies involved in a child abuse case so as to *increase the efficiency of all agencies* handling such cases, to *minimize the stress created for the allegedly abused child* by the legal and investigatory process, and to *ensure that more effective treatment is provided* for the child, family, and perpetrator, including counseling. O.C.G.A. §19-15-2(f).
- C. The Whitfield County Child Abuse Protocol Committee has established the current protocol as a recommendation and procedural document outlining the duties and responsibilities of signatory agencies and their personnel for handling child abuse cases from initial disclosure, reporting, investigation through prosecution and including treatment, prevention and follow-up. The mission of the signatories to it is to protect children who have been, or are alleged to have been abused by ensuring that the needs of the child are given priority over system or agency needs.
- D. Each represented agency is committed to the goals and purposes of this Protocol and to a process of continuous review and refinement to update the Protocol as needed to insure the best possible service to the children of Whitfield County.
- E. The Protocol members recognize that no protocol can purport to offer a comprehensive set of guidelines for the infinite number of circumstances that agency personnel face daily. When faced with situations not specifically covered

by this protocol, members are urged to use this protocol in conjunction with agency supervision and their own judgment to provide for the safety and welfare of the children of Whitfield County.

III. Confidentiality

- A. Pursuant to Georgia law, Committee meetings, including sub-committee meetings such as Team Review and Child Fatality Review (see sections VII-B-4 and VIII below) are not opened to the public and discussions held and statements made at such meetings are confidential and generally may not be disclosed outside of such meetings or to non-members.
- B. Members or persons presenting information to the Committee or sub-committees are provided legal protections from being compelled to testify in civil or criminal proceedings and information developed in such meetings is generally not subject to Open Records requests. A member of a protocol committee shall not be civilly or criminally liable for any disclosure of information made at such meetings. See O.C.G.A. §19-15-6.
- C. Certain materials prepared in accordance with this Protocol, including specifically recorded interviews with child victims are subject to the confidentiality provisions of O.C.G.A. §§49-5-40 & 41 and unauthorized disclosure of the same may result in criminal penalties.

IV. Annual Report

The protocol committee shall issue a report no later than the first day of July each year. Such report shall evaluate the extent to which investigations of child abuse during the 12 months prior to the report have complied with the protocols of the protocol committee, recommend measures to improve compliance, and describe which measures taken within the county to prevent child abuse have been successful. The report shall be transmitted to the county governing authority, the fall term grand jury of the judicial circuit, the panel, and the chief superior court judge. See O.C.G.A. §19-15-2(i).

V. Definitions

Child Abuse is defined in Georgia law in both the mandated reporter statute (O.C.G.A. §19-7-5) and in the Juvenile Code. Specific crimes of child abuse also appear in the criminal code. Because signatories to this agreement work with different parts of the law, we cite the definitions for the purpose of this agreement. Additional terms defined for the purpose of the protocol appear at the end.

- A. The Reporting Law (O.C.G.A. §19-7-5)
 - 1. "Abused" means subjected to child abuse.
 - 2. "Child" means any person under 18 years of age.
 - 3. "Child Abuse" means:

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- a. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
- b. Neglect or exploitation of a child by a parent or caretaker thereof;
- c. Endangering a child;
- d. Sexual abuse of a child;
- e. Sexual exploitation of a child.

However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused child."

4. "Endangering a child" means:
 - a. Any act described by subsection (d) of OCGA §16-5-70 relating to cruelty to children in the third degree;
 - b. Any act described by OCGA §16-5-73 relating to children being present during the manufacture of methamphetamine;
 - c. Any act described by subsection (l) of OCGA §40-6-391 relating to endangering a child by driving under the influence; or
 - d. Prenatal abuse, as such term is defined in OCGA §15-11-2
5. "Sexual abuse" means a person's employing, using, persuading, enticing, inducing, or coercing any minor who is not that person's spouse to engage in any act which involves:
 - a. Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - b. Bestiality;
 - c. Masturbation;
 - d. Lewd exhibition of the genitals or pubic area of any person;
 - e. Flagellation or torture by or upon a person who is nude;
 - f. The condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;

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- g. Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
- h. Defecation or urination for the purpose of sexual stimulation; or
- i. Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

"Sexual abuse" shall include consensual sex acts when the sex acts are between minors if any individual is less than 14 years of age; provided, however, that it shall not include consensual sex acts when the sex acts are between a minor and an adult who is not more than four years older than the minor.

- 6. "Sexual exploitation" means conduct by a child's parent or caretaker who allows, permits, encourages, or requires that child engage in:
 - a. Prostitution, as defined in O.C.G.A. section 16-6-9, or
 - b. Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in O.C.G.A. section 16-12-100.

B. The Juvenile Code (O.C.G.A. §15-11-2)

- 1. "Child" means any individual who is under the age of 18 years for the purpose of this protocol. The juvenile code defines child by age differently under different circumstances but for the purposes of this protocol, a child is a person under the age of 18 years.
- 2. "Abuse" means:
 - a. Any non-accidental physical injury or physical injury which is inconsistent with the explanation given for it suffered by a child as the result of the acts or omissions of a person responsible for the care of a child;
 - b. Emotional abuse;
 - c. Sexual abuse or sexual exploitation;
 - d. Prenatal abuse; or
 - e. The commission of an act of family violence as defined in Code Section 19-13-1 in the presence of a child. An act includes a single act, multiple acts, or a continuing course of conduct. As used in this subparagraph, the term "presence" means physically present or able to see or hear.

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3. "Emotional abuse" means acts or omissions by a person responsible for the care of a child that cause any mental injury to such child's intellectual or psychological capacity as evidenced by an observable and significant impairment in such child's ability to function within a child's normal range of performance and behavior or that create a substantial risk of impairment, if the impairment or substantial risk of impairment is diagnosed and confirmed by a licensed mental health professional or physician qualified to render such diagnosis.
4. "Sexual abuse" means a caregiver or other person responsible for the care of a child employing, using, persuading, inducing, enticing, or coercing any child to engage in any act which involves:
 - a. Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - b. Bestiality;
 - c. Masturbation;
 - d. Lewd exhibition of the genitals or pubic area of any person;
 - e. Flagellation or torture by or upon a person who is nude;
 - f. The condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
 - g. Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
 - h. Defecation or urination for the purpose of sexual stimulation; or
 - i. Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure by a licensed health care professional.
5. "Sexual exploitation" means conduct by a caregiver or other person responsible for the care of a child who allows, permits, encourages, or requires a child to engage in:
 - a. Prostitution, in violation of Code Section 16-6-9; or
 - b. Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, in violation of Code Section 16-12-100.

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6. "Prenatal abuse" means exposure to chronic or severe use of alcohol or the unlawful use of any controlled substance, as such term is defined in Code Section 16-13-21, which results in:
 - a. Symptoms of withdrawal in a newborn or the presence of a controlled substance or a metabolite thereof in a newborn's body, blood, urine, or meconium that is not the result of medical treatment; or
 - b. Medically diagnosed and harmful effects in a newborn's physical appearance or functioning.
7. "Dependent Child" means a child who:
 - a. Has been abused or neglected and is in need of the protection of the court;
 - b. Has been placed for care or adoption in violation of law; or
 - c. Is without his or her parent, guardian, or legal custodian
8. "Neglect" means:
 - a. The failure to provide proper parental care or control, subsistence, education as required by law, or other care or control necessary for a child's physical, mental, or emotional health or morals;
 - b. The failure to provide a child with adequate supervision necessary for such child's well-being; or
 - c. The abandonment of a child by his or her parent, guardian, or legal custodian.

C. Other Terms Defined for the Purpose of this Protocol

1. "DFCS/DFACS" – The Whitfield County Division of Family and Children Services.
2. "Law Enforcement" – Any of the several local law enforcement agencies including the Whitfield County Sheriff's Office, the Dalton Police Department, the Tunnel Hill Police Department, the Varnell Police Department, the Cohutta Police Department and the Dalton State College Public Safety Department. Note however that only the Whitfield County Sheriff's Office and the Dalton Police Department currently conduct child abuse investigations. Other local law enforcement agencies should refer reports to one of those two agencies as appropriate. Note also that the Georgia Bureau of Investigations (GBI) may by invitation of local law enforcement or the District Attorney assist in or lead a child abuse investigation however reports of abuse should not be made directly to the GBI.

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3. “District Attorney” – The Office of the District Attorney for the Conasauga Judicial Circuit, comprised of Whitfield and Murray Counties, or the elected District Attorney for said office or an assistant district attorney acting on behalf of the District Attorney.
4. “VWAP” – The Victim/Witness Assistance Program which is part of the District Attorney’s Office. Provides advocacy services to victims and victims’ families including early notification prior to arrest of the offender.
5. “MDT” – The Multi-Disciplinary Team is a group of professionals representing various disciplines who work collaboratively to promote a thorough understanding of case issues and assure the most effective system response possible. The purpose of interagency collaboration is to coordinate intervention so as to reduce potential trauma to children and families while preserving and respecting the rights and obligations of each agency to pursue their respective mandates. The full team consists of representatives from law enforcement, child protective services (DFCS), prosecution (District Attorney’s Office and VWAP), the GreenHouse, mental health, medical, including the Whitfield County Health Department, the school systems, and juvenile court. The full team meets at the GreenHouse monthly to review cases and ensure that children are receiving proper services and support from all member agencies. For purposes of making prosecution decisions, a core sub-set of the team consisting primarily of law enforcement, DFCS, prosecution, the GreenHouse and Juvenile Court meets monthly at VWAP to review cases with a primary focus on the criminal investigation and prosecution of the case.
6. “The GreenHouse” – A non-profit child advocacy center serving the citizens of Whitfield and Murray County, formerly a part of the District Attorney’s Office but operating independently as of January 1, 2014. Provides forensic interviews, advocacy and therapy for victims and victims’ families.
7. “Disclosure” – Information concerning child abuse provided by a victim or other person to a mandated reporter or other person who makes a report pursuant to O.C.G.A. §19-7-5, prior to such report. See “Report”, below.
8. “Report” – An oral or a written report concerning child abuse made to DFCS, Law Enforcement or to the District Attorney by a mandated reporter or other individual pursuant to O.C.G.A. §19-7-5
9. “Investigative Interview” – a preliminary and limited interview with a child conducted by law enforcement and/or DFCS for the purpose of determining the nature of the disclosed abuse, identifying the victim and suspect, determining jurisdiction, and to ensure the child’s safety. Less than a full or forensic interview (see below), the purpose of an investigative interview is not to obtain all of the facts and details but only those necessary to make the initial determinations set forth above and to make sure that the report did not result from the misinterpretation of an ambiguous statement from a child who was not in fact disclosing abuse.

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10. “Forensic Interview” – a recorded interview designed to elicit a child’s unique information when there are concerns of possible abuse or when the child has witnessed abuse or violence against another person. A forensic interview is conducted in a supportive and non-leading manner by a professional trained in the National Child Advocacy Center Forensic Interview model. Interviews are remotely observed by representatives of the agencies involved in the investigation. Forensic interviews are generally done in a single session but may be extended over multiple shorter sessions as appropriate to the child’s age, maturity and other circumstances.
11. “SANE” – A Sexual Assault Nurse Examiner (SANE) is a qualification for forensic nurses who have received special training to conduct sexual assault evidentiary exams for victims of rape or other sexual assaults. The sexual assault examination is commonly referend to as a SANE Exam.

VI. **Identification of Mandated Reporters & Responsibility Thereof**

- A. MANDATED REPORTERS – Reports of abuse come from many sources. Certain individuals are mandated by law under O.C.G.A. §19-7-5 to report any such abuse which they have reasonable cause to believe has occurred. These individuals are:
 1. Physicians licensed to practice medicine, physician assistants, interns, or residents;
 2. Hospital or medical personnel;
 3. Dentists;
 4. Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
 5. Podiatrists;
 6. Registered professional nurses, licensed practical nurses, or nurses’ aides;
 7. Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;
 8. School teachers;
 9. School administrators;
 10. School counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;
 11. Child welfare agency personnel, as that agency is defined pursuant to Code Section 49-5-12(a), including any child-caring institution, child-placing agency, children's transition care center, or maternity home.

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12. Child-counseling personnel;
13. Child service organization personnel including volunteers as defined by O.C.G.A. §19-7-5(b)(5); (please note that all public and private school personnel, whether listed separately above or not, including paraprofessionals, bus drivers, cafeteria workers, etc., are included in the definition of child service organization personnel)
14. Law enforcement personnel; or
15. Reproductive health care facility or pregnancy resource center personnel and volunteers.

Any person, other than one specified above, who has reasonable cause to believe that suspected child abuse has occurred may report or cause reports to be made as provided by O.C.G.A. §19-7-5.

Persons, mandated or otherwise, reporting abuse pursuant to O.C.G.A. §19-7-5, shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such report is made in good faith.

B. PRIVILEGE

1. Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law;
2. Provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator.

C. REPORTING – The information provided below is general in nature. Some specific situations are outlined in more detail in Section E, below.

1. **WHEN TO REPORT** – Mandated reporters are required to make a report immediately and in no case later than 24 hours from when the reporter has reasonable cause to believe that abuse, as defined in section V, has occurred.
2. **TO WHOM TO REPORT**
 - a. Any reports of child abuse shall be made to the Whitfield County Department of Family and Children Services (DFCS), or to the

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appropriate law enforcement agency for the jurisdiction where the abuse is believed to have occurred, or to the District Attorney

- b. DFCS only investigates cases where the alleged perpetrator is a known or unknown parent, guardian, foster parent, custodian (a person standing in the place of a parent), caretaker, stepparent, adoptive parent or is an employee of a public or private residential home, facility, school or day care center as to any reported act or incident arising out of the employment. Reports to DFCS should be made by calling 855-GA-CHILD (855-422-4453) or for mandated reporters with pre-approved access, a web portal and e-mail address is available. Contact DFCS for more information or to obtain access to those reporting methods.
 - c. In all other situations, the initial report should be made to the law enforcement agency with jurisdiction where the abuse is believed to have occurred. Reports to law enforcement should be made by calling 911.
 - d. While reports may legally be made to the District Attorney, all such information reported will merely be passed along to the appropriate agency (DFCS or law enforcement) so it is preferred that reports be made directly to those agencies. If a reporter is unable to make a report to such agency for any reason, reports may be made to the District Attorney by calling 706-876-1300. Please note that as of January 1, 2014, the GreenHouse Child Advocacy Center is no longer part of the District Attorney's Office. Reports should not be made to the GreenHouse.
3. INFORMATION TO INCLUDE IN A REPORT – In making a report, it is important to give as much factual information as the reporter can obtain, e.g. names, ages, addresses of the child and their family and everything the reporter knows about the suspected abuse, including any evidence of previous injuries. If the report is made orally, the agency may request that such oral report be followed by a written report including such information.
- D. PENALTIES, LIABILITY & IMMUNITY OF MANDATED REPORTERS – It is recognized that under O.C.G.A. §19-7-5 any mandated reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a misdemeanor. Any other person who has reasonable cause to believe abuse has occurred, while not required to report such abuse, may do so and is encouraged to do so in fulfillment of their moral and social responsibility as an individual citizen in this community. Any person or organization that reports a case of child abuse or participates in judicial proceedings resulting from making a report is immune from civil or criminal liability, if the report was made in good faith.
- E. SPECIFIC SITUATIONS – The following local procedures are established to implement the statutorily required reporting requirements with greater specificity as required in certain identified circumstances:

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1. Whitfield County and Dalton Public Schools:

- a. If the disclosure of the abuse occurs or is observed at school, the staff member involved shall notify the principal or designee immediately. The principal or designee shall, immediately, report or cause a report to be made of the abuse to DFCS and/or law enforcement as appropriate and as provided above.
- b. DFCS caseworkers and/or law enforcement representatives will conduct interviews with the child. School personnel shall avoid any investigative interviews prior to or subsequent to the interviews by DFCS and law enforcement. Prior to conducting an interview on school property, DFCS and/or law enforcement shall meet with the school counselor and/or principal to determine if it is appropriate or necessary to invite a school staff member to be present during the interview with the student or to notify the student's parent(s) or guardian(s) prior to the interview.
- c. If and only if directed to do so by DFCS and/or law enforcement, reasonable efforts shall be made by the school officials to notify the parents or guardians of the child prior to the interview

2. Day Care Centers and other Child Care Providers:

- a. If the disclosure of child abuse occurs or is observed at a day care center or other child care provider the same should be reported immediately to DFCS and/or law enforcement as provided above. No attempt should be made to interview or question the child further in connection with the disclosure nor should the child's parents be notified unless such notification is requested by the DFCS or law enforcement investigator.
- b. Once DFCS and/or law enforcement investigators respond, the investigator(s) will determine whether or not it would be appropriate for center staff to be present during any investigative interview with the child, whether that interview should take place at the center and whether and when the child's parent(s) or guardian(s) should be notified.
- c. Center staff should cooperate fully with DFCS and law enforcement to facilitate the investigation.
- d. It is recommended that each child care center notify its children's parents or guardians of the center's policy regarding investigative interviews resulting from child abuse allegations.

3. Medical Professionals:

Doctors and other medical professionals may become aware of suspected abuse through verbal interactions with a child patient, when a parent or

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guardian brings a child in for an examination in reference to disclosed or suspected abuse, or otherwise during the course of providing services to the child or family. In such event, no medical examination should be conducted and any medical examination in progress should be ended. The abuse should be reported to law enforcement by calling 911 and making a report as set forth in section VI-C, above. Law enforcement will determine if further medical examination is appropriate in accordance with section VII-B-3, below and the Conasauga Sexual Assault Response Team (SART) protocol and advise the family accordingly.

4. Magistrate Court:

When Magistrate Court personnel become aware of abuse, either through a civilian warrant application or otherwise, such abuse should be reported as provided in section B above so that the abuse may be properly investigated by DFCS and law enforcement. Except in extraordinary circumstances, no arrest warrant should be issued except by application from a certified peace officer. See section VII-B-5 below concerning warrants and arrest of offenders.

5. Juvenile Court:

- a. If child abuse is disclosed to or comes to the attention of Juvenile Court staff, such staff member, shall immediately report such allegation to the Department of Family and Children Services for immediate investigation, in accordance with section VI-C above.
- b. If child safety is an issue, DFCS will act in accordance with Section VII-A-4 below to and Juvenile Court staff will assist.
- c. The Juvenile Court Intake Officer to whom the abuse is reported, shall contact a Juvenile Court Judge to obtain legal authorization for the child victim to be taken into immediate protective custody if requested by DFCS.
- d. When a child who is alleged to be a dependent child is taken into custody, a preliminary protective hearing shall be held promptly and not later than 72 hours after child is placed in foster care as provided in subsection (a) of Code Section 15-11-145, provided that, if the 72 hour time period expires on a Saturday, Sunday, or legal holiday, the hearing shall be held on the next day which is not a Saturday, Sunday, or legal holiday.
- e. Reasonable notice of the preliminary protective hearing, either oral or written, stating the time, place, and purpose of the hearing, shall be given to the district attorney's office, the child, and, if the child's parents, guardian or other custodian cannot be found, the court shall forthwith, appoint a guardian ad litem. At the commencement of the hearing, the court shall inform the parties of the contents of the complaint, the nature of the proceedings and the parties' due

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process rights including their right to counsel and to appointed counsel if they are indigent persons.

- f. If the child is alleged to be dependent and is not released at the preliminary protective hearing, a petition under Code Section 15-11-150 shall be made by any person who has actual knowledge of the abuse or is informed of the abuse, and shall be presented to the court within five (5) calendar days of the detention hearing. The adjudicatory hearing, which is a formal evidentiary hearing, must be set not later than ten (10) calendar days after the petition is filed.
- g. If deemed appropriate and in the child's best interest by the Juvenile Court Judge, A Court Appointed Special Advocate (CASA) may be assigned if the child is found to be deprived dependent and placed in the temporary legal custody of the Department of Family and Children Services.

VII. Whitfield County Procedures

A. INITIAL RESPONSE TO REPORT

1. REPORTS GENERALLY

All reports of child abuse should be taken seriously and investigated appropriately however the specific requirements of this protocol, including joint investigations, forensic interviews, team review, etc. as set forth in this section shall only apply directly to verified disclosures of child sexual abuse or exploitation and to serious physical abuse. Member agencies investigating other types of abuse, if they deem it appropriate on a case-by-case basis, may choose to follow protocol and may request assistance from other member agencies including requests for forensic interviews, team review, or other services but are not required to do so.

2. REPORT RECEIVED BY DFCS

When the Whitfield County Division of Family and Children Services (DFCS) receives a report of child abuse, the Child Protective Service (CPS) worker shall make an assessment to determine if there is reasonable cause to believe such report is true, and whether the report contains any allegation or evidence of serious physical abuse or child sexual abuse.

If so, the CPS worker will contact the appropriate law enforcement agency with jurisdiction where the abuse occurred immediately to request a joint investigation. A copy of the referral will be provided to the law enforcement agency within 24 hours.

3. REPORT RECEIVED BY LAW ENFORCEMENT

When a law enforcement agency receives a report of child abuse, the agency shall make an initial assessment to determine the validity of the

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reported abuse, and whether the report contains any allegation or evidence of serious physical abuse or child sexual abuse.

If so, then the law enforcement agency will contact DFCS to request a joint investigation. A copy of the initial report will be provide to DFCS within 24 hours.

4. ADDITIONAL RESPONSIBILITIES UPON INITIAL REPORT

- a. Regardless of which agency receives the initial report, DFCS shall determine whether and to what extent any immediate action needs to be taken to insure the safety of the child. If so, DFCS shall contact the appropriate law enforcement agency where the child is located and request assistance stabilizing the situation. This may or may not be the same agency which will assist in the joint investigation.
- b. DFCS shall then determine whether to take custody of the child or to develop a safety plan utilizing a safety resource for temporary custody of the child pending further investigation. If DFCS takes custody of the child:
 - i. The DFCS worker shall obtain a verbal or electronic order of removal pursuant to O.C.G.A. §15-11-132 from the Juvenile Court and shall follow up as required by that code section to obtain a written order.
 - ii. DFCS shall identify an emergency foster home or other appropriate emergency placement.
 - iii. DFCS shall insure that a preliminary protective hearing in Juvenile Court will be conducted within 72 hours.
- c. Any law enforcement agency involved in the initial response to a report or in the joint investigation shall determine whether and to what extent any immediate action needs to be taken to insure the safety of the child. If so:
 - i. Appropriate agency personnel shall proceed to the scene if not already on scene in order to stabilize the situation.
 - ii. The agency shall notify DFCS concerning the immediate safety needs of the child if DFCS is not already on scene.
 - iii. If necessary, and if probable cause exists to support such arrest, the alleged offender may be arrested to insure the safety of the child even though in most cases, arrest and prosecution will follow after the investigation and team review of the case (see section B-5 below).

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- iv. In the event of an arrest prior to team review, the District Attorney's Victim/Witness Assistance Office shall be notified as soon as possible so that the offender's case can be appropriately handled through first appearance and initial bond hearing.
- d. If the child's safety demands that the child be taken into immediate custody, the agency shall take custody of the child and immediately notify DFCS and provide all information necessary to support removal of the child. The agency shall turn custody of the child over to DFCS as soon as practical under the circumstances.

5. REPORT RECEIVED BY THE DISTRICT ATTORNEY

When the District Attorney's Office receives a report of child abuse, the Office shall as soon as possible forward all information provided in the report to DFCS and to the law enforcement agency with jurisdiction where the abuse occurred and request that the report be assessed and if appropriate, a joint investigation conducted as set forth in sections 1 and 2 above.

B. INVESTIGATION & PROSECUTION

1. JOINT INVESTIGATION

Law Enforcement and DFCS should, whenever possible and appropriate, conduct joint interviews with all relevant witnesses including all outcry and reporting witnesses, custodian(s) of the child, the alleged offender, etc., provided however that child victims and witnesses should not be subjected to multiple interviews but only a single limited investigative interview, if necessary. When the initial disclosure and information provided by the mandated reporter is sufficient to confirm the disclosure of sexual abuse or serious physical abuse, no investigative interview should be conducted. Child witnesses and victims should be referred for forensic interviews at the GreenHouse Child Advocacy Center. See section B-2, below. When joint interviews are not possible, information obtained by one agency during a witness interview should be shared with the other agency or agencies as soon as practical.

The investigating law enforcement agency should collect all relevant evidence including physical evidence from the location(s) where alleged abuse occurred or other relevant locations, photographs of relevant locations and items, 911 recordings, medical records and any and all other relevant evidence and materials. Where required by law, search warrants should be prepared, sworn out and executed in order to obtain such relevant evidence. Where appropriate, physical evidence should be submitted to the Georgia Bureau of Investigations Department of Forensic Sciences (Crime Lab) for further examination.

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2. CHILD FORENSIC INTERVIEWS

Subjecting children to multiple interviews by various agencies often results in additional unnecessary trauma to the child. In order to minimize further trauma to the child, a forensic interview should be scheduled at The GreenHouse once a disclosure and initial verification by law enforcement and/or DFCS has occurred.

The GreenHouse will only schedule a forensic interview at the request of law enforcement, the District Attorney's office, or Department of Family and Children Services. The GreenHouse maintains a collaborative partnership with these agencies, but is a standalone, non-investigative, non-government entity.

Member agencies wishing to schedule forensic interviews should contact The GreenHouse by telephone for that purpose. A copy of the initial law enforcement report should be provided to The GreenHouse prior to the start of the forensic interview.

Forensic interviews will be conducted by a forensic interviewer who has received training from a nationally recognized forensic interviewing program. Interviews at The GreenHouse will not be conducted by a detective or investigator who does not have his or her forensic interview training completion certificate on file at The GreenHouse due to accreditation requirements.

All interviews at The GreenHouse will be recorded. Per O.C.G.A. §49-5-40 & 41, copies of the forensic interviews conducted at The GreenHouse will only be released to the agency requesting the interview and to VWAP.

3. MEDICAL

When a child has been injured as a result of abuse appropriate medical care should be made available to said child including emergency medical care.

Refer to the Conasauga Sexual Assault Response Team (SART) protocol for procedures to authorize and conduct sexual assault examinations for the collection and preservation of evidence.

4. TEAM REVIEW

- a. The Team – Team Review is a meeting of the Multi-Disciplinary Team (MDT) consisting of representatives from law enforcement, child protective services (DFCS), the District Attorney's Office (including VWAP), the GreenHouse, as well as mental health and medical professionals including the Whitfield County Health Department, the school systems, Juvenile Court and others who provide a coordinate response designed to increase the effectiveness of investigations while reducing the stress and risk of

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secondary traumatization to children. The full team will meet monthly at the GreenHouse for the purpose of reviewing cases to ensure that children are receiving proper services and support from all member agencies. A core-subset of the team consisting primarily of law enforcement, DFCS, the District Attorney's Office (including VWAP), the GreenHouse and Juvenile Court will meet monthly at VWAP for the specific purpose of reviewing and assisting the criminal investigation and to make prosecution decisions. Team Review at VWAP includes all sexual abuse and serious physical abuse reports and investigations. The specific individuals representing the various agencies and professions may change as needed on a case by case basis and may include any member of the full team. The balance of this section refers specifically to the Team Review which occurs at VWAP.

- b. Purpose - The Team Review process was established in order to improve investigative outcomes in cases of child abuse, to better coordinate system response and services to child victims and their families, and to reduce the trauma experienced by child victims and their families once abuse is disclosed and reported. Team members collaborate with each other, share information and insights on individual cases, and attempt to reach consensus regarding the investigation and prosecution of criminal charges against the offender as well as the providing of services to the victim and family while keeping the best interest of the child at the forefront.
- c. Scheduling – Generally, the law enforcement agency investigating the case should contact VWAP to add the case to the Team Review schedule once the investigation has proceeded past the initial assessment phase. However any team member may request that a case be considered by the team by calling VWAP. All team members having involvement or information about a specific case should be present and involved in the team review of that case. Team Review should meet at least once per month. Review of cases may take place over multiple team meetings as needed to complete the investigation including any additional investigative work recommended by the Team.
- d. Recommendations – At the conclusion of a Team Review for a specific case, the Team may close the review as Founded, Unfounded or Undetermined. For Founded cases, the Team may recommend criminal prosecution or not depending on the facts and circumstances and the best interests of the child however all decisions regarding prosecution are ultimately up to the District Attorney. Each member agency is likewise ultimately responsible for its own area of operation.
- e. Confidentiality – Deliberations which occur at Team Review including specific statements made by team members should not

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be shared outside the Team except as may be agreed to by the team in advance on a case-by-case basis however this will not prohibit individual team members from discussing cases outside of Team Review as needed to further the investigation, prosecution or to better provide services to the child.

5. ARREST

- a. Timing of Arrest - Because of the serious nature of child abuse allegations and the potential for reputational and other harm to individuals accused of but not prosecuted for allegations of child abuse, it is generally preferable that no arrest be made until a case has been to Team Review (see section 4, previous), and the Team has closed the case founded with a recommendation for prosecution. In such cases, the law enforcement agency may swear out an arrest warrant or the case may be presented to a Grand Jury in order to obtain an indictment warrant as appropriate. Exceptions to this general preference include:
 - (1) When an offender confesses to law enforcement concerning the allegations
 - (2) When necessary to insure the safety of the child victim
 - (3) When it appears that the offender may flee the jurisdiction before the completion of the investigations, or
 - (4) When any other circumstances as determined by the investigating law enforcement agency necessitates an earlier arrest.
- b. Probable Cause – Under no circumstances should an alleged offender be placed under arrest or a warrant for arrest sought unless supported by probable cause as determined by the investigating law enforcement agency.
- c. Notification – When an arrest is made the law enforcement agency should notify the District Attorney and the Victim Witness Assistant Program as soon as possible so that the victim’s family may be notified and so that preparations can be made for first appearance and bond hearings. Any information, opinion or judgment that law enforcement has and which would be helpful to the District Attorney or to the Court at a bond or first appearance hearing should be conveyed to the District Attorney.
- d. Bail – Magistrate Court may consider bail and conditions thereof for persons arrested for child abuse except for cases where the maximum penalty is life in prison or a death sentence, or when an accusation or indictment has already been filed in Superior Court, or in cases where the accused has already appeared on the charge

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before a Superior Court Judge. See O.C.G.A. §17-6-1(a) as modified by local rules pursuant to O.C.G.A. §17-6-1(h). Additionally, Magistrate Court should defer consideration of bail to Superior Court when requested to do so by the District Attorney in order to facilitate victim notification and input as required by the Georgia Crime Victim's Bill of Rights, see O.C.G.A. §17-15-1, et. seq.

- e. Juveniles - In child abuse cases involving an allegation of murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery, and armed robbery if committed with a firearm, and the alleged perpetrator is 13 to 17 years of age, law enforcement should consult with the District Attorney before swearing out an adult warrant pursuant to O.C.G.A. §15-11-560 or seeking a juvenile petition.

6. PROSECUTION

- a. The District Attorney shall be available to provide legal advice to law enforcement upon request during the course of the investigation and prior to any arrest.
- b. Upon arrest of a suspect, the District Attorney will make appropriate recommendations concerning bail and conditions thereof at first appearance and bond hearings before Magistrate Court and/or Superior Court as appropriate.
- c. After team review, the District Attorney will make the final determination about prosecution and specific charging decisions and when appropriate, will prepare the appropriate charging document (accusation or indictment). For cases that must be presented to the grand jury, the District Attorney will schedule the case before the grand jury, notify and/or subpoena the appropriate witness(es) to appear before Grand Jury, generally being the lead law enforcement investigator on the case, and present the case to Grand Jury.
- d. The District Attorney will represent the State of Georgia in all criminal proceedings arising out of the case including the negotiation and taking of guilty pleas, bench or jury trials and direct appeals.
- e. The District Attorney will coordinate with the victim advocate(s) involved in the case to make sure that the parents or guardians of the child victim are kept informed and involved in the prosecution process and that their rights under the Georgia Crime Victims Bill of Rights are protected. See Advocacy, below, for more details on the duties of child advocates, both within the District Attorney's Office Victim Witness Assistance Program and when employed by other member agencies.

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7. ADVOCACY

- a. Victim advocates from various agencies including the District Attorney's Office, The GreenHouse, and Juvenile Court provide services and support to child victims and non-offending family members in their respective areas of operation. Advocates from different agencies working on the same case should coordinate with one another to best serve the victim and to avoid duplication of effort or confusion arising from overlapping areas of responsibility.
- b. District Attorney's Office – Advocates employed by the District Attorney's Office are on call to respond to the Hospital to meet with the family and/or victim when law enforcement requests a SANE exam be conducted and are present with the victim during the exam if needed. Mandated Crime Victims Bill of Rights information, Crime Victims' Compensation forms, and other court related documents are explained and given to the victim to complete. Once a case goes through Team Review and is referred for prosecution, DA Advocates work with the assistant district attorney assigned to the case to prepare the child and other witnesses for court, prepare Victim Impact Statements, etc. DA Advocates are present with the victim during all stages of the court process.
- c. The GreenHouse – The Child Advocate at The GreenHouse provides support to the victim and family at the time of the forensic interview and afterwards assisting with community resources, therapy referrals, and other services for the non-offending caregiver and family members, including completing required center release of information and video forms and other documents maintained as part of the center's records.
- d. Juvenile Court – A Court Appointed Special Advocate (CASA) may be assigned if the child is found to be dependent and placed in the temporary legal custody of the Department of Family and Children Services by the Juvenile Court Judge.

C. THERAPY

1. If a treatment referral is indicated, The GreenHouse Child Advocacy Center or other trained child therapists will provide therapy and counseling services. When the victim does not reside in Whitfield or Murray County, The GreenHouse will seek out a provider of Trauma Focused Cognitive Behavioral Therapy located near the victim and non-offending caregiver's residence.
- b. Therapists will be provided with the history of abuse at Team Review along with information about the child's living situation, community, and any court proceedings. Therapists or a designated staff member of The GreenHouse will provide updates regarding therapeutic progress of the victim and, when applicable, his or her non-offending caregiver(s).

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VIII. Child Death Investigations

- A. The chairperson of the Child Abuse Protocol Committee shall establish a subcommittee composed of members of the committee to include, but not limited to, the county coroner or medical examiner, district attorney or designee, department of family and children's services representative, juvenile court representative, county board of health representative, and other members as deemed necessary to serve as the Child Fatality Review Subcommittee.
- B. When a medical examiner files a report regarding the death of any child with the director of the division of forensic services of the Georgia Bureau of Investigation pursuant to Code Section 45-16-24, that medical examiner simultaneously shall transmit a copy of that report to the committee of the county in which such child resided at the time of death.
- C. When the committee receives a report regarding the death of any child, the chairperson of the committee shall assign that report to the Child Fatality Review Subcommittee. The Subcommittee shall meet and review the report within 10 days after receipt and conduct its own investigation. Within 20 working days of the initial meeting, the subcommittee shall investigate and prepare a report stating:
 - 1. The circumstances leading up to death and cause, of death;
 - 2. Detail any agency involvement prior to death, including the beginning and ending dates and kinds of services delivered, the reasons for initial agency activity, and the reasons for any termination of agency activities;
 - 3. Whether any agency services had been delivered to the family or child prior to the circumstances leading to the child's death;
 - 4. Whether court intervention had ever been sought;
 - 5. Conclude whether services or agency activities delivered prior to death were appropriate and whether the child's death could have been prevented; and
 - 6. Make recommendations for possible prevention of future deaths of similar incidents for children who are at risk for such deaths.
- D. Within 15 days following the completion of its report, the subcommittee shall transmit a copy to the Department of Human Resources, and the Statewide Child Abuse Prevention Panel.
- E. The subcommittee shall also transmit a copy of its report, within 15 days following its completion, to the Conasauga District Attorney, if the report concluded that the child died as a result of:
 - 1. Sudden Infant Death Syndrome when no autopsy was performed to confirm the diagnosis;

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2. Accidental death when it appears that the death could have been prevented through intervention or supervision;
 3. Any sexually transmitted disease;
 4. Medical causes which could have been prevented through intervention by an agency or by seeking medical treatment;
 5. Suicide of a child in custody or known to the Department of Human Resources or when the finding of suicide is suspicious;
 6. Suspected or confirmed child abuse;
 7. Trauma to the head or body; or
 8. Homicide.
- F. The subcommittee shall issue an annual report by July 1, 1994 and in each year thereafter, specifying the number of reports received and the number of reports prepared, within the previous 12 months. The annual report shall be published at least once in the legal organ of the county, with the expenses paid by the county. A copy of the annual report shall be transmitted to the judiciary committees of the House and Senate by July 15, 1994, and in each year thereafter.

IX. **Conclusion**

- A. This document reflects a cooperative effort on the part of Dalton and Whitfield County social services, mental health, education, and criminal justice organizations to improve and refine their handling of abused and neglected children in Whitfield County.
- B. The undersigned agency, departmental, and judicial representatives commit themselves and their organizations to the implementation of the procedures as outlined in this protocol. It is understood that the adoption of this protocol is one step of a continuing process of cooperation and coordination to facilitate the effective handling of child abuse cases in Whitfield County in such a way as to minimize trauma to the child and obtain effective remedies to prevent further abuse and neglect.
- C. In order to ensure that written protocol procedures are followed, the signatories to this protocol are committed to continuing as an interagency task force to monitor compliance. The task force will identify critical issues, needs, and resources required to facilitate and enhance the handling of child abuse in Whitfield County.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

COMMUNITY RESOURCES

- A. Whitfield County Division of Family and Children Services (706-272-2834)
 - 1. AFDC
 - 2. Food Stamps
 - 3. Medicaid
 - 4. Child Care
 - 5. Child Protective Services
 - 6. Foster Care
 - 7. Placement / Adoption
 - 8. Pup Services
 - 9. Referral Service

- B. Dalton Public Schools (706-272-8766) and Whitfield County Schools (706-278-8070)
 - 1. Kids on the Block
 - 2. Classroom Guidance
 - 3. Mandated reporter training for employees. Re: Child Abuse Reporting
 - 4. School / Family Outreach
 - 5. Teen Maze
 - 6. Darkness to Light – Stewards of Children
 - 7. Positive Behavior Interventions & Support (PBIS)
 - 8. Olweus Bullying Prevention Program

- C. Whitfield County Health Department (706-279-9600)
 - 1. Children's Clinic (706-226-2621)
 - 2. Medical Access Clinic (706-226-5446)
 - 3. Living Bridge (706-281-2360)
 - 4. Medbank (706-281-2289)
 - 5. Women's Clinic (706-281-2259)
 - 6. Dental Clinic (706-281-2206)
 - 7. WIC (706-281-2383)

- D. Family Support Council (706-272-7919)

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1. First Steps
 2. Kids on the Block
 3. Parents as Teachers Home Visitation
 4. CASA
 5. Nurturing Program
 6. Healthy Families Home Visitation
 7. Camp A.I.M. (Adventures in Me)
 8. Parent Education
 9. Oak Haven Second Chance Group Home
 10. Darkness to Light – Stewards of Children Training
 11. Child Abuse Prevention Training
 12. Cooperative Parenting and Divorce
 13. Grandparents Raising Grandchildren
 14. Mandated Reporter Training
- E. Highlands Rivers Mental Health Center (706-270-5005)
1. Adults, Children and Adolescents Mental Health, Substance Abuse, Intensive Substance Abuse Services (1-800-729-5700)
 2. Crisis Stabilization Treatment Services (706-270-5107)
- F. Group Homes
1. Oak Haven Second Chance Group Home (see D-9 above under Family Support Council)
 2. Georgia Sheriff's Cherokee Estates (706-259-8561)
 3. Northwest Georgia Girl's Group Home (706-226-4862)
 4. Mercy's Door Group Home (706-277-4883) (males and females)
- G. NorthStar Educational & Therapeutic Services (706-271-2684)
- H. Whitfield Parent and Child Center, Inc. (706-278-9515)
- I. Conasauga Circuit DA's Victim / Witness Assistance Program (706-876-1322)
1. Short Term Crisis Counseling
 2. Prosecution Based Court Advocates
 3. Referrals Re: Long Term Counseling
 4. Court Preparation / Victim Impact Statements

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5. Victim Compensation / Restitution
 6. Parole Updates / Liaison
 7. Child Abuse Multidisciplinary Team Review
 8. Domestic Violence Unit & DV Court (706-876-1311)
 9. Sexual Assault Response Team (706-280-5229)
 10. U-Visa I-918 Certifications
- J. Friendship House, Inc. Daycare (706-278-8012)
- K. Whitfield / Dalton Daycare Center (706-278-8991)
- L. Northwest Georgia Family Crisis Center (706-278-5586)
- M. Whitfield County Sheriff's Office (706-278-1233)
1. DARE Program
 2. Neighborhood Watch
- N. Whitfield County Juvenile Court (706-278-6558)
1. Probation Services
 2. Intake Services
 3. Local Interagency Planning Team
- O. Children / Youth Clubs, Agencies, Groups
1. 4-H Clubs (706-278-8207)
 2. Big Brothers / Big Sisters (706-278-0702)
 3. Boy Scouts of America (706-235-5545)
 4. Girl Scouts – Northwest Georgia (706-226-1435)
 5. Boys and Girls Club of Northwest Georgia
- P. Department of Juvenile Justice (706-272-2343)
1. Regional Youth Detention Center (706-272-2309)
- Q. United Way Resource Line (706-226-4357)
- R. Child Support Recovery Unit (706-272-2326)
- S. Dalton Police Department

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1. Explorer Program
 2. DUI Awareness
 3. Teen Maze
 4. Pedestrian Safety – Kids Who Walk to School
- T. Head-Start – Whitfield County and Dalton City – Family Resource Agency (706-419-7026)
- U. The GreenHouse, Child Advocacy and Sexual Assault Center (706-278-4769)
1. Forensic Interviews (Referrals from Law Enforcement, DFCS, DA only)
 2. Therapy
 3. Advocacy
- V. Hamilton Medical Center (706-272-6000)
1. SANE Sexual Assault Exams
- W. Georgia HOPE – Child Services (706-279-0405)

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> October 24, 2000	<i>Number</i> GO00-7.6
<i>Subject</i> Sexual Assault		
<i>Reference</i> S.A.N.E. Protocol		<i>Revised</i> July 24, 2018 28, 2020
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2020 2022	<i>No. Pages</i> 6

I. Policy

It is the policy of the Dalton Police Department that personnel follow the guidelines and procedures set forth in this directive ~~for response procedures for rape and sexual abuse calls or (Sex Crimes)~~ when responding to reports of sex crimes, such as rape or sexual abuse.

II. Procedure

A. First Responding Officer

1. Upon arrival at the scene, check the victim for injuries that require immediate medical attention. If necessary, have Whitfield County 911 notify EMS to respond.
2. Attempt to obtain the following information from the victim:
 - a. Physical description of the suspect(s), including clothing and vehicle, if any
 - b. The suspect(s)'s entry point to and exit point ~~to and~~ from the crime location
 - c. The mode of travel of the suspect(s)
3. Notify other ~~Dalton Police Department units~~ responding Officers and Whitfield County 911 of the suspect description, including the vehicle description, if applicable.
4. Instruct the victim not to smoke, eat or drink, bathe in any way, brush teeth, or change clothing and to refrain from using the restroom, if possible, until a ~~sexual assault evidence collection kit~~ forensic medical examination by a Sexual Abuse Nurse Examiner (S.A.N.E.) can be ~~obtained~~ performed.
5. Do not ask in-depth questions about details of the crime. Ask only those questions necessary to establish that a rape or sexual offense has occurred

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within ~~our~~ the Department's jurisdiction and basic information for the initial incident report.

B. Investigator

~~1. On-scene investigation~~

- ~~1.a.~~ Conduct a brief interview at the scene to verify information previously relayed to the ~~uniformed~~ initial Officer(s). If possible, conduct a walk-through of the crime scene to determine relevant locations associated with the incident. Attempt to establish:
 - ~~a.(1)~~ How and where the suspect(s) entered and left the crime location
 - ~~b.(2)~~ Known surfaces touched by the suspect(s)
 - ~~c.(3)~~ Whether the suspect(s) discarded any items at the scene or deposited body fluids / trace evidence there
- ~~2.b.~~ If witnesses are located, interview them as soon as time permits. It may be necessary for the ~~uniformed~~ initial responding Officer(s) to take initial statements. If applicable, all efforts should be made to interview the witness to whom the victim initially disclosed the crime in order to ascertain the substance of the disclosure and the circumstances surrounding the disclosure.
- ~~3.c.~~ As soon as possible, collect all evidence from the scene, such as ~~/victim clothing~~ bedspreads, sheets, and swabs, ~~etc.~~, and the victim's clothing. Ensure that the proper chain of custody is maintained for all evidence.
4. Take pictures of the crime scene / victim.
- ~~5.d.~~ Interview and obtain a statement from the victim. For adult victims, this may be done at the scene, at the hospital, or the Criminal Investigations Division (CID), or at a combination of these locations. The preference would be to do the interview ~~at the criminal investigations division in a CID interview room~~ in effort to protect the victim from any public display. The interview should be conducted with sensitivity because of the emotional distress which that usually accompanies this type of crime.
- ~~6.e.~~ Information that should be obtained through the formal interview:
 - ~~a.(1)~~ Date and time of the attack / assault
 - ~~b.(2)~~ Events leading up to the offense. Where had the victim been? Who had the victim been with? How did the victim get to the scene?
 - ~~c.(3)~~ Chronological sequence of events (narration) of the attack
 - ~~d.(4)~~ Did a sexual act occur? (Penetration, ejaculation, touching, fondling, etc.)

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- e.~~(5)~~ Was ~~there use of~~ force **used** or a threat of force involved (express or implied)? Was a weapon used or shown? If so, describe and recover, if possible. Search **the** vicinity and areas under **the** victim's control. Consider **a** search warrant if **the** suspect is still in possession of **the** weapon.
- f.~~(6)~~ Did **the** victim submit because of fear?
- g.~~(7)~~ Did the victim resist? If so, describe what the victim did and what the suspect did. Look for, photograph, and document any evidence of resistance, i.e. injuries to the victim and damage at the crime scene consistent with **the** described resistance.
- h.~~(8)~~ Was consent involved at any time? Was there agreement and then a change of mind by the victim? Child victims under the age of sixteen (16) cannot legally consent to sexual acts. If the child is under the age of sixteen (16), determine if the act was volitional on the part of the victim or if there was force, persuasion, relationships, intimidation, or threats used to effectuate the act or to obtain acquiescence of the child.
- i.~~(9)~~ **Gather** a complete description of the suspect:
- (1~~a~~) Physical appearance (including disabilities)
 - (2~~b~~) Clothing description
 - (3~~c~~) Speech
 - (a)~~1~~. Any particular mannerisms (accent, slurred speech, etc.)
 - (b)~~2~~. Use of phrases
 - (c)~~3~~. Anything the victim remembers the suspect saying regarding the encounter. Include statements made by the suspect immediately preceding, during, and after the event
 - (4~~d~~) Mannerisms
 - (5~~e~~) Was the suspect under the influence of alcohol or any drugs? If so, describe.
 - (6~~f~~) Was the victim acquainted with the suspect?
 - (7~~g~~) What did the victim say to the suspect during their encounter?
- j.~~(h)~~ If there was any delay in reporting the assault, give **the** reason for the delay.

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- k.(i) Who, besides the ~~police~~ Officer(s), has the victim discussed the attack with?
 - l.(j) List any medical, physical, or mental problems of the victim. Any physical disabilities?
 - m.(k) Method of entry and exit of the suspect to and from the crime location.
 - n.(l) Do not rely on visual observations alone. Document any other sensory observations made by the victim, i.e. smell, feel, etc.
- 7.f. Have the victim sign a medical release form to provide the Investigator access to medical records relating to the crime.
- 8.g. If the identity of the suspect is known, prepare and show a photo line-up to the victim and any witnesses.
- 9.h. Locate and interview the suspect as soon as possible. All interviews of the suspect ~~should~~ shall be audio and / or video recorded, when possible.
- 10.i. The District Attorney's Office ~~should~~ shall be notified promptly so they an ADA can attend the bond hearing and request other appropriate bond conditions. This can be satisfied by contacting the Victim Witness Assistance Program (VWAP) at 706-876-1322.

C. Evidence

- 1.2. The Crime Scene Investigator or other Investigator shall attempt to obtain physical evidence from the crime scene. ~~such as~~ It is important to collect the clothing worn by the suspect and victim ~~clothing~~ Trace evidence, such as hair samples or other evidence, that may be necessary used for future DNA comparisons. Search warrants will shall be obtained applied for in order to process the crime scene, when applicable.
- 2.a. Request a forensic medical examination be conducted by a S.A.N.E. ~~(Sexual Abuse Nurse Examiner) be involved in the examination of the victim whenever possible.~~ The victim may have to be transported to the appropriate facility to have the examination completed. During the forensic medical examination, a sexual abuse evidence collection kit shall be used by the S.A.N.E. to gather evidence. ~~There are several S.A.N.E. nurses that are trained and should be available to assist in these specialized examinations. Request hospital personnel complete a sexual abuse evidence collection kit designed to detect recover and identify any trace evidence left on the victim which may be useful for subsequent DNA comparison. Request victim's blood be drawn for any subsequent DNA evaluations, especially important when dealing with child victims (avoids a return trip to the hospital for the victim). To the extent that a medical examination is conducted and expense is incurred for the limited purpose of collecting evidence, the Georgia Crime Victims Emergency Fund shall~~

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~~be responsible for the cost. The hospital and the victim should be informed.
O.C.G.A. S-16-6-1.~~

3.b. After a sexual abuse evidence collection kit has been completed and turned over to the appropriate Investigator, the kit shall be placed entered into the Property and Evidence Section ~~of the Dalton Police Department~~ with a completed GBI Crime Lab Submission form. The Property and Evidence ~~custodian~~ Technician(s) shall then ensure delivery of the sexual abuse evidence collection kit to the ~~Georgia Bureau of Investigation Division of Forensic Science~~ GBI Crime Lab within 30 days of collection, in accordance with O.C.G.A. 35-1-2.

4.e. If the Department is notified that a forensic medical examination has resulted in the collection of evidence, which is not part of a current investigation, an ~~investigator or officer becomes aware of a sexual abuse evidence collection kit being collected outside of a current investigation,~~ the Investigator shall respond to the collecting facility and take possession of the evidence collection kit within 96 hours of notification, in accordance with O.C.G.A. 35-1-2. If the victim requests for the case to be investigated by the Department, the kit shall then be handled in accordance with ~~subsection b above~~ this policy. If the victim does not wish for the case to be investigated, the kit shall be entered into the Property and Evidence Section to be stored for a minimum of twelve (12) months, in accordance with O.C.G.A. 17-5-71.

5.d. If any trace evidence, such as hair, blood, clothing, etc., is discovered on the victim, a search warrant and / or a consent to search should be obtained and the appropriate comparison items seized from the suspect. ~~i.e. hair, blood, clothing, etc.~~

~~e. Provide the victim with information and phone numbers on agencies that can provide counseling and healing from this traumatic experience.~~

6.f. Depending on the case facts of the case, a polygraph may be offered to the suspect and / or the victim as an investigative tool. ~~Be sensitive to~~ The Investigator should be mindful of the victim's feelings when proposing a voluntary polygraph.

~~D.g. Follow-up contact with the~~ Victim Assistance

1. The investigating Officer / Investigator shall advise victims that assistance is available through the ~~Victim Witness~~ VWAP through the District Attorney's Office.

2. The investigating Officer / Investigator shall contact the victim if the case is closed.

3. The investigating Officer / Investigator shall contact the victim when a warrant is filed on the case.

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4. The investigating Officer / Investigator shall re-contact the victim if the warrant is not served within 90 days in order to give the victim assurance of the Police Department's continued interest in the case.
5. The investigating Officer / Investigator shall contact the victim when the suspect is arrested and let them victim know the next steps in the criminal justice process.
6. The investigating Officer / Investigator shall inform the victim of their his / her rights in accordance with the Georgia's Crime Victim's Bill of Rights (O.C.G.A. 17-17-1, et. seq.). In addition to the Crime Victim's Bill of Rights form, the Officer / Investigator shall provide the victim with contact information regarding agencies that provide counseling services for victims of sexual assault / abuse.
7. The VWAP shall and provide them victim with the Request for Notice paperwork; They victim is are entitled to be notified, and give their position if the suspect is being considered for release from custody (O.C.G.A. 17-17-7).

E.h. Juvenile Victims Procedures

1. All procedures in adult victim cases are applicable to juvenile victim cases with the following exceptions:
 - a.(1) If the parent(s) / guardian(s) of the juvenile are is available and are is not the subject(s) / suspect(s) of the investigation, they he / she must accompany the juvenile victim to the hospital for medical treatment and / or to the appropriate facility for a forensic medical examination in order to sign any releases for treatment. If the parent(s) / guardian(s) cannot be located, the Department of Family and Children Services must shall be contacted. They can to sign any necessary waivers.
 - b.(2) In all cases involving a child victim under the age of eighteen (18) years, the first responding Officer / Investigator must shall request the Whitfield County 911 Center notify the Whitfield County Department of Family and Children Services and the District Attorney's GreenHouse Child Abuse Investigator through the Whitfield County 911 dispatcher.
 - c.(3) Interviews of child victims / witnesses are conducted differently and should shall only be conducted by qualified and experienced interviewers at the GreenHouse and in accordance with the procedures set forth in the Whitfield County Child Abuse Protocol. These interviews should be videotaped by GreenHouse personnel, whenever possible. The decision on the interview procedure to be utilized in any particular case should be made jointly by the investigating officer Investigator and the District Attorney's GreenHouse Child Abuse Investigator, keeping in mind the directives, goals, and aims contained in the Whitfield County Child

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Abuse Protocol. Minimization of trauma to the child and avoidance of needless multiple interviews ~~should~~ shall be of paramount concern.

- 2.(4) Notifications about juvenile victims ~~will~~ shall be done in accordance with the Whitfield County Child Abuse Protocol (see policy G098-7.3).

This policy supersedes any previous policies issued.

BY ORDER OF

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DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
February 24, 2004		GO03-7.17
<i>Subject</i>		
Criminal Intelligence		
<i>Reference</i>		<i>Revised</i>
CALEA Standards – 40.2.1, 40.2.2, 43.1.1		July 24, 2018 28, 2020
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
All Personnel	July 2020 2022	5

I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to gather, analyze, and utilize criminal intelligence on individuals, organizations, and locations only to prevent crime, pursue and apprehend offenders, and to obtain evidence necessary for criminal prosecution.

II. Definitions

- A. *Criminal Intelligence* – Information compiled, analyzed, and / or disseminated in an effort to anticipate, prevent, or monitor criminal and / or suspicious activity. The threshold for collecting information and producing criminal intelligence shall be the “reasonable suspicion” standard.
- B. *Criminal Intelligence Report* – A report containing the information from the initial Criminal Intelligence Form and any supplemental reports.
- C. *Right to know* – Requester of information has official capacity and statutory authority to the information being sought.
- D. *Need to know* – Requested information is pertinent and necessary to the requester’s agency in initiating, furthering, or completing an investigation.

III. Criminal Intelligence Function

The criminal intelligence function of the Criminal Investigations Division (CID) includes providing the Department with an intelligence file support system that legitimately meets the needs of the Department in carrying out its effort to protect the public through suppression of future criminal activity.

- A. The CID Operations Supervisor shall be responsible for ensuring that all criminal intelligence information is properly collected, maintained, disseminated, and destroyed.
- B. The CID Operations Supervisor may appoint designees to be the direct contact, as appropriate.

- C. The Department shall maintain liaison with other federal, state, and local agencies to facilitate the efficient, timely exchange of critical information. The CID Operations Supervisor shall ensure that any terrorism-related intelligence / information obtained shall be forwarded to the appropriate federal agency.

IV. Procedures

A. Collection of Criminal Intelligence Information

1. Criminal intelligence information ~~will~~ shall be gathered by all personnel from their contacts with concerned citizens, victims, witnesses, informants, offenders, outside agencies, and others. Information may also be gathered from such sources as the Department's Tip Line and the Department's Blog social media sites.
2. Information ~~will~~ shall be collected to meet legitimate investigative objectives relating to the control and prevention of criminal activities and ~~will~~ shall be used for law ~~ful~~ police enforcement purposes only.
3. Criminal intelligence information collected ~~will~~ shall be limited to criminal conduct and / or suspicious activities that present a threat to the community, to include, but not limited to, activities involving:
 - a. Liquor violations
 - b. Drugs
 - c. Organized crime
 - d. Vice activities
 - e. Fraudulent activities; ~~and~~
 - f. Persons or organizations supporting violence or threats to public safety
4. Certain information shall be excluded based on legal requirements and privacy issues. Specifically, information ~~will~~ shall not be collected on an individual or group merely on the basis of ~~their~~:
 - a. The support of unpopular causes
 - b. Ethnic background
 - c. Religious or political affiliations
 - d. Non-criminal personal habits; ~~or~~
 - e. Any other information relating to a subject or associates, unless the information is an investigative necessity and pertinent to

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establishing a relationship of association with known or suspected criminal activity.

5. All intelligence information ~~will~~ shall be gathered and maintained within the constraints of existing federal and state laws and statutes.

B. Documentation

1. ~~Department~~ Personnel shall document criminal intelligence information on a Criminal Intelligence Form. Criminal intelligence may also be received from outside agencies, electronically from the Department's ~~Blog~~ social media sites, or by phone from the Department's Tip Line. All criminal information shall be forwarded to the CID Operations Supervisor.
2. As needed, the Intelligence Analyst ~~will then~~ shall review the submitted information and evaluate it for its current usefulness. This ~~will~~ shall include, but not be limited to:
 - a. The nature of the criminal activity reported and its validity
 - b. The identity of the suspect or organization
 - c. Prior criminal intelligence reports, incident reports, criminal history, etc.
 - d. Identity, reliability, and motivation of the individual submitting the criminal intelligence information
 - e. ~~What~~ The agency that has jurisdiction over the reported criminal activity
3. The CID Operations Supervisor ~~will then~~ shall categorize the submitted information into one of three areas:
 - a. No Criminal Basis – Information that has no basis for further criminal investigation.
 - b. General Intelligence – Information about criminal activity but there is not enough information provided to pursue a criminal investigation.
 - c. Criminal Intelligence – Information with sufficient details to pursue investigative leads and that warrant further criminal investigation.
4. If the information obtained relates to criminal activity outside of the Department's jurisdiction, the information ~~will~~ shall be disseminated to the proper agency.

C. Case Assignments and Management

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1. If the information is determined to be criminal intelligence, the CID Operations Supervisor ~~and shall~~ assign the Criminal Intelligence Form to an Investigator. If the information is applicable to a specialized unit within the Department, such as the Drug Enforcement Unit ~~or the Special Operations Unit~~, the CID Operations Supervisor ~~will shall~~ give the Criminal Intelligence Form to the unit's Supervisor for assignment.
2. The assignment of Criminal Intelligence Forms ~~will shall~~ be based on the severity of the crime, availability of resources and personnel, and the anticipated investigative results.
3. When the Investigator / Officer receives the Criminal Intelligence Form, he / she shall create a criminal intelligence report in the Records Management System (RMS). Once the information is recorded in the RMS, the original Criminal Intelligence Form shall be destroyed.
4. Criminal intelligence reports shall consist of information on the activities and associations of:
 - a. Individuals who
 - (1) are currently involved in the actual or attempted planning, organizing, financing, or commission of criminal acts;~~or~~
 - b.(2) Individuals who are suspected of being involved in criminal activities with known or suspected crime figures.
 - c.b- Organizations, businesses, and groups that
 - (1) are suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts;~~or~~
 - d.(2) Organizations, businesses, and groups that are suspected of being operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.
5. Open criminal intelligence reports are those reports that are actively being investigated. Open reports ~~will shall~~ have investigative narratives ~~completed~~ at least every 180 days, which ~~will~~ contain updated investigative information.
6. Closed criminal intelligence reports are those ~~in~~ which all logical leads have been exhausted or where no legitimate law enforcement interest still exists.
7. All criminal intelligence reports ~~should shall~~ contain a final case summary giving the disposition of the investigation. This should include, but not be limited to, incident report numbers, arrest warrant numbers, and court disposition, if known.

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D. Auditing and Purging

1. Information that is deemed to have no criminal basis shall be destroyed immediately.
2. Information that is categorized as general intelligence shall will be maintained for a period of 120 days from the submission date without any or from the last time additional information was received. After that time, general intelligence will shall be destroyed.
3. ~~Criminal Intelligence~~— Active criminal intelligence reports will shall be periodically reviewed by the CID Operations Supervisor periodically for the purpose of identifying information that is out of date or incorrect. The CID Operations Supervisor may shall have the Investigator / Officer update the criminal intelligence report when needed. Information contained in criminal intelligence reports will shall not be purged without a court order or permission from the CID Division Commander.

V. Safeguarding, Securing, and Storing, and Disseminating Information

- A. All criminal intelligence information, whether in hard copy or electronic format, will shall be securely stored (i.e. lock, password, etc.) and maintained separate from other Department records.
- B. All information contained in criminal intelligence reports is considered to be classified and the property of the ~~Dalton Police~~ Department. Dissemination of this information will shall be restricted to law enforcement and prosecuting officials who have both a right to know and a need to know the information in question.
- C. Anytime criminal intelligence information is disseminated to an outside agency, the person disseminating the information shall notify the CID Operations Supervisor so that a record of the dissemination can be made.

VI. Training

All personnel will shall receive initial training on the collecting, processing, and sharing of suspicious incidents and criminal intelligence information. Refresher training will shall be provided annually to all personnel.

VII. Administrative Review

- A. The ~~Criminal Investigations~~ CID Division Commander or his / her designee shall periodically advise the Chief of Police of the criminal intelligence efforts taken by the ~~agency~~ Department.
- B. The ~~Criminal Investigations~~ CID Division Commander will shall conduct an annual review of the Department's procedures and processes for the collecting, processing, and sharing of suspicious incidents and criminal intelligence information.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only and shall not be divulged outside the department without the written approval of the Chief of Police.

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Bill Weaver
Terry Mathis
Kenneth E. Willis
Anthony Walker
Luis Viamonte

June 2020

Incident Response

Monthly Synopsis

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	10	3.38%
Overpressure Rupture, Overheat	0	0%
Rescue/Medical	184	62.37%
Hazardous Condition	17	5.76%
Service Call	7	2.37%
Good Intent	44	14.91%
False Alarm	33	11.18%
Total Responses	295	
Average Response Time	3:31	
Estimated Loss	\$61,550	

Incident Type Report (Monthly Summary)

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	1.01%	\$5,350	8.69%
113 Cooking fire, confined to container	1	0.33%	\$2,500	4.06%
131 Passenger vehicle fire	4	1.35%	\$53,500	86.92%
140 Natural vegetation fire, Other	1	0.33%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.33%	\$200	0.32%
	10	3.38%	\$61,550	99.99%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	168	56.94%	\$0	0.00%
322 Motor vehicle accident with injuries	8	2.71%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	7	2.37%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.33%	\$0	0.00%
	184	62.37%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	0.67%	\$0	0.00%
421 Chemical hazard (no spill or leak)	1	0.33%	\$0	0.00%
422 Chemical spill or leak	1	0.33%	\$0	0.00%
424 Carbon monoxide incident	1	0.33%	\$0	0.00%
442 Overheated motor	2	0.67%	\$0	0.00%
444 Power line down	5	1.69%	\$0	0.00%
445 Arcing, shorted electrical equipment	5	1.69%	\$0	0.00%
	17	5.76%	\$0	0.00%
5 Service Call				
500 Service Call, other	1	0.33%	\$0	0.00%
531 Smoke or odor removal	1	0.33%	\$0	0.00%
542 Animal rescue	2	0.67%	\$0	0.00%
551 Assist police or other governmental agency	2	0.67%	\$0	0.00%
553 Public service	1	0.33%	\$0	0.00%
	7	2.37%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	31	10.50%	\$0	0.00%
622 No Incident found on arrival at dispatch	10	3.38%	\$0	0.00%
651 Smoke scare, odor of smoke	2	0.67%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	0.33%	\$0	0.00%
	44	14.91%	\$0	0.00%

Incident Type Report (Monthly Summary)

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
715 Local alarm system, malicious false alarm	1	0.33%	\$0	0.00%
721 Bomb scare - no bomb	1	0.33%	\$0	0.00%
733 Smoke detector activation due to	6	2.03%	\$0	0.00%
735 Alarm system sounded due to malfunction	7	2.37%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.33%	\$0	0.00%
743 Smoke detector activation, no fire -	5	1.69%	\$0	0.00%
744 Detector activation, no fire -	3	1.01%	\$0	0.00%
745 Alarm system activation, no fire -	9	3.05%	\$0	0.00%
	33	11.18%	\$0	0.00%

Total Incident Count: 295

Total Est Loss:

\$61,550

DALTON

Civilian Casualties by Incident (Monthly)

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident-Exp#	Alm Date	Alm Time	Resp Time	Location	Incident Type
20-0001435-00	06/19/2020	18:01:42	00:03:33	318 Chestnut ST /Carter Hope Center	111 Building fire

Cas #: 1 Allen, David

Gender: Male

DOB: 03/31/1949

Cause:

Age: 71

Severity: Death

Affil: Civilian

Total Civilian Casualty Count 1

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	3	\$2,266,000	\$5,350	\$2,260,650	0.24%	99.76%
113 Cooking fire, confined	1	\$205,000	\$2,500	\$202,500	1.22%	98.78%
131 Passenger vehicle fire	3	\$44,000	\$53,500	\$-9,500	121.59%	-21.59%
140 Natural vegetation	1	\$25	\$0	\$25	0.00%	100.00%
154 Dumpster or other	1	\$0	\$200	\$-200	0.00%	0.00%
Grand Totals	9	\$2,515,025	\$61,550	\$2,453,475		

Total Percent Lost: 2.45%

Total Percent Saved: 97.55%

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001261	0	06/01/2020	06:40:02	907 Tyler (West)	311 Medical assist, assist EMS crew	
20-0001262	0	06/01/2020	08:40:22	907 Tyler (West)	311 Medical assist, assist EMS crew	
20-0001263	0	06/01/2020	10:16:57	Brandywine	311 Medical assist, assist EMS crew	
20-0001264	0	06/01/2020	11:30:12	731 Cuyler (west)	311 Medical assist, assist EMS crew	
20-0001265	0	06/01/2020	14:12:26	Veterans	611 Dispatched & cancelled en route	
20-0001266	0	06/01/2020	14:19:03	1128 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001267	0	06/01/2020	15:40:50	I-75 N. Bound	622 No Incident found on arrival at	
20-0001268	0	06/01/2020	19:11:04	1517 Roosevelt	311 Medical assist, assist EMS crew	
20-0001269	0	06/01/2020	21:33:20	703 North View	311 Medical assist, assist EMS crew	
20-0001270	0	06/02/2020	11:49:20	1515 Abutment	311 Medical assist, assist EMS crew	
20-0001271	0	06/02/2020	16:13:10	Glenwood (North)	611 Dispatched & cancelled en route	
20-0001272	0	06/02/2020	21:04:25	1307 Dug Gap	311 Medical assist, assist EMS crew	
20-0001273	0	06/03/2020	00:23:38	1502 Anthony	311 Medical assist, assist EMS crew	
20-0001274	0	06/03/2020	02:12:03	311 Smith Industrial	611 Dispatched & cancelled en route	
20-0001275	0	06/03/2020	07:27:04	215 Fort Hill	311 Medical assist, assist EMS crew	
20-0001276	0	06/03/2020	07:33:35	222 Spencer (North)	311 Medical assist, assist EMS crew	
20-0001277	0	06/03/2020	09:52:19	301 Emery (West)	611 Dispatched & cancelled en route	
20-0001278	0	06/03/2020	10:01:51	2505 Walnut (East)	311 Medical assist, assist EMS crew	
20-0001279	0	06/03/2020	10:33:20	1320 Winton	745 Alarm system activation, no fire -	
20-0001280	0	06/03/2020	11:25:31	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001281	0	06/03/2020	12:25:08	1200 Memorial	445 Arcing, shorted electrical	
20-0001282	0	06/03/2020	12:34:34	I-75 S. Bound	622 No Incident found on arrival at	
20-0001283	0	06/03/2020	16:55:14	Chattanooga	311 Medical assist, assist EMS crew	
20-0001284	0	06/03/2020	19:21:17	201 Spencer (North)	311 Medical assist, assist EMS crew	
20-0001285	0	06/03/2020	21:05:46	1605 Rio Vista	311 Medical assist, assist EMS crew	
20-0001286	0	06/03/2020	22:53:24	900 Vernon	311 Medical assist, assist EMS crew	
20-0001287	0	06/04/2020	03:30:07	510 Shugart	311 Medical assist, assist EMS crew	
20-0001288	0	06/04/2020	07:52:26	609 Black Oak	311 Medical assist, assist EMS crew	
20-0001289	0	06/04/2020	11:13:38	Industrial (East)	322 Motor vehicle accident with	
20-0001290	0	06/04/2020	16:21:58	1505 Walnut (West)	551 Assist police or other	
20-0001291	0	06/04/2020	19:57:46	I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001292	0	06/04/2020	21:06:40	I-75 N. Bound	622 No Incident found on arrival at	

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001293	0	06/05/2020	09:21:27	439 Birch	131 Passenger vehicle fire	\$3,000
20-0001294	0	06/05/2020	10:09:21	300 Emery (West)	311 Medical assist, assist EMS crew	
20-0001295	0	06/05/2020	10:17:43	2314 Mount Haven	311 Medical assist, assist EMS crew	
20-0001296	0	06/05/2020	10:35:49	300 Emery (West)	311 Medical assist, assist EMS crew	
20-0001297	0	06/05/2020	12:23:15	475 Reed	743 Smoke detector activation, no fire	
20-0001298	0	06/05/2020	13:19:45	1204 Georgian	721 Bomb scare - no bomb	
20-0001299	0	06/05/2020	15:23:08	1898 Brady	311 Medical assist, assist EMS crew	
20-0001300	0	06/05/2020	16:19:17	903 Stoneleigh	622 No Incident found on arrival at	
20-0001301	0	06/05/2020	16:41:23	516 Loveman	744 Detector activation, no fire -	
20-0001302	0	06/05/2020	16:50:28	901 Croy	445 Arcing, shorted electrical	
20-0001303	0	06/05/2020	22:26:20	123 Grimes (North)	311 Medical assist, assist EMS crew	
20-0001304	0	06/06/2020	14:03:16	1220 Broadrick	311 Medical assist, assist EMS crew	
20-0001305	0	06/06/2020	15:31:46	1365 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001306	0	06/06/2020	15:32:38	1111 Brookwood	311 Medical assist, assist EMS crew	
20-0001307	0	06/06/2020	19:26:24	Tyler (West)	611 Dispatched & cancelled en route	
20-0001308	0	06/06/2020	19:35:48	1617 Beechland	412 Gas leak (natural gas or LPG)	
20-0001309	0	06/06/2020	20:39:31	Riverbend	311 Medical assist, assist EMS crew	
20-0001310	0	06/06/2020	20:47:37	903 West Bridge	311 Medical assist, assist EMS crew	
20-0001311	0	06/07/2020	03:50:15	2312 Morris (East)	311 Medical assist, assist EMS crew	
20-0001312	0	06/07/2020	10:45:38	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0001313	0	06/07/2020	10:51:27	303 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001314	0	06/07/2020	12:06:42	1709 Willow Oak	311 Medical assist, assist EMS crew	
20-0001315	0	06/07/2020	15:34:02	1501 Rio Vista	311 Medical assist, assist EMS crew	
20-0001316	0	06/07/2020	17:21:17	I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001317	0	06/07/2020	18:54:24	Heritage	445 Arcing, shorted electrical	
20-0001318	0	06/07/2020	19:59:58	410 Meeting	311 Medical assist, assist EMS crew	
20-0001319	0	06/07/2020	21:32:38	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001320	0	06/07/2020	22:21:23	I-75 S. Bound	622 No Incident found on arrival at	
20-0001321	0	06/07/2020	23:36:46	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001322	0	06/08/2020	00:03:46	1202 Georgian	311 Medical assist, assist EMS crew	
20-0001323	0	06/08/2020	02:04:23	118 Andasol	611 Dispatched & cancelled en route	
20-0001324	0	06/08/2020	05:04:13	1627 Abutment	745 Alarm system activation, no fire -	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001325	0	06/08/2020	06:40:02	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001326	0	06/08/2020	08:14:05	308 Brickyard	311 Medical assist, assist EMS crew	
20-0001327	0	06/08/2020	09:14:33	1320 Winton	311 Medical assist, assist EMS crew	
20-0001328	0	06/08/2020	09:49:24	Haigmill Lake	445 Arcing, shorted electrical	
20-0001329	0	06/08/2020	10:19:20	816 Walnut Square	745 Alarm system activation, no fire -	
20-0001330	0	06/08/2020	11:02:10	1409 Coronet	745 Alarm system activation, no fire -	
20-0001331	0	06/08/2020	11:14:51	Underwood	324 Motor Vehicle Accident with no	
20-0001332	0	06/08/2020	13:41:10	229 Dogwood	311 Medical assist, assist EMS crew	
20-0001333	0	06/08/2020	17:45:59	2708 Airport	611 Dispatched & cancelled en route	
20-0001334	0	06/08/2020	19:00:11	617 Frazier	311 Medical assist, assist EMS crew	
20-0001335	0	06/08/2020	20:19:20	1200 Memorial	611 Dispatched & cancelled en route	
20-0001336	0	06/08/2020	22:18:53	Glenwood (South)	311 Medical assist, assist EMS crew	
20-0001337	0	06/09/2020	00:11:43	211 Fields	311 Medical assist, assist EMS crew	
20-0001338	0	06/09/2020	05:02:56	1627 Abutment	735 Alarm system sounded due to	
20-0001339	0	06/09/2020	09:26:01	1911 Tara	743 Smoke detector activation, no fire	
20-0001340	0	06/09/2020	17:59:45	1800 Dug Gap	311 Medical assist, assist EMS crew	
20-0001341	0	06/09/2020	19:11:40	519 Hawthorne (West)	743 Smoke detector activation, no fire	
20-0001342	0	06/09/2020	19:16:23	1010 Ponderosa	531 Smoke or odor removal	
20-0001343	0	06/09/2020	20:15:50	1406 Cleveland	311 Medical assist, assist EMS crew	
20-0001344	0	06/10/2020	01:24:51	Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001345	0	06/10/2020	09:45:29	Chattanooga	322 Motor vehicle accident with	
20-0001346	0	06/10/2020	10:54:20	1200 Memorial	735 Alarm system sounded due to	
20-0001347	0	06/10/2020	12:39:17	1200 Memorial	735 Alarm system sounded due to	
20-0001348	0	06/10/2020	16:20:14	1206 Frazier	311 Medical assist, assist EMS crew	
20-0001349	0	06/10/2020	19:01:19	902 Hamilton (North)	311 Medical assist, assist EMS crew	
20-0001350	0	06/11/2020	00:13:50	121 Keith	444 Power line down	
20-0001351	0	06/11/2020	04:11:23	500 Bluff Hill	611 Dispatched & cancelled en route	
20-0001352	0	06/11/2020	07:01:34	1515 Cleveland	311 Medical assist, assist EMS crew	
20-0001353	0	06/11/2020	09:56:12	1212 Glenwood (North)	741 Sprinkler activation, no fire -	
20-0001354	0	06/11/2020	11:17:04	1250 Cross Plains	744 Detector activation, no fire -	
20-0001355	0	06/11/2020	13:36:04	1522 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001356	0	06/11/2020	13:30:00	510 Fairview	500 Service Call, other	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001357	0	06/11/2020	21:39:20	Thornton (South)	322 Motor vehicle accident with	
20-0001358	0	06/11/2020	21:53:56	I-75 N. Bound	352 Extrication of victim(s) from	
20-0001359	0	06/12/2020	00:26:14	506 Parkside	311 Medical assist, assist EMS crew	
20-0001360	0	06/12/2020	01:12:10	1220 Broadrick	311 Medical assist, assist EMS crew	
20-0001361	0	06/12/2020	09:55:49	2305 Abutment	311 Medical assist, assist EMS crew	
20-0001362	0	06/12/2020	10:24:50	900 Shugart	311 Medical assist, assist EMS crew	
20-0001363	0	06/12/2020	10:36:37	221 Periwinkle	311 Medical assist, assist EMS crew	
20-0001364	0	06/12/2020	12:56:28	475 Reed	744 Detector activation, no fire -	
20-0001365	0	06/12/2020	15:06:03	841 Shugart	611 Dispatched & cancelled en route	
20-0001366	0	06/12/2020	17:43:11	134 Harvard	311 Medical assist, assist EMS crew	
20-0001367	0	06/12/2020	20:14:02	MLK Jr.	542 Animal rescue	
20-0001368	0	06/12/2020	20:39:55	2106 Chattanooga	311 Medical assist, assist EMS crew	
20-0001369	0	06/13/2020	05:00:04	218 Spencer (North)	311 Medical assist, assist EMS crew	
20-0001370	0	06/13/2020	11:10:45	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001371	0	06/13/2020	12:48:39	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001372	0	06/13/2020	15:16:59	900 Shugart	611 Dispatched & cancelled en route	
20-0001373	0	06/13/2020	15:25:47	645 George Rice	311 Medical assist, assist EMS crew	
20-0001374	0	06/13/2020	16:10:48	133 Altamont	311 Medical assist, assist EMS crew	
20-0001375	0	06/13/2020	18:00:16	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0001376	0	06/13/2020	18:35:04	1306 Underwood	311 Medical assist, assist EMS crew	
20-0001377	0	06/14/2020	00:02:39	1302 Pine Hill	611 Dispatched & cancelled en route	
20-0001378	0	06/14/2020	00:50:26	735 McGhee	311 Medical assist, assist EMS crew	
20-0001379	0	06/14/2020	02:49:00	Cleo	611 Dispatched & cancelled en route	
20-0001380	0	06/14/2020	11:10:49	1275 Cross Plains	311 Medical assist, assist EMS crew	
20-0001381	0	06/14/2020	15:46:20	Chattanooga	622 No Incident found on arrival at	
20-0001382	0	06/14/2020	16:07:16	801 Selvidge St. (North)	311 Medical assist, assist EMS crew	
20-0001383	0	06/14/2020	20:23:05	301 Waugh (West)	311 Medical assist, assist EMS crew	
20-0001384	0	06/15/2020	04:29:10	1016 Bonanza	311 Medical assist, assist EMS crew	
20-0001385	0	06/15/2020	06:18:32	110 Gordon (West)	154 Dumpster or other outside trash	\$200
20-0001386	0	06/15/2020	06:53:33	801 Selvidge St. (North)	311 Medical assist, assist EMS crew	
20-0001387	0	06/15/2020	08:59:55	Morningside	444 Power line down	
20-0001388	0	06/15/2020	11:24:16	140 Scenic Valley Pl	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001389	0	06/15/2020	11:45:53	2103 Walnut (East)	311 Medical assist, assist EMS crew	
20-0001390	0	06/15/2020	12:17:25	1424 Morris (East)	652 Steam, vapor, fog or dust thought	
20-0001391	0	06/15/2020	14:24:36	1008 Doris	311 Medical assist, assist EMS crew	
20-0001392	0	06/15/2020	17:41:51	1308 Stacy	611 Dispatched & cancelled en route	
20-0001393	0	06/15/2020	17:44:26	309 Tyler (West)	611 Dispatched & cancelled en route	
20-0001394	0	06/15/2020	18:00:53	1365 Walnut (West)	622 No Incident found on arrival at	
20-0001395	0	06/15/2020	18:46:46	1814 Bridgewater	311 Medical assist, assist EMS crew	
20-0001396	0	06/15/2020	18:48:39	883 Shugart	311 Medical assist, assist EMS crew	
20-0001397	0	06/15/2020	22:46:38	1704 Kimberly Park	311 Medical assist, assist EMS crew	
20-0001398	0	06/16/2020	00:48:01	905 Liddell	311 Medical assist, assist EMS crew	
20-0001399	0	06/16/2020	05:14:12	879 College	311 Medical assist, assist EMS crew	
20-0001400	0	06/16/2020	09:18:45	Chattanooga	322 Motor vehicle accident with	
20-0001401	0	06/16/2020	12:17:35	615 Sheridan	421 Chemical hazard (no spill or leak)	
20-0001402	0	06/16/2020	17:40:00	1050 Factory	311 Medical assist, assist EMS crew	
20-0001403	0	06/16/2020	19:52:10	Vann	311 Medical assist, assist EMS crew	
20-0001404	0	06/16/2020	20:09:29	2208 Hamilton Extension	733 Smoke detector activation due to	
20-0001405	0	06/16/2020	21:51:32	101 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001406	0	06/16/2020	22:43:12	2200 Chattanooga	311 Medical assist, assist EMS crew	
20-0001407	0	06/17/2020	07:10:42	702 Belwood	311 Medical assist, assist EMS crew	
20-0001408	0	06/17/2020	07:33:03	Walnut (West)	322 Motor vehicle accident with	
20-0001409	0	06/17/2020	08:29:48	112 Ella	311 Medical assist, assist EMS crew	
20-0001410	0	06/17/2020	09:51:46	475 Reed	745 Alarm system activation, no fire -	
20-0001411	0	06/17/2020	13:03:45	1315 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001412	0	06/17/2020	13:23:34	319 Bowen	311 Medical assist, assist EMS crew	
20-0001413	0	06/17/2020	17:59:39	824 Beirut	311 Medical assist, assist EMS crew	
20-0001414	0	06/17/2020	20:07:02	2208 Hamilton Extension	733 Smoke detector activation due to	
20-0001415	0	06/17/2020	21:05:29	421 Underwood	311 Medical assist, assist EMS crew	
20-0001416	0	06/17/2020	23:59:41	1008 May	311 Medical assist, assist EMS crew	
20-0001417	0	06/18/2020	01:45:15	304 Grimes (North)	311 Medical assist, assist EMS crew	
20-0001418	0	06/18/2020	02:54:30	I-75 N. Bound	324 Motor Vehicle Accident with no	
20-0001419	0	06/18/2020	07:45:06	1514 Chattanooga	651 Smoke scare, odor of smoke	
20-0001420	0	06/18/2020	10:17:27	98 Walnut (West)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001421	0	06/18/2020	10:20:22	511 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001422	0	06/18/2020	14:46:50	Hamilton (North)	311 Medical assist, assist EMS crew	
20-0001423	0	06/18/2020	16:09:57	1403 Dug Gap	442 Overheated motor	
20-0001424	0	06/18/2020	20:05:18	2208 Hamilton Extension	733 Smoke detector activation due to	
20-0001425	0	06/18/2020	21:56:50	1002 Wimbledon	311 Medical assist, assist EMS crew	
20-0001426	0	06/19/2020	02:01:31	2209 Raintree	311 Medical assist, assist EMS crew	
20-0001427	0	06/19/2020	02:49:49	340 I-75 N. Bound	622 No Incident found on arrival at	
20-0001428	0	06/19/2020	03:28:35	1320 Winton	743 Smoke detector activation, no fire	
20-0001429	0	06/19/2020	03:45:16	1308 Georgian	311 Medical assist, assist EMS crew	
20-0001430	0	06/19/2020	07:11:39	2208 South Hamilton St	733 Smoke detector activation due to	
20-0001431	0	06/19/2020	08:01:36	1220 Broadrick	311 Medical assist, assist EMS crew	
20-0001432	0	06/19/2020	12:06:38	North Bypass	324 Motor Vehicle Accident with no	
20-0001433	0	06/19/2020	13:38:02	Tibbs (North)	322 Motor vehicle accident with	
20-0001434	0	06/19/2020	17:09:13	901 Walnut (West)	735 Alarm system sounded due to	
20-0001435	0	06/19/2020	18:01:42	318 Chestnut	111 Building fire	\$1,500
20-0001436	0	06/19/2020	22:52:50	400 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001437	0	06/20/2020	03:23:31	702 Belwood	311 Medical assist, assist EMS crew	
20-0001438	0	06/20/2020	11:20:07	1287 Glenwood (North)	140 Natural vegetation fire, Other	
20-0001439	0	06/20/2020	12:15:22	515 Parkside	311 Medical assist, assist EMS crew	
20-0001440	0	06/20/2020	14:52:44	1905 Middle Summit	311 Medical assist, assist EMS crew	
20-0001441	0	06/20/2020	16:11:25	803 Red Clay	611 Dispatched & cancelled en route	
20-0001442	0	06/20/2020	16:28:02	1200 Memorial	733 Smoke detector activation due to	
20-0001443	0	06/20/2020	18:40:05	901 Stoneleigh	553 Public service	
20-0001444	0	06/20/2020	20:00:01	803 Red Clay	311 Medical assist, assist EMS crew	
20-0001445	0	06/20/2020	22:47:05	I-75 S. Bound	131 Passenger vehicle fire	\$10,500
20-0001446	0	06/20/2020	23:17:03	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001447	0	06/21/2020	00:26:09	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001448	0	06/21/2020	01:35:41	I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001449	0	06/21/2020	08:56:53	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001450	0	06/21/2020	10:07:35	475 Reed	735 Alarm system sounded due to	
20-0001451	0	06/21/2020	10:16:28	1737 Brighton	311 Medical assist, assist EMS crew	
20-0001452	0	06/21/2020	12:38:55	1816 Dug Gap	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001453	0	06/21/2020	14:13:06	1001 Liddell	311 Medical assist, assist EMS crew	
20-0001454	0	06/21/2020	14:33:41	203 Wood Park	311 Medical assist, assist EMS crew	
20-0001455	0	06/21/2020	17:43:58	1961 Oxford	412 Gas leak (natural gas or LPG)	
20-0001456	0	06/21/2020	21:36:51	515 Parkside	611 Dispatched & cancelled en route	
20-0001457	0	06/21/2020	23:47:47	400 Paige	311 Medical assist, assist EMS crew	
20-0001458	0	06/22/2020	01:12:31	1110 Burleyson	611 Dispatched & cancelled en route	
20-0001459	0	06/22/2020	01:23:38	301 Jones	651 Smoke scare, odor of smoke	
20-0001460	0	06/22/2020	06:32:17	Walnut (West)	442 Overheated motor	
20-0001461	0	06/22/2020	08:52:29	708 Hawthorne (West)	444 Power line down	
20-0001462	0	06/22/2020	09:38:20	1409 Coronet	745 Alarm system activation, no fire -	
20-0001463	0	06/22/2020	11:59:26	814 Red Clay	611 Dispatched & cancelled en route	
20-0001464	0	06/22/2020	12:16:01	1008 Nelson	311 Medical assist, assist EMS crew	
20-0001465	0	06/22/2020	12:35:47	1030 Willowdale	311 Medical assist, assist EMS crew	
20-0001466	0	06/22/2020	12:37:05	124 Grimes (North)	311 Medical assist, assist EMS crew	
20-0001467	0	06/22/2020	13:40:58	1030 Willowdale	311 Medical assist, assist EMS crew	
20-0001468	0	06/22/2020	14:36:47	400 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001469	0	06/22/2020	16:14:39	1400 Walnut (East)	311 Medical assist, assist EMS crew	
20-0001470	0	06/22/2020	17:25:49	1320 Winton	311 Medical assist, assist EMS crew	
20-0001471	0	06/22/2020	19:18:45	109 Emma	311 Medical assist, assist EMS crew	
20-0001472	0	06/22/2020	20:55:00	227 Grace	311 Medical assist, assist EMS crew	
20-0001473	0	06/23/2020	09:09:25	1306 Underwood	311 Medical assist, assist EMS crew	
20-0001474	0	06/23/2020	09:25:19	Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001475	0	06/23/2020	11:22:55	1200 Memorial	611 Dispatched & cancelled en route	
20-0001476	0	06/23/2020	12:43:53	809 Kenner	735 Alarm system sounded due to	
20-0001477	0	06/23/2020	13:01:46	1100 Autumn	311 Medical assist, assist EMS crew	
20-0001478	0	06/23/2020	16:19:28	809 Kenner	611 Dispatched & cancelled en route	
20-0001479	0	06/23/2020	17:13:11	432 Fourth	622 No Incident found on arrival at	
20-0001480	0	06/23/2020	17:19:48	900 Shugart	322 Motor vehicle accident with	
20-0001481	0	06/23/2020	18:50:11	1012 May	311 Medical assist, assist EMS crew	
20-0001482	0	06/23/2020	21:43:52	702 Skylark	311 Medical assist, assist EMS crew	
20-0001483	0	06/23/2020	22:56:25	404 Lesley	311 Medical assist, assist EMS crew	
20-0001484	0	06/23/2020	23:52:03	1520 Walnut (West)	745 Alarm system activation, no fire -	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001485	0	06/24/2020	08:38:13	1903 North Summit	542 Animal rescue	
20-0001486	0	06/24/2020	10:13:41	174 Callahan	745 Alarm system activation, no fire -	
20-0001487	0	06/24/2020	11:33:34	174 Callahan	745 Alarm system activation, no fire -	
20-0001488	0	06/24/2020	13:23:23	1104 Walston	111 Building fire	\$1,850
20-0001489	0	06/24/2020	17:06:49	606 Silver	311 Medical assist, assist EMS crew	
20-0001490	0	06/24/2020	18:48:44	905 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0001491	0	06/24/2020	18:57:40	1515 Walnut (West)	611 Dispatched & cancelled en route	
20-0001492	0	06/24/2020	19:17:23	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001493	0	06/24/2020	20:10:36	890 College	311 Medical assist, assist EMS crew	
20-0001494	0	06/24/2020	22:06:31	805 Professional	311 Medical assist, assist EMS crew	
20-0001495	0	06/24/2020	23:05:41	1695 Willow Oak	311 Medical assist, assist EMS crew	
20-0001496	0	06/24/2020	23:45:42	400 Paige	611 Dispatched & cancelled en route	
20-0001497	0	06/25/2020	11:50:02	1200 Memorial	743 Smoke detector activation, no fire	
20-0001498	0	06/25/2020	12:21:22	1500 Manly	611 Dispatched & cancelled en route	
20-0001499	0	06/25/2020	14:31:44	403 Meeting	311 Medical assist, assist EMS crew	
20-0001500	0	06/25/2020	16:06:31	1905 Middle Summit	311 Medical assist, assist EMS crew	
20-0001501	0	06/25/2020	19:17:25	1320 Winton	311 Medical assist, assist EMS crew	
20-0001502	0	06/25/2020	22:23:03	Walnut (East)	324 Motor Vehicle Accident with no	
20-0001503	0	06/25/2020	22:29:18	403 Meeting	311 Medical assist, assist EMS crew	
20-0001504	0	06/26/2020	04:06:01	MM I-75 N. Bound	131 Passenger vehicle fire	
20-0001505	0	06/26/2020	10:31:59	Brickyard	422 Chemical spill or leak	
20-0001506	0	06/26/2020	14:50:07	1804 Kimberly Park	444 Power line down	
20-0001507	0	06/26/2020	18:16:05	1302 Underwood	311 Medical assist, assist EMS crew	
20-0001508	0	06/26/2020	19:19:39	2112 Club	311 Medical assist, assist EMS crew	
20-0001509	0	06/26/2020	19:56:26	620 Fifth	311 Medical assist, assist EMS crew	
20-0001510	0	06/26/2020	20:19:02	Airport	324 Motor Vehicle Accident with no	
20-0001511	0	06/26/2020	22:45:14	719 Mount Sinai (South)	735 Alarm system sounded due to	
20-0001512	0	06/27/2020	00:03:23	304 Park Canyon	311 Medical assist, assist EMS crew	
20-0001513	0	06/27/2020	00:06:02	1110 Burleyson	311 Medical assist, assist EMS crew	
20-0001514	0	06/27/2020	01:54:23	1523 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001515	0	06/27/2020	14:47:36	1300 Waugh (West)	715 Local alarm system, malicious	
20-0001516	0	06/27/2020	18:59:34	101 Walnut (West)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001517	0	06/27/2020	19:39:12	504 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001518	0	06/27/2020	20:41:37	421 Underwood	311 Medical assist, assist EMS crew	
20-0001519	0	06/27/2020	20:51:45	511 Loveman	311 Medical assist, assist EMS crew	
20-0001520	0	06/28/2020	03:05:50	1703 Willow Oak	311 Medical assist, assist EMS crew	
20-0001521	0	06/28/2020	09:22:41	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001522	0	06/28/2020	15:51:17	101 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001523	0	06/28/2020	16:07:17	710 Lance	311 Medical assist, assist EMS crew	
20-0001524	0	06/28/2020	18:26:27	Flemming	622 No Incident found on arrival at	
20-0001525	0	06/28/2020	20:56:21	915 Selvidge St. (North)	311 Medical assist, assist EMS crew	
20-0001526	0	06/29/2020	03:17:22	1320 Winton	311 Medical assist, assist EMS crew	
20-0001527	0	06/29/2020	06:56:58	531 Underwood	311 Medical assist, assist EMS crew	
20-0001528	0	06/29/2020	07:13:32	1518 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001529	0	06/29/2020	07:16:29	1410 Rosewood	311 Medical assist, assist EMS crew	
20-0001530	0	06/29/2020	10:26:18	214 Easterling (North)	311 Medical assist, assist EMS crew	
20-0001531	0	06/29/2020	14:38:09	934 Market	611 Dispatched & cancelled en route	
20-0001532	0	06/29/2020	15:37:29	Thornton (North)	311 Medical assist, assist EMS crew	
20-0001533	0	06/29/2020	16:20:46	1307 Georgian	311 Medical assist, assist EMS crew	
20-0001534	0	06/29/2020	17:26:27	1506 Rio Vista	111 Building fire	\$2,000
20-0001535	0	06/29/2020	18:07:04	1320 Winton	311 Medical assist, assist EMS crew	
20-0001536	0	06/29/2020	19:40:28	824 Beirut	311 Medical assist, assist EMS crew	
20-0001537	0	06/29/2020	20:42:08	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001538	0	06/30/2020	01:01:16	501 Fox Wood	311 Medical assist, assist EMS crew	
20-0001539	0	06/30/2020	01:01:59	403 Meeting	311 Medical assist, assist EMS crew	
20-0001540	0	06/30/2020	10:12:42	1215 Vanderbilt	113 Cooking fire, confined to	\$2,500
20-0001541	0	06/30/2020	10:32:03	Tarver	733 Smoke detector activation due to	
20-0001542	0	06/30/2020	10:35:14	306 Park (West)	311 Medical assist, assist EMS crew	
20-0001543	0	06/30/2020	11:43:13	Walnut (East)	311 Medical assist, assist EMS crew	
20-0001544	0	06/30/2020	12:07:41	1218 Broadrick	611 Dispatched & cancelled en route	
20-0001545	0	06/30/2020	13:04:09	Tibbs (North)	324 Motor Vehicle Accident with no	
20-0001546	0	06/30/2020	15:32:04	Veterans	324 Motor Vehicle Accident with no	
20-0001547	0	06/30/2020	16:13:39	Chattanooga	131 Passenger vehicle fire	\$40,000
20-0001548	0	06/30/2020	16:43:44	Thornton (North)	444 Power line down	

DALTON

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

Alarm Date Between {06/01/2020} And {06/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001549	0	06/30/2020	16:47:25	North Bypass	322 Motor vehicle accident with	
20-0001550	0	06/30/2020	16:50:41	205 Hawthorne (West)	311 Medical assist, assist EMS crew	
20-0001551	0	06/30/2020	19:02:36	512 Parkside	551 Assist police or other	
20-0001552	0	06/30/2020	19:05:10	816 Walnut Square	311 Medical assist, assist EMS crew	
20-0001553	0	06/30/2020	20:05:45	1610 Beechland	445 Arcing, shorted electrical	
20-0001554	0	06/30/2020	21:36:39	2130- Arbordale	424 Carbon monoxide incident	
20-0001555	0	06/30/2020	23:16:01	801 Selvidge St. (North)	311 Medical assist, assist EMS crew	
Total Incident Count						295
Total Est Loss						\$61,550

DALTON

Incident Type Period Comparisons

Alarm Date Between {06/01/2020} and {06/30/2020}

Incident Type	06/01/2020	06/01/2019	06/01/2018	06/01/2017
	to	to	to	to
	06/30/2020	06/30/2019	06/30/2018	06/30/2017
111 Building fire	3	2	3	1
113 Cooking fire, confined to container	1	2	2	1
131 Passenger vehicle fire	4	1	2	2
140 Natural vegetation fire, Other	1	2	0	0
142 Brush or brush-and-grass mixture fire	0	1	1	3
151 Outside rubbish, trash or waste fire	0	2	2	0
154 Dumpster or other outside trash receptacle fire	1	2	0	1
161 Outside storage fire	0	0	0	1
311 Medical assist, assist EMS crew	168	180	166	197
322 Motor vehicle accident with injuries	8	8	12	0
323 Motor vehicle/pedestrian accident (MV Ped)	0	2	1	0
324 Motor Vehicle Accident with no injuries	7	9	4	1
331 Lock-in (if lock out , use 511)	0	1	0	0
350 Extrication, rescue, Other	0	0	2	0
352 Extrication of victim(s) from vehicle	1	2	3	2
353 Removal of victim(s) from stalled elevator	0	1	1	0
363 Swift water rescue	0	0	1	0
400 Hazardous condition, Other	0	1	1	0
410 Combustible/flammable gas/liquid condition,	0	1	0	0
411 Gasoline or other flammable liquid spill	0	3	0	1
412 Gas leak (natural gas or LPG)	2	1	2	2
413 Oil or other combustible liquid spill	0	1	1	1
420 Toxic condition, Other	0	2	0	0
421 Chemical hazard (no spill or leak)	1	2	0	0
422 Chemical spill or leak	1	0	0	0
424 Carbon monoxide incident	1	0	0	0
440 Electrical wiring/equipment problem, Other	0	0	2	0
441 Heat from short circuit (wiring), defective/worn	0	1	0	2
442 Overheated motor	2	0	0	1
444 Power line down	5	9	5	3

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Incident Type Period Comparisons

Alarm Date Between {06/01/2020} and {06/30/2020}

Incident Type	06/01/2020	06/01/2019	06/01/2018	06/01/2017
	to 06/30/2020	to 06/30/2019	to 06/30/2018	to 06/30/2017
445 Arcing, shorted electrical equipment	5	5	2	3
461 Building or structure weakened or collapsed	0	4	3	0
500 Service Call, other	1	2	0	2
511 Lock-out	0	0	1	0
522 Water or steam leak	0	1	1	4
531 Smoke or odor removal	1	0	1	0
542 Animal rescue	2	0	0	0
551 Assist police or other governmental agency	2	2	0	0
553 Public service	1	3	2	0
554 Assist invalid	0	0	1	0
561 Unauthorized burning	0	1	1	0
611 Dispatched & cancelled en route	31	39	31	20
622 No Incident found on arrival at dispatch address	10	18	2	5
631 Authorized controlled burning	0	0	1	0
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	2	3	0	1
652 Steam, vapor, fog or dust thought to be smoke	1	0	1	3
661 EMS call, party transported by non-fire agency	0	0	1	0
671 HazMat release investigation w/no HazMat	0	1	0	0
715 Local alarm system, malicious false alarm	1	0	2	0
721 Bomb scare - no bomb	1	0	0	0
731 Sprinkler activation due to malfunction	0	0	0	2
733 Smoke detector activation due to malfunction	6	2	5	12
735 Alarm system sounded due to malfunction	7	4	5	9
736 CO detector activation due to malfunction	0	1	0	0
740 Unintentional transmission of alarm, Other	0	2	0	0
741 Sprinkler activation, no fire - unintentional	1	4	0	1
743 Smoke detector activation, no fire -	5	13	6	7
744 Detector activation, no fire - unintentional	3	1	3	1
745 Alarm system activation, no fire - unintentional	9	17	5	7

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Incident Type Period Comparisons

Alarm Date Between {06/01/2020} and {06/30/2020}

Incident Type	06/01/2020 to 06/30/2020	06/01/2019 to 06/30/2019	06/01/2018 to 06/30/2018	06/01/2017 to 06/30/2017
813 Wind storm, tornado/hurricane assessment	0	0	0	1
Totals	<u>295</u>	<u>359</u>	<u>286</u>	<u>297</u>

Dalton Fire Department

Monthly Emergency Response Time Analysis

Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	17	5.1%
	01	34	10.3%
	02	84	25.6%
	03	84	25.6%
	04	53	16.1%
	05	36	10.9%
	06	10	3.0%
	07	3	0.9%
	08	1	0.3%
	09	3	0.9%
	10	1	0.3%
	11	1	0.3%
	12	1	0.3%

Overall Average Response Time: 00:03:31

Dalton Fire Department

Monthly Non-Emergency Response Time Analysis

Non-Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	11	16.4%
	01	1	1.4%
	02	6	8.9%
	03	10	14.9%
	04	10	14.9%
	05	10	14.9%
	06	6	8.9%
	07	3	4.4%
	08	5	7.4%
	09	4	5.9%
	17	1	1.4%

Overall Average Response Time: 00:04:39

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
6/1/2020 –6/30/2020**

Total incidents in time period – 184

EMS on-scene prior to DFD – 62

EMS not on-scene prior – 130

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

Training Division Monthly Report

June 2020

Overview

An NFPA 1670 compliant surface water rescue refresher course was delivered to all suppression personnel. Dalton Police Department delivered a course on active threat response and tactical movement that included scenario-based evolutions conducted at Dalton High School. Sessions 1 and 2 of a 40-hour EMT/Paramedic refresher course were delivered to all licensed medical providers. The department hosted week 1 of Georgia Fire Academy's 80-hour Fire Department Management course with 12 students enrolled from the Northwest Georgia area. 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 June totaled 2,307.

Outside Schools

One Company Officer attended Fire Department Management at GPSTC.

Support Functions

- 171 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 784 hours in June
- 81 hours were attributed to spring hydrant detail
- Annual aerial and ground ladder service testing was completed in June
- 2 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 11 hours during the month

Prevention Division Monthly Report

June 2020

Inspections

Annual Inspections	Total:	9
Apartment Inspections	Total:	
Site Inspections	Total:	39
Fire Alarm Inspection	Total:	
Sprinkler System Inspection	Total:	2
New Kitchen Hood Inspections	Total:	1
Knox Box Installation	Total:	2
Occupational Tax Certificate Inspections	Total:	18
Alcohol Inspections	Total:	2
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	
Pre-Incident Surveys	Total:	19
Plan Reviews	Total:	6
Addressing	Total:	2
Total Inspections		100

Public Relations

Fire Safety Education

Events	Total:	4
Staff Members Participated	Total:	10
Staff Hours	Total:	8
Number of Adults Reached	Total:	13
Number of Children Reached	Total:	16
Total Residents Reached		29

Smoke Detector Installation

Events	Total:	1
Staff Members Participated	Total:	3
Staff Hours	Total:	2
Total Smoke Detectors Installed	Total:	2
Total Number of Adults Reached	Total:	2
Total Number of Children Reached	Total:	
Total Residents Reached		2

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Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
06/02/2020	12:54	10227 A Touch Of Beauty 301 Hamilton (North) ST	0.45	
06/01/2020	09:42	20647 King Door Co. Inc. 1802 Abutment RD	0.17	
06/25/2020	10:30	10504 Oakhaven 216 Fort Hill TER	0.10	
06/29/2020	10:11	10565 Saint Joseph Clinic 1102 Waugh (West) ST	0.37	
06/30/2020	14:08	20062 Studio One 1100 Boylston ST	0.03	
06/30/2020	13:48	20064 Revelation's Hair Designs 1104 Boylston ST	0.24	
06/30/2020	13:36	2P021 Charles Campbell Properties 1100 Boylston ST	0.03	
06/30/2020	13:39	20063 2Work Staffing 1102 Boylston ST	0.02	
06/30/2020	13:40	20065 2Work Staffing 1106 Boylston ST	0.05	
Total Activities for Type: 9			1.46	

210 INSPECTION - Site Inspection				
06/26/2020	15:14	10493 TNT Fireworks 98 Walnut (West) AVE	0.02	
06/26/2020	10:07	30008 TNT Fireworks 815 Shugart RD	0.03	
06/26/2020	09:50	50144 TNT Fireworks 1287 Glenwood (North) AVE	0.08	
06/26/2020	15:25	40020 Holiday Inn Express 934 Market ST	0.04	
06/26/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
06/26/2020		20813 Krystal's 1909 Walnut (East) AVE	0.00	
06/29/2020		10505 The Weaving Room 851 Chattanooga AVE	0.00	
06/30/2020		40020 Holiday Inn Express 934 Market ST	0.00	
06/25/2020		30033 Guest Inn 2220 Chattanooga RD	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
06/24/2020	09:52	30102 Phanton Fireworks 883 Shugart RD	0.08	
06/24/2020		10193 Buckin' Burrito 212 Hamilton (North) ST	0.00	
06/24/2020		20748 Fabric Sources International 2309 Dalton Industrial CT	0.00	
06/18/2020		20258 AMT Advanced Machine Tech, Inc. 2600 Abutment RD	0.00	
06/23/2020		30117 Berry Plastics 1009 Poly Pac DR	0.00	
06/22/2020		30008 TNT Fireworks 815 Shugart RD	0.00	
06/22/2020		30102 Phanton Fireworks 883 Shugart RD	0.00	
06/22/2020		50144 TNT Fireworks 1287 Glenwood (North) AVE	0.00	
06/22/2020		10493 TNT Fireworks 98 Walnut (West) AVE	0.00	
06/23/2020	09:36	40020 Holiday Inn Express 934 Market ST	0.13	
06/17/2020		50157 Ollie's 1205 Glenwood (North) AVE /Suite 1	0.00	
06/17/2020		10653 City Hall 300 Waugh (West) ST	0.00	
06/17/2020		50017 Del Taco 1203 Glenwood (North) AVE	0.00	
06/17/2020		20438 Ponce Auto Sales LLC 1424 Morris (East) ST	0.00	
06/18/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
06/18/2020		50151 Hammond Creek Middle School 330 Plesant Grove DR NE	0.00	
06/22/2020		30033 Guest Inn 2220 Chattanooga RD	0.00	
06/01/2020	08:46	10484 Car Aid 1617 Morris (East) ST	0.40	
06/01/2020		50017 Del Taco 1203 Glenwood (North) AVE	0.00	
06/05/2020	14:43	10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.10	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
06/03/2020		20813 Krystal's 1909 Walnut (East) AVE	0.00	
06/03/2020		50006 Western Sizzlin 501 Legion DR	0.00	
06/02/2020		50151 Hammond Creek Middle School 330 Pleasant Grove DR NE	0.00	
06/05/2020	09:35	50051 Dalton Golf & Country Club 333 Country Club WAY	0.15	
06/05/2020		50006 Western Sizzlin 501 Legion DR	0.00	
06/05/2020		50017 Del Taco 1203 Glenwood (North) AVE	0.00	
06/05/2020		50027 Tiarco-RST 1010 Vista DR	0.00	
06/08/2020		50006 Western Sizzlin 501 Legion DR	0.00	
06/09/2020	10:33	20010 Shaw Plant DM/LS 1627 Abutment RD /1631 Abutent Rd.	0.08	
06/15/2020	09:57	40171 Ross 1310 Walnut (West) AVE /Suite 2	3.68	
Total Activities for Type: 39			4.79	

211 INSPECTION - Plan Review				
06/02/2020		10359 Hamilton Medical Center 1200 Memorial DR	0.00	
06/02/2020		40059 Kroger 1365 Walnut (West) AVE	0.00	
06/03/2020		20017 Sonic 2702 Airport RD	0.00	
06/11/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
06/12/2020		50151 Hammond Creek Middle School 330 Pleasant Grove DR NE	2.00	
06/12/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
Total Activities for Type: 6			2.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
222 INSPECTION - Sprinkler System				
06/18/2020		10486 North Park RV and Boat Storage 404 North Park DR	0.00	
06/26/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
Total Activities for Type:			2	0.00
250 INSPECTION - New Kitchen Hood Installation				
06/04/2020	08:43	50017 Del Taco 1203 Glenwood (North) AVE	0.07	
Total Activities for Type:			1	0.07
251 INSPECTION - Knox Box Installation				
06/05/2020		20209 Dalton Truck Repair 1814 Hamilton (South) ST	0.00	
06/05/2020		20237 Dalton Truck & Body Repair 220 Industrial (West) BLVD	0.00	
Total Activities for Type:			2	0.00
261 INSPECTION - OTC				
06/09/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
06/08/2020	09:11	10555 Vam's Printing & Design LLC 267 N Hamilton ST /Suite 103	0.17	
06/05/2020	15:48	20209 Dalton Truck Repair 1814 Hamilton (South) ST	0.01	
06/05/2020	14:05	50017 Del Taco 1203 Glenwood (North) AVE	0.35	
06/03/2020	09:51	20237 Dalton Truck & Body Repair 220 Industrial (West) BLVD	0.39	
06/03/2020	10:17	20209 Dalton Truck Repair 1814 Hamilton (South) ST	0.15	
06/02/2020		50020 Charlottes Web 1280 Veterans DR	0.00	
06/02/2020	09:05	20415 COUPLE OF MANA DORKS 720 Glenwood (South) AVE /106&108	0.13	
07/07/2020	11:21			

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
261 INSPECTION - OTC				
06/18/2020		10486 North Park RV and Boat Storage 404 North Park DR	0.00	
06/17/2020		30103 Tekcell LLC 815 Shugart RD	0.00	
06/23/2020	09:02	10811 Tony's Wheel, Tires, and Accessories LLC 700 Glenwood (North) AVE	0.27	
06/23/2020	10:13	50017 Del Taco 1203 Glenwood (North) AVE	0.01	
06/23/2020	10:01	40113 David J. Cassidy D.M.D. 1403 Dug Gap RD	0.03	
06/19/2020	10:44	20445 Tinter Angel 417 Spencer (South) ST	0.29	
06/22/2020	08:54	10487 Cali Munchies 343 Hamilton (North) ST	0.21	
06/29/2020	09:12	30033 Guest Inn 2220 Chattanooga RD	0.08	
06/29/2020	09:51	10492 SCRC-Southeast Clinical Research Center 1102 Waugh (West) ST /suite 2	0.24	
06/30/2020	12:03	10485 Platinum's Beauty Salon 512 MLK Jr. BLVD /Suite 3	0.12	
Total Activities for Type: 18			2.45	
262 INSPECTION - Alcohol				
06/23/2020		10534 Downtown Dalton Development Authority 305 S Depot ST	0.00	
06/02/2020		10782 Cyra's 208 Pentz (North) ST	0.00	
Total Activities for Type: 2			0.00	
501 PRE-INCIDENT SURVEY				
06/15/2020	14:00	20073 Honey Baked Ham 100 Walnut (West) AVE /118	0.25	
06/15/2020	14:30	20588 Dos Bros 100 Walnut (West) AVE /74	0.25	
06/15/2020	14:00	20740 Walmart Neighborhood Market 98 Walnut (West) AVE	0.42	
06/15/2020	10:00	40081 Red Roof Inn 1529 Walnut (West) AVE	0.50	
07/07/2020	11:21			

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2020} And
{06/30/2020}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
06/15/2020	09:30	40078 Days Inn 1518 Walnut (West) AVE	0.50	
06/15/2020	09:00	40079 Vacant 1520 Walnut (West) AVE	0.25	
06/15/2020	10:30	40080 Vacant 1526 Walnut (West) AVE	0.25	
06/25/2020	13:00	10600 Georgian Apartments Georgian PL	1.00	
06/22/2020		50119 Master Seo's 1024 Riverburch PKY	0.00	
06/22/2020		50120 Peak Fitness 1021 Riverburch PKY /Dalton, GA 30721	0.00	
06/22/2020		50111 Murrell S. Tull Jr. D.D.S 1017 Riverburch PKY /Dalton, GA 30721	0.00	
06/22/2020		50131 Braun Eyecare 1008 Riverburch PKY	0.00	
06/22/2020		50118 Dollar General Store 1004 Riverburch PKY	0.00	
06/22/2020		50110 Priority Care 1000 Riverburch PKY	0.00	
06/22/2020		50113 Prima Care 102 North Oaks DR	0.00	
06/22/2020		30033 Guest Inn 2220 Chattanooga RD	6.00	
06/29/2020		30242 Department of Transportation 1313 Tibbs (North) RD	0.50	
06/29/2020	14:15	30243 Dyer & Payne Distribution 414 A&B North Park DR	0.50	
06/29/2020	14:30	30244 Hackney Painting 414 C North Park DR	0.50	
Total Activities for Type: 19			10.92	

Grand Total Activities: 98

Grand Totals: 21.69 0.00

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2020} And
{06/30/2020}**

10227 **A Touch Of Beauty**
 301 Hamilton (North) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/02/2020	2018 IFC 313.1 Fueled equipment, properly Notes: Maintain clearance around gas fed appliances.	1			0
06/02/2020	2018 IFC 505.1 Address, in approved Notes: Install address signage.	1			0
06/02/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: Maintain clearance around electrical panels.	1			0
06/02/2020	2018 IFC 604.3.1 Electrical equipment, properly Notes: Install electrical room signage.	1			0
06/02/2020	2018 IFC 906.3 Fire extinguisher, correct size Notes: Install and mount properly sized fire extinguisher with a current annual inspection.	1			0

Total Individual Violation Codes for Occupancy: 5

10487 **Cali Munchies**
 343 Hamilton (North) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/22/2020	2018 IFC 505.1 Address, in approved Notes: Address must be properly displayed.	1			0
06/22/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: 1) Electrical room must be marked. 2) Remove extension cords passing through walls.	1			0

Total Individual Violation Codes for Occupancy: 2

10484 **Car Aid**
 1617 Morris (East) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2020} And
{06/30/2020}**

10484 Car Aid
 1617 Morris (East) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/01/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0

Total Individual Violation Codes for Occupancy: 1

50051 Dalton Golf & Country Club
 333 Country Club WAY
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/05/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0

Notes: 1). Penetration found in hood system.
 2). Replace outlet cover.

Total Individual Violation Codes for Occupancy: 1

20209 Dalton Truck Repair
 1814 Hamilton (South) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/03/2020	* 2018 IFC 506.1 Knox Box, requirements met	1			0

Notes: Recheck violation record automatically created from a recheck request.
 Original Violation Remarks: Add Knox Box to building.

06/03/2020	* 2018 IFC 506.1 Knox Box, requirements met	1			0
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Notes: Add Knox Box to building.

06/03/2020	* 2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
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Notes: Recheck violation record automatically created from a recheck request.
 Original Violation Remarks: Repair or replace exit signs.

06/03/2020	* 2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
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Notes: Repair or replace exit signs.

Total Individual Violation Codes for Occupancy: 4

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

Violation Date Reported Between {06/01/2020} And
{06/30/2020}

50017 Del Taco
1203 Glenwood (North) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/05/2020	* 2018 IFC 506.1 Knox Box, requirements met Notes: Add Knox Box to building.	1			0
06/05/2020	* 2018 IFC 506.1 Knox Box, requirements met Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Add Knox Box to building.	1			0

Total Individual Violation Codes for Occupancy: 2

40020 Holiday Inn Express
934 Market ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/23/2020	* DFDFMO NFPA, ICC Code not specified on checklist Notes: Looking at added six rooms and void space created.	1			0
06/23/2020	* DFDFMO NFPA, ICC Code not specified on checklist Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Looking at added six rooms and void space created.	1			0

Total Individual Violation Codes for Occupancy: 2

20064 Revelation's Hair Designs
1104 Boylston ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/30/2020	2018 IFC 906.2 MOD Fire extinguisher, properly Notes: Fire extinguishers require current annual inspection, performed by a GA licensed contractor.	1			0
06/30/2020	2018 NFPA 10 6.1.3.8.1 Fire extinguisher, Notes: Fire extinguisher must be properly mounted.	1			0

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2020} And
{06/30/2020}**

20064 Revelation's Hair Designs
 1104 Boylston ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
Total Individual Violation Codes for Occupancy: 2					

10565 Saint Joseph Clinic
 1102 Waugh (West) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/29/2020	2018 IFC 506.1 Knox Box, requirements met Notes: Install required Knox Box.	1			0
06/29/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: Repair exposed electrical wiring.	1			0
06/29/2020	2018 IFC 604.3.1 Electrical equipment, properly Notes: Install required signage on electrical rooms.	1			0
06/29/2020	2018 IFC 906.2 MOD Fire extinguisher, properly Notes: Fire extinguishers require current annual inspection, performed by a GA licensed contractor.	1			0
06/29/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional Notes: Repair or replace non operational exit signage.	1			0
06/29/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates Notes: Repair or replace non operational emergency lighting.	1			0
06/29/2020	2018 NFPA 101 9.6.1.4 Fire alarm, Annual fire Notes: Fire alarm requires current annual inspection, performed by a GA licensed contractor.	1			0
06/29/2020	2019 NFPA 72 17.7.3.2.3.1 Smoke detector, in Notes: Replace damaged detector in the electrical room.	1			0
Total Individual Violation Codes for Occupancy: 8					

10492 SCRC-Southeast Clinical Research Center
 1102 Waugh (West) ST
 suite 2
 Dalton, GA 30720

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy
Violation Date Reported Between {06/01/2020} And
{06/30/2020}

Reported	Code/Description	Count	Article	Division	Page
06/29/2020	2018 IFC 506.1 Knox Box, requirements met Notes: Install key in Knox Box.	1			0
06/29/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: Remove combustibles from electrical room.	1			0
06/29/2020	2018 IFC 906.2 MOD Fire extinguisher, properly Notes: Fire extinguishers require current annual inspection, performed by a GA licensed contractor.	1			0
06/29/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional Notes: Repair or replace non operational exit signage.	1			0
06/29/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates Notes: Repair or replace non operational emergency lighting.	1			0

Total Individual Violation Codes for Occupancy: 5

20445 **Tinter Angel**
 417 Spencer (South) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/19/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: Install electrical outlet covers.	1			0
06/19/2020	2018 IFC 906.2 MOD Fire extinguisher, properly Notes: Fire extinguishers require current annual inspection by a GA licensed contractor and must be properly mounted.	1			0

Total Individual Violation Codes for Occupancy: 2

10555 **Vam's Printing & Design LLC**
 267 N Hamilton ST
 Suite 103
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/08/2020	2018 IFC 506.1 Knox Box, requirements met Notes: Install required Knox Box.	1			0

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

Violation Date Reported Between {06/01/2020} And
{06/30/2020}

10555 Vam's Printing & Design LLC
267 N Hamilton ST
Suite 103
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/08/2020	2018 IFC 906.2 MOD Fire extinguisher, properly	1			0
Notes: Fire extinguishers require current annual inspection.					

Total Individual Violation Codes for Occupancy: 2

Grand Total Violations: 36

* Denotes Violations Corrected or Variance Issued

07/07/2020 11:23

Page

07/13/2020 10:18
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

6/30/2020

P 1
glytddb

FOR 2020 06

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
141400 FIRE DEPARTMENT									
141400	000010	SALARIES-REGULAR	4,886,425	0	4,886,425	2,309,179.95	.00	2,577,245.05	47.3%
141400	000011	SALARIES OVERTIME	434,400	0	434,400	175,559.80	.00	258,840.20	40.4%
141400	000020	FICA	412,300	0	412,300	194,738.72	.00	217,561.28	47.2%
141400	000030	PENSION	149,000	0	149,000	71,637.97	.00	77,362.03	48.1%
141400	000032	PENSION - DB PLAN	1,997,725	0	1,997,725	706,299.33	.00	1,291,425.67	35.4%
141400	000040	HOSPITALIZATION I	744,500	0	744,500	364,879.00	.00	379,621.00	49.0%
141400	000043	INSURANCE - FIRE	17,000	0	17,000	.00	.00	17,000.00	.0%
141400	000045	EE LIFE & DISABIL	30,060	0	30,060	13,927.20	.00	16,132.80	46.3%
141400	000050	GENERAL INSURANCE	28,500	1,510	30,010	30,008.52	.00	1.48	100.0%
141400	000060	WORKER COMPENSATI	91,255	0	91,255	45,627.52	.00	45,627.48	50.0%
141400	000095	50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400	000100	OFFICE EQUIPMENT	7,200	0	7,200	3,429.13	.00	3,770.87	47.6%
141400	000110	TELEPHONE	31,000	0	31,000	15,123.89	768.77	15,107.34	51.3%
141400	000120	TRAINING EXPENSES	42,000	0	42,000	5,004.51	.00	36,995.49	11.9%
141400	000121	FIRE SAFETY/EDUCA	3,500	0	3,500	2,518.70	.00	981.30	72.0%
141400	000123	HAZMAT MANAGEMENT	26,900	0	26,900	19,645.50	.00	7,254.50	73.0%
141400	000330	UTILITIES	131,500	0	131,500	62,299.03	.00	69,200.97	47.4%
141400	000350	BUILDING MAINT &	60,000	0	60,000	21,474.08	409.00	38,116.92	36.5%
141400	000360	LEGAL FEES	4,800	0	4,800	3,997.50	.00	802.50	83.3%
141400	000400	EQUIPMENT MAINT &	24,000	0	24,000	9,213.93	101.68	14,684.39	38.8%
141400	000410	GAS & OIL	65,000	-1,510	63,490	20,953.51	.00	42,536.49	33.0%
141400	000440	SUPPLIES	30,000	0	30,000	10,196.98	382.00	19,421.02	35.3%
141400	000450	CLEANING ALLOWANC	49,920	0	49,920	2,588.50	.00	47,331.50	5.2%
141400	000460	UNIFORMS	140,000	0	140,000	85,196.09	156.00	54,647.91	61.0%
141400	000830	MAINTENANCE - APP	100,000	0	100,000	74,588.31	2,891.43	22,520.26	77.5%
141400	001010	OFFICE SUPPLIES	8,200	0	8,200	2,023.82	323.00	5,853.18	28.6%
141400	001030	COMPUTER-SOFTWARE	25,100	0	25,100	3,157.21	.00	21,942.79	12.6%
141400	001040	COMPUTER MAINTAIN	7,000	0	7,000	1,041.03	.00	5,958.97	14.9%
141400	001090	WELLNESS PROGRAM	4,000	0	4,000	.00	.00	4,000.00	.0%
141400	001300	MEALS	16,600	0	16,600	8,073.99	.00	8,526.01	48.6%
141400	001410	DUES/FEES/SUBSCRI	6,600	0	6,600	1,930.70	.00	4,669.30	29.3%
141400	001620	VEHICLE IMPACT FE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400	001665	RADIO SUBSCRIBER	10,750	0	10,750	10,492.20	.00	257.80	97.6%
141400	001990	MISCELLANEOUS	16,000	0	16,000	2,515.79	.00	13,484.21	15.7%
141400	039980	CAPITAL OUTLAY <	37,000	0	37,000	.00	.00	37,000.00	.0%
141400	084725	BUIDING/GROUNDS M	9,000	0	9,000	2,031.47	107.40	6,861.13	23.8%
TOTAL FIRE DEPARTMENT		9,653,335	0	9,653,335	4,279,353.88	5,139.28	5,368,841.84	44.4%	
TOTAL GENERAL FUND - OPERATING		9,653,335	0	9,653,335	4,279,353.88	5,139.28	5,368,841.84	44.4%	
TOTAL EXPENSES		9,653,335	0	9,653,335	4,279,353.88	5,139.28	5,368,841.84		