



**PUBLIC SAFETY COMMISSION  
TUESDAY, JUNE 28, 2022  
8:30 AM  
CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Police Department - New Personnel Confirmation
- [2.](#) Employment Confirmation
  1. Zachary Carlson
  2. Drew Sage
  3. Chris Stanley

**Approval of Minutes**

- [3.](#) May 24, 2022

**Police Department**

- [4.](#) Crime/Crash Statistics May 2022
- [5.](#) Financial Statistics May 2022
- [6.](#) Written Directive Review

**Fire Department**

- [7.](#) Statistical Report for May, 2022
- [8.](#) Financial Report for May, 2022

**Adjournment**

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** JESUS ANTONIO CRUZ-RAMOS

**SEX/AGE:** Male/27

**EDUCATION:** May 2013 Graduate  
Calhoun High School  
Calhoun GA

**WORK:** February 2018 – March 2022  
Mohawk  
Adairsville, GA

October 2017 – February 2018  
Shaw Industries  
Calhoun, GA

October 2013 – October 2017  
Walmart  
Calhoun, GA

**MILITARY:** None

**MARITAL STATUS:** Married

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **WILSON MILES MCNAIR**

**SEX/AGE:** Male/29

**EDUCATION:** August 2017  
Bachelor of Science Degree  
East Tennessee State University  
Johnson City TN

May 2011 Graduate  
Dobyns-Bennett High School  
Kingsport TN

**WORK:** March 2018 – February 2022  
Hamilton County Sheriff's Office  
Chattanooga, TN

August 2013 – March 2018  
T.J. Maxx  
Chattanooga, TN

**MILITARY:** None

**MARITAL STATUS:** Married

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **TERRY RICHARD MILLER**

**SEX/AGE:** Male/39

**EDUCATION:** May 2001 Graduate  
Murray County High School  
Chatsworth GA

**WORK:** August 2004 – February 2022  
Display Craft Inc.  
Dalton, GA

September 2003 – August 2004  
Madison Industries  
Dalton, GA

August 2000 – September 2003  
Marquis Industries  
Chatsworth, GA

**MILITARY:** None

**MARITAL STATUS:** Married

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **BRANDON LEE PUTNAM**

**SEX/AGE:** Male/37

**EDUCATION:** May 2009  
Bachelor of Science Degree  
Berry College  
Mount Berry GA

May 2003 Graduate  
Gordon Central High School  
Calhoun GA

**WORK:** August 2018 – December 2021  
Allgood Pest Solutions  
Rome GA

August 2012 – November 2017  
Starr Mathews Agency, Inc.  
Calhoun GA

July 2011 – June 2012  
Progressive Insurance  
Rome GA

**MILITARY:** None

**MARITAL STATUS:** Single

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **KALEB BRYCE WARREN**

**SEX/AGE:** Male/26

**EDUCATION:** May 2021  
Bachelor of Science Degree  
Dalton State College  
Dalton GA

May 2014 Graduate  
Lafayette High School  
Lafayette GA

**WORK:** September 2021 – February 2022  
Department of Community Supervision  
Lafayette GA

May 2014 – March 2022  
Warren Stump Grinding  
Lafayette GA

November 2015 – August 2021  
Triple R Farms  
Lafayette GA

**MILITARY:** None

**MARITAL STATUS:** Single

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **CHRISTOPHER LEONARD WINGATE**

**SEX/AGE:** Male/35

**EDUCATION:** May 2020  
Bachelor of Arts  
University of South Florida  
Tampa FL

May 2005 Graduate  
Hardee County High School  
Wauchula, FL 33873

**WORK:** January 2021 – June 2022  
Sebring Police Dept.  
Sebring FL

August 2009 – March 2016  
USMC  
Tampa, FL

**MILITARY:** Marines

**MARITAL STATUS:** Married

# DALTON FIRE DEPARTMENT

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

404 School Street  
Dalton, GA 30720



**PUBLIC SAFETY COMMISSION**  
Terry Mathis  
Bill Weaver  
Truman Whitfield  
Anthony Walker  
Alex Brown

## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME:** Zachary Carlson

**HOURLY RATE:** \$15.04

**SEX/AGE:** Male/25

**EDUCATION:** Oswego High School

**WORK:** United States Army

**MILITARY:** United States Army  
7/2018-9/2021

**MARITAL STATUS:** Single



# DALTON FIRE DEPARTMENT

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

404 School Street  
Dalton, GA 30720



**PUBLIC SAFETY COMMISSION**  
Terry Mathis  
Bill Weaver  
Truman Whitfield  
Anthony Walker  
Alex Brown

## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME:** Drew Sage

**HOURLY RATE:** \$15.04

**SEX/AGE:** Male/21

**EDUCATION:** Coahulla Creek High School

**WORK:** Construction

**MILITARY:** N/A

**MARITAL STATUS:** Single

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

## **DALTON FIRE DEPARTMENT**

404 School Street  
Dalton, GA 30720



**PUBLIC SAFETY COMMISSION**  
Terry Mathis  
Bill Weaver  
Truman Whitfield  
Anthony Walker  
Alex Brown

## **DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET**

**NAME:** Christopher Stanley

**HOURLY RATE:** \$15.04

**SEX/AGE:** Male/32

**EDUCATION:** Southeast High School

**WORK:** Whitfield County Fire Department (2011)

**MILITARY:** N/A

**MARITAL STATUS:** Married  
Wife/Alisha  
Daughter/Jayden  
Son/River

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
MAY 24, 2022

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – Individual Commendations

Fire Chief Todd Pangle presented Certificates of Commendation to Lieutenant Jeremy Phillips, Engineer Mark Richardson, and Firefighter Austin Williams for their outstanding job performance in providing aid to an individual in cardiac arrest, on Saturday, April 16, 2022 at the 901 West Bridge Rd. (Red Lobster) location.

Fire Department – Citizen Life Saving Award

Fire Chief Todd Pangle presented the Citizen Life Saving Award to Mr. Aaron Waggoner for providing aid to an individual in full arrest on Saturday, April 16, 2022 at the 901 West Bridge Rd. (Red Lobster) location.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of April 26, 2022. On the motion of Commissioner Weaver, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

(4) ALCOHOL APPLICATIONS

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

- |                    |   |
|--------------------|---|
| 1. Business Owner: | Mariscos el Cuhhhmaron, LLC                             |
| d/b/a:             | Mariscos el Cuhhhmaron                                  |
| Applicant:         | Jose G. Martinez Jr.                                    |
| Business Address:  | 229 N. Hamilton St                                      |
| License Type:      | Pouring Beer, Pouring Wine, Pouring Liquor (Restaurant) |
| Disposition:       | <b>New</b>  |

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

- |                    |   |
|--------------------|---|
| 2. Business Owner: | Kumo Sushi Inc.                         |
| d/b/a:             | 1277 N. Glenwood Ave.                   |
| Applicant:         | Xiong Wei, CHen                         |
| Business Address:  | 1277 N. Glenwood Ave.                   |
| License Type:      | Pouring Beer, Pouring Wine (Restaurant) |
| Disposition:       | <b>New</b>                              |

(4) ALCOHOL APPLICATIONS

.....Continued

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

3. Business Owner: Dagoberto Hernandez, LLC  
d/b/a: Taqueria el Rey #3  
Applicant: Nancy A. Hernandez  
Business Address: 801 E. Walnut Ave. Ste C, D, E  
License Type: Pouring Beer, Pouring Liquor (Restaurant)  
Disposition: **New**

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

4. Business Owner: Alivia Enterprise, LLC  
d/b/a: Jas Tobacco  
Applicant: Linda A. Crider  
Business Address: 601 Fleming St. Ste A  
License Type: Package Beer (Convenience Store)  
Disposition: **New**

POLICE DEPARTMENT

Crime and Crash Statistics for April, 2022

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of April, 2022. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are approximately 22.7% lower and Part II crimes are approximately 23.1% lower when compared to the past 5-year average. Chief Cason further reported there were 109 non-private property crashes reported for the month and injury crashes decreased from March 2022, though total injuries increased.

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

Financial Statistics for April, 2022

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of April, 2022. Chief Cason reported the department has expended 30.7% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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

### Written Directives

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

- 2.9 Table of Organization
- 4.18 Public Safety Cadet Program
- 4.19 Emergency Death, Serious Injury, or Serious Illness Notification
- 6.7 Automated Emergency Notification System
- 7.2 Burglary and Robbery Alarm Procedures
- 7.15 Roadblocks
- 7.17 Criminal Intelligence
- 7.26 Unmanned Aircraft Systems

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

### FIRE DEPARTMENT

#### Monthly Statistical Report – April, 2022

Fire Chief Todd Pangle presented the April, 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 317 Total Responses, a Dollar Value Saved & Loss Analysis of \$12,715.00, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

#### Monthly Financial Report – April 2022

Fire Chief Todd Pangle presented the Financial Report for the month of April, 2022 to the Commission. Chief Pangle stated the department has expended 29.6% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

On the motion of Commissioner Weaver, second Commissioner Brown, 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.

#### Standard Operating Procedures - Review

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following Standard Operating Procedure guideline review.

- SOP – GP-6 Vehicle accident's involving DFD versus public property

The vote was unanimous in favor.

### ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:37 a.m.

---

Terry Mathis, Chairman

ATTEST:

---

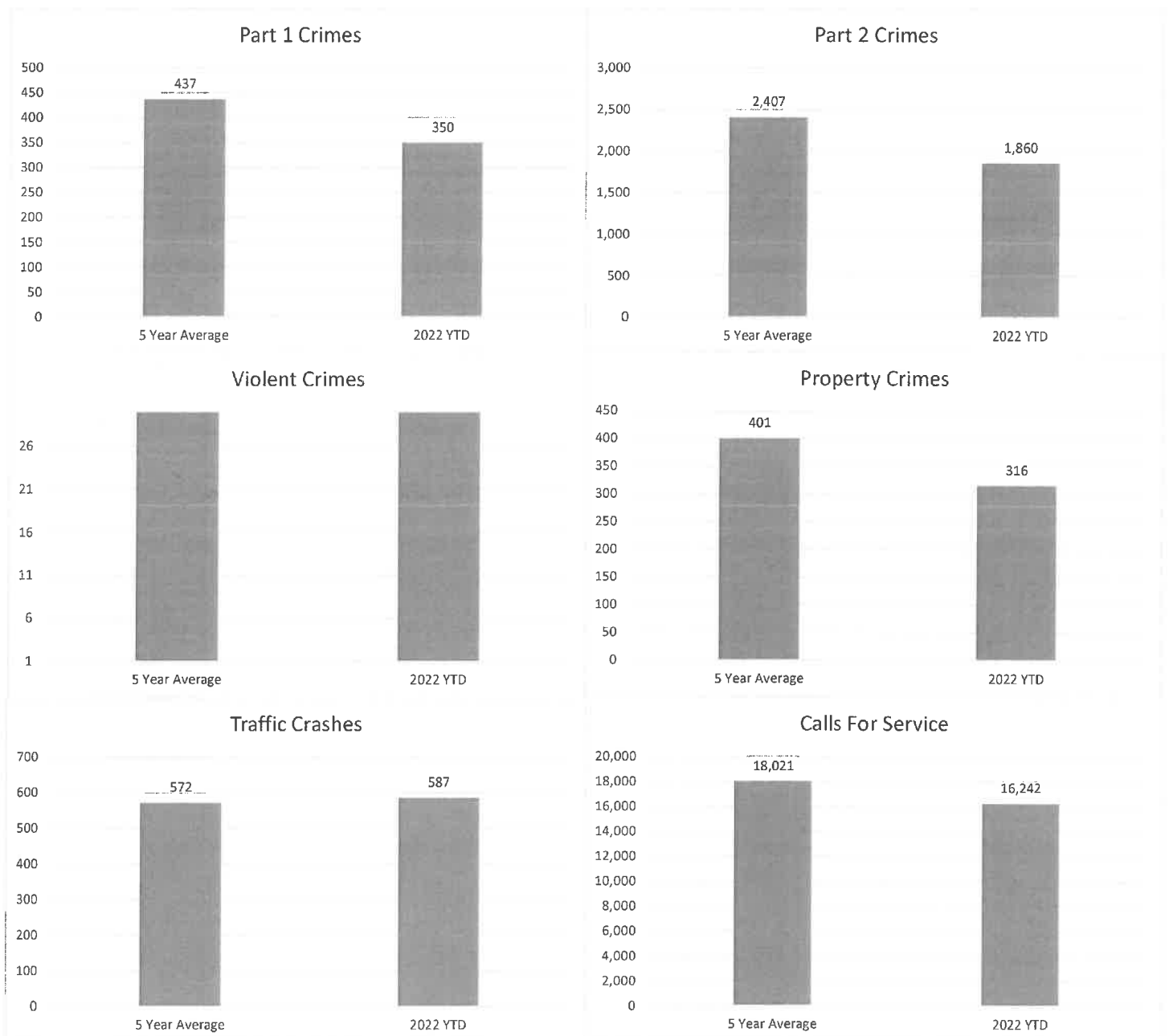
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JUNE 28, 2022**

**Summary of Data and Crime Statistics for May 2022**

**General**

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 19.8% lower than the five-year statistics. Part 2 crimes have decreased by approximately 22.7% during the same time. Property crimes show a decrease of approximately 21.2% from the five-year average. There have been 34 violent crimes year-to-date compared to the five-year average of 36. Traffic crashes are approximately 2.6% higher than the five-year average. Calls for service show a decrease of approximately 9.9% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JUNE 28, 2022**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022  
May 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	493	463	355	349	350	
Homicides	0	0	0	1	1	
Rape	2	7	4	7	5	
Robbery	8	2	7	1	6	
Aggravated Assault	18	25	24	30	22	
<b>Violent Crime Totals</b>	<b>28</b>	<b>34</b>	<b>35</b>	<b>39</b>	<b>34</b>	
Burglary	68	44	36	38	29	
Larceny-Theft	365	364	261	221	260	
Motor Vehicle Theft	29	21	23	51	27	
Arson	3	0	0	0	0	
<b>Property Crime Totals</b>	<b>465</b>	<b>429</b>	<b>320</b>	<b>310</b>	<b>316</b>	
Violent Crime Clearance	79%	97%	69%	54%	62%	
Property Crime Clearance	36%	49%	30%	41%	44%	
Part I Arrests	155	199	109	106	112	
Citations	5,597	5,762	5,186	4,165	5,248	
Calls for Service	17,181	18,936	20,708	16,492	16,242	
Traffic Crashes	585	618	479	582	587	

### Analysis

In the year to date 2022 there have been 350 Part 1 crimes reported, compared to 349 in 2021. There have been five more robberies and one homicide reported in 2022, while total violent crime numbers are down.

There have been 34 violent crimes reported 2022 YTD compared to 39 reported violent crimes 2021 YTD. There have been five rapes reported in 2022 compared to seven in 2021. Year to date property crimes have shown an increase of approximately 1.9% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 401. Violent crime numbers are lower than the five-year average of 36.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JUNE 28, 2022**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
		2022	2021			2022	2021			2022	2021	
	5/22	5/21	YTD	YTD	5/22	5/21	YTD	YTD	5/22	5/21	YTD	YTD
Part I Offenses												
Homicide	0	0	1	1	0	1	0	1	0	1	1	1
Rape	1	1	5	7	1	0	1	4	0	0	0	1
Robbery	2	0	6	1	0	0	14	1	0	0	14	0
Aggravated Assault	6	7	22	30	1	3	6	15	1	2	4	13
Burglary	9	11	29	38	1	2	7	11	0	1	3	10
Larceny - Theft	52	42	260	221	18	16	124	98	14	12	87	74
Motor Vehicle Theft	5	6	27	51	2	0	8	17	1	0	3	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	75	67	350	349	23	22	160	147	16	16	112	106
Part II Offenses												
Other Assaults - not agg.	33	29	139	153	23	22	112	131	13	16	75	95
Forgery/Counterfeiting	6	6	33	25	1	0	12	3	1	0	9	2
Fraud	17	14	80	79	2	3	14	32	1	1	9	24
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	1	1	8	5	1	0	4	1	1	0	4	0
Vandalism	18	10	97	109	4	5	27	36	2	5	18	18
Weapons Violations	6	7	22	25	7	12	19	32	7	12	19	30
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	8	8	22	25	4	1	11	8	2	0	2	3
Drug Sales	9	4	28	42	7	7	25	38	7	7	20	38
Drug Possession	20	22	112	166	10	21	84	169	8	19	68	144
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	5	5	20	24	4	4	14	17	3	4	12	15
Liquor Violations	9	5	38	27	2	5	34	22	2	5	34	21
Drunkenness	4	9	42	37	2	8	37	40	2	7	37	39
Other Disorderly Conduct	13	14	60	81	9	10	54	64	4	7	40	47
Curfew Violations	1	3	3	10	1	5	1	9	1	5	1	8
All Other Offenses	219	269	1070	1253	231	212	1283	1247	216	176	1158	1091
DUI	28	17	86	108	29	19	85	109	29	19	85	108
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	397	423	1860	2169	337	334	1816	1958	299	283	1591	1683
PART I AND II TOTAL	472	490	2210	2518	360	356	1976	2105	315	299	1703	1789
Crashes			2022	2021	Enforcement						2022	2021
	5/22	5/21	YTD	YTD					5/22	5/21	YTD	YTD
Public Roadway	127	131	587	582	Citations				640	463	2,861	2,656
					Warnings				500	239	2,387	1,500
911 Calls	3,463	3,595	16,242	16,492	Totals				1,140	702	5,248	4,166
												1



## Summary of Significant Events for May 2022

22-003071	Mental Subject	906 M L King Jr Blvd
<p>Officers responded to a 911 hang up/welfare check call in which the caller stated they were going to kill everyone around. Upon arrival, officers contacted a male subject who had a hatchet in his hand and a large knife in his waistband. He told officers not to come any closer or they were going to have to kill him. He then retreated to the open doorway of his apartment, where he would not disarm himself. Officers could not see into his apartment on the second floor, so we were unsure if he had injured another party or not prior to officer arrival. After about two hours of negotiating with the subject, he finally disarmed himself and was transported by EMS. It was determined that he had not actually threatened or harmed anyone on scene, but was having a mental crisis.</p>		

22-002530	Burglary	1516 Arlington Dr
<p>The complainant reported that while they were gone for the evening, their home had been burglarized. Video footage showed two suspects entering the home about 20 minutes after the family left the residence. In the video the suspects break the back door, enter, and immediately walk to the master bedroom where a safe was stored. The family reported that approximately \$7,000 cash and \$30,000 worth of jewelry had been taken.</p>		

22-002925	Sex Offense	2524 E Walnut Ave
<p>Officers responded to a male in a silver passenger car committing lewd acts in front of women at the Walnut Express. Officers located the suspect in a silver Dodge Dart at the Speed Queen Laundry on N. Glenwood Ave. Detectives responded to interview the suspect and the vehicle was impounded in the PD lot. The suspect confessed to committing the lewd act at the gas station and was charged. This suspect was also connected with several other similar incidents in the city and county. The suspect was charged with several offenses in connection with these incidents.</p>		

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JUNE 28, 2022**

**May 2022 Crash Statistics**

In May 2022 there were 127 non-private property crashes reported. Total crashes increased from April 2022, however total injuries and injury crashes decreased. Angle and rear end crashes were the most prevalent during May 2022. Failure to yield was the leading contributing factor in injury crashes and non-injury crashes. Walnut Ave had the highest number of injury and non-injury crashes.

<b>May 2022 Crash Statistics</b>						
Total Crashes	May 2022	April 2022	Change	YTD 2022	YTD 2021	Change
	127	109	16.5%	587	582	0.9%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	24	16	5	2	1	8
Total Injuries	37					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
5	6	9		22		
Day of the Week	Total		Time of Day	Total		
Monday	15		0000 - 0559	6		
Tuesday	15		0600 - 0859	11		
Wednesday	23		0900 - 1059	8		
Thursday	16		1100 - 1359	27		
Friday	20		1400 - 1559	19		
Saturday	21		1600 - 1859	33		
Sunday	17		1900 - 2159	17		
			2200 - 2359	6		
Collision Type	Total		Contributing Factors	Total		
Angle	59		Failed to Yield	32		
Rear End	35		Following Too Closely	22		
Sideswipe - Same Direction	15		Changed Lanes Improperly	13		
Collision With an Object	13		Distracted	9		
Head On	3		Improper Backing	8		
Sideswipe - Opposite Direction	2					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	26	20.5%	7	18.9%		
Chattanooga Rd	15	11.8%	4	10.8%		
Glenwood Ave	8	6.3%	4	10.8%		
Martin Luther King Jr Blvd	5	3.9%	0	0.0%		
E Morris St	5	3.9%	3	8.1%		
Selective Enforcement Details	Locations		Total Details	Violations		
May 2022	Walnut Ave, Glenwood, HWY 41		9	137		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JUNE 28, 2022

SUMMARY OF THE FINANCIAL STATISTICS FOR MAY 2022

The police department budget for FY 2022 is now in its implementation, and we have expended approximately 40% of our 2022 budget at this point in the budget cycle. We have been working closely with the Finance Department regarding the fuel budget and continue to monitor that line.

Our current budget now reflects the transfer of resources to move the code enforcement function to the Administrative Division at City Hall. Those transfers will not affect our budget implementation for FY 2022.

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
321000	PD ADMINISTRATION							
321000	511100 WAGES - REGULAR	454,750	0	454,750	186,641.23	.00	268,108.77	41.0%
321000	511300 WAGES - OVERTIME	1,500	0	1,500	10.40	.00	1,489.60	.7%
321000	512100 GROUP INSURANCE	45,100	0	45,100	18,172.86	.00	26,927.14	40.3%
321000	512200 FICA & MEDICARE	35,000	0	35,000	14,548.01	.00	20,451.99	41.6%
321000	512401 RETIREMENT DCP	14,330	0	14,330	5,688.74	.00	8,641.26	39.7%
321000	512402 RETIREMENT DBP	57,100	0	57,100	24,702.65	.00	32,397.35	43.3%
321000	512403 RETIREMENT STATE	1,200	0	1,200	600.00	.00	600.00	50.0%
321000	512700 WORKERS COMPENSAT	10,100	0	10,100	5,056.98	.00	5,043.02	50.1%
321000	512900 OTHER EMPLOYEE BE	2,800	0	2,800	2,332.70	.00	467.30	83.3%
321000	512915 CLEANING ALLOWANC	1,800	0	1,800	99.00	71.00	1,630.00	9.4%
321000	512916 CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
321000	521210 PROFESSIONAL - LE	20,000	-2,000	18,000	11,072.73	.00	6,927.27	61.5%
321000	521300 TECHNICAL CONTRAC	4,000	-2,500	1,500	.00	.00	1,500.00	.0%
321000	522220 EQUIPMENT MAINT &	5,000	0	5,000	2,632.98	.00	2,367.02	52.7%
321000	522230 VEHICLE REPAIRS &	2,000	4,000	6,000	589.36	.00	2,079.07	65.3%
321000	522320 RENTAL - EQUIPMEN	9,000	0	9,000	2,338.89	.00	6,661.11	26.0%
321000	523100 INSURANCE COMMERC	117,755	0	117,755	116,652.57	.00	1,102.43	99.1%
321000	523200 COMMUNICATIONS	47,000	-1,200	45,800	16,264.26	.00	29,535.74	35.5%
321000	523210 POSTAGE	3,500	-200	3,300	286.22	.00	3,013.78	8.7%
321000	523400 PRINTING & BINDIN	4,000	-1,000	3,000	990.47	.00	1,009.53	49.5%
321000	523500 TRAVEL	4,000	0	4,000	2,833.12	.00	1,166.88	70.8%
321000	523600 DUES & FEES	4,000	0	4,000	2,050.92	.00	1,949.08	51.3%
321000	523630 RADIO SUBSCRIBER F	25,000	0	23,500	23,155.20	.00	344.80	98.5%
321000	523700 TRAINING & EDUCAT	8,000	-1,500	6,500	3,061.75	.00	4,938.25	38.3%
321000	523850 CONTRACT LABOR	0	0	0	5,382.50	.00	-5,382.50	100.0%
321000	523920 SOFTWARE LICENSES	158,500	0	158,500	86,523.50	.00	71,976.50	54.6%
321000	531100 SUPPLIES - GENERA	800	0	800	71.51	.00	728.49	8.9%
321000	531110 SUPPLIES - OFFICE	2,000	0	2,000	129.63	.00	1,870.37	6.5%
321000	531250 OIL	800	0	800	.00	.00	800.00	.0%
321000	531270 GASOLINE	5,000	0	5,000	1,884.13	.00	3,115.87	37.7%
321000	531300 MEALS - FOOD	2,000	0	2,000	211.57	.00	1,788.43	10.6%
321000	531700 OTHER SUPPLIES	2,000	0	2,000	826.97	7.00	1,166.03	41.7%
321000	572000 PAYMENT TO OTHER	0	13,035	13,035	13,035.00	.00	.00	100.0%
	TOTAL PD ADMINISTRATION	1,048,835	8,635	1,057,470	547,845.85	3,409.57	506,214.58	52.1%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322100 PD CRIMINAL INVESTIGATION DIV								
322100	511100	WAGES - REGULAR	0	1,031,800	410,480.03	.00	621,319.97	39.8%
322100	511300	WAGES - OVERTIME	0	46,000	5,624.29	.00	40,375.71	12.2%
322100	512100	GROUP INSURANCE	0	215,200	83,799.44	.00	131,400.56	38.9%
322100	512200	FICA & MEDICARE	0	82,450	31,658.11	.00	50,791.89	38.4%
322100	512401	RETIREMENT DCP	0	63,000	22,531.04	.00	40,468.96	35.8%
322100	512402	RETIREMENT DBP	0	81,800	34,635.41	.00	47,164.59	42.3%
322100	512403	RETIREMENT STATE	0	4,500	1,950.00	.00	2,550.00	43.3%
322100	512700	WORKERS COMPENSAT	0	26,880	13,459.02	.00	13,420.98	50.1%
322100	512900	OTHER EMPLOYEE BE	0	6,300	2,758.56	.00	3,541.44	43.8%
322100	512915	CLEANING ALLOWANC	0	4,000	744.75	269.50	2,985.75	25.4%
322100	512916	CLOTHING ALLOWANC	0	9,000	.00	.00	9,000.00	.0%
322100	522220	EQUIPMENT MAINT &	0	3,500	200.00	203.29	3,096.71	11.5%
322100	522230	VEHICLE REPAIRS &	0	7,000	1,533.88	.00	5,466.12	21.9%
322100	523500	TRAVEL	0	14,400	4,307.32	.00	10,092.68	29.9%
322100	523600	DUES & FEES	0	2,200	735.00	.00	1,465.00	33.4%
322100	523700	TRAINING & EDUCAT	0	14,400	6,140.00	685.00	7,575.00	47.4%
322100	523900	PEPI OTHER PURCHAS	0	25,000	10,300.00	.00	14,700.00	41.2%
322100	531100	SUPPLIES - GENERA	0	3,000	1,549.86	.00	1,450.14	51.7%
322100	531110	SUPPLIES - OFFICE	0	4,000	1,050.21	.00	2,949.79	26.3%
322100	531250	OIL	0	3,400	.00	.00	3,400.00	.0%
322100	531270	GASOLINE	0	16,000	6,357.91	.00	9,642.09	39.7%
322100	531300	MEALS - FOOD	0	700	198.91	.00	501.09	28.4%
322100	531600	SMALL EQUIPMENT <	0	0	-97.93	.00	97.93	100.0%
322100	531700	OTHER SUPPLIES	-500	4,500	592.00	394.38	3,513.62	21.9%
322100	542400	COMPUTERS & COMPU	0	28,000	27,999.94	.00	.06	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,697,530	-500	1,697,030	668,507.75	1,552.17	1,026,970.08	39.5%

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 '99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00010								
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,928,000	-118,560	3,809,440	1,509,084.54	.00	2,300,355.46	39.6%
322300 511300	WAGES - OVERTIME	110,000	-6,840	103,160	15,675.70	.00	87,484.30	15.2%
322300 512100	GROUP INSURANCE	662,500	-25,320	637,180	270,946.17	.00	366,233.83	42.5%
322300 512200	FICA & MEDICARE	308,900	-9,595	299,305	117,622.64	.00	181,682.36	39.3%
322300 512401	RETIREMENT DCP	330,000	-12,540	317,460	130,576.65	.00	186,883.35	41.1%
322300 512402	RETIREMENT DBP	135,000	0	135,000	33,525.28	.00	101,474.72	24.8%
322300 512403	RETIREMENT STATE	21,500	0	21,500	8,475.00	.00	13,025.00	39.4%
322300 512700	WORKERS COMPENSAT	117,300	-400	116,900	58,733.52	.00	58,166.48	50.2%
322300 512900	OTHER EMPLOYEE BE	23,800	-720	23,080	10,875.03	.00	12,204.97	47.1%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	2,013.35	622.50	7,364.15	26.4%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	5,629.04	.00	5,870.96	48.9%
322300 522230	VEHICLE REPAIRS &	38,000	-2,000	36,000	21,803.57	36.52	14,159.91	60.7%
322300 522230	SHOP VEHICLE EXP -	118,000	0	118,000	40,388.08	.00	77,611.92	34.2%
322300 523500	TRAVEL	59,000	-750	58,250	32,421.40	4,422.42	21,406.18	63.3%
322300 523600	DUES & FEES	3,800	0	3,800	62.00	.00	3,738.00	1.6%
322300 523700	TRAINING & EDUCAT	50,000	-1,500	48,500	7,812.78	1,005.00	39,682.22	18.2%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	870.25	.00	4,629.75	15.8%
322300 531110	SUPPLIES - OFFICE	3,000	-500	2,500	330.40	.00	2,169.60	13.2%
322300 531120	UNIFORMS	60,000	-1,000	59,000	7,225.67	.00	51,774.33	12.2%
322300 531250	OIL	3,000	0	3,000	1,181.29	.00	1,818.71	39.4%
322300 531270	GASOLINE	157,000	-14,000	143,000	61,067.41	261.94	81,670.65	42.9%
322300 531300	MEALS - FOOD	2,000	0	2,000	17,707.25	.00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	26,000	10,605	36,605	17,707.25	4,224.00	14,673.75	59.9%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	414.00	10.00	4,576.00	8.5%
TOTAL PD PATROL		6,188,800	-183,120	6,005,680	2,354,441.02	10,582.38	3,640,656.60	39.4%

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 '99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322400 PD SUPPORT SERVICES</b>								
322400 511100	WAGES - REGULAR	630,500	0	630,500	232,610.63	.00	397,889.37	36.9%
322400 511200	WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	0%
322400 511300	WAGES - OVERTIME	8,500	0	8,500	111.38	.00	8,388.62	1.3%
322400 512100	GROUP INSURANCE	152,700	0	152,700	54,031.31	.00	98,668.69	35.4%
322400 512200	FICA & MEDICARE	49,000	0	49,000	17,633.07	.00	31,366.93	36.0%
322400 512401	RETIREMENT DCP	48,000	0	48,000	6,708.48	.00	41,291.52	14.0%
322400 512402	RETIREMENT DBP	42,700	0	42,700	26,999.44	.00	15,700.56	63.2%
322400 512403	RETIREMENT STATE	1,200	0	1,200	550.00	.00	650.00	45.8%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	10,915.50	.00	10,924.50	50.0%
322400 512900	OTHER EMPLOYEE BE	3,900	0	3,900	1,633.47	.00	2,266.53	41.9%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	68.60	16.75	2,314.65	3.6%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	0%
322400 521300	TECHNICAL CONTRAC	8,500	0	8,500	2,082.75	36.25	6,381.00	24.9%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	2,277.00	.00	11,223.00	16.9%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	11,188.50	179.90	28,631.60	28.4%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	744.48	.00	2,255.52	24.8%
322400 523500	TRAVEL	21,000	0	21,000	1,772.00	.00	19,228.00	8.4%
322400 523600	DUES & FEES	2,700	0	2,700	750.00	.00	1,950.00	27.8%
322400 523620	CREDIT CARD & BAN	0	0	0	97.14	.00	-97.14	100.0%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	3,829.55	75.00	17,095.45	18.6%
322400 531100	SUPPLIES - GENERA	3,000	0	3,000	1,966.96	80.48	952.56	68.2%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	998.56	140.77	2,060.67	35.6%
322400 531120	UNIFORMS	4,000	0	4,000	144.00	.00	3,856.00	3.6%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	2,638.99	1,057.81	24,303.20	13.2%
322400 531200	UTILITIES	50,000	0	50,000	17,915.49	.00	32,084.51	35.8%
322400 531250	OIL	300	0	300	.00	.00	300.00	0%
322400 531270	GASOLINE	7,000	0	7,000	2,363.70	54.97	4,581.33	34.6%
322400 531300	MEALS - FOOD	14,500	0	14,500	156.18	.00	12,527.68	10.5%
322400 531700	OTHER SUPPLIES	2,000	0	2,000	1,062.84	409.48	1,400.82	30.0%
322400 542400	COMPUTERS & COMPU	2,000	0	2,000	.00	599.18	1,400.82	30.0%
TOTAL PD SUPPORT SERVICES		1,190,340	0	1,190,340	401,270.02	2,650.59	786,419.39	33.9%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMTS	BUDGET	EXPENDED		BUDGET	USED
322600	CUSTODY OF PRISONERS							
322600	523900 OTHER PURCHASED S	105,000	0	105,000	19,254.33	.00	85,745.67	18.3%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	19,254.33	.00	85,745.67	18.3%
	TOTAL GENERAL FUND - OPERATING	10,230,505	-174,985	10,055,520	3,991,318.97	18,194.71	6,046,006.32	39.9%
	TOTAL EXPENSES	10,230,505	-174,985	10,055,520	3,991,318.97	18,194.71	6,046,006.32	



YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,230,505	-174,985	10,055,520	3,991,318.97	18,194.71	6,046,006.32	39.9%

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

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210								
210001	REVENUES							
210001 351320	STATE CASH CONFISC	-43,000	0	-43,000	-20,970.00	.00	-22,030.00	48.8%
210001 361400	STATE INTEREST INC	-250	0	-250	-63.16	.00	-186.84	25.3%
210001 361400	TREAS INTEREST TRE	-50	0	-50	-14.24	.00	-35.76	28.5%
210001 392100	STATE SALE OF ASSE	-5,000	0	-5,000	-2,325.00	.00	-2,675.00	46.5%
TOTAL	REVENUES	-48,300	0	-48,300	-23,372.40	.00	-24,927.60	48.4%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<b>210415 EXPENDITURES</b>							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	288.62	.00	4,211.38	6.4%
210415 523200 STATE COMMUNICATIO	17,100	0	17,000	1,672.88	.00	15,327.12	9.8%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	4,595.00	.00	405.00	91.9%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	6,556.50	.00	43,743.50	13.0%
TOTAL CONFISCATED ASSETS	2,000	0	2,000	-16,815.90	.00	18,815.90	-840.8%
TOTAL REVENUES	-48,300	0	-48,300	-23,372.40	.00	-24,927.60	
TOTAL EXPENSES	50,300	0	50,300	6,556.50	.00	43,743.50	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000	0	2,000	-16,815.90	.00	18,815.90	-840.8%

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

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 99									
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
<b>370001 REVENUES</b>									
370001 361400	INTEREST INCOME	-2,000	0	-2,000	-1,119.37	.00	-880.63	56.0%	
TOTAL REVENUES		-2,000	0	-2,000	-1,119.37	.00	-880.63	56.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99									
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
0370									
370002	OTHER FINANCING SOURCES								
370002	391000 GF TRANSFERS IN	-384,600	0	-384,600	-384,600.00	.00	.00	100.0%	
	TOTAL OTHER FINANCING SOURCES	-384,600	0	-384,600	-384,600.00	.00	.00	100.0%	

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370005 EXPENDITURES</b>							
370005 522210 132 FACILITY REPAIR	0	0	0	164,824.19	.00	-164,824.19	100.0%
370005 523920 133 COMPUTER SOFTW	0	0	0	.00	23,308.61	-23,308.61	100.0%
370005 531600 610 SMALL EQUIPMEN	0	0	0	.00	1,368.00	-1,368.00	100.0%
370005 541100 610 SITES	0	0	0	92,200.00	.00	-92,200.00	100.0%
370005 541400 INFRASTRUCTURE	396,600	0	396,600	.00	.00	396,600.00	.0%
370005 542400 132 COMPUTERS & CO	0	0	0	.00	5,020.00	-5,020.00	100.0%
370005 542400 610 COMPUTERS & CO	0	0	0	.00	5,066.28	-5,066.28	100.0%
370005 542500 420 OTHER EQUIPMEN	0	0	0	.00	187,220.00	-187,220.00	100.0%
TOTAL EXPENDITURES	396,600	0	396,600	257,024.19	221,982.89	-82,407.08	120.8%
TOTAL CAPITAL ACQUISITION FUND	10,000	0	10,000	-128,695.18	221,982.89	-83,287.71	932.9%
TOTAL REVENUES	-386,600	0	-386,600	-385,719.37	.00	-880.63	
TOTAL EXPENSES	396,600	0	396,600	257,024.19	221,982.89	-82,407.08	

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,000	0	10,000	-128,695.18	221,982.89	-83,287.71	932.9%

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



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

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 389000 (POLIC):						342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports				PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME			
CUM TOTALS	0.00	30000.00	23335.00	3475.00	0.00	650.00	20.00	11225.80	0.00	0.00	0.00	0.00	0.00	0.00	21564.18
MAY															
5/2/2022		45.00													45.00
5/4/2022		45.00													45.00
5/6/2022		30.00													30.00
5/10/2022		45.00													45.00
5/12/2022		60.00													60.00
5/16/2022							5.00		62.98						67.98
5/17/2022		45.00													45.00
5/18/2022				550.00											550.00
5/19/2022		30.00													30.00
5/20/2022		15.00													15.00
5/23/2022		30.00	500.00												530.00
5/25/2022		60.00													60.00
5/26/2022		30.00													30.00
5/27/2022		15.00													15.00
5/31/2022		30.00													30.00
MAY TOTALS	0.00	480.00	500.00	550.00	0.00		5.00	0.00	62.98	0.00	0.00	0.00	0.00	0.00	1597.98
CUM TOTALS	0.00	3480.00	2835.00	4025.00	0.00	650.00	25.00	11225.80	62.98	0.00	0.00	0.00	0.00	0.00	23162.16
JUSTICE - Federal Forfeiture Funds:			0.00												
TREASURY - Federal Forfeiture Funds:			27,310.78												
State Drug Seizure Funds			147,748.41												
					GOV DEALS SALE OF ASSETS VEHICLES										
					NONE										
					GOV DEALS SALE OF ASSETS PHONES/OTHER										
					NONE										

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					111,667.87
1/12/2022	PO 21021033	AT&T Nov 11 - Nov 28 Cell Phones		3,024.80	108,643.07
1/31/2022		Interest Credit	14.91		108,657.98
2/4/2022		DPD's Share - Lookout Mountain Drug Task Force	19,510.00		128,167.98
2/15/2022	PO 21021034	AT&T Nov 29 - Dec 28 Cell Phones		1,706.86	126,461.12
2/15/2022	PO 21021035	Frank's Auto & Wrecker Service 2018 Hyundai Sonata		115.00	126,346.12
2/15/2022	PO 21220001	AT&T Dec 29 - Jan 28 Cell Phones		1,672.88	124,673.24
2/28/2022		Interest Credit	15.26		124,688.50
3/31/2022		Interest Credit	16.94		124,705.44
4/14/2022		GT Gun Trade-In	2,325.00		127,030.44
4/29/2022		Interest Credit	16.05		127,046.49
4/29/2022		GOVDEALS - 2009 Honda Accord Sold	8,887.50		135,933.99
4/29/2022	PO 21220002	DA's Office - Walker Seizure Court Costs		67.81	135,866.18
4/29/2022	PO 21220003	Clerk's Office - Walker Seizure Court Costs		82.00	135,784.18
4/29/2022	PO 21220004	DA's Office - Ruiz & Ramirez Court Costs		56.81	135,727.37
4/29/2022	PO 21220005	Clerk's Office - Ruiz & Ramirez Court Costs		82.00	135,645.37
5/3/2022		GOVDEALS - 2010 Nissan Altima Sold	6,885.00		142,530.37
5/3/2022		GOVDEALS - 2001 White Ford Van Sold	5,197.50		147,727.87
5/31/2022		Interest Credit	20.54		147,748.41

[illegible]



To: Public Safety Commission  
From: Chief Cliff Cason  
Date: June 28, 2022  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>3.19</b>		<b><u>Personnel Early Intervention System</u></b>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
	1-2	Section III – Rewording, updated threshold limits for 4 categories
	3	Section IV – Rewording Section VI - Rewording
<b>4.16</b>		<b><u>Vehicle Pursuit</u></b>
	1	Updated Revision and Re-evaluation dates
	3	Section IV – Rewording
	6	Section X – Rewording
<b>4.23</b>		<b><u>Response to Developmental Disabilities and Mental Health Disorders</u></b>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
	4	Section III – Rewording
	8-10	Section IV – Rewording
	10	Section V - Rewording
<b>7.10</b>		<b><u>Lineups and Pretrial Identifications</u></b>
	1	Updated Revision and Re-evaluation dates
	2	Section III – Rewording
	3	Section IV – Rewording
	4-5	Section V - Rewording
<b>7.21</b>		<b><u>Victim / Witness Assistance</u></b>
	1	Updated Revision and Re-evaluation dates
	2	Section III – Rewording
	3	Section IV – Rewording, new item (G) Section V – Rewording
<b>7.24</b>		<b><u>Body Worn Cameras</u></b>
	1	Updated Revision and Re-evaluation dates
	2-3	Section III – Rewording



# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>March 27, 2012</b>	<i>Number</i> <b>GO12-3.19</b>
<i>Subject</i> <b>Personnel Early Intervention System</b>			
<i>Reference</i> <b>CALEA Standard – 35.1.9</b>		<i>Revised</i> <del>August 25, 2020</del> <b>June 28, 2022</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>August 2022</del> <b>June 2024</b>		<i>No. Pages</i> <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to maintain a comprehensive personnel early intervention system. This system shall alert the Department when an employee has committed an act or acts that may indicate the employee has a potential problem, which, if not corrected, could adversely affect the operations of ~~a well-managed~~ **this** law enforcement agency.

## II. Purpose

The purpose of the Department's personnel early intervention system is to assist the Department in identifying those employees who may require intervention efforts in order to afford them an opportunity to meet the Department's values and mission.

## III. Procedures

- A. Positive and negative behavior and performance indicators of employees shall be documented and a record maintained. The following documentation shall be forwarded to the Support Services Division to be entered into Guardian Tracking:
  1. Supervisory Reviews of ~~Use of Force~~ **the Response to Resistance and / or Aggression**
  2. Completed Inquiry Reviews
  3. Completed Complaint Reviews
  4. Supervisory Reviews of Vehicle Pursuits
  5. Accident Review Committee Reports
- B. The thresholds for each review category shall be established by the Chief of Police or his / her designee. If an employee meets or exceeds any of the following thresholds in any of the listed categories, the employee's actions shall be

### 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.

reviewed, based on current patterns of collected material, by the appropriate Supervisor(s).

1. Use of Force Threshold – 5 incidents within 180 days
2. Vehicle Pursuit Threshold – 2 incidents within 180 days
3. Inquiry Threshold – 2 incidents within ~~365~~ 180 days
4. Internal Affairs Threshold – ~~3~~ 2 incidents within 365 days
5. Vehicle Crash Threshold – ~~5~~ 2 incidents within 180 days
6. Accidental Discharge Threshold – ~~4~~ 2 incidents within 365 days
7. Incident Threshold – Any 10 combined incidents from the previous categories within 365 days

#### IV. **Supervisory Review**

- A. When an employee meets or exceeds the threshold for a review, the Guardian Tracking system will display an “Intervention” tab. This tab shall be viewable by all supervisory personnel within the employee’s chain of command until a response is made. This notification shall not be viewable by the individual employee until a final approval and determination of action is made.
- B. Upon notice of the review, the employee’s direct Supervisor shall conduct a review and then provide an “Early Intervention Response” in Guardian Tracking that corresponds to the category of early intervention triggered. This response shall determine whether any remedial action or prevention methods are necessary. The review process shall consist of the following:
  1. All incidents that activated the review
  2. At least six months of the employee’s performance records
  3. The Supervisor’s personal knowledge about and observations of the employee
  4. An interview with the employee, if warranted
- C. Recommendations may include, but are not limited to, the following:
  1. Remedial training
  2. Re-assignment or transfer to alternate position
  3. Disciplinary action
  4. Referral to EAP (Employee Assistance Program)

**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.



5. Continued monitoring of employee's **performance**
  6. No corrective action needed
- D. After the employee's direct Supervisor has reviewed the early intervention information and provided the appropriate Early Intervention Response, the Division Operations Supervisor from the employee's Division shall also review the early intervention information. This review shall include—at minimum—an assessment of all incidents that activated the review plus at least six months of the employee's performance records.
- E. The Division Operations Supervisor shall then create a sub-entry in the Guardian Tracking system regarding the review. This sub-entry shall be linked to the previous Supervisor's response to the early intervention.
- F. Once both supervisory reviews are completed, the Division Commander of the employee shall be responsible for final approval of the Early Intervention Response and any sub-entries entered by the employee's Supervisors. The Division Commander is also responsible for ensuring that any necessary follow-up takes place and that all recommended actions are fulfilled.
- G. Failure to utilize any of the steps of this policy does not preclude or exempt an employee from disciplinary action.

V. **Post Intervention Monitoring**

- A. If warranted, the direct Supervisor of the employee shall monitor the employee after the initial intervention process. Monitoring activity shall be documented as a sub-entry to the original Early Intervention Response entry.
- B. Supervisors shall recommend a different intervention process if the first proves unsuccessful.

VI. **Employee Assistance**

The Department is committed to assisting its employees through a variety of initiatives. All Supervisors are encouraged to provide information to all employees for the Employee Assistance Program when they feel some type of intervention is warranted.

VII. **Annual Evaluation**

On an annual basis, the Support Services Division Commander shall complete a documented evaluation of the Personnel Early Intervention System. After completion, the evaluation shall be forwarded to the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

**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.

---

***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 POLICE DEPARTMENT

		Effective Date <b>January 27, 2004</b>	Number <b>GO88-4.16</b>
Subject <b>Vehicle Pursuit</b>			
Reference <b>CALEA Standards – 41.2.2, 41.2.3</b>		Revised <b>June <del>23, 2020</del> 28, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>June <del>2022</del> 2024</b>		No. Pages <b>9</b>

## I. Policy

It is the policy of the Dalton Police Department that vehicle pursuits are critical incidents. The manner in which they are undertaken, performed, monitored, terminated, and supervised is strictly regulated. This Department only conducts vehicle pursuits utilizing authorized emergency vehicles when the Officer has articulable suspicion that the suspect has committed, is committing, or is about to commit a potentially serious violent crime.

## II. Definitions

- A. *Authorized emergency vehicle* – A vehicle of this Department equipped with operable emergency equipment, as designated by state law, including a siren and emergency signaling lights.
- B. *Evasive action* – When a driver makes an intentional maneuver(s) to avoid apprehension through actions, such as, but not limited to, increasing speed, abrupt turns, turning off vehicle lights, or violating traffic control devices, such as traffic lights, stop signs, or lane markings.
- C. *High Risk* – The traffic level is at a high density, such as during rush hour, an area with a high volume of pedestrian traffic, such as a school zone, a residential area, hazardous environmental conditions, or any attempted vehicle stop which involves evasive action.
- D. *Low Risk* – No vehicles on the roadway, other than the suspect vehicle, no pedestrians, and safe environmental conditions.
- E. *Moderate Risk* – Light, low density traffic on the roadway and a low volume of pedestrian traffic with safe environmental conditions.
- F. *Primary unit* – The police unit that initiates a pursuit or any unit that assumes control of the pursuit.
- G. *Secondary unit* – Any police unit that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

### 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.

- H. *Serious violent crime* – A criminal act that involves force or the threat of force which may cause serious harm, injury, or death. Examples of serious violent crimes are murder, aggravated assault, rape, armed robbery, and kidnapping.
- I. *Vehicle Pursuit* – An active effort by an Officer(s) operating an authorized emergency vehicle to apprehend a fleeing suspect(s) who attempts to elude law enforcement through evasive action. If a vehicle does not stop for an Officer's activated emergency equipment and does not take evasive action, it is not considered a vehicle pursuit, and the Officer(s) may continue to follow and attempt the vehicle stop as long as the conditions are low or moderate risk.

### III. **Discussion**

Vehicle pursuits of fleeing suspects can present an unacceptable danger to the lives of the public, Officers, and suspects involved in the pursuit. Just as important is the possibility of unintended damage or injury to members of the public who are not involved in the pursuit. Considering the Department's commitment to protecting the general public and specifically protecting innocent life, vehicle pursuits shall be conducted only under the guidelines of this policy. Wise and prudent Officers terminate pursuits rather than unreasonably risk a threat to human life.

### IV. **Procedures**

- A. The decision to initiate a vehicle pursuit shall be based on:
  - 1. The Officer's actual knowledge or articulable suspicion that a potentially serious violent crime has just occurred, is occurring, or is about to occur
  - 2. The Officer's conclusion that the immediate danger to the public and the Officer, created by the pursuit, is less than the immediate or potential danger to the public should the suspect remain at large
  - 3. The suspect's exhibited intention to avoid apprehension by using evasive action
- B. In deciding whether to continue a pursuit, Officers shall consider:
  - 1. Road, weather, and environmental conditions and vehicle speeds
  - 2. Population density, roadway congestion, and pedestrian traffic
  - 3. Relative performance capabilities of the pursuing vehicle and the vehicle being pursued
  - 4. Presence of other persons in the pursuing vehicle and the vehicle being pursued, such as occupants who are not involved in any crime
  - 5. Skill, training, and experience of the pursuing Officer
  - 6. Alternative means and opportunity of apprehending the suspect

#### **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.

- C. Unmarked Department vehicles equipped with blue emergency signaling lights and a siren may engage in pursuit driving if the fleeing vehicle presents an immediate threat to life. Unmarked vehicles shall withdraw from active pursuit when a marked vehicle engages the pursuit, unless the controlling Supervisor approves the unit's continuation in the pursuit.
- D. Unmarked vehicles that are not equipped with blue emergency signaling lights and a siren shall not engage in a vehicle pursuit.
- E. Unless exigent circumstances exist and supervisory approval is gained, Officers shall not engage in vehicle pursuits while ~~civilian~~ non-law enforcement ride-alongs are in the police vehicle.

V. **Pursuit Officer Responsibilities**

- A. The pursuing Officer(s) shall activate appropriate vehicle warning equipment, including an audible siren and emergency signaling lights.
- B. The initiating Officer shall notify the Whitfield County 911 Center by radio and advise that a vehicle pursuit is underway. The Officer shall provide the dispatcher with the following information:
  - 1. Unit identification
  - 2. Initial offense and reason for the stop
  - 3. Location, speed, and direction of travel of the fleeing vehicle
  - 4. Description and license plate number, if known, of the fleeing vehicle
  - 5. Number of occupants in the fleeing vehicle and descriptions, when possible
  - 6. Reasons supporting the decision to pursue
- C. Failure to provide this information to the dispatcher may result in an immediate decision by a Supervisor to order the termination of the pursuit.
- D. Officers shall keep the Whitfield County 911 Center updated on the progress of the pursuit.
- E. All emergency vehicle operations shall conform to all traffic laws and regulations.
- F. Officers shall not drive with reckless disregard for the safety and welfare of others.
- G. Unless otherwise directed by a Supervisor, vehicle pursuits shall be limited to no more than two (2) emergency vehicles; a primary and a secondary (back-up) unit. All other personnel shall stay clear of the pursuit, unless instructed to participate by the controlling Supervisor.
- H. Any primary or secondary unit sustaining damage or failure of essential vehicle or emergency equipment during a vehicle pursuit shall discontinue the pursuit. The

**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.

withdrawing unit shall notify the dispatcher and the controlling Supervisor, who shall assign another unit to the pursuit, if necessary.

VI. **Secondary Unit's Responsibilities**

- A. The secondary unit shall take over as the primary unit if the primary unit sustains damage or failure of essential equipment during the pursuit.
- B. The secondary unit shall assume control of communications with the Whitfield County 911 Center.
- C. The secondary unit shall follow all guidelines of this policy during the pursuit.
- D. The secondary unit may terminate the pursuit at any time.
- E. The secondary unit or other back-up Officers shall affect arrests with the primary unit assuming the role of back-up, if feasible.

VII. **Whitfield County 911 Center Responsibilities**

- A. The dispatcher shall immediately advise the Watch Commander or other shift Supervisor of essential information regarding the vehicle pursuit and designate a controlling Supervisor.
- B. The dispatcher shall carry out the following activities and responsibilities during the pursuit:
  - 1. Receive and record relevant incoming information about the pursuit and the pursued vehicle.
  - 2. Control radio communications and clear radio channels of all non-emergency calls.
  - 3. Conduct checks of the fleeing vehicle's registration and the suspect's driver's license, when possible.
  - 4. Coordinate and dispatch back-up assistance, as directed by the controlling Supervisor.
  - 5. Notify neighboring agencies, when practical, that a pursuit may extend into their jurisdiction.
  - 6. Place emergency medical, fire, or hazardous materials first responders on stand-by for rapid response in case of injury to persons, fire, or hazardous materials incidents.

VIII. **Controlling Supervisor Responsibilities**

It is the responsibility of the controlling Supervisor to:

- A. Take tactical control of the vehicle pursuit.

**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.

- B. Consider all available information and determine whether to authorize, continue, or terminate the pursuit.
- C. Monitor incoming information in order to coordinate, direct, and reinforce the use of proper procedures.
- D. Respond to the location where the fleeing vehicle has been stopped following a pursuit.

IX. **Vehicle Pursuit Tactics**

- A. Officers not involved in the pursuit shall not follow the pursuit on parallel streets, unless authorized by the controlling Supervisor.
- B. At all times during the pursuit, Officers shall obey the four (4) second rule, requiring they stay at least four (4) seconds behind the suspect vehicle, as determined by estimating the time to pass fixed objects.
- C. Patrol units with the most prominent markings and emergency signaling lights shall be used to pursue, particularly as the primary unit.
- D. Intervention tactics, short of deadly force, such as low speed tactical intervention techniques, low speed channeling (with appropriate advance warning), etc., shall not be used except as authorized by the controlling Supervisor and then only by Officers trained in these tactics and on the use of this equipment.
- E. Ramming, bumping, or any other intentional contact between vehicles may be authorized by the controlling Supervisor, but only if deadly force is otherwise justified.
- F. Firearms shall not be fired at or from a moving vehicle unless the Officer reasonably believes that such force is necessary to prevent death or great bodily injury to the Officer or another person.
- G. Only the Watch Commander shall authorize roadblocks after considering visibility and escape routes as a part of the blocking plan. All roadblocks shall be conducted in accordance with policy GO89-7.15, Roadblocks.
- H. Officers shall use appropriate safety tactics and shall keep in mind the necessity to use only reasonable and necessary force to take suspects into custody.
- I. The secondary unit or other back-up Officers shall affect arrests with the primary unit assuming the role of back-up, if feasible.
- J. Pursuing Officers shall continually consider the risks created by the pursuit as they may change during the pursuit.

X. **Termination of the Pursuit**

- A. Any Officer engaged in or supporting the pursuit may terminate the pursuit at any

**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.

time.

- B. Pursuits may be terminated if the suspect's identity has been determined, immediate apprehension is not necessary to protect the public or Officers, and apprehension at a later time is reasonably feasible.
- C. The primary pursuing unit and the controlling Supervisor shall continually re-evaluate and assess the evolving pursuit situation, including initiating factors, and terminate the pursuit whenever he or she reasonably believes the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
- D. In the event of a collision with the suspect vehicle, the pursuing Officer shall immediately notify the Whitfield County 911 Center to dispatch EMS and / or Dalton fire personnel for any injured parties.
- E. In the event of a collision involving any third-party vehicle or persons, the secondary unit shall stop, render assistance, and notify the Whitfield County 911 Center to dispatch EMS and / or Dalton fire personnel, if necessary.

XI. **Inter / Intra-jurisdictional Pursuits**

- A. Pursuing Officers shall notify the Whitfield County 911 Center when it is likely for pursuits to cross into neighboring jurisdictions.
- B. Pursuits into a bordering state shall conform to the laws of both states and any applicable inter-jurisdictional agreements.
- C. When pursuits enter this jurisdiction, pursuing personnel shall be governed by the policies of their own agencies, specific inter-jurisdictional agreements, and state law.
- D. The initiating agency shall remain in control of any pursuit that crosses into this jurisdiction and shall remain responsible for the pursuit.
- E. Officers shall not assist in an active vehicle pursuit unless approved by a Supervisor.
- F. All communications between the Department and other agencies shall be coordinated through the Whitfield County 911 Center.
- G. Unless otherwise directed by a Supervisor, pursuits shall be limited to no more than two (2) Department emergency vehicles.

XII. **After-Action Reporting**

- A. An incident report shall be completed on all vehicle pursuits by the initiating Officer, and any other Officer involved must file a supplemental report detailing the circumstances, their actions, and their observations.
- B. Supervisors shall be responsible for conducting a post pursuit review. All relevant

**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.



video and audio from the units involved with the pursuit shall be reviewed. A Supervisory Review of Vehicle Pursuit form shall also be completed.

- C. The Patrol Division Commander or his / her designee shall periodically analyze pursuit activity and identify any additions, deletions, or modifications warranted in Department pursuit procedures and training.
- D. A documented annual analysis of vehicle pursuits shall be compiled by the Support Services Division Commander and forwarded to the Chief of Police.
- E. A documented annual review of all pursuit policies and reporting procedures shall be completed by the Support Services Division Commander and forwarded to the Chief of Police.
- F. The accreditation manager shall complete the GACP Pursuit Data Collection Form by March 1<sup>st</sup> each year and submit it to the Director of the Georgia Law Enforcement Certification Program.

XIII. **Training**

All sworn personnel shall receive documented entry level training and annual in-service refresher training on this policy.

*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 POLICE DEPARTMENT  
SUPERVISORY REVIEW OF VEHICLE PURSUIT**

Case Number \_\_\_\_\_ Date \_\_\_\_\_ Day of Week \_\_\_\_\_

Time Began \_\_\_\_\_ Time Ended \_\_\_\_\_ Daylight/Night \_\_\_\_\_

Location Began \_\_\_\_\_

Location Ended \_\_\_\_\_

Road Conditions: Wet/Dry \_\_\_\_\_ Estimated Max mph reached during pursuit \_\_\_\_\_

Roadway where initiated: 2 Lane \_\_\_\_\_ 4 Lane \_\_\_\_\_ Interstate \_\_\_\_\_ Other \_\_\_\_\_

Number of police vehicles involved in the pursuit: \_\_\_\_\_

DPD \_\_\_\_\_ Other Agencies \_\_\_\_\_ Total # of Agencies \_\_\_\_\_

Total Distance Traveled \_\_\_\_\_ Type of Vehicle Pursued \_\_\_\_\_

Violation that initiated pursuit (Choose One):

Traffic Violation \_\_\_\_\_ Felony Property Crime \_\_\_\_\_ Forcible Felony \_\_\_\_\_ Stolen Vehicle \_\_\_\_\_

Drug Related \_\_\_\_\_ Hit and Run \_\_\_\_\_ Other \_\_\_\_\_

Way pursuit ended: (Choose One):

Pursuit Discontinued \_\_\_\_\_ Suspect Stopped \_\_\_\_\_ Vehicle Wrecked \_\_\_\_\_ Stop Sticks Deployed \_\_\_\_\_

PIT \_\_\_\_\_ Roadblock \_\_\_\_\_ Suspect Shot \_\_\_\_\_ Other \_\_\_\_\_

Initiating Officer's Information: Name: \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Years of Experience \_\_\_\_\_

Backup Officer's Name: \_\_\_\_\_

UNI HOT 921118R1403 Appendix A

**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.

Suspect Driver (If known)

Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

1. Were there any injuries during the pursuit                      YES              NO

Explanation and seriousness of injury: \_\_\_\_\_

\_\_\_\_\_

2. Damage? ( ) DPD Vehicle                      ( ) Suspect Vehicle

( ) Other Vehicle                      ( ) Property

Explanation: \_\_\_\_\_

\_\_\_\_\_

3. After reviewing all reports, speaking with the officers, and watching any videos, was the pursuit conducted within the guidelines of GO88-4.16. Why or Why not?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Reviewing Supervisor

\_\_\_\_\_  
Division Commander

\_\_\_\_\_  
Professional Standards

UNI HOT 921118R1403 Appendix A

**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 POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO91-4.23</b>
Subject <b>Response to Developmental Disabilities and Mental Health Disorders</b>			
Reference <b>CALEA Standard – 41.2.7</b>		Revised <b>June <del>23, 2020</del> 28, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>June <del>2022</del> 2024</b>		No. Pages <b>11</b>

## I. Policy

It is the policy of the Dalton Police Department to provide employees with information on the symptoms and effects of developmental disabilities and mental health disorders so that they may better recognize and interact with such persons and be prepared to ~~deal with~~ **encounter** them in a manner that will best serve their needs and the Department's mission.

## II. Definitions

- A. *Developmental Disability* – A potentially severe, chronic disability attributable to a physical or mental impairment, or combination of impairments, resulting in substantial functional limitations to major life activities, such as understanding and expression of language, learning, mobility, self-direction, self-care, capacity for independent living, and economic self-sufficiency. Development disabilities, such as development delays, autism, or Tourette's syndrome, are not the same as, and should not be confused with, mental health disorders, such as schizophrenia or common mood disorders, such as depression.
- B. *Mental Health Disorder* – Any psychiatric or psychological condition characterized as an illness that affects cognition, perception, or communication, which significantly interferes with the performance of major life activities, such as social interaction, learning, thinking, communication, or sleeping.

## III. Interactions with Developmentally Disabled Persons

- A. There are numerous forms of developmental disabilities. Many of the individuals with such disabilities have other related but distinct disorders as well, such as Asperger Syndrome, Fragile X Syndrome, and / or Rett Syndrome. While Officers are not in a position to diagnose persons with such disabilities, Officers shall be alert to the symptoms that are suggestive of such disorders. These include, but are not limited to, the following symptoms in various combinations and degrees of severity:
1. Difficulty with communication and self-expression

### 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.

2. Communication by pointing or gestures, rather than words
3. Repetition of phrases or words
4. Repetitive body movements that may be harmful to the person. Movements may include, but are not limited to: swaying, spinning, clapping the hands, flailing the arms, snapping the fingers, biting the wrists, or banging the head.
5. Little or no eye contact
6. Tendency to show distress, laugh, or cry for no apparent reason
7. Uneven gross or fine motor skills
8. Unresponsiveness to verbal commands; appearance of being deaf even though hearing is normal
9. Aversion to touch, loud noise, bright lights, and commotion
10. No real fear of danger
11. Over-sensitivity or under-sensitivity to pain
12. Self-injurious behavior

B. Officers may encounter persons with developmental disabilities in a variety of situations commonly involving other persons without such disabilities. However, due to the nature of developmental disabilities, the following are some of the most common situations in which such persons may be encountered:

1. Developmentally delayed, autistic, or other developmentally disabled persons sometimes evade their parents, supervisor, caregiver, or institutional setting and may be found wandering aimlessly or engaged in repetitive or bizarre behavior in public places or stores.
2. Some developmentally disabled persons, such as those suffering from autism, are more subject to seizures and may be encountered by Officers in response to a medical emergency.
3. Disturbances may develop and a caregiver may be unable to maintain control of the disabled person who is engaging in self-destructive behavior or a tantrum.
4. Strange or bizarre behavior may take innumerable forms prompting calls for service, such as picking up items in stores (i.e., perceived shoplifting), repetitive and seemingly nonsensical motions and actions in public places, inappropriate laughing or crying, and personal endangerment.
5. Socially inappropriate or unacceptable acts, such as ignorance of personal space, annoyance of others, or inappropriate touching of others or oneself,

**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.

are sometimes associated with the developmentally disabled, who often are not conscious of acceptable social behavior.

- C. Some persons with developmental disabilities can be easily upset and may engage in tantrums, self-destructive behavior, or aggressive behavior. Fear, frustration, and minor changes in daily routines and / or surroundings may trigger such behavior. Therefore, Officers shall take those measures to prevent such reactions and de-escalate situations involving such persons in the course of taking enforcement and related actions. These include the following:
1. Using a stern, loud, command tone to gain compliance will have either no effect or a negative effect on a developmentally disabled person. Use non-threatening body language, keep a voice calm, and keep your hands to your sides. Be aware that such persons may not understand the *Miranda* warning even if they say they do.
  2. Eliminate, to the degree possible, loud sounds, bright lights, and other sources of over stimulation. Turn off sirens and flashing lights, ask others to move away, or, if possible, move the person to more peaceful surroundings.
  3. Keep canines in their vehicle and preferably away from the area, and ensure that other dogs are removed.
  4. Look for medical ID tags on the person's wrists, neck, shoes, belt, or other apparel. Some persons carry a card noting that they are developmentally disabled and possibly non-verbal. That card should also provide a contact name and telephone number.
  5. Call the contact person or caregiver. The person's caregiver or institutional / group home worker is an Officer's best resource for specific advice on calming the person and ensuring the safety of the person and the Officer until the contact person arrives on the scene.
  6. Dealings with such a person cannot be rushed unless there is an emergency situation. De-escalation of the situation, using calming communication techniques, can take time, and Officers shall inform their dispatcher and Supervisor that a potentially long encounter might be the case, if circumstances dictate.
  7. Repeat short, direct phrases in a calm voice. For example, rather than saying, "Let's go over to my car where we can talk," simply repeat, "Come here," while pointing until the person's attention and compliance is obtained. Gaining eye contact in this and related situations is essential. Be direct by repeating, "Look at me," while pointing to the person's eyes and yours.
  8. Many people with autism have sensory impairments that make it difficult for them to process incoming sensory information properly. For example, some may experience buzzing or humming in their ears that make it difficult

**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.

for them to hear. Should an Officer identify a sensory impairment, he or she should take precautions to avoid exacerbating the situation.

- a. Don't touch the person unless he / she is in an emergency situation (e.g., has been seriously injured or is in imminent peril.) Speak with the person quietly and in a non-threatening manner to gain compliance.
  - b. Speak softly and use soft gestures when asking the person to do something, such as look at you. Avoid abrupt movements or actions.
  - c. Use direct and simple language. Slang talk and police jargon have little or no meaning to such persons. Normally, they will understand only the simplest and most direct language (e.g., come, sit, stand).
  - d. Don't interpret odd behavior as belligerent. In a tense or even unfamiliar situation, these persons will tend to shut down and close off unwelcome stimuli (e.g., cover ears or eyes, lie down, shake or rock, repeat your questions, sing, hum, make noises, or repeat information in a robotic way). This behavior is a protective mechanism for dealing with troubling or frightening situations. Don't stop the person from repetitive behavior unless it is harmful to him / her or others.
9. Some developmentally disabled persons carry a book of universal communication icons. Pointing to one or more of these icons will allow these persons to communicate where they live, their mother's or father's name, their address, or what they may want. Those with communication difficulties may also demonstrate limited speaking capabilities, at times incorrectly using words such as "You" when they mean "I".
10. Don't get angry at antisocial behaviors. For example, when asked a simple question like, "Are you all right?" the person may scream, "I'm fine!" Many such persons don't understand that this is not appropriate.
11. Maintain a safe distance. Provide the person with a zone of comfort that will also serve as a buffer for officer safety.
- D. Taking custody of a developmentally disabled person should be avoided whenever possible as it will invariably initiate a severe anxiety response and escalate the situation. Therefore, in minor offense situations, Officers shall explain the circumstances to the complainant and request that alternative means be taken to remedy the situation. This normally will involve the release of the person to an authorized caregiver. In the event an Officer needs additional help in dealing with a person, there are several local resources, such as Highland Rivers, Georgia HOPE, or ~~Westcott Behavioral Health~~ **Benchmark Crisis Response**, available to contact.
- E. In more serious offense situations or where alternatives to arrest are not permissible, Officers shall observe the following guidelines:

**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.

1. Contact a Supervisor for advice.
  2. Summon the person's caregiver to accompany the person and to assist in the calming and intervention process. If a caregiver is not readily available, summon a mental health crisis intervention worker, if available.
  3. Employ calming and reassuring language and de-escalation protocols provided in this policy.
- F. Officers conducting interviews or interrogations of a person who is, or who is suspected of being, developmentally disabled shall consult with a mental health professional and the District Attorney's Office to determine whether the person is competent to understand his or her rights to remain silent and to have an attorney present. If such persons are interviewed as suspects, victims, or witnesses, Officers shall observe the following in order to obtain valid information:
1. Do not interpret lack of eye contact and strange actions or responses as indications of deceit, deception, or evasion of questions.
  2. Use simple, straightforward questions.
  3. Do not employ common interrogation techniques, suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions, recognizing that developmentally disabled persons are easily manipulated and may be highly suggestible.

**IV. Interacting with Persons with Mental Health Disorders**

- A. Recognition of mental health disorders includes observing symptoms that can be behavioral and / or physical or can be indicated by the information that the person reports regarding his or her feelings, emotions, and / or perceptions. Possible behaviors or symptoms of mental health disorders include, but are not limited to, the following:
1. Sudden change of lifestyle
  2. Major changes in behavior
  3. Extreme anxiety, panic, or fright
  4. Feeling of paranoia
  5. Hallucinations
  6. Delusions
  7. Depression
  8. Obsessions

**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.



9. Unexplained loss of memory
  10. Confusion
  11. Physical or motor symptoms
- B. The following is a list of specific physical indicators of possible mental health disorders:
1. Hyperactivity in the hands, arms, and feet, such as tremors, purposeless movements, shifting from foot to foot, and / or hand wringing
  2. Movement of the head, such as severe tic-like movements, looking around as if looking for / at something, or cocking the head to one side as if listening to someone / something
  3. Avoiding eye contact, eyes wide open and / or unblinking, shielding the eyes from some perceived bright light that is not present
  4. Continuous chewing movement with no food or gum present, tongue movements (e.g. sticking out, etc.), or wetting the lips or moving them as to speak without voice or sound
  5. Walking style or gait, such as shuffling, small rigid steps, or rigidity in the elbows or knees (no evidence of injury or other impairment is present to explain the gait)
  6. Body posture, such as rigidity or catatonic posture that may be bizarre in nature.
  7. The style of the speech may be unusually soft and monotone. The speech may be loud and explosive and may include obscenities when provocation for such speech seems to be absent. The content of the speech may imply hallucinations or delusions. The person may speak in loose associations, stating words, phrases, or sentences that seem to have no connections to each other and seem not to make common sense to others.
  8. The person may display emotional moods, which seem out of place with the surroundings. This may include laughing, weeping, shouting, etc. in settings that seem inappropriate to others. The person may seem totally flat and may lack the ability to respond typically to emotional stimuli. The person may display a lack of awareness to his / her surroundings and may have difficulty responding to others when approached or addressed.
- C. When interacting with persons that are suspected of suffering from a mental health disorder, the following actions shall be taken:
1. Gather as much information as possible before arriving at the scene.
  2. Upon arrival at the scene, be discreet and avoid attracting attention. Be calm, avoid excitement, and calmly portray a take-charge attitude.

**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.

Approach cautiously, observing the person's behavior. Be alert for any weapons that the person may have in his / her possession.

3. Tactfully remove as many distractions or upsetting influences from the scene as possible. This includes bystanders and disruptive friends or family members.
4. Use the contact time with family members and friends to gather as much information as possible about the person's behavior. Other witnesses, who are casual observers, may be able to provide valuable insight that may assist in handling the situation.
5. Remember the principles associated with officer safety. If the person is known to be suffering from paranoid delusions of a persecutory nature, extra caution should be observed. Observe the subject's reactions to your approach and your statements. Be prepared to change strategy, as needed, to get the desired results.
6. Introduce yourself by name and explain the reason for your presence. Establish a calming tone and keep verbal and nonverbal behavior consistent.
7. Officers must be aware that the police uniform, handgun, handcuffs, and impact weapons may frighten the person. Explain they are necessary to the job and not intended to hurt or frighten the person.
8. Verbal communication may be difficult. When speaking, speak clearly, slowly, and in a normal tone of voice. Avoid asking rapid-fire questions. Ask simple questions that seek only one piece of information. This is especially important when dealing with someone on the telephone.
  - a. Allow the subject time to think between questions, and allow him / her sufficient time to state an answer and tell his / her story.
  - b. If a subject does not seem to hear or understand, repeat the question.
  - c. Avoid expressing impatience or frustration if the person is slow in responding to initial inquiries.
  - d. The person may have difficulty focusing his or her attention on the current interaction.
  - e. Tactfully work to keep the discussion focused on solving the current problem rather than discussing past experiences.
  - f. If the person makes an effort to provide the desired information, give him / her positive feedback.
  - g. Evaluate the nonverbal and emotional content of the person's statements.

**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.

- h. Some persons with mental health issues may have difficulty responding to questions and requests that are stated in an indirect way or that have an abstract component.
- 9. Avoid “why” questions, especially when attempting to establish an initial rapport with the subject. Many people experiencing the symptoms of mental health disorders will have difficulty explaining their conduct.
- 10. When discussing options with the person, use “I” statements rather than “we”, “the police”, or “my Supervisor.” “I” statements let the person know that you have made a personal commitment to helping with the problem or finding a solution. When possible, allow the subject to “save face.” Avoid lying to the person or making promises that you know you cannot keep in order to gain the initial cooperation of the individual.
- 11. Avoid rushing the person or crowding his or her personal space.
  - a. Do not touch the person unless prepared ~~for a~~ to use ~~of~~ force in response to resistance and / or aggression. Any attempt to force an issue may backfire in the form of violent behavior.
  - b. Some individuals who are delusional will maintain a larger personal body space than other people will. If the person tells you that you are too close and demands you move back, comply with the request, if doing so does not compromise safety.
  - c. In most situations, maintain a leg’s length distance from the subject, maintaining a non-threatening, but safe, stance.
  - d. Good eye contact with the person is usually helpful.
- 12. If the person is shouting or acting out other disruptive behavior but is not directly threatening any other person or himself / herself, the person should be given time to calm down.
  - a. Disruptive outbursts are usually of short duration.
  - b. It is better that the Officer spend fifteen (15) to twenty (20) minutes waiting and talking than to spend five (5) minutes struggling to subdue the person.
  - c. One way to help calm the person is to convince the subject to sit down. This will sometimes reduce the level of agitation.
- 13. Avoid projecting the image of the “tough guy.”
  - a. Tough methods and tough talk will usually frighten the person and cause a defensive reaction and could lead to violent behavior.

**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.

- b. Threatening negative consequences, especially going to jail, may not be effective in getting the person to alter or control his / her disruptive behavior.
  - c. Any approach should emphasize that the Officer is there to help the person and not to punish him / her.
  - d. Remember that the subject did not choose to have mental health issues or be emotionally distraught.
  - e. Accept the subject as a human being in crisis and remember that the primary role is to calm the situation and offer help.
14. If the person makes claims or reports situations, events, or sensory perceptions that are obviously based on delusions or hallucinations, do not attempt to directly confront the person with the evidence that their claims and beliefs are faulty.
- a. Such an effort will usually fail.
  - b. If the subject is relating information stemming from paranoid delusions, any direct attempt at refuting the beliefs will cause the subject to label the Officer as “one of them.”
  - c. Once an Officer has been incorporated into the subject’s delusional system, he or she will usually lose the ability to positively influence the subject’s behavior.
  - d. Participating in the delusion or the hallucination by agreeing with or “playing along” with the subject shall be avoided.
  - e. Make statements that show concern for the subject’s opinions, feelings, and observations without agreeing with them.
  - f. Do not attempt to minimize fears or dismiss emotions that the subject expresses freely.
15. Do not use demeaning language that refers to the person as “loony, nut, crazy, fruitcake, or head case” or make other inappropriate references.
- a. Using these terms to refer to the individual tells him / her and his / her friends and family members that you don’t care about him / her and you don’t consider his / her problem to be important.
  - b. Remember that individuals who have dealt with law enforcement may know the implication of the term “10-96,” [which is the ten-code for “Mental Subject.”](#)
16. Do not let the person trick you into an argument.

**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.

- a. Ignore attacks on your character, personal appearance, or profession.
  - b. Responding negatively to these characterizations will undermine your ability to communicate with the person.
  - c. Do not get into a power struggle with the person.
  - d. Remember that bizarre behavior alone is not a reason for use of physical force.
  - e. Only when the person is so dangerous or violent that there is a direct and immediate risk that the individual or another person is likely to be harmed should the Officer respond by using force ~~be used~~.
  - f. As in all situations, ~~use~~ respond only with the amount of force necessary to accomplish lawful objectives or the desired goal of protecting everyone involved.
- D. If available, a Supervisor shall respond to all calls or incidents involving a person with a confirmed or suspected mental health disorder that is in crisis. A crisis could consist of a person having delusions, refusing to take prescribed medications, displaying erratic behavior, causing a disturbance, talking to himself / herself, or other activities or behaviors that cause alarm or concern to the average person.
- E. Interviews and interrogations of subjects believed to be suffering from a mental health disorder or displaying indicators of mental health issues shall be conducted in accordance with policy GO98-4.4, Conducting Interviews and Interrogations, using guidelines outlined in section IV. C of this policy.
- F. In the event an Officer needs additional help in dealing with a person with a mental health disorder, EMS or any of several local resources may be contacted through the Whitfield County 911 Center. The local resources include, but are not limited to: Highland Rivers, Georgia HOPE, and ~~Westcott Behavioral Health~~ Benchmark Crisis Response.
- G. An Officer may make a lawful arrest when a violation occurs in his / her presence or when probable cause exists to affect the arrest. If the person with a mental health disorder is in crisis, EMS should be contacted to evaluate the subject to determine if he / she should be transported to Hamilton Medical Center for evaluation before being taken into custody.

## V. **Training**

All personnel shall receive documented entry-level training and annual in-service refresher training on ~~dealing~~ interacting with persons suffering from mental health disorders or persons with diminished capacity.

### 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 POLICE DEPARTMENT

		<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO91-7.10</b>
<i>Subject</i> <b>Lineups and Pretrial Identifications</b>			
<i>Reference</i> <b>United States v. Wade, Moore v. Illinois CALEA Standards – 42.2.9, 42.2.10</b>		<i>Revised</i> <b>June <del>23, 2020</del> 28, 2022</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>June <del>2022</del> 2024</b>		<i>No. Pages</i> <b>5</b>

## I. Policy

It is the policy of the Dalton Police Department that pretrial identifications be carefully arranged to avoid the danger of erroneous or suggestive identifications and to ensure the admission in court of accurate identification evidence.

## II. Definitions

- A. *Photographic Lineup* – The presentation to the victim or witness of several photographs, which includes the suspect's photograph, as an investigative aid in establishing the identity of the suspect of a crime.
- B. *Physical Lineup* – The presentation to the victim or witness of several persons, with similar characteristics, one of whom is the suspect, for the purpose of identifying the suspect of a crime.
- C. *Show-up* – The presentation of the suspect alone to the victim or witness soon after the commission of a crime.
- D. *Witness Identification* – The establishment of a suspect's identity, witnessed by a person at or near the scene of a crime, through evidence of physical characteristics and appearance or by some mark on or peculiarity of the accused.

## III. Show-up Procedures

- A. Reasons for show-ups:
  - 1. Guides the Officer / Investigator in determining whether or not to look further for the perpetrator.
  - 2. The accuracy and reliability of identification is likely to be greater at that time.
  - 3. Permits speedy release of an innocent person who is being detained.

### 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.

B. Witness Preparation

1. The witness shall be taken to the location of the suspect. ~~Do not move~~ The suspect shall not be moved to the location of the witness.
2. The witness shall be instructed that the person that committed the crime may or may not be present.
3. Prior to the show-up, the witness shall be asked to give a detailed description of the perpetrator, which shall be documented in an incident or supplemental report.
4. The witness shall be told that he / she is under no obligation to identify anyone.
5. If there is more than one witness, they shall be instructed not to talk with one another.

C. Conducting the Show-up

1. The show-up shall be conducted as soon as possible following the offense.
2. When possible, avoid exhibiting a suspect at the scene in handcuffs or other restraints. Suspects shall not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator, or perform other actions of the perpetrator during the show-up.
3. If more than one person is to view the suspect, they shall do so one at a time and out of the presence of the other witnesses.
4. An Officer / Investigator who is not assigned as the primary in the case shall conduct the show-up.
5. The identification shall be recorded using audio and / or video equipment, such as an in-car camera system.
6. Any feedback by the Officer / Investigator during the show-up is prohibited in order to maintain the integrity of the process. Also, the witness shall not be coached, by word or gesture, by the Officer / Investigator.
7. If the witness identifies the subject as the perpetrator, the Officer / Investigator shall document the witness' level of certainty following the show-up by quoting ~~their~~ his / her remarks and documenting any other relevant observations in a report.
8. Regardless of if a witness identifies the subject as the perpetrator or not, the time, date, location of the show-up, and the name of the subject viewed shall be documented in a report.

IV. **Photographic Lineup Procedures**

**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.



A. Witness Preparation

1. The witness shall not be shown a photograph or image of the suspect before the photographic lineup is shown.
2. The witness shall not be informed that the suspect's picture is in the array.
3. Prior to the lineup, the witness shall be asked to give a detailed description of the perpetrator, which shall be documented in a report.
4. The witness shall be told that he / she is under no obligation to identify anyone.
5. If there is more than one witness, they shall be instructed not to talk with one another until after the entire process is completed.

B. Conducting the Lineup

1. A minimum of six photographs shall be used in a photographic array, one being a photograph of the suspect. The photographs shall be of the same kind, size, and appearance.
2. The subjects in the photographs shall be of the same sex gender, general age, and race, have similar characteristics, and, whenever possible, wearing similar clothing.
3. If there is more than one witness, photographs shall be displayed to only one witness at a time. Other witnesses shall not be present when the identification is being attempted.
4. Identifying information on photographs, such as booking photos, shall be covered up.
5. The suspect is not entitled to be represented by counsel at a photographic identification, regardless of when it takes place.
6. Unless extenuating circumstances exist, an Officer / Investigator who is not familiar with the case and is unaware of the identity of the suspect shall conduct the photographic lineup.
7. The identification shall be recorded using audio and / or video equipment.
8. Any feedback by the Officer / Investigator during the presentation of the lineup is prohibited in order to maintain the integrity of the process. Also, the witness shall not be coached, by word or gesture, by the Officer / Investigator.
9. Regardless of whether the suspect is identified or not, each lineup shall contain the name of the witness, the name of the Officer / Investigator showing the lineup, and the date of the lineup.

**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.

10. If the suspect is identified, the witness shall indicate which photograph is of the suspect by a notation on the lineup. The Officer / Investigator shall document the witness' level of certainty following the lineup by quoting his / her remarks and documenting any other relevant observations in the report.
11. Regardless of whether the suspect is identified or not, each lineup shall be submitted into evidence.

V. **Physical Lineup Procedures**

A. Witness Preparation

1. The witness shall not be shown a photograph or image of the suspect before the lineup.
2. If there is more than one witness, they shall be instructed not to talk with one another until after the entire proceeding is completed.
3. The witness shall be told that he / she is under no obligation to identify anyone.
4. Prior to the lineup, the witness shall be asked to give a detailed description of the perpetrator, which shall be documented in a report.
5. Before entering the lineup location, the witness shall be given a copy of the lineup form on which the identification can be marked and signed.
6. No actions shall be taken or statements made to a witness to suggest that a suspect is standing in any particular place.

B. Conducting the Lineup

1. The Officer / Investigator in charge shall explain the lineup procedure to the suspect by advising him / her that he / she will be required to stand in the lineup to allow a witness an opportunity to make an identification for a specified offense. The suspect shall also be advised that he / she has a right to an attorney of choice to be present at the lineup. If he / she cannot afford one, one will be appointed. The Officer / Investigator shall obtain a written or recorded waiver should the suspect waive his / her right to counsel.
2. The suspect's attorney has a right to be present during the lineup, to speak with his / her client prior to the proceedings, and to advise the suspect that he / she may take any position in the lineup and may change position prior to summoning a new witness. However, Officers have the authority to remove argumentative defense attorneys from the lineup room if their actions impede the Officer's efforts to conduct the proceeding effectively.

**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.

3. There shall be at least six persons in the lineup, including the suspect. They shall all be of the same ~~sex~~ gender, general age, and race, have similar characteristics, and wearing similar clothing. Each person shall be given a number for identification.
4. Any movements or statements shall be made by each person in the lineup, one at a time. If statements are made, all participants shall repeat the same words. The suspect shall be informed that non-compliance with the lineup may be used against him / her in court.
5. If more than one person is to view the lineup, they shall do so one at a time and out of the presence of the other witnesses.
6. As few persons as possible shall be allowed in the room when the lineup is being conducted.
7. A suspect has no legal right to refuse to participate in a lineup.
8. The names and addresses of all persons participating in the lineup shall be documented in a report.
9. At least two photographs shall be taken of the lineup. One shall be a frontal view and the other a profile view. All persons in the lineup shall be included in a single photograph.
10. Unless extenuating circumstances exist, an Officer / Investigator who is not familiar with the case and is unaware of the identity of the suspect shall conduct the lineup.
11. The ~~identification~~ viewing of the lineup by the witness and his / her comments regarding the lineup shall be recorded using audio and / or video equipment.
12. Any feedback by the Officer / Investigator during the proceeding is prohibited in order to maintain the integrity of the process. Also, the witness shall not be coached, by word or gesture, by the Officer / Investigator.
13. Regardless of whether the suspect is identified or not, each lineup form shall contain the name of the witness, the name of the Officer / Investigator showing the lineup, and the date of the lineup.
14. If the suspect is identified, the witness shall indicate which person is the suspect by a notation on the lineup form. The Officer / Investigator shall document the witness' level of certainty following the lineup by quoting his / her remarks and documenting any other relevant observations in the report.
15. Regardless of whether the suspect is identified or not, each lineup form shall be submitted into evidence.

**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 POLICE DEPARTMENT

		Effective Date <b>May 22, 2012</b>	Number <b>GO12-7.21</b>
Subject <b>Victim / Witness Assistance</b>			
Reference <b>CALEA Standards – 55.1.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5</b>		Revised <b>June <del>23, 2020</del> 28, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>June <del>2022</del> 2024</b>		No. Pages <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to treat all victims and witnesses of criminal activity with fairness, compassion, and dignity. The Department is committed to the development and implementation of appropriate assistance programs and activities for victims and witnesses. The Department shall work cooperatively with, and assist the members of, the Victim / Witness Assistance Program (VWAP) for the Conasauga Judicial Circuit of Georgia and other related agencies.

## II. Victim / Witness Assistance Program

- A. Victims of crimes have certain rights that have been recognized by the Georgia General Assembly and written into law. Passage of victim-related bills outline law enforcement's obligations to victims under the law.
- B. Through a collaborative effort between the Department and the Conasauga Judicial Circuit's VWAP, victims / witnesses shall have the following rights:
  1. To be informed of the criminal justice process, notified of the release from custody of offenders, and informed about the various stages of the judicial process prior to trial.
  2. To certain compensation, when eligible.
  3. To due process in criminal proceedings.
  4. To professional and aggressive prosecution within the bounds of the law.
  5. To assistance with their employers concerning court appearances.
  6. To confidentiality of their identity and role in the case development, to the extent consistent with the Georgia Open Records Act.
- C. This program shall also attempt to provide the following assistance through the VWAP or District Attorney's Office with support from this Department and other law enforcement agencies:

### 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.

1. Referral to social agencies in the community that provide emergency care, food, shelter, clothes, and support
  2. Preparation and orientation for court appearances
  3. Escorts and moral support in the courtroom
  4. Information regarding the status and disposition of cases
  5. Return of property and assistance with restitution
  6. Assistance in applying for crime victim's compensation
  7. Other appropriate information or assistance that is needed
- D. Details of this program and links to VWAP resources are made available on the Department's website and through social media.

### III. **Preliminary Investigations**

- A. The primary responsibility for providing assistance to a victim or witness shall be that of the initial responding Officer(s) to a scene.
- B. At the point of initial contact with the victim or witness of a crime, and after emergency assistance has been rendered, **if required**, the initial responding Officer(s) shall render the following services in addition to performing other normal investigative measures:
1. When applicable, provide each victim / witness of a crime with a Crime Victim's Bill of Rights notification. The Bill of Right's Notification provides the case number, name of the Officer working the case, and information regarding the applicable services provided by the VWAP.
  2. Inform the victim / witness of the subsequent steps in the processing of the case.
  3. Provide a telephone number that the victim / witness may call to report additional information about the case or receive information about the status of the case.
  4. Advise the victim / witness to call 911 if the suspect, the suspect's companions, or the suspect's family threatens or otherwise intimidates him or her.
  5. Advise the victim / witness to call 911 if he / she needs any additional assistance with victim / witness services.
  6. Refer the victim / witness to other service agencies, both private and public, that may be of assistance.

### IV. **Follow-up Investigations**

#### **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.

- A. Scheduling line-ups, interviews, and other required appearances shall be at the convenience of the victim / witness, whenever feasible. Factors that shall be considered in scheduling these activities include the physical, financial, and emotional well-being of the victim / witness.
- B. If necessary, the Department shall provide transportation to and from the required appearance for the victim / witness.
- C. Whenever feasible, the property taken from the victim / witness as evidence by the Department shall be promptly returned (with the exception of contraband, disputed property, and weapons used in the commission of a crime).
- D. Whenever there is a traumatic incident, which requires more than the average amount of victim / witness assistance, the Officer / Investigator shall re-contact the victim / witness within a reasonable amount of time to determine whether further assistance is required.
- E. The investigating Officer or Investigator shall explain to the victim / witness the procedures involved in the prosecution of their case and their role in these procedures. Caution shall be used to explain these procedures in such a manner as not to endanger the successful prosecution of the case.
- F. If required, the investigating Officer or Investigator shall refer the victim / witness to the VWAP for assignment of an advocate and ensure copies of incident and / or supplemental reports are forwarded to the DA's Office, [if required](#).
- G. [The investigating Officer or Investigator shall notify the victim / witness of significant developments in the investigation, such as when warrants have been obtained for the suspect and when an arrest has been made. The assigned VWAP advocate shall be responsible for making victim / witness notifications of the suspect's post-arrest processing events, including indictments and / or bond hearings.](#)

V. **Threatened Victims / Witnesses**

- A. Threats to any victims or witnesses shall be documented by an incident report and forwarded to the Criminal Investigations Division for follow-up.
- B. Appropriate assistance and / or protective measures shall be determined by the nature of each individual case, the level of threat, and the resources available to the Department.
- C. Appropriate assistance may range from the arrest of the individual making any threats to simply talking with the threatened victim / witness.
- D. If the Department becomes aware of danger to a victim or witness, every effort shall be made to promptly contact and offer any [appropriate](#) assistance and / or protective measures to the threatened person.
- E. If danger to a victim or witness is occurring outside this jurisdiction, the investigating Officer or Investigator learning of such threat shall also notify the

**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.

appropriate jurisdiction.

VI. **Review of Assistance**

- A. The Criminal Investigations Division Commander or his / her designee shall complete a documented review of victim / witness assistance needs and available services within the Department's service area at least once every two years.
- B. This review is designed to identify appropriate victim / witness services that the Department can provide without duplicating services offered elsewhere in the community, whether by another government agency or by a private-sector organization.

*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 POLICE DEPARTMENT

		Effective Date <b>December 22, 2015</b>	Number <b>GO15-7.24</b>
Subject <b>Body Worn Cameras</b>			
Reference <b>CALEA Standard – 41.3.8</b>		Revised <b>June <del>23, 2020</del> 28, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>June <del>2022</del> 2024</b>		No. Pages <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to provide guidelines for the proper use of body worn cameras (BWCs). The use of BWCs provides an unbiased audio / video recording of events that are encountered by Officers and can be an important tool for collecting evidence and maintaining public trust. BWC recordings serve a number of purposes, such as improving the accuracy of incident reports and future court testimony, as well as protecting Officers from false allegations of misconduct. BWC recordings can also be useful as training aids. BWCs are issued to Officers based on availability of the devices.

## II. Definition

*Body Worn Camera (BWC)* – A digital camera worn on an individual Officer's person that records and stores audio and video.

## III. Procedures

### A. Training

BWCs shall be utilized only by Officers that have had training on the proper use and operation of the device. This training shall include:

1. Setup and maintenance procedures
2. Guidelines for proper use
3. Legal issues involving the use of BWCs

### B. General Guidelines

1. Officers shall only use BWCs issued by the Department and / or approved by the Chief of Police or his / her designee. All data, images, video, and audio captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

#### 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.

2. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval from the Chief of Police or his / her designee, except in accordance with this policy.
3. BWCs and related equipment shall be used with reasonable care to ensure proper functioning. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their Supervisor of any problems.
4. Officers shall wear the BWC above the midline of their torso and in a position that provides for effective recording. The BWC shall be clearly visible and in plain view of the public.
5. Officers shall note in incident, accident, citation, or other reports when BWC recordings were made during the encounter.

C. Procedures for BWC Use / Recording

This section is not intended to describe every possible situation where a BWC system may be used. In some circumstances, it may not be possible to record an incident due to uncontrollable factors, such as unforeseen, rapid escalation of actions by another party. In such instances, Officers shall activate the BWC when safe to do so.

1. Officers shall utilize BWCs in the performance of their duties when there is no or low reasonable expectation of privacy and the BWC is in plain view.
2. Officers shall record all enforcement-related contacts, when possible. This includes, but is not limited to:
  - a. Investigatory stops / encounters
  - b. Arrests / detentions
  - c. Responses to resistance and / or aggression
  - d. Searches
  - e. Statements from suspects, witnesses, and / or victims, as appropriate
3. Officers shall also record non-enforcement contacts should they become confrontational, assaultive, or enforcement-oriented.
4. Generally, Officers need not record informal or casual encounters with members of the public, considering that recording people in some circumstances may inhibit the sharing of information and / or the development of working relationships in the community.
5. Officers shall activate their BWC prior to initiating any activity where its use

**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.

is anticipated / appropriate or at the earliest practicable opportunity once it becomes apparent that its use is needed. Once a recording begins in any activity, as previously described, Officers shall not deactivate the BWC until the action has ended. If the Officer deactivates the BWC during such an encounter, he / she must articulate the reason(s) for doing so in the incident report for the encounter.

6. Officers are not required to give notice that they are using a BWC. However, if asked, Officers shall advise ~~citizens they are being recorded~~ **that a recording is being made.**
7. Officers are not required to initiate or cease recording an event solely at the demand of ~~a citizen~~ **a non-Department member.**
8. Officers shall not use a BWC while engaged in off-duty employment. However, Officers that are wearing the duty uniform while engaged in extra-duty employment may choose to wear their assigned BWC, depending on the type of job duties being performed.
9. Officers are encouraged to inform their Supervisor of any video sequences that may have a value for training or might provide a better tactic for other Officers to use.
10. Any data captured by a BWC may be used during criminal or legal processes if the data meets required legal guidelines. All data captured by a BWC is the property of the Department and can be used in administrative reviews and functions.

**D. Restrictions**

1. BWCs shall only be used in conjunction with official duties, primarily including, but not limited to, the investigation of crime or other violations of the law. Officers shall not activate the BWC to surreptitiously record:
  - a. Communications with other Department personnel, without the permission of the Chief of Police or his / her designee
  - b. Conversations that concern matters over which the person being recorded would have a reasonable expectation of privacy.
2. When possible, Officers shall avoid recording persons with exposed areas of the body that would cause embarrassment or humiliation. If the Officer deactivates the BWC during such an encounter, he / she must articulate the reason(s) for doing so in the incident report for the encounter.

**IV. Recording Control and Management**

- A. The security of BWC recordings is the responsibility of the Officer maintaining the recordings. All BWC recordings shall be safeguarded / handled in the same manner as other forms of evidence.

**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.

B. Download / Storage Procedure

1. Officers shall periodically download all BWC recordings and files from their device to an approved data storage system. If the system is a Departmental computer then the recordings and files shall be immediately transferred ~~them~~ to a DVD. This disc shall then be entered into the Property and Evidence Section as a new item number under that Officer's MVR case number (see directive GO03.7.9, Overt Electronic Recording and Monitoring).
2. Officers shall reference the MVR case number in the narrative of any relevant incident, accident, citation, or other report in order to retrieve the BWC recording for use in court or training.
3. Data shall be stored in compliance with O.C.G.A. 50-18-96.
4. Video recordings from BWCs shall be retained for 180 days from the date of such recording. If the recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows an Officer's response to resistance and / or aggression, it shall be retained for a minimum of thirty (30) months from the date of such recording.

V. **Supervisory Responsibilities**

- A. Supervisors shall ensure that Officers equipped with, or responsible for, BWC devices utilize them in accordance with the procedures outlined in this policy.
- B. The Professional Standards Unit shall review BWC ~~DVDs~~ recordings each quarter to determine compliance with policy and training. The Professional Standards Unit shall submit a memorandum to the Chief of Police and the Patrol Division Commander indicating:
  1. The recordings that were reviewed
  2. The name of the Officers reviewed
  3. A description of any policy violations, rudeness, or training needs associated with the recordings

*This policy supersedes any policies previously 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.

# Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 05/01/22 - 05/31/22 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
		1	0.31%	0	0	0	0	0	0.00	0	0.18		3.82
111	Building fire	4	1.23%	0	19.5	0	1.75	5.75	0.00	1.5	49.41	116.299995	3.92
112	Fires in structure other than in a building	1	0.31%	0	17	0	1	5	0.00	1	20.70	19.766666	4.63
118	Trash or rubbish fire, contained	2	0.62%	0	4.5	0	1	1.5	0.00	1	1.88	2.666666	6.61
131	Passenger vehicle fire	1	0.31%	0	3	0	0	1	0.00	0	1.00	1.000000	2.48
142	Brush or brush-and-grass mixture fire	1	0.31%	0	4	0	0	1	0.00	0	3.73	3.733333	5.50
143	Grass fire	1	0.31%	0	3	0	0	1	0.00	0	1.15	1.150000	6.02
150	Outside rubbish fire, other	1	0.31%	0	12	0	1	4	0.00	1	18.85	18.600000	3.13
154	Dumpster or other outside trash receptacle fire	1	0.31%	0	3	0	0	1	0.00	0	1.45	1.450000	3.28
162	Outside equipment fire	1	0.31%	0	17	0	1	5	0.00	1	7.20	4.216666	2.20
251	Excessive heat, scorch burns with no ignition	2	0.62%	0	15	0	2	5	0.00	1	9.92	16.633332	4.42
311	Medical assist, assist EMS crew	178	54.77%	0	0	3.18	0.04	0	1.03	0.02	0.99	170.649994	4.61
322	Motor vehicle accident with injuries	22	6.77%	0	0	5.36	0.5	0	1.77	0.32	3.06	57.483328	3.44
324	Motor vehicle accident with no injuries.	10	3.08%	0	1.1	3.3	0.1	0.4	1.10	0.1	1.76	17.183333	3.05
353	Removal of victim(s) from stalled elevator	3	0.92%	0	5.33	0	0	1.67	0.00	0	5.21	6.933333	5.09
411	Gasoline or other flammable liquid spill	1	0.31%	0	3	0	0	1	0.00	0	0.80	.800000	5.75

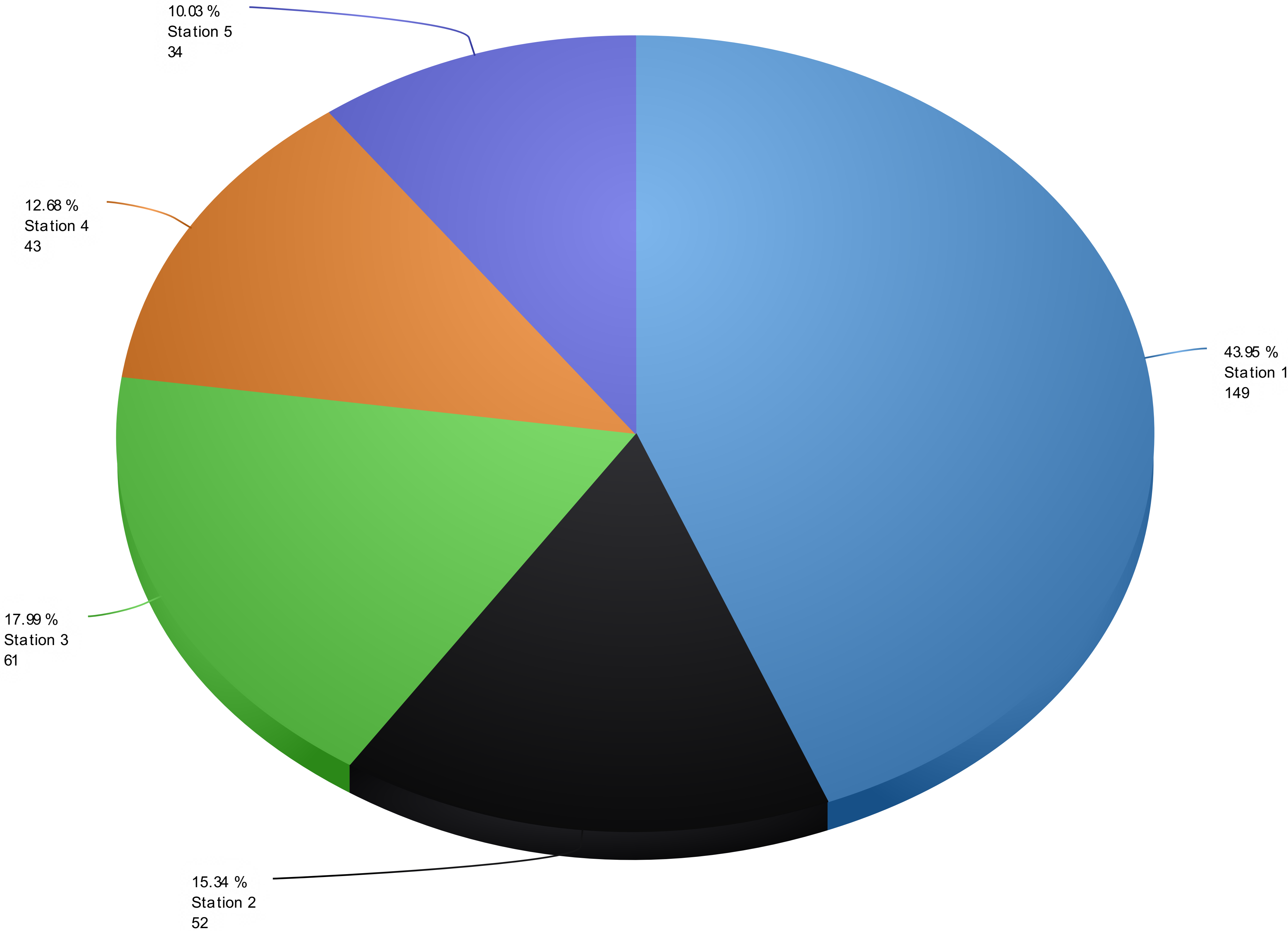
CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
412	Gas leak (natural gas or LPG)	2	0.62%	0	11	0	1	3.5	0.00	1	7.80	12.683332	6.35
440	Electrical wiring/equipment problem, other	2	0.62%	0	3	0	0	1	0.00	0	2.07	4.150000	3.67
444	Power line down	6	1.85%	0	3.83	0	0.17	1.17	0.00	0.17	1.72	8.399999	5.96
445	Arcing, shorted electrical equipment	2	0.62%	0	8.5	0	0.5	2.5	0.00	0.5	10.05	8.549999	5.19
461	Building or structure weakened or collapsed	1	0.31%	0	0	0	1	0	0.00	1	0.03	.033333	0.00
520	Water problem, other	1	0.31%	0	6	0	2	2	0.00	1	5.73	5.733333	4.40
531	Smoke or odor removal	1	0.31%	0	15	0	1	5	0.00	1	9.33	6.416666	4.57
542	Animal rescue	1	0.31%	0	3	0	0	1	0.00	0	1.55	1.550000	7.07
553	Public service	2	0.62%	0	3	0	0	1	0.00	0	0.70	1.400000	3.28
561	Unauthorized burning	3	0.92%	0	6.67	0	0.33	2.33	0.00	0.33	1.59	4.216666	4.07
611	Dispatched & canceled en route	21	6.46%	0	2.62	2.62	0.38	0.86	0.86	0.29	0.93	10.133330	0.00
622	No incident found on arrival at dispatch address	4	1.23%	0	0.75	2	1.5	0.25	0.75	0.5	0.62	2.616666	4.63
631	Authorized controlled burning	1	0.31%	0	3	0	0	1	0.00	0	0.40	.400000	3.55
650	Steam, other gas mistaken for smoke, other	1	0.31%	0	3	0	0	1	0.00	0	0.60	.600000	3.58
651	Smoke scare, odor of smoke	2	0.62%	0	9.5	0	0.5	3	0.00	0.5	2.67	7.299999	3.63
653	Smoke from barbecue, tar kettle	1	0.31%	0	3	0	0	1	0.00	0	0.50	.500000	3.80
721	Bomb scare - no bomb	1	0.31%	0	13	0	1	4	0.00	1	27.53	27.033332	5.88
733	Smoke detector activation due to malfunction	5	1.54%	0	13	0	1.4	4.2	0.00	1	5.71	18.499997	4.20
734	Heat detector activation due to malfunction	1	0.31%	0	14	0	2	4	0.00	1	4.80	3.466666	3.72

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
735	Alarm system sounded due to malfunction	3	0.92%	0	12	0	1	4	0.00	1	2.96	6.966666	5.04
740	Unintentional transmission of alarm, other	1	0.31%	0	14	0	1	4	0.00	1	5.75	3.916666	3.33
741	Sprinkler activation, no fire - unintentional	1	0.31%	0	12	0	1	4	0.00	1	10.83	8.633333	5.50
743	Smoke detector activation, no fire - unintentional	17	5.23%	0	12	0	1.18	3.94	0.00	1	3.37	40.116658	4.22
744	Detector activation, no fire - unintentional	3	0.92%	0	14	0	1	4.33	0.00	1	4.00	8.999998	4.36
745	Alarm system activation, no fire - unintentional	12	3.69%	0	10.58	0	1	3.42	0.00	0.75	3.06	26.599995	3.72
<b>Totals</b>		<b>325</b>	<b>100%</b>	<b>0</b>	<b>2.88</b>	<b>2.40</b>	<b>0.34</b>	<b>0.92</b>	<b>0.78</b>	<b>0.25</b>	<b>2.61</b>	<b>657.48</b>	<b>4.12</b>
<b>Mutual Aid Given Incidents</b>		<b>13</b>											

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

# Incidents by Stations

05/01/2022-05/31/2022



Total of Station: 339



## Response Summary by Station

Report Period: 05/01/22 - 05/31/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	149	4.7	66.44	28.86	4.97
2	52	7.69	51.92	40.38	1.73
3	61	3.28	75.41	21.31	2.03
4	43	0	51.16	48.84	1.43
5	34	2.94	76.47	20.59	1.13

**Total 339**

06/01/22 09:29:00

Station 1

Station 2

Station 3

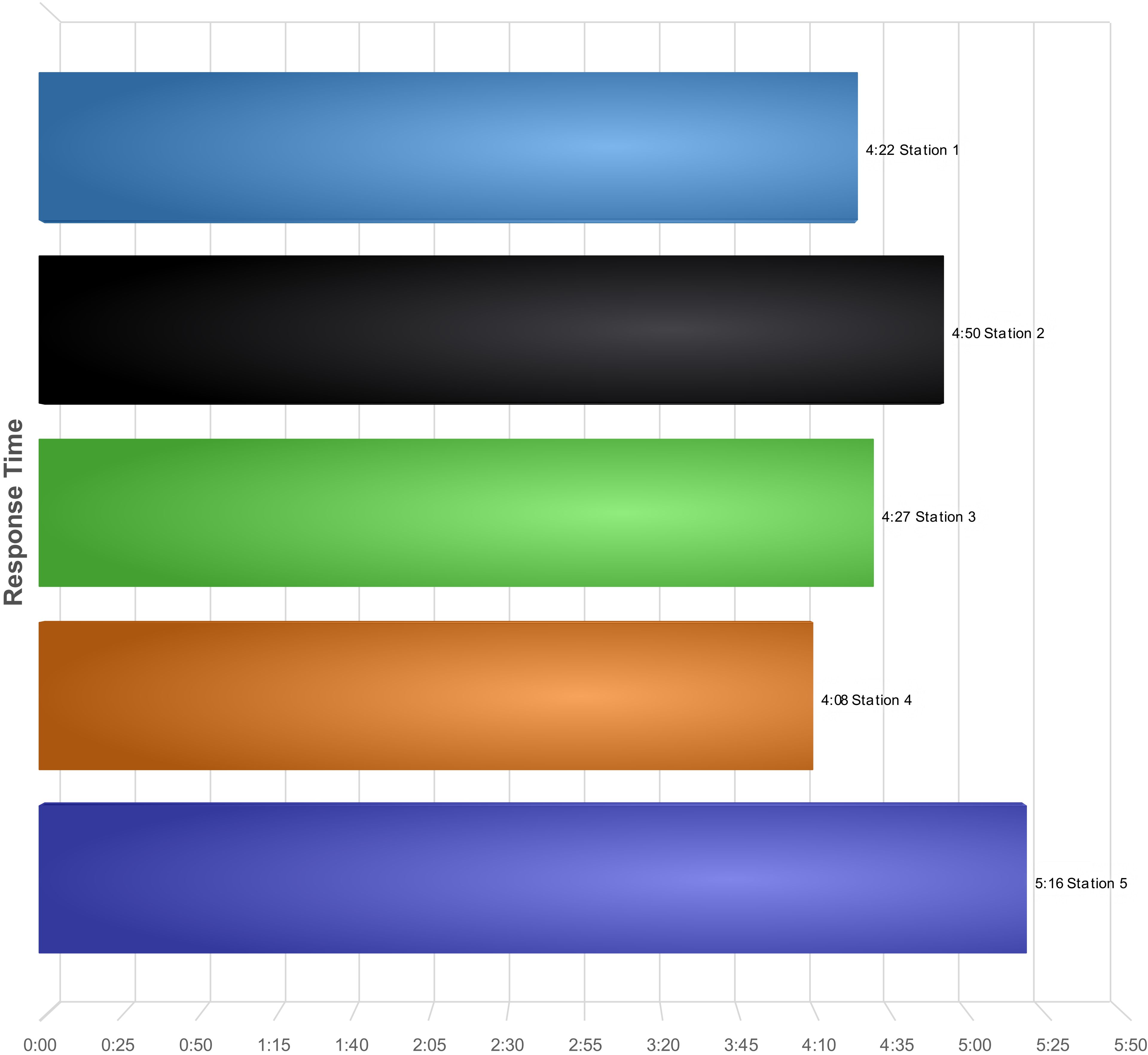
Station 4

Station 5

Total of Station: 4:30

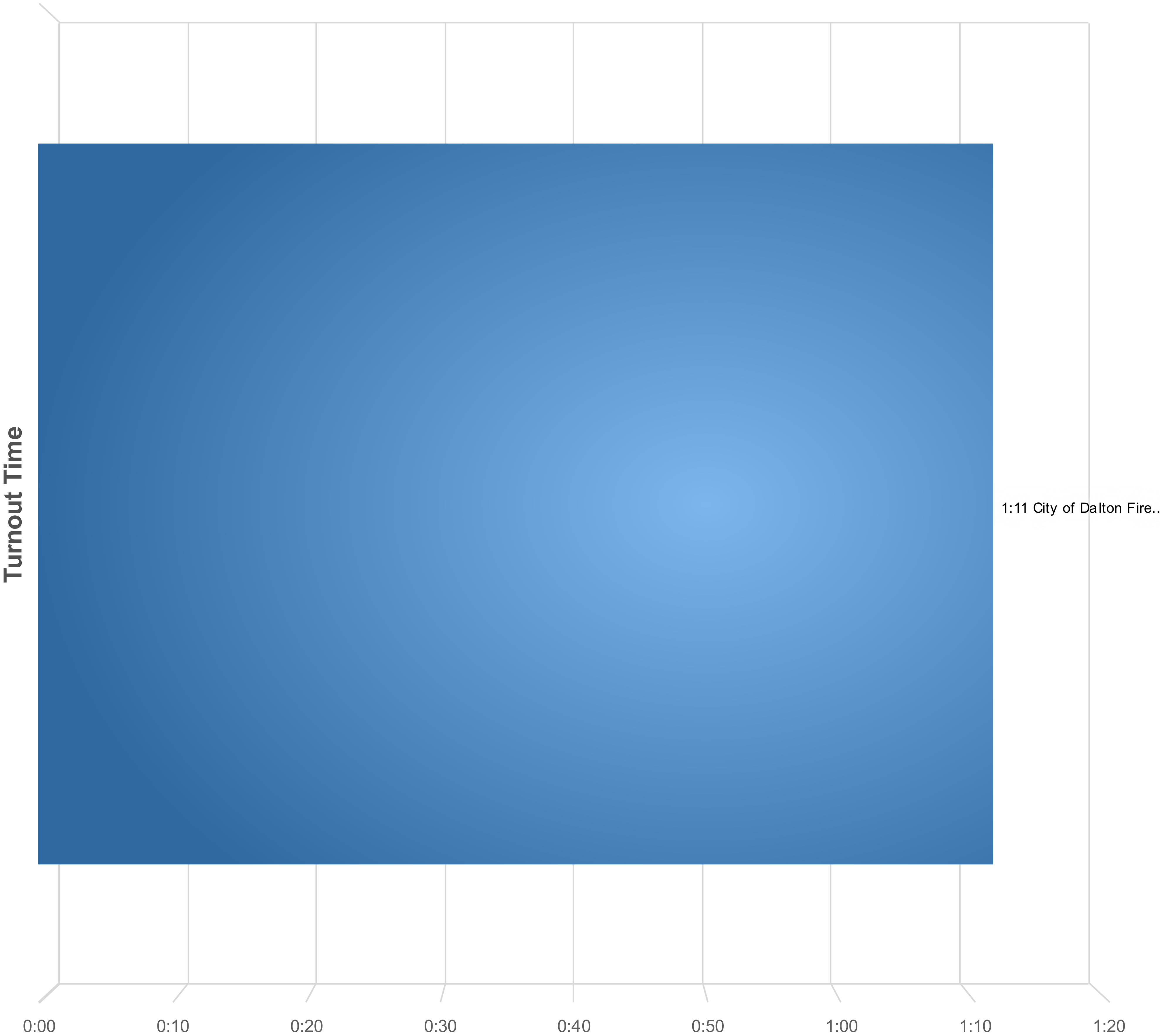
Average Response Time by Station

05/01/22-05/31/22



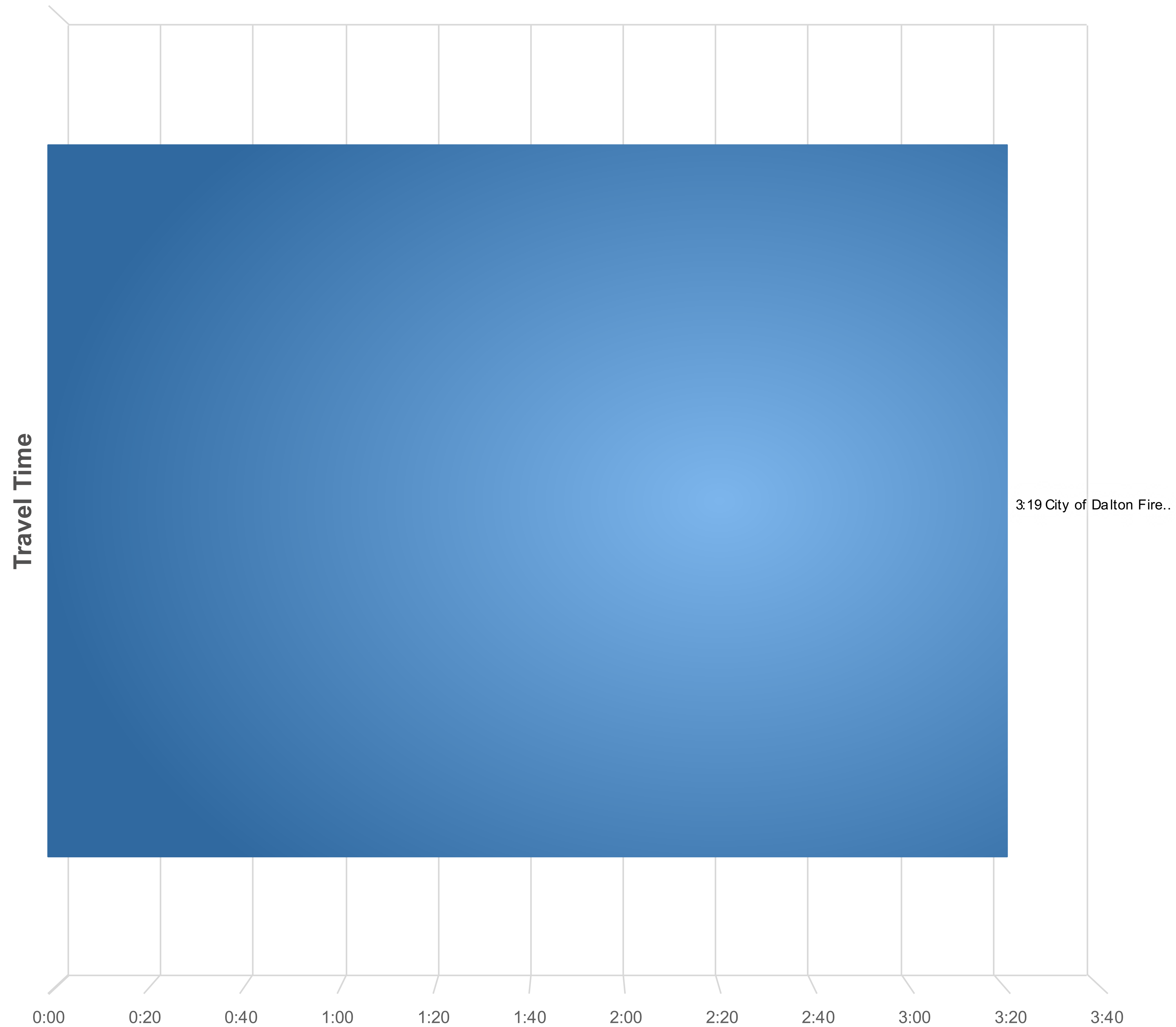
# Department Average Turnout Time (Alarm-> First En Route)

05/01/22-05/31/22



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

05/01/22-05/31/22



## Breakdown by Incident Type

Report Period: 05/01/22 - 05/31/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	179	0
611 Dispatched & canceled en route	25	0
322 Motor vehicle accident with injuries	23	0
743 Smoke detector activation, no fire - unintentional	17	0
324 Motor vehicle accident with no injuries.	15	0
745 Alarm system activation, no fire - unintentional	12	0
444 Power line down	6	0
733 Smoke detector activation due to malfunction	5	0
735 Alarm system sounded due to malfunction	5	0
622 No incident found on arrival at dispatch address	4	0
111 Building fire	4	0
353 Removal of victim(s) from stalled elevator	3	0
561 Unauthorized burning	3	0
744 Detector activation, no fire - unintentional	3	0
553 Public service	2	0
412 Gas leak (natural gas or LPG)	2	0
440 Electrical wiring/equipment problem, other	2	0
445 Arcing, shorted electrical equipment	2	0
651 Smoke scare, odor of smoke	2	0
251 Excessive heat, scorch burns with no ignition	2	0
118 Trash or rubbish fire, contained	2	0
131 Passenger vehicle fire	1	0
142 Brush or brush-and-grass mixture fire	1	0
143 Grass fire	1	0
150 Outside rubbish fire, other	1	0
151 Outside rubbish, trash or waste fire	1	0
154 Dumpster or other outside trash receptacle fire	1	0
162 Outside equipment fire	1	0

06/01/22 09:32:08

Incident Type	Incidents	Exposures
000 None	1	0
112 Fires in structure other than in a building	1	0
411 Gasoline or other flammable liquid spill	1	0
653 Smoke from barbecue, tar kettle	1	0
721 Bomb scare - no bomb	1	0
734 Heat detector activation due to malfunction	1	0
631 Authorized controlled burning	1	0
650 Steam, other gas mistaken for smoke, other	1	0
461 Building or structure weakened or collapsed	1	0
520 Water problem, other	1	0
531 Smoke or odor removal	1	0
542 Animal rescue	1	0
740 Unintentional transmission of alarm, other	1	0
741 Sprinkler activation, no fire - unintentional	1	0

	Incidents	Exposures
<b>Total</b>	<b>339</b>	<b>0</b>

06/01/22 09:32:08

## Staff Hours by Incident Type

**Report Period: 05/01/22 - 05/31/22 23:59:59**

Incident Type	Hours
311 Medical assist, assist EMS crew	171.09
111 Building fire	116.30
322 Motor vehicle accident with injuries	57.77
743 Smoke detector activation, no fire - unintentional	40.13
721 Bomb scare - no bomb	27.03
745 Alarm system activation, no fire - unintentional	26.60
324 Motor vehicle accident with no injuries.	25.28
112 Fires in structure other than in a building	19.77
150 Outside rubbish fire, other	18.60
733 Smoke detector activation due to malfunction	18.50
251 Excessive heat, scorch burns with no ignition	16.64
412 Gas leak (natural gas or LPG)	12.68
611 Dispatched & canceled en route	11.37
744 Detector activation, no fire - unintentional	9.00
741 Sprinkler activation, no fire - unintentional	8.63
445 Arcing, shorted electrical equipment	8.55
735 Alarm system sounded due to malfunction	8.42
444 Power line down	8.40
651 Smoke scare, odor of smoke	7.30
353 Removal of victim(s) from stalled elevator	6.93
531 Smoke or odor removal	6.42
520 Water problem, other	5.73
561 Unauthorized burning	4.22
162 Outside equipment fire	4.22
440 Electrical wiring/equipment problem, other	4.15
151 Outside rubbish, trash or waste fire	4.15
740 Unintentional transmission of alarm, other	3.92
142 Brush or brush-and-grass mixture fire	3.73

<b>Incident Type</b>	<b>Hours</b>
734 Heat detector activation due to malfunction	3.47
118 Trash or rubbish fire, contained	2.67
622 No incident found on arrival at dispatch address	2.62
542 Animal rescue	1.55
154 Dumpster or other outside trash receptacle fire	1.45
553 Public service	1.40
143 Grass fire	1.15
131 Passenger vehicle fire	1.00
411 Gasoline or other flammable liquid spill	0.80
650 Steam, other gas mistaken for smoke, other	0.60
653 Smoke from barbecue, tar kettle	0.50
631 Authorized controlled burning	0.40
461 Building or structure weakened or collapsed	0.03
000 None	0.00

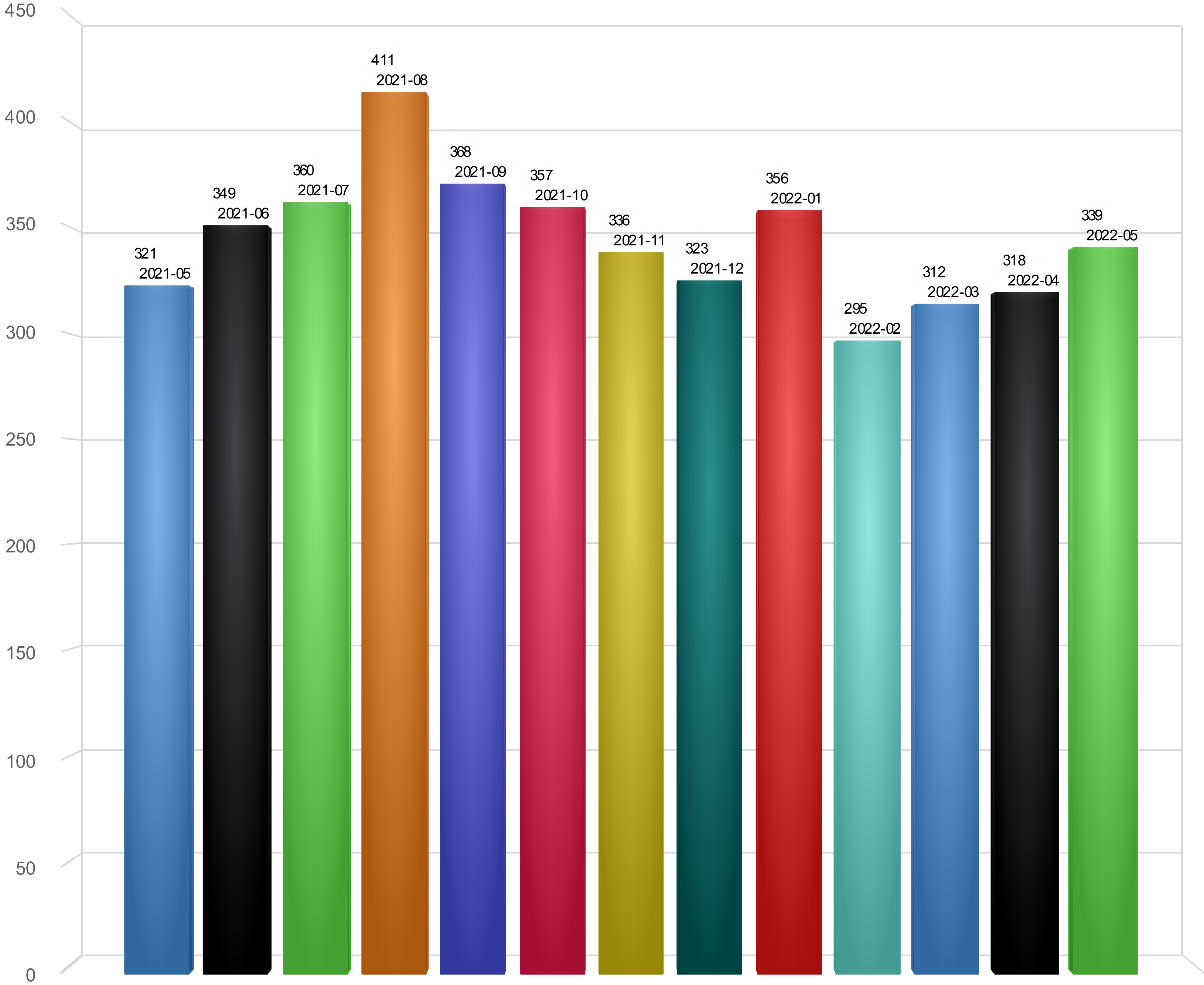
<b>Total</b>	<b>673.17</b>
--------------	---------------



# Incidents by Months

05/01/2021-05/31/2022

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



Incident Count

Total of Month: 4,445

# BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 05/01/22 - 05/31/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)				
	Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
		Deaths	Injuries	
1 Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	1	0	0	140,000
2 Apartments (3 or more families) (FPU 429)	3	0	0	63,000
3 Hotels and Motels (FPU 449)	0	0	0	0
4 All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	0	0	0	0
<b>5 TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>203,000</b>
6 Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	1	0	0	300
7 Schools and Colleges (FPU 200–299)	0	0	0	0
8 Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9 Stores and Offices (FPU 500–599)	0	0	0	0
10 Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	1	0	0	60,000
11 Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	0	0	0	0
12 Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	1	0	0	0
<b>13 TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>263,300</b>
14a Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	1	0	0	500
14b Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	0	0	0	0
15 Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	1	0	0	8,000
16 Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	2	0		
17 Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	2	0		
18 All Other Fires. (IT 100, 160, 163)	0	0	0	0
<b>19 TOTALS FOR FIRES (Sum of lines 13 through 18)</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>272,800</b>
20 Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	213			
21 False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	44			
22 Mutual Aid Responses Given	14			
23a Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	3			
23b Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	11			
24 All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	40			
<b>25 TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)</b>	<b>338</b>			

## Confined Fires

(Dates: 05/01/22 - 05/31/22 23:59:59; Incident Types: 110-129)

		Number of Confined Fires	Number of Nonconfined Fires
5	Residential Fires	0	4
13	Structure Fires	2	5

## Breakdown of False Alarm Responses

(Dates: 05/01/22 - 05/31/22 23:59:59; Incident Types: 700-799)

	Type of False Alarm	Number of Incidents
1	Malicious, Mischievous False Call (IT 710-715)	0
2	System Malfunction (IT 730-739)	9
3	Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	34
4	Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	1

## Intentionally Set Fires in Structures and Vehicles

(Dates: 05/01/22 - 05/31/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

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

# **Training Division Monthly Report**

## **May 2022**

### **Overview**

Recruit Class 2022-01 continued throughout the month with 3 candidates enrolled. All 3 recruits challenged and passed NPQ Firefighter 1 and Firefighter 2 written and practical exams to gain state and national certification. Annual CPR/AED refresher training was completed for the year. The Training Division hosted Gordon County's spring recruit class for live fire training. 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 May totaled 2,283.

### **Outside Schools**

1 firefighter attended Strategy & Tactics for Initial Company Operations in Milton, Georgia.

1 firefighter attended Fire Instructor 1 at GPSTC and attained NPQ certification.

1 staff officer attended Critical Infrastructure Security and Resiliency along with Threat and Hazard Identification and Risk Assessment courses delivered by Texas A&M Engineering Extension Service (TEEX) hosted by Whitfield County Emergency Management.

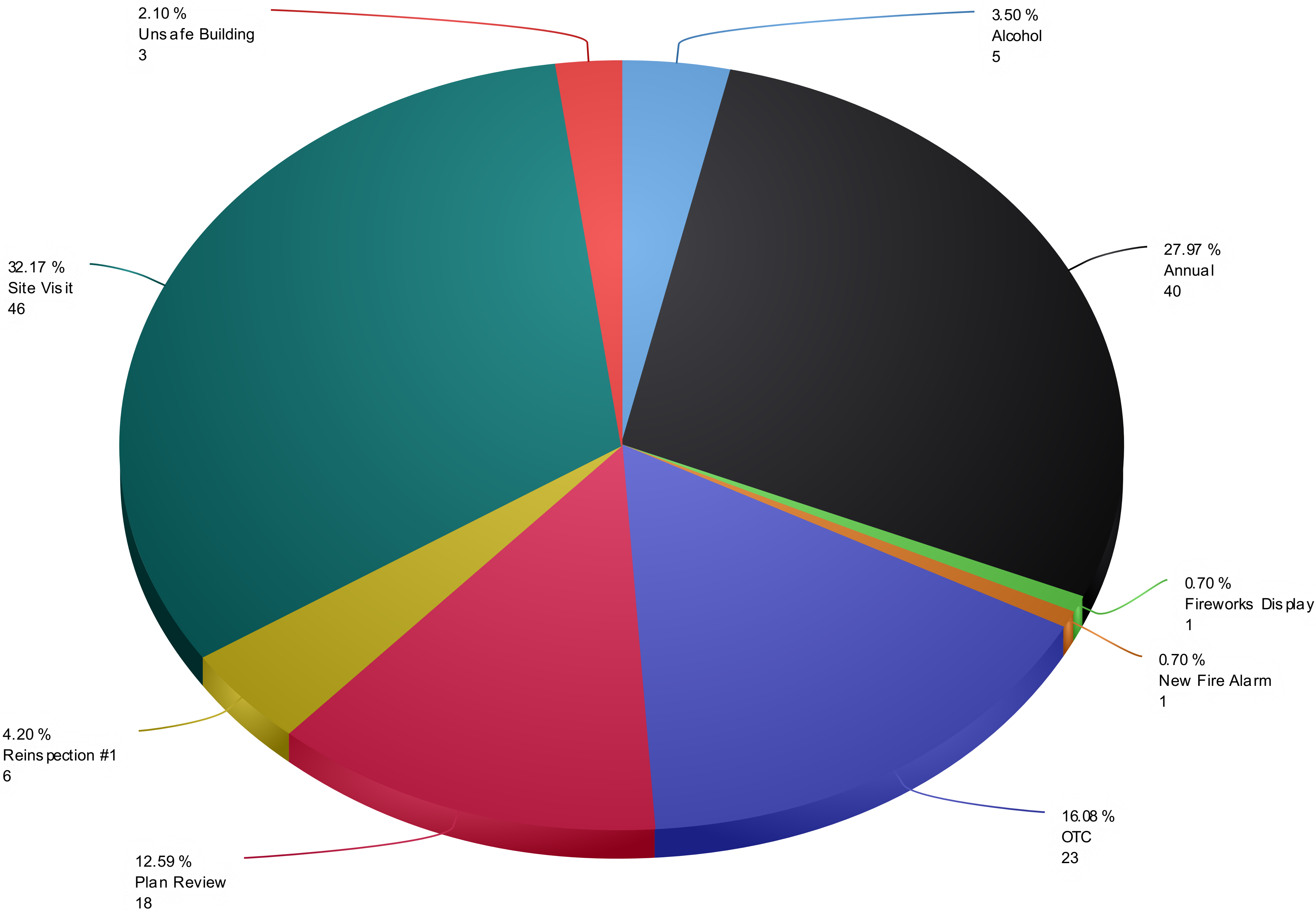
2 technical rescue team members attended Swiftwater Rescue Technician Levels 1 & 2 at the U.S. National Whitewater Center in Charlotte, North Carolina.

1 firefighter attended the 80-hour Hazardous Materials Technician course at GPSTC and attained NPQ certification.

# Inspection Visit History by Inspection Type

05/01/2022-05/31/2022

- Alcohol
- Annual
- Fireworks Display
- New Fire Alarm
- OTC
- Plan Review
- Reinspection #1
- Site Visit
- Unsafe Building



Total of Inspection Type: 143

## YEAR-TO-DATE BUDGET REPORT

05/31/2022

FOR 2022 05

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0010	GENERAL FUND - OPERATING		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
350000	511100	WAGES REG	5,832,000	0	5,832,000	2,153,485.17	.00	3,678,514.83	36.9%
350000	511100	COVID REG-OT-COV	0	0	0	629.74	.00	-629.74	100.0%
350000	511300	WAGES - OT	501,400	0	501,400	171,750.85	.00	329,649.15	34.3%
350000	512100	GROUP INS	1,061,150	0	1,061,150	425,754.84	.00	635,395.16	40.1%
350000	512200	FICA & MED	485,000	0	485,000	179,168.67	.00	305,831.33	36.9%
350000	512200	COVID FICA-COVID	0	0	0	41.21	.00	-41.21	100.0%
350000	512401	RETDCP	355,000	0	355,000	139,326.38	.00	215,673.62	39.2%
350000	512401	COVID DB-DC-COVI	0	0	0	56.64	.00	-56.64	100.0%
350000	512402	RET DBP	486,000	0	486,000	191,469.27	.00	294,530.73	39.4%
350000	512403	RET STATE	28,800	0	28,800	10,825.00	.00	17,975.00	37.6%
350000	512700	WORKERS CO	106,090	0	106,090	44,204.15	.00	61,885.85	41.7%
350000	512900	OTHER EMPL	35,200	0	35,200	14,912.72	.00	20,287.28	42.4%
350000	512915	CLEANING A	49,900	0	49,900	1,252.50	.00	48,647.50	2.5%
350000	512950	FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%
350000	521200	HAZM PROFESSION	14,000	0	14,000	12,981.00	.00	1,019.00	92.7%
350000	521210	LEGAL FEES	4,800	0	4,800	807.00	.00	3,993.00	16.8%
350000	522140	LAWN CARE	4,000	0	4,000	1,715.60	343.50	1,940.90	51.5%
350000	522210	BUILD R&M	60,000	0	60,000	14,174.07	1,147.68	44,678.25	25.5%
350000	522220	EQ REPAIRS	24,000	0	24,000	10,050.69	.00	13,949.31	41.9%
350000	522220	APPA MTN APP	95,000	0	95,000	30,104.87	925.52	63,969.61	32.7%
350000	522320	RENT EQUIP	4,800	0	4,800	1,326.33	.00	3,473.67	27.6%
350000	523100	INSURANCE	32,980	0	32,980	37,002.28	.00	-4,022.28	112.2%
350000	523200	COMMUNICAT	32,500	0	32,500	13,125.38	781.96	18,592.66	42.8%
350000	523500	TRAVEL	28,000	0	28,000	7,100.86	506.00	20,393.14	27.2%
350000	523600	DUES	6,600	0	6,600	1,216.00	.00	5,384.00	18.4%
350000	523630	RADIO SUBC	11,900	0	11,900	10,492.20	.00	1,407.80	88.2%
350000	523640	VEHICLE IM	1,100	0	1,100	950.00	.00	150.00	86.4%
350000	523700	TRAINING	28,000	0	28,000	9,352.82	.00	18,647.18	33.4%
350000	523850	CONTRACT L	0	0	0	3,229.50	.00	-3,229.50	100.0%
350000	523900	OTHER PUR	0	0	0	258.55	.00	-258.55	100.0%
350000	523920	SOFT LIC	22,500	0	22,500	22,115.48	.00	384.52	98.3%
350000	531100	SUP GENERA	25,000	0	25,000	5,768.50	346.93	18,884.57	24.5%
350000	531110	SUP OFFICE	5,000	0	5,000	946.25	.00	4,053.75	18.9%
350000	531120	UNIFORMS	140,000	0	140,000	62,605.98	.00	77,394.02	44.7%
350000	531150	SUP GROUND	3,250	0	3,250	167.46	.00	3,082.54	5.2%
350000	531200	UTILITIES	125,500	0	125,500	54,489.57	.00	71,010.43	43.4%
350000	531250	OIL	5,000	0	5,000	411.42	.00	4,588.58	8.2%
350000	531270	GASOLINE	55,000	0	55,000	12,228.15	.00	42,771.85	22.2%
350000	531275	DIESEL	0	0	0	11,085.60	.00	-11,085.60	100.0%
350000	531300	MEALS FOOD	2,000	0	2,000	162.33	.00	1,837.67	8.1%
350000	531600	SMALL EQUI	31,000	0	31,000	.00	.00	31,000.00	.0%
350000	531700	OTHER SUPP	15,500	0	15,500	1,758.98	.00	13,741.02	11.3%
350000	531700	HAZM OTHER SUPP	9,500	0	9,500	1,430.26	.00	8,069.74	15.1%

## YEAR-TO-DATE BUDGET REPORT

05/31/2022

FOR 2022 05									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0010									
350000	531700 SAFET OTHER SUPP	5,000	0	5,000	3,214.00	.00	1,786.00	64.3%	
350000	542500 OTHER EQUI	4,000	0	4,000	743.51	.00	3,256.49	18.6%	
	TOTAL GENERAL FUND - OPERATING	9,754,970	0	9,754,970	3,663,891.78	4,051.59	6,087,026.63	37.6%	
	TOTAL EXPENSES	9,754,970	0	9,754,970	3,663,891.78	4,051.59	6,087,026.63		