



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, APRIL 23, 2024  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

1. Fire Department - Personnel Matters
  1. Commendation-Firefighter Keith Locke
  2. Promotion to Battalion Chief -Captain Chad Young

**Public Commentary**

**Approval of Minutes**

2. February 27, 2024

**Police Department**

3. Crime / Crash Statistics March 2024
4. Financial Statistics March 2024
5. Written Directive Review

**Fire Department**

6. Statistical Report for March 2024
7. Financial Report for March 2024

**Adjournment**



# Certificate of Commendation

## Firefighter Keith Locke

**Incident Date: Monday, March 11, 2024**

**Location: 1600 Martin Luther King Jr. Blvd.**

**You are hereby commended for your outstanding job performance in providing aid to an individual in cardiac arrest. Your rapid assessment and treatment greatly increased patient viability prior to transport. Further, your efforts throughout the incident afforded the patient the best possible chance for survival and resulted in a successful patient outcome.**

**Please accept our gratitude in recognition of your efforts. Your exemplary performance speaks to your character, professionalism, and the dedicated service our department provides to our citizens.**

4/23/2024  
Date

A handwritten signature in black ink that reads 'Matt Daniel'.

Matt Daniel, Fire Chief



## Certificate of Promotion

### BATTALION CHIEF

March 23, 2024

Greetings,

I am making a recommendation for the promotion of Captain Chad Young to the rank of Battalion Chief. This promotion will fill the vacancy left by the upcoming retirement of Battalion Chief Chris Cantrell. Captain Young has met all required prerequisites set forth for the rank of Battalion Chief.

Captain Young has been employed with the City of Dalton Fire Department since March 2001. During this time, he has advanced quickly through the ranks and routinely displays a willingness to better himself through training while simultaneously assisting his fellow firefighters with their professional development. Chad does a great job managing and leading his assigned crews. According to his current Battalion Chief, he has been a tremendous asset in assisting with day-to-day operations and shift management. Captain Young's fireground tactics are excellent and he is committed to the safety and wellbeing of all personnel under his command. In addition to his duties in the Suppression Division, Chad has been the department's fleet maintenance coordinator for several years and also oversees the fire apparatus driver/operator training program. Some of the certifications Captain Young has obtained include: Emergency Medical Technician, NPQ Evaluator, and NPQ Fire Instructor 1. Chad is a graduate of the Georgia FLAMES program and meets all prerequisites set forth for Fire Officer 1, 2, and 3.

I would appreciate your support in recognizing Captain Chad Young with a promotion to the rank of Battalion Chief.

Thank you all for your consideration.

A handwritten signature in black ink that reads 'Matt Daniel'.

Matt Daniel  
Fire Chief

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
MARCH 26, 2024

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Lane Jackson, Fire Chief Matt Daniel, Police Chief Cliff Cason, City Attorney Jonathan Bledsoe, and Assistant City Administrator Todd Pangle.

AGENDA APPROVAL

On the motion of Commissioner Brown, second Commissioner Mathis the Commission approved the agenda as presented

PERSONNEL MATTERS

Fire Department – Firefighter of the Year award

Fire Chief Matt Daniel presented Firefighter Dale Reed with the Firefighter of the Year award for the Fire Department. The Commission congratulated and thanked him for his service and dedication.

Police Department – New Employee Confirmation

On the motion of Commissioner Mathis, second Commissioner Jackson, the Commission approved recruit Shane Warnix as a new Police Officer for the Dalton Police Department. The vote was unanimous in favor.

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for February 27, 2024. On the motion of Commissioner Brown, second Commissioner Jackson, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for February 2024

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of February 2024. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 11.8% lower and Part II crimes are approximately 13.3% lower when compared to the past 5-year average. Chief Cason further reported there were 107 non-private property crashes reported for the month and crashes increase over the previous month.

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

Financial Statistics for February 2024

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of February 2024. Chief Cason reported the department has expended 13.7% of the budget, and is on track for the remainder of FY 2024.

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

POLICE DEPARTMENT

.... Continued

Written Directive Review

Police Chief Cliff Cason presented the following Written Directive reviews for approval:

- 3.1 Selection
- 3.14 Employee Timekeeping, Compensation and Benefits
- 3.18 Grievance Procedures
- 4.8 Preliminary Investigations
- 4.21 Off-Duty Powers to Arrest
- 4.25 Domestic / Family Violence

On the motion of Commissioner Brown, second Commissioner Jackson, 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 – February 2024

Fire Chief Matt Daniel presented the February 2024 Statistical Report to the Commission. Chief Daniel outlined details of the complete report, which included the Incident Report with 314 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – February 2024

Fire Chief Matt Daniel presented the Financial Report for the month of February 2024 to the Commission. Chief Daniel stated the department has expended 13.2% of the budget, and is on track for the remainder of FY 2024.

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

Reviewed SOG and SOP's

On the motion of Commissioner Mathis, second Commissioner Jackson, the Commission approved the following Fire Department policies.

- Revised SOP – GP-16 Return to Work, Restricted Duty Assignments
- Revised SOP – C-3 Media Communications

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

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Jackson, the meeting was adjourned at 9:39 a.m.

ATTEST:

\_\_\_\_\_  
Alex Brown, Secretary

\_\_\_\_\_  
Truman Whitfield, Chairman

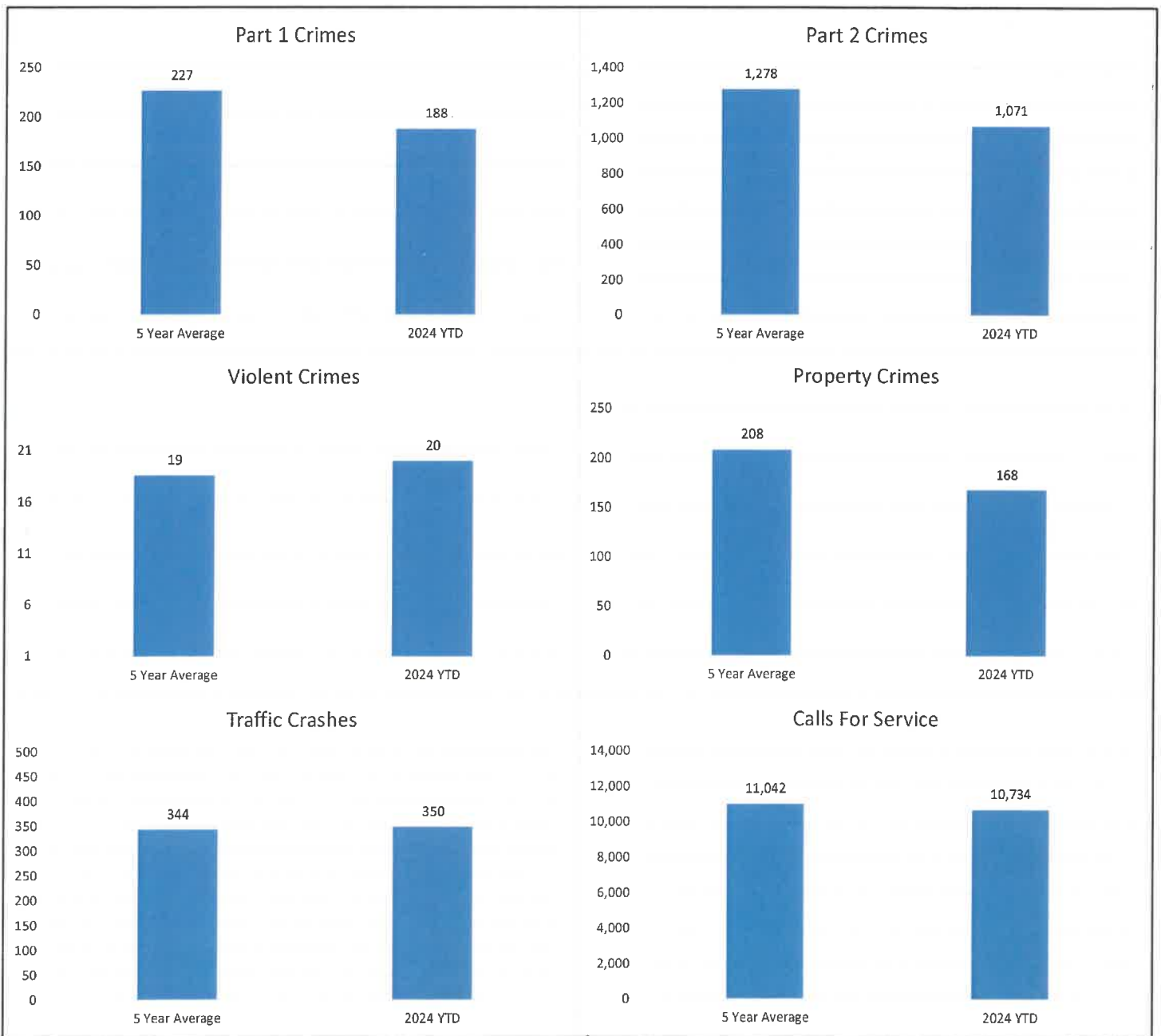


**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 23, 2024**

**Summary of Data and Crime Statistics for March 2024**

**General**

The following statistics compare 2024 year-to-date statistics with the previous five years. Part 1 crimes are approximately 17.11% lower than the five-year average. Part 2 crimes are approximately 16.2% lower than the five-year average. Property crimes show a decrease of approximately 19.3% from the five-year average. Violent crimes show an increase of one violent crime above the average. Traffic crashes are approximately 1.6% higher than the five-year average. Calls for service show a decrease of approximately 2.8% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 23, 2024**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2020-2024  
March 2024

	2020	2021	2022	2023	2024	TREND
Part I Crimes YTD	232	210	210	226	188	
Homicides	0	0	1	0	0	
Rape	4	5	1	5	4	
Robbery	3	1	3	1	3	
Aggravated Assault	18	16	14	7	13	
<b>Violent Crime Totals</b>	<b>25</b>	<b>22</b>	<b>19</b>	<b>13</b>	<b>20</b>	
Burglary	23	17	15	12	24	
Larceny-Theft	169	138	160	188	136	
Motor Vehicle Theft	15	33	16	12	7	
Arson	0	0	0	1	1	
<b>Property Crime Totals</b>	<b>207</b>	<b>188</b>	<b>191</b>	<b>213</b>	<b>168</b>	
Violent Crime Clearance	80%	59%	89%	62%	55%	
Property Crime Clearance	34%	47%	49%	55%	54%	
Part I Arrests	77	73	77	77	73	
Citations	3,265	2,603	2,938	4,460	3,598	
Calls for Service	11,717	9,519	9,487	13,245	10,734	
Traffic Crashes	326	324	351	355	350	

**Analysis**

In the year to date 2024 there have been 188 Part 1 crimes reported, compared to 226 in 2023. Traffic crashes have decreased approximately 1.4% from 2023. Calls for service have decreased by approximately 19.0% from 2023.

There have been 20 violent crimes reported 2024 YTD compared to 13 reported violent crimes 2023 YTD. Robberies and aggravated assaults increased from 2023 numbers. Year to date property crimes have shown a decrease of approximately 21.1% when compared to 2023 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 19.3% lower than the average of 208. Violent crime numbers are approximately 7.5% higher than the five-year average of 19.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 23, 2024**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2024	2023			2024	2023			2024	2023
	3/24	3/23	YTD	YTD	3/24	3/23	YTD	YTD	3/24	3/23	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	3	4	5	0	0	1	1	0	0	1	0
Robbery	2	1	3	1	3	3	3	3	3	3	3	3
Aggravated Assault	3	3	13	7	2	1	7	4	2	1	5	3
Burglary	9	3	24	12	4	3	8	8	4	0	8	2
Larceny - Theft	34	55	136	188	25	33	78	103	19	22	53	67
Motor Vehicle Theft	4	5	7	12	3	3	5	5	2	0	3	1
Arson	0	1	1	1	0	0	0	1	0	0	0	1
<b>PART I SUBTOTAL</b>	<b>53</b>	<b>71</b>	<b>188</b>	<b>226</b>	<b>37</b>	<b>43</b>	<b>102</b>	<b>125</b>	<b>30</b>	<b>26</b>	<b>73</b>	<b>77</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	23	30	85	82	19	26	80	73	16	17	51	45
Forgery/Counterfeiting	3	9	21	27	4	10	10	18	3	8	6	14
Fraud	28	23	47	60	7	8	8	16	5	6	6	13
Embezzlement	0	0	0	0	0	1	0	1	0	0	0	0
Stolen Property	0	0	0	1	0	0	0	0	0	0	0	0
Vandalism	12	16	37	58	10	18	17	28	6	15	6	23
Weapons Violations	2	5	6	12	4	4	12	13	4	4	11	13
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	3	6	12	12	2	2	8	4	1	1	5	2
Drug Sales	3	0	14	9	1	0	14	8	1	0	14	8
Drug Possession	13	13	37	62	11	9	32	54	10	9	29	42
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	9	18	16	0	6	13	12	0	5	13	10
Liquor Violations	6	9	18	20	5	9	16	18	5	9	16	18
Drunkenness	4	8	10	25	4	9	10	27	4	9	10	27
Other Disorderly Conduct	11	16	52	44	11	18	58	49	10	16	49	39
Curfew Violations	0	0	0	4	0	0	0	5	0	0	0	4
All Other Offenses	191	258	643	779	152	332	544	982	144	315	505	922
DUI	22	15	71	52	20	16	69	53	20	16	69	53
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>323</b>	<b>417</b>	<b>1071</b>	<b>1263</b>	<b>250</b>	<b>468</b>	<b>891</b>	<b>1361</b>	<b>229</b>	<b>430</b>	<b>790</b>	<b>1233</b>
<b>PART I AND II TOTAL</b>	<b>376</b>	<b>488</b>	<b>1259</b>	<b>1489</b>	<b>287</b>	<b>511</b>	<b>993</b>	<b>1486</b>	<b>259</b>	<b>456</b>	<b>863</b>	<b>1310</b>

	<b>Crashes</b>				<b>Enforcement</b>				
	3/24	3/23	2024 YTD	2023 YTD	3/24	3/23	2024 YTD	2023 YTD	
Public Roadway	136	134	350	355	Citations	476	515	1,883	1,854
					Warnings	396	585	1,715	2,606
911 Calls	3,111	3,914	10,734	13,245	Totals	872	1,100	3,598	4,460

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 23, 2024**

**March 2024 Crash Statistics**

In March 2024 there were 136 non-private property crashes reported. Injury crashes increased and total injuries decreased from the previous month. Angle crashes were the most prevalent during March 2024. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor for injury crashes. Walnut Ave had the highest number of non-injury crashes. Chattanooga Rd had the highest number of injury crashes.

<b>March 2024 Crash Statistics</b>						
<b>Total Crashes</b>	<b>March 2024</b>	<b>February 2024</b>	<b>Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>Change</b>
	136	107	27.1%	350	355	-1.4%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	36	28	7	1	0	11
<b>Total Injuries</b>	50					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>	<b>Following Too Closely Crashes</b>			
3	17	6	32			
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	11		0000 - 0559	5		
Tuesday	22		0600 - 0859	23		
Wednesday	17		0900 - 1059	12		
Thursday	27		1100 - 1359	28		
Friday	29		1400 - 1559	27		
Saturday	11		1600 - 1859	24		
Sunday	19		1900 - 2159	11		
			2200 - 2359	6		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	50		Following Too Closely	32		
Rear End	43		Failure to Yield	23		
Collision with an Object	21		Too Fast for Conditions	17		
Sideswipe - Same Direction	17		Changed Lanes Improperly	14		
Head On	3					
Sideswipe - Opposite Direction	2					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Chattanooga Rd	20	14.7%	11	22.0%		
Walnut Ave	18	13.2%	6	12.0%		
Glenwood Ave	10	7.4%	5	10.0%		
Hamilton St	9	6.6%	6	12.0%		
Shugart Rd	7	5.1%	2	4.0%		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING

APRIL 23, 2024

SUMMMARY OF THE FINACIAL STATISTICS FOR MARCH 2024

We have expended approximately 20.7% of our 2024 budget. At this time, we are slightly under budget for the year. We will be making some transfers in the coming weeks to shore up some shortfalls in a couple of areas.

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>321000 PD-ADMINISTRATION</b>							
321000 511100 WAGES - REGULAR	497,000	0	497,000	104,608.86	.00	392,391.14	21.0%
321000 511300 WAGES - OVERTIME	2,000	0	2,000	.00	.00	2,000.00	0%
321000 512100 GROUP INSURANCE	40,000	0	40,000	5,743.42	.00	34,256.58	14.4%
321000 512200 FICA & MEDICARE	38,000	0	38,000	8,593.23	.00	29,406.77	22.6%
321000 512401 RETIREMENT DCP	16,000	0	16,000	3,529.44	.00	12,470.56	22.1%
321000 512402 RETIREMENT DBP	143,000	0	143,000	33,026.62	.00	109,973.38	23.1%
321000 512403 RETIREMENT STATE	1,200	0	1,200	300.00	.00	900.00	25.0%
321000 512700 WORKERS COMPENSAT	10,000	0	10,000	2,503.00	.00	7,497.00	25.0%
321000 512900 OTHER EMPLOYEE BE	4,000	0	4,000	740.60	.00	3,259.40	18.5%
321000 512915 CLEANING ALLOWANC	2,400	0	2,400	126.75	.00	2,273.25	5.3%
321000 512916 CLOTHING ALLOWANC	2,400	0	2,400	.00	.00	2,400.00	0%
321000 521210 PROFESSIONAL - LE	20,000	0	20,000	5,585.00	.00	14,415.00	27.9%
321000 521300 TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	0%
321000 522220 EQUIPMENT MAINT &	5,000	0	5,000	2,496.01	.00	2,503.99	49.9%
321000 522230 VEHICLE REPAIRS &	4,000	0	4,000	.00	.00	4,000.00	0%
321000 522320 RENTAL - EQUIPMEN	9,000	0	9,000	1,126.86	109.80	7,763.34	13.7%
321000 523100 INSURANCE COMMERC	145,000	0	145,000	8,910.48	.00	136,089.52	6.1%
321000 523200 COMMUNICATIONS	50,000	0	50,000	10,048.83	.00	39,951.17	20.1%
321000 523210 POSTAGE	4,000	0	4,000	309.82	.00	3,690.18	7.7%
321000 523400 PRINTING & BINDIN	3,000	0	3,000	1,566.05	42.50	1,391.45	53.6%
321000 523500 TRAVEL	12,000	0	12,000	595.00	230.00	11,175.00	6.9%
321000 523600 DUES & FEES	5,000	0	5,000	1,070.00	.00	3,930.00	21.4%
321000 523630 RADIO SUBSCRIBER F	27,000	0	27,000	23,155.20	.00	3,844.80	85.8%
321000 523700 TRAINING & EDUCAT	8,000	0	8,000	745.00	.00	7,255.00	9.3%
321000 523850 CONTRACT LABOR	5,000	0	5,000	1,200.00	.00	3,800.00	24.0%
321000 523920 SOFTWARE LICENSES	180,000	0	180,000	70,501.37	348.31	109,150.32	39.4%
321000 531100 SUPPLIES - GENERA	1,000	0	1,000	11.51	.00	988.49	1.2%
321000 531110 SUPPLIES - OFFICE	2,000	0	2,000	.00	.00	2,000.00	0%
321000 531250 OIL	1,000	0	1,000	.00	.00	1,000.00	0%
321000 531270 GASOLINE	7,000	0	7,000	1,252.26	.00	5,747.74	17.9%
321000 531300 MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	0%
321000 531600 SMALL EQUIPMENT <	2,000	0	2,000	.00	.00	2,000.00	0%
321000 531700 OTHER SUPPLIES	2,000	0	2,000	125.04	.00	1,874.96	6.3%
<b>TOTAL PD ADMINISTRATION</b>	<b>1,254,000</b>	<b>0</b>	<b>1,254,000</b>	<b>287,870.35</b>	<b>730.61</b>	<b>965,399.04</b>	<b>23.0%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322100 PD CRIMINAL INVESTIGATION DIV</b>								
322100 511100	WAGES - REGULAR	1,150,000	0	1,150,000	231,776.71	.00	918,223.29	20.2%
322100 511300	WAGES - OVERTIME	41,000	0	41,000	4,146.38	.00	36,853.62	10.1%
322100 512100	GROUP INSURANCE	211,000	0	211,000	37,158.98	.00	173,841.02	17.6%
322100 512200	FTCA & MEDICARE	91,000	0	91,000	18,835.39	.00	72,164.61	20.7%
322100 512401	RETIREMENT DCP	71,000	0	71,000	14,989.59	.00	56,010.41	21.1%
322100 512402	RETIREMENT DBP	207,000	0	207,000	47,064.57	.00	159,935.43	22.7%
322100 512403	RETIREMENT STATE	5,000	0	5,000	1,075.00	.00	3,925.00	21.5%
322100 512700	WORKERS COMPENSAT	29,000	0	29,000	7,256.00	.00	21,744.00	25.0%
322100 512900	OTHER EMPLOYEE BE	7,000	0	7,000	1,643.23	.00	5,356.77	23.5%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	476.50	.00	3,523.50	11.9%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,000	0	3,000	149.85	.00	2,850.15	5.0%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	420.97	794.62	5,784.41	17.4%
322100 523500	TRAVEL	17,000	0	17,000	2,601.00	1,442.20	12,956.80	23.8%
322100 523600	DUES & FEES	4,000	0	4,000	515.00	.00	3,485.00	12.9%
322100 523700	TRAINING & EDUCAT	15,000	0	15,000	3,195.00	.00	11,805.00	21.3%
322100 523900	PEPT OTHER PURCHAS	20,000	0	20,000	150.00	.00	19,850.00	.8%
322100 531100	SUPPLIES - GENERA	3,000	0	3,000	97.55	.00	2,902.45	3.3%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	201.27	.00	3,798.73	5.0%
322100 531250	OIL	4,000	0	4,000	.00	.00	4,000.00	.0%
322100 531270	GASOLINE	18,000	0	18,000	4,560.77	.00	13,439.23	25.3%
322100 531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322100 531600	SMALL EQUIPMENT <	8,000	0	8,000	.00	.00	8,000.00	.0%
322100 531700	OTHER SUPPLIES	5,000	0	5,000	630.85	.00	4,369.15	12.6%
<b>TOTAL PD CRIMINAL INVESTIGATION DIV</b>		<b>1,934,000</b>	<b>0</b>	<b>1,934,000</b>	<b>376,944.61</b>	<b>2,236.82</b>	<b>1,554,818.57</b>	<b>19.6%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322300	PD PATROL							
322300	511100 WAGES - REGULAR	3,719,000	0	3,719,000	755,060.22	.00	2,963,939.78	20.3%
322300	511300 WAGES - OVERTIME	103,000	0	103,000	18,968.24	.00	84,031.76	18.4%
322300	512100 GROUP INSURANCE	611,000	0	611,000	116,854.03	.00	494,145.97	19.1%
322300	512200 FICA & MEDICARE	292,000	0	292,000	62,757.82	.00	229,242.18	21.5%
322300	512401 RETIREMENT DCP	403,000	0	403,000	73,345.86	.00	329,654.14	18.2%
322300	512402 RETIREMENT DBP	93,000	0	93,000	34,873.03	.00	58,126.97	37.5%
322300	512403 RETIREMENT STATE	22,000	0	22,000	4,125.00	.00	17,875.00	18.8%
322300	512700 WORKERS COMPENSAT	119,000	0	119,000	29,756.00	.00	89,244.00	25.0%
322300	512900 OTHER EMPLOYEE BE	29,000	0	29,000	5,795.97	.00	23,204.03	20.0%
322300	512915 CLEANING ALLOWANC	10,000	0	10,000	2,014.75	.00	7,985.25	20.1%
322300	522220 EQUIPMENT MAINT &	11,000	0	11,000	943.52	.00	10,056.48	8.6%
322300	522230 VEHICLE REPAIRS &	60,000	7,900	67,900	20,569.64	.00	47,330.36	30.3%
322300	522230 SHOP VEHICLE EXP -	104,000	0	104,000	27,678.70	1,957.64	76,321.30	26.6%
322300	523500 TRAVEL	70,000	0	70,000	18,465.00	2,100.00	49,601.73	29.1%
322300	523600 DUES & FEES	4,000	0	4,000	465.00	398.50	3,435.00	14.1%
322300	523700 TRAINING & EDUCAT	42,000	0	42,000	8,420.00	2,800.00	30,780.00	26.7%
322300	531100 SUPPLIES - GENERA	6,000	0	6,000	465.15	.00	5,601.50	6.6%
322300	531110 SUPPLIES - OFFICE	3,000	0	3,000	26,841.59	.00	2,534.85	15.5%
322300	531120 UNIFORMS	60,000	0	60,000	38,833.63	.00	33,158.41	44.7%
322300	531250 OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300	531270 GASOLINE	165,000	0	165,000	4,949.50	.00	126,166.37	23.5%
322300	531300 MEALS - FOOD	2,000	0	2,000	316.18	.00	2,000.00	.0%
322300	531600 SMALL EQUIPMENT <	40,000	0	40,000	4,949.50	.00	35,050.50	12.4%
322300	531700 OTHER SUPPLIES	5,000	0	5,000	316.18	.00	4,683.82	6.3%
	TOTAL PD PATROL	5,976,000	7,900	5,983,900	1,251,474.46	5,256.14	4,727,169.40	21.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322400 PD SUPPORT SERVICES</b>								
322400 511100	WAGES - REGULAR	731,000	0	731,000	138,392.58	.00	592,607.42	18.9%
322400 511300	WAGES - OVERTIME	11,000	0	11,000	908.00	.00	10,092.00	8.3%
322400 512100	GROUP INSURANCE	166,000	0	166,000	26,377.89	.00	139,622.11	15.9%
322400 512200	FICA & MEDICARE	56,000	0	56,000	10,777.15	.00	45,222.85	19.2%
322400 512401	RETIREMENT DCP	48,000	0	48,000	8,845.92	.00	39,154.08	18.4%
322400 512402	RETIREMENT DBP	112,000	0	112,000	24,434.14	.00	87,565.86	21.8%
322400 512403	RETIREMENT STATE	1,500	0	1,500	300.00	.00	1,200.00	20.0%
322400 512700	WORKERS COMPENSAT	22,000	0	22,000	5,503.00	.00	16,497.00	25.0%
322400 512900	OTHER EMPLOYEE BE	4,500	0	4,500	991.80	.00	3,508.20	22.0%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	131.25	.00	2,268.75	5.5%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400 521300	TECHNICAL CONTRAC	18,000	0	18,000	49.75	.00	17,950.25	.3%
322400 522140	LAWN CARE CONTRAC	13,000	0	13,000	948.50	.00	12,051.50	7.3%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	7,051.41	3,111.60	29,836.99	25.4%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	433.87	.00	2,566.13	14.5%
322400 523500	TRAVEL	25,000	0	25,000	1,015.00	.00	23,985.00	4.1%
322400 523600	DUES & FEES	3,000	0	3,000	489.84	.00	2,510.16	16.3%
322400 523620	CREDIT CARD & BAN	1,000	0	1,000	29.85	.00	970.15	3.0%
322400 523700	TRAINING & EDUCAT	25,000	0	25,000	3,704.00	9,850.80	11,445.20	54.2%
322400 531100	SUPPLIES - GENERA	3,000	0	3,000	529.14	.00	2,470.86	17.6%
322400 531110	SUPPLIES - OFFICE	3,000	0	3,000	92.21	.00	2,907.79	3.1%
322400 531120	UNIFORMS	4,000	0	4,000	2,271.21	.00	1,728.79	56.8%
322400 531150	SUPPLIES - GROUND	3,000	0	3,000	.00	.00	3,000.00	.0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	2,395.44	.00	25,604.56	8.6%
322400 531200	UTILITIES	62,000	0	62,000	11,762.57	.00	50,237.43	19.0%
322400 531250	OTL	1,000	0	1,000	.00	.00	1,000.00	.0%
322400 531270	GASOLINE	8,000	0	8,000	2,027.03	.00	5,972.97	25.3%
322400 531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322400 531600	SMALL EQUIPMENT <	2,000	0	2,000	.00	179.97	1,820.03	9.0%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	95.99	.00	13,904.01	.7%
	<b>TOTAL PD SUPPORT SERVICES</b>	<b>1,412,000</b>	<b>0</b>	<b>1,412,000</b>	<b>249,557.54</b>	<b>13,142.37</b>	<b>1,149,300.09</b>	<b>18.6%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>								
322600 523900 OTHER PURCHASED S		95,000	0	95,000	19,283.12	.00	75,716.88	20.3%
TOTAL CUSTODY OF PRISONERS		95,000	0	95,000	19,283.12	.00	75,716.88	20.3%
TOTAL GENERAL FUND - OPERATING		10,671,000	7,900	10,678,900	2,185,130.08	21,365.94	8,472,403.98	20.7%
TOTAL EXPENSES		10,671,000	7,900	10,678,900	2,185,130.08	21,365.94	8,472,403.98	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,671,000	7,900	10,678,900	2,185,130.08	21,365.94	8,472,403.98	20.7%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024-03

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>210001 REVENUES</b>								
210001	351102 JUSTI FED SHARED F	0	0	0	-4,996.88	.00	4,996.88	100.0%
210001	351320 STATE CASH CONFISC	-50,000	0	-50,000	-451.00	.00	-49,549.00	.9%*
210001	361400 JUSTI INTEREST JUS	0	0	0	-74.45	.00	74.45	100.0%
210001	361400 STATE INTEREST INC	-2,800	0	-2,800	-1,214.81	.00	-1,585.19	43.4%*
210001	361400 TREAS INTEREST TRE	-200	0	-200	-154.05	.00	-45.95	77.0%*
210001	392100 STATE SALE OF ASSE	-8,000	0	-8,000	-7,115.62	.00	-884.38	88.9%*
<b>TOTAL REVENUES</b>		-61,000	0	-61,000	-14,006.81	.00	-46,993.19	23.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2024-03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	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	.00	.00	4,500.00	.0%
210415 523200 STATE COMMUNICATIO	23,000	0	23,000	3,975.61	.00	19,024.39	17.3%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600 STATE DUES & FEES	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 523700 STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600 STATE SMALL EQUIPM	40,000	0	40,000	.00	.00	40,000.00	.0%
210415 531700 STATE OTHER SUPPLI	400	0	400	18.00	.00	382.00	4.5%
TOTAL EXPENDITURES	85,000	0	85,000	3,993.61	.00	81,006.39	4.7%
TOTAL CONFISCATED ASSETS	24,000	0	24,000	-10,013.20	.00	34,013.20	-41.7%
TOTAL REVENUES	-61,000	0	-61,000	-14,006.81	.00	-46,993.19	
TOTAL EXPENSES	85,000	0	85,000	3,993.61	.00	81,006.39	



YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	24,000	0	24,000	-10,013.20	.00	34,013.20	-41.7%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03										
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL			
0370 CAPITAL ACQUISITION FUND										
<b>570001 REVENUES</b>										
370001 361400 INTEREST INCOME	0	-50,000	-50,000	-37,025.82	.00	-12,974.18	74.1%*			
TOTAL REVENUES	0	-50,000	-50,000	-37,025.82	.00	-12,974.18	74.1%			



YEAR-TO-DATE BUDGET REPORT

FOR 2024-03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>57000Z OTHER FINANCING SOURCES</b>							
370002 391000 GF TRANSFERS IN	0	-638,000	-638,000	-636,838.02	.00	-1,161.98	99.8%*
370002 392100 SALE OF ASSETS (G	0	-5,000	-5,000	-9,198.00	.00	4,198.00	184.0%
TOTAL OTHER FINANCING SOURCES	0	-643,000	-643,000	-646,036.02	.00	3,036.02	100.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024\_03

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COI
<b>0370 CAPITAL ACQUISITION FUND</b>							
<b>370005 EXPENDITURES</b>							
370005 522210 610 FACILITY REPAIR	0	74,920	74,920	50,919.23	.00	24,000.77	68.0%
370005 522240 420 SITE R&M 2024	0	1,836,838	1,836,838	120.00	.00	1,836,718.00	.0%
370005 522240 610 SITE REPAIRS & DUES & FEES	0	416,660	416,660	381,340.00	35,319.00	1.00	100.0%
370005 541100 132 SITES	0	4,000	4,000	1,022.00	.00	2,978.00	25.6%
370005 541300 132 BUILDINGS & BU	0	2,000,000	2,000,000	.00	.00	2,000,000.00	.0%
370005 541300 610 BUILDINGS & BU	0	1,500,000	1,500,000	.00	.00	1,500,000.00	.0%
370005 541400 132 INFRASTRUCTURE	0	133,000	133,000	.00	.00	133,000.00	.0%
370005 542100 420 MACHINERY	0	97,980	97,980	7,890.00	.00	90,090.00	8.1%
370005 542200 132 VEHICLES	0	805,960	805,960	.00	614,871.00	191,089.00	76.3%
370005 542200 320 VEHICLES	0	60,210	60,210	60,208.00	.00	2.00	100.0%
370005 542200 420 VEHICLES	0	309,710	309,710	296,315.92	13,394.08	.00	100.0%
370005 542200 610 VEHICLES	0	180,000	180,000	.00	140,215.00	39,785.00	77.9%
370005 542400 153 COMPUTERS & CO	0	46,520	46,520	46,520.00	.00	.00	100.0%
370005 542500 320 OTHER EQUIPMEN	0	134,600	134,600	2,482.86	41,755.00	90,362.14	32.9%
	0	42,990	42,990	.00	43,169.97	-179.97	100.4%*
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>7,643,388</b>	<b>7,643,388</b>	<b>846,818.01</b>	<b>888,724.05</b>	<b>5,907,845.94</b>	<b>22.7%</b>
<b>TOTAL CAPITAL ACQUISITION FUND</b>	<b>0</b>	<b>6,950,388</b>	<b>6,950,388</b>	<b>163,756.17</b>	<b>888,724.05</b>	<b>5,897,907.78</b>	<b>15.1%</b>
<b>TOTAL REVENUES</b>	<b>0</b>	<b>-693,000</b>	<b>-693,000</b>	<b>-683,061.84</b>	<b>.00</b>	<b>-9,938.16</b>	
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>7,643,388</b>	<b>7,643,388</b>	<b>846,818.01</b>	<b>888,724.05</b>	<b>5,907,845.94</b>	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 03

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	6,950,388	6,950,388	163,756.17	888,724.05	5,897,907.78	15.1%

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





**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/31/2024		Interest	445.47		223,961.10
2/8/2024	PO 21230042	AT&T Nov 29 - Dec 28 Cell Phones		1,606.97	224,406.57
2/8/2024	PO 21230043	Frank's Wrecker - Towed Vehicles - 2008 Chevrolet C Series, 1984 Chevrolet Caprice, & 2010 Mercedes CL Class		345.00	222,799.60
2/8/2024		GovDeals Fees for Items Sold		1,631.99	220,822.61
2/8/2024		GoveDeals Sold - Ryobi 1800 Generator	337.50		221,160.11
2/8/2024	PO 21240001	AT&T Dec 29 - Jan 28 Cell Phones		1,607.47	219,552.64
2/29/2024		Interest	385.81		219,938.45
3/21/2024	PO 21240002	Title for Seized Vehicle - 2007 Silver Nissan Altima		18.00	219,920.45
3/21/2024	PO 21240003	AT&T Jan 29 - Feb 28 Cell Phones		2,368.14	217,552.31
3/22/2024		Rico Seizure	451.00		218,003.31
3/27/2024		GovDeals Sold - 2000 Cadillac Deville	928.12		218,931.43
3/29/2024		Interest	383.53		219,314.96

Federal Forfeitures Fund  
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2024 Starting Balance
1/31/2024		Interest	26.95		13,547.53
2/29/2024		Interest	23.73		13,574.48
3/29/2024		Interest	23.77		13,598.21
3/29/2024		Dormant Fee		5.00	13,621.98
					13,616.98
			74.45		

Federal Forfeitures Fund  
Treasury Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2024 Starting Balance
1/31/2024		Interest	55.76		28,035.83
2/29/2024		Interest	49.10		28,091.59
3/29/2024		Interest	49.19		28,140.69
					28,189.88
			<b>154.05</b>		

To: Public Safety Commission  
From: Chief Cliff Cason  
Date: April 17, 2024  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
4.18	1	<b><u>Public Safety Cadet Program</u></b> Updated Revision and Re-evaluation dates
4.19	1	<b><u>Emergency Death, Serious Injury, or Serious Illness Notification</u></b> Updated Revision and Re-evaluation dates
6.1	1	<b><u>Emergency Call-Out and Notifications</u></b> Updated Revision and Re-evaluation dates
6.2	1	<b><u>Hazardous Materials Incident Response</u></b> Updated Revision and Re-evaluation dates
6.7	1	<b><u>Automated Emergency Notification System</u></b> Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO93-4.18</b>
<i>Subject</i> <b>Public Safety Cadet Program</b>		
<i>Reference</i> <b>CALEA Standards – 45.3.1, 45.3.2</b>		<i>Revised</i> <b>May 24, 2022 April 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>May 2024 April 2026</b>	<i>No. Pages</i> <b>9</b>

## I. Policy

It is the policy of the Dalton Police Department to maintain a Public Safety Cadet Program that provides knowledge, skills, and practical experiences to the youth of this community through education and training that is delivered by qualified members of this Department and is structured to build character, physical fitness, and respect for the rule of law and human and civil rights.

## II. Purpose

The purpose of the Public Safety Cadet (PSC) Program is:

- A. To provide a program of leadership, ethics, and career preparation training that educates young adults on the purpose, mission, and objectives of law enforcement.
- B. To provide an opportunity for Cadets to perform community service, gain practical experience, develop leadership skills, participate in career skills competitions, and take part in team-building recreational activities.
- C. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship, and patriotism.
- D. To help build a recruitment pipeline and pathway to employment in the law enforcement profession.

## III. Definitions

- A. *Cadet* – A youth, age 15 to 20, registered in good standing and actively participating in the Dalton Police Department’s Public Safety Cadet Program.
- B. *Lead Mentor* – A sworn employee, designated by the Chief of Police, that bears responsibility for the overall administration of the PSC Program and the coordination of other designated Mentors for the program.
- C. *Mentor* – An employee with a certain area of expertise in the law enforcement profession that has been designated and determined suitable by 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.

to perform as a trusted, knowledgeable advisor in the guidance and training of Cadets.

IV. **Program Requirements**

A. Initial Enrollment

1. PSC enrollment is available to young adults ages 15 through 20. Cadets will age-out of the program upon achieving their 21<sup>st</sup> birthday.
2. Those young adults wishing to participate in the PSC Program shall complete the required application and submit it to the Lead Mentor for review.
3. The Lead Mentor or a designated Mentor shall conduct a thorough background check to assess the applicant's character and integrity and may include interviews with neighbors, teachers, and / or employers.
4. The applicant must not have a prior conviction for a significant criminal offense or serious traffic offense.
5. The applicant must not have undisclosed physical limitations that would prevent participation in the program and organized physical fitness activities.
6. The applicant must have at least a "C" average in all high school or college classes.
7. An Agreement and Legal Waiver Form shall be signed by the Cadet's parent(s) or legal guardian or by the Cadet if he / she is at least 18 years of age.
8. Upon acceptance into the program, the Cadet shall receive basic training from a curriculum that may include the following topics:
  - a. The history of public safety and policing
  - b. Patrol procedures
  - c. Criminal law
  - d. Juvenile law
  - e. Arrest, search, and seizure
  - f. Report writing
  - g. Crisis intervention
  - h. Ethics
  - i. Physical fitness

**RESTRICTED LAW ENFORCEMENT DATA**

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- j. Self-defense
- k. Response to resistance
- l. Firearms safety
- m. Traffic control and crowd control
- n. Traffic accident investigations
- o. Traffic stops – misdemeanor and felony
- p. Basic first aid and CPR
- q. Radio communication procedures
- r. Crime prevention techniques
- s. Crime scene search techniques
- t. Public relations / Community outreach
- u. Dangerous drugs and narcotics
- v. Human and civil rights

**B. Continued Enrollment**

- 1. Cadets shall age-out of the program upon achieving their 21<sup>st</sup> birthday.
- 2. Cadets shall maintain at least a “C” average in all high school or college classes while a member of the program.
- 3. Cadets shall be responsible for the following:
  - a. Attending all program meetings, functions, and events, unless excused by the Lead Mentor.
  - b. Obtaining all required uniforms and equipment, unless provided by the PSC Program.
  - c. Maintaining all required uniforms and equipment in a working, presentable condition.
  - d. Maintaining a neat, clean, and well-groomed appearance.
  - e. Adhering to all requirements outlined in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.

**C. Prohibited Activities**

- 1. Cadets are strictly prohibited from the following:

**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. Disclosing official information of the Department, outside agencies, victims, suspects, or complainants to any person other than whom it is intended.
  - b. Using coarse, profane, or insolent language.
  - c. Dating other members of the Dalton PSC Program.
  - d. Using tobacco products in public or at PSC functions.
  - e. Loitering about the Police Services Center without a legitimate purpose.
  - f. Wearing any PSC Program insignia (badge patches or shoulder patches) on any article of clothing not expressly permitted by the Lead Mentor or carrying about any PSC Program insignia when not involved in a PSC function.
  - g. Using any badge, identification card, patch, business card, etc. in an attempt to escape the consequences of any illegal action or to find favor with any law enforcement or public official.
  - h. Attempting to identify himself or herself as a law enforcement officer of any type for any reason.
  - i. Possessing any weapon of any type at any PSC function, unless participating in supervised weapons training that is part of the PSC curriculum.
2. Grounds for the discipline of a Cadet include:
- a. Violation of any law.
  - b. Violation of any rule, regulation, or policy contained in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.
  - c. Conduct outside of the PSC Program, which would tend to bring discredit or criticism to the Department or the program.
3. Discipline of a Cadet may include:
- a. Oral reprimand
  - b. Written reprimand
  - c. Demotion of rank
  - d. Probation or suspension from program activities
  - e. Dismissal from PSC Program
  - f. Other appropriate measures, as determined by a Mentor

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D. Mentors

1. The selection of a Lead Mentor shall be approved by the Chief of Police.
2. The Lead Mentor shall be responsible for selecting an additional Mentor(s) to assist with the program, and shall take into consideration the candidate's job performance, experience, and availability.
3. Mentors shall adhere to all Department policies, PSC Program standard operation procedures, and local, state, and federal laws while administering and participating in the PSC Program.
4. All Mentors are required to complete the Youth Safety and Abuse Prevention training course.

V. **PSC Ride-Along Program**

- A. The Cadet must be seventeen (17) years of age or older and must be approved by the Lead Mentor or other designated Mentor prior to being eligible to participate in the ride-along program.
- B. Required Forms
  1. The following forms shall be signed and dated by a parent or legal guardian of the Cadet, the Cadet, and a notary.
    - a. Hold-harmless Agreement
    - b. Medical Release Agreement
    - c. Ride-along Agreement
  2. The required forms, along with an approved ride-along list of Cadets, shall be placed with the ride-along logbook in the roll call room.
  3. The Lead Mentor shall be responsible for seeing that required forms are completed, routed to the proper place, and ultimately filed.
  4. Ride-along log forms shall be retained for a minimum of one (1) year. The Lead Mentor shall be responsible for maintaining these files.
- C. A Cadet shall not, under any circumstance, be allowed to carry a firearm or any other offensive or defensive weapon while participating in the ride-along program.
- D. Cadets may participate in the ride-along program for a maximum of sixteen (16) hours per month; a minimum of four (4) hours and a maximum of eight (8) hours per day. Specific hours for riding along shall be determined by the age of the Cadet and approved by the Lead Mentor. Additional ride-along hours may be approved by the Lead Mentor with the Patrol Division Commander's approval.
- E. In advance of riding along, Cadets must:

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1. Be current with their attendance.
  2. Undergo any training program required by the Lead Mentor.
  3. Schedule their ride-along with the Lead Mentor at least forty-eight (48) hours in advance.
  4. Report at least fifteen (15) minutes prior to the scheduled ride-along time in full uniform with a flashlight, notebook, and pen.
  5. Be clean and neat in appearance.
  6. Complete training exercises, which include, but are not limited to:
    - a. Daily operations of a police officer
    - b. PSC Program guidelines
    - c. Familiarization with police vehicles and equipment
    - d. Dress and equipment required when participating in the ride-along program
    - e. Expected conduct of the Cadet:
      - (1) Cadets shall follow the directions of the supervising Officer.
      - (2) Cadets shall not carry on a conversation with any prisoner, witness, or complainant unless specifically directed by the supervising Officer.
      - (3) Cadets shall be courteous to the public and fellow Officers.
    - f. Code of conduct for police officers.
    - g. The City of Dalton's tobacco-free policy.
    - h. Additional training, to include:
      - (1) Note-taking
      - (2) Geographical orientation of the City
      - (3) Communications and radio procedure
  7. Pass the ride-along test with a 90% accuracy after one year of being in the PSC Program and completing the training program
- F. The following procedures shall be followed for a Cadet to participate in the ride-along program. These procedures must start at least forty-eight (48) hours in advance. Any variance to the following procedures shall result in disciplinary action.
1. Contact the Lead Mentor for approval. If the Lead Mentor cannot be

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- contacted, the Cadet shall contact a different Mentor for approval.
2. The Lead Mentor or other designated Mentor shall contact the Watch Commander on the shift the Cadet wishes to ride for his / her approval.
  3. The Cadet shall only be allowed to ride with an Officer that has at least three (3) years of experience with the Department and has completed an orientation of the Dalton Public Safety Cadet Program's standard operating procedures, a review of this directive, and a Youth Safety and Abuse Prevention training course.
  4. After having secured approval from the Watch Commander, the Lead Mentor or other designated Mentor shall notify the Cadet of the date, time, Watch Commander, and supervising Officer he / she shall be riding with.
    - a. Any Cadet who participates in the program shall be required to wear protective body armor. When the Cadet contacts the Lead Mentor or other designated Mentor with the required information, arrangements shall be made to secure the body armor.
    - b. When the Cadet completes his / her ride-along, as soon as possible, the Cadet shall arrange for the return of the body armor to the Lead Mentor or other designated Mentor.
    - c. The Cadet shall make an entry in the PSC ride-along logbook with all the appropriate information. This shall be completed each time the Cadet rides.
    - d. The Cadet shall have the supervising Officer complete the Cadet Observation Report. This shall be turned in to the Lead Mentor or other designated Mentor with the return of the protective body armor.
- G. In all instances, the Watch Commander shall have final authority to approve or disapprove a ride-along.
- H. During the ride-along, the Cadet:
1. Shall follow the supervising Officer's lawful directions, regardless of the Cadet's personal feelings. Any disagreement or problem shall be reported in writing to the Lead Mentor, as soon as practical. Failure to obey the lawful order of the supervising Officer shall be grounds for suspension of ride-along privileges and possible expulsion from the PSC Program.
  2. If requested, shall handle the radio communications for the supervising Officer, take down all radio broadcasts to the unit he / she is in, and should an emergency situation require it, call for back-up for the supervising Officer.
  3. Shall not talk or engage in conversation with any victim, witness, or suspect, unless directed to do so by the supervising Officer. If directed to do so, it shall only be to obtain identification information for use in a report.

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4. Shall complete a Cadet Observation Report and submit it to the Lead Mentor.

I. Calls in which the Cadet may participate

The Cadet participates in the ride-along program as an observer. The Cadet may fulfill various duties as determined by the supervising Officer. These may include:

1. Traffic / crowd control
2. Radio communications
3. Assisting motorists
4. Completion of routine paperwork that will not be used in any court action
5. Protecting crime scenes
6. Assisting with interpretation, as needed
7. Calls that are low risk in nature

J. Calls in which the Cadet shall not participate

At no time shall the Cadet be knowingly placed at risk or used in dangerous or undercover activities. A non-exclusive list of situations to avoid:

1. Interview / interrogation of witnesses or suspects
2. Participation in the arrest of any person or left in control of a prisoner
3. Leaving the police vehicle, unless instructed by the supervising Officer
4. Assisting at any scene, unless requested by the supervising Officer
5. Using or being in control of any deadly or less-lethal weapon
6. Completion or signing of any legal documentation, such as traffic citations, warrantless arrest forms, incident reports, etc.
7. Assisting in providing cover for any possible crime in progress
8. Driving of any Department vehicle
9. Riding with any vice, narcotics, or organized crime unit
10. Conducting field testing of narcotics or any other controlled substance involved in an investigation
11. Being involved in a vehicle pursuit

K. High-risk call procedure

The supervising Officer shall follow the following procedure for high-risk calls:

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1. In case of a high-risk call, such as a vehicle pursuit or active shooter, the supervising Officer shall return the Cadet to the Police Services Center or stop at the first convenient location and radio the position of the Cadet so that another Officer can affect a pickup, while the supervising Officer proceeds to the call.
  2. In case of an immediate emergency, the supervising Officer shall use his / her best judgement with respect to the safety and security of the Cadet. The Cadet shall remain in the police vehicle and observe until the supervising Officer advises that the situation is safe.
- L. Any Cadet under the age of eighteen (18) shall not ride past midnight on any night. Additionally, any Cadet attending high school shall be prohibited from riding Sunday through Thursday, between 10:00 p.m. and 7:00 a.m., while school is in session.
- M. Cadets shall be provided classroom training related to blood-borne pathogens and personal protective equipment due to the higher probability that they may come into contact with blood and bodily fluids during the course of a ride-along.
- N. All incidents shall be reported by the Lead Mentor, via telephone, to the Public Safety Cadets national office within 24 hours of the occurrence.
1. As soon as possible, a written report of the incident shall be completed and transmitted, via fax or e-mail, to the national PSC office.
  2. An incident is defined as any situation where a Cadet or adult, involved in a PSC Program activity, was injured and / or significant property damage was incurred as a result of the activity. Additionally, an incident would include any situation where a Cadet, adult, or other individual is the victim of a crime that may be associated with his / her involvement in the PSC Program.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO91-4.19</b>
<i>Subject</i> <b>Emergency Death, Serious Injury, or Serious Illness Notification</b>		
<i>Reference</i> <b>CALEA Standard – 55.2.6</b>		<i>Revised</i> <del>May 24, 2022</del> <b>April 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>May 2024</del> <b>April 2026</b>	<i>No. Pages</i> <b>3</b>

I. **Policy**

It is the policy of the Dalton Police Department that death notifications and, when possible, notifications of seriously injured or seriously ill persons be made personally by members of the Department and that appropriate assistance or referrals be offered, when needed, to help ease the trauma of the news. When available, members of the Department's Chaplain Program should be requested to deliver or assist in delivering notifications.

II. **Background**

The delivery of emergency notifications is a task that no Officer likes but one which may be called upon to perform as part of his / her police duties. The news, which is being brought, may, in a moment, destroy the very basis of the individual's world. As the notifier, it is the Officer's duty to deliver this personal news in a concise, straightforward, and compassionate way. The Officer should approach the notification knowing it is his / her role to spend whatever time is necessary to calm and comfort the survivor(s) or next-of-kin and to assist in gaining access to any other support persons or services that may be needed.

III. **Gathering Information**

- A. Gather essential details surrounding the deceased, seriously injured, or seriously ill person and the immediate survivor or next-of-kin (name, age, gender, race, home address, location, nature and time of death, location of the body, etc.).
- B. Determine the closest relative. If unavailable, or if there will be some delay in making contact, determine who the next closest relative would be.
- C. The most immediate relative should be the first to have knowledge of the death, serious injury, or serious illness outside of any persons who were involved at the scene of the incident.
- D. If possible, try to obtain any details about the next-of-kin that could create a problem during the notification, such as physical or mental health problems or the inability to understand English.
- E. Avoid using the police radio to communicate information concerning the deceased,

seriously injured, or seriously ill person.

IV. **Making the Notification**

- A. If possible, Officers should be accompanied by another individual during a death, serious injury, or serious illness notification. Time permitting, efforts shall be made to contact the on-call Chaplain to assist with the notification.
- B. Verify the address of the survivor's or next-of-kin's home to make sure it is correct.
- C. A deceased person's personal effects should not be brought to the home during the notification.
- D. Officers should request to be permitted inside the home before the actual notification to ensure the survivor's or next-of-kin's need for personal privacy is not compromised during this traumatic moment.
- E. Before beginning the notification, determine whether other adult members of the immediate family are at home. If so, they should be brought together and told all at once so that the Officer will not need to repeat the notification and to spare the present family members the task of doing this. It is preferred that young children be excused until their parents can speak to them later.
- F. It is important that the Officer speak in plain language and in a straightforward fashion. Graphic details regarding the cause of death or injury, particularly in cases of violent accidents or homicides, should not be discussed at this time (i.e. decapitation).
- G. It is best to refer to the deceased, seriously injured, or seriously ill person by first name or by the relationship to the survivor or next-of-kin (son, daughter, etc.). Using references, such as "body," "corpse," "deceased," or "the victim," might be regarded as callous or uncaring by the family members.

V. **Potential Reactions**

- A. Officers should be alert to any atypical reaction to the notification. Survivors or next-of-kin may:
  - 1. Faint or the news may precipitate a heart attack, or other physical reaction, that requires emergency first aid or professional medical attention.
  - 2. Become hysterical or angry and turn their hostility on the notifier.
- B. The importance of using two individuals for notifications is evident in both cases.

VI. **Answering Questions and Making Referrals**

- A. After the survivor or next-of-kin has regained a degree of composure, the notifier should be prepared to answer questions regarding procedures for making funeral arrangements and other police procedures. This should be kept as simple as possible at this early stage.
- B. Notifiers should avoid becoming involved in discussions about life insurance, social

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security benefits, etc. The persons making the notification should make sure that all essential details are written down and that their names and phone numbers are left with the individual.

- C. To assess the survivor's or next-of-kin's physical and emotional well-being, the notifier should determine if the individual has reasonable control over his or her emotions and if support persons, such as close friends or family members, should be summoned. The Officer should remain with the survivor or next-of-kin until other support persons arrive.

VII. **Delivering Notifications from Other Agencies**

Should any outside agency request assistance in delivering a death notification or other emergency message, sufficient information shall be obtained to answer obvious questions which might be asked by the next-of-kin. The guidelines within this policy should be followed in making an outside agency notification.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>January 27, 2004</b>	<i>Number</i> <b>GO04-6.1</b>
<i>Subject</i> <b>Emergency Call-Out and Notifications</b>		
<i>Reference</i> <b>CALEA Standards – 41.2.4</b>		<i>Revised</i> <b>April 26, 2022 April 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>April 2024 April 2026</b>	<i>No. Pages</i> <b>4</b>

I. **Policy**

It is the policy of the Dalton Police Department to call out personnel and notify other agencies, when needed, for additional support for on-duty personnel.

II. **Definition**

*Call-Out* – A call-out occurs when an employee is contacted during non-scheduled work time by any member of the Department or the Whitfield County 911 Center at the direction of a Command Staff member or Supervisor, and the employee is informed he / she must physically report for duty at that time.

III. **Procedure**

The Watch Commander shall make the determination as to when and who to call out in an emergency situation or major incident. These include, but are not limited to, the following:

- A. Officer-involved shooting
- B. Serious injury to an Officer or employee
- C. Natural disaster, civil unrest, or major unplanned event
- D. Biological disaster
- E. Homicide or active shooting
- F. Hostage situation
- G. Any serious crime in which assistance is needed

IV. **General Guidelines**

- A. It shall be the responsibility of the Watch Commander to utilize the services of specific Department personnel, depending on the circumstances of the emergency situation, and to call on other resources as needed.
- B. Personnel that have been called out shall report to the designated location in a timely manner and shall remain on-duty until relieved from duty by a Supervisor or member of the Command Staff.
- C. Personnel that have been called out to perform a job-related task shall remain at work until the job task has been completed or it has been determined that the task cannot be completed.
- D. Supervisors and Command Staff members shall be responsible for the following when having employees called out:
  - 1. To ensure that the call-out is needed.
  - 2. To be available when the called-out employees arrive to inform them in detail of the incident or situation.
  - 3. To render assistance or to designate someone to assist those that have been called out.
  - 4. To report to the Chief of Police, in writing, any problems that take place with a call-out.
  - 5. There are certain situations where an on-duty Supervisor may contact his immediate Supervisor and the Command Staff to implement a strategic plan of calling out the entire resources of the Department. Such situations would include biological disasters, natural disasters, and large civil unrests.
- E. All employees of the Department are subject to be called out and shall have the following responsibilities:
  - 1. To provide the Department with a home telephone number and street address. Some personnel are issued Department cellphones and are required to monitor them when off duty for emergency call-outs. Any changes in the above shall be reported to the employee's Division Administrative Assistant, as soon as possible.
  - 2. To report to duty as soon as possible when called out.
  - 3. To complete assigned tasks as soon as possible.
  - 4. To report, in writing, any unnecessary call-out to their Supervisor. The Supervisor shall forward this report through the chain of command to the Chief of Police.

V. **Compensation**

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When an employee has been called out by the Department, he / she shall be compensated a minimum of two (2) hours or the actual time worked, whichever is greater.

VI. **Emergency Notifications**

When a situation arises and assistance is needed, Officers shall initiate notifications to summon the appropriate Department personnel based on the circumstances. Any routine notification of a non-urgent nature to any entity that may assist with a situation may be made by the Whitfield County 911 Center or Officer in charge of the scene.

A. Fire Department

Notification of the Dalton Fire Department shall be made through the Whitfield County 911 Center for the following situations:

1. Reports of fire, explosion, smoke, or suspicious odors
2. Bomb threats
3. Vehicle crashes involving entrapment or structural damage to a building
4. Hazardous materials incidents

B. Public Works

Notification of Dalton Public Works shall be made through the Whitfield County 911 Center for the following situations:

1. Damage to roadways, bridges, or traffic control devices
2. Dangerous roadway conditions (flooding, ice, snow, etc...)
3. Obstructions to roadways or bridges

C. Coroner's Office

Notification of the Whitfield County Coroner's office shall be made in the case of any unknown or suspicious cause of death within the City of Dalton. Notification shall be made through the Whitfield County 911 Center upon approval of the on-scene Supervisor.

D. Public Utilities

Whenever routine or emergency notifications must be made of water, gas, electric, or other public utilities, such notifications shall be made through the Whitfield County 911 Center.

E. News Media

If it is necessary to notify the news media of emergency events in order to provide public information and / or garner public support, the City of Dalton's

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Communications Director shall be notified. Information released to the news media shall conform to the guidelines established in directive GO88-2.8, News Media / Public Information.

F. Other Law Enforcement Agencies

Notification of other law enforcement agencies shall be made through the Whitfield County 911 Center, if required for the following situations:

1. Unusual occurrences
2. Incidents covered by policy GO12-6.3, All Hazards Plan
3. Civil disorder

G. Emergency Medical Services (EMS)

Notification of EMS personnel shall be made through the Whitfield County 911 Center when Officers encounter medical emergencies or an individual requests medical evaluation.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-6.2</b>
<i>Subject</i> <b>Hazardous Materials Incident Response</b>		
<i>Reference</i> <b>CALEA Standard – 61.2.2</b>		<i>Revised</i> <del>April 26, 2022</del> <b>April 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>April 2024</del> <b>April 2026</b>	<i>No. Pages</i> <b>6</b>

## I. Policy

It is the policy of the Dalton Police Department that the response to hazardous materials incidents shall be conducted safely and efficiently to ensure the safety of all persons and to minimize disruptions of public systems.

## II. Definitions

- A. *Known Product* – A hazardous material that has been positively identified by the responder, and its chemical and physical properties are understood.
- B. *Large Spill* – More than 200 liters of any product, any amount of a product deemed an Extremely Hazardous Substance by the U.S. Department of Transportation, or a vapor release from a vehicle or commercial establishment of known or unknown products.
- C. *Nonvolatile* – Does not readily evaporate at normal temperatures and pressures.
- D. *Unknown Product* – A hazardous material that has not been identified by the responder, or the responder knows the product's name but has no information on the product's chemical, physical, or hazardous properties.
- E. *Small Spill* – 200 liters or less of a substance that is not deemed an Extremely Hazardous Substance by the U.S. Department of Transportation.
- F. *Volatile* – Readily evaporating at normal temperatures and pressures.

## III. Procedure

- A. Response to Small Spills
  - 1. Upon arrival, the Officer shall attempt to determine the size of the spill. This can be done by determining the carrier and container of the product. The small spill scenario will basically involve small motor vehicles (i.e., automobiles, pick-up trucks, etc.)

2. Seeing that it is a small spill, as noted above, the Officer shall then attempt to determine the identification of the product. This can be done by contacting the owner, equipment / vehicle operator, or other responsible person.
3. If this is a commonly encountered product, such as gasoline or diesel fuel, the Officer shall then attempt to determine if the product is volatile or nonvolatile. Volatile products normally will vaporize rapidly into the atmosphere in Dalton's climate, while nonvolatile products will not.
4. Volatile products, such as gasoline, alcohols, and acetone, will evaporate most any time of the year, while diesel fuel, kerosene, and other heavy products will be volatile mostly during the hottest months. Nonvolatile products, such as heavy oils, lubricants, and some antifreezes, will not evaporate at any time of the year.
5. Once the determination of volatile / non-volatile has been made, the Officer shall follow the guidelines of this directive.
6. For nonvolatile products:
  - a. Secure the area with a patrol vehicle and request traffic control assistance, as needed.
  - b. Request assistance from Dalton Public Works by notifying the Whitfield County 911 Center. If this occurs outside of normal business hours, Public Works personnel may have to be called out.
  - c. Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
7. For volatile products:
  - a. Secure the area with a patrol vehicle in a manner that will not cause ignition of the product.
  - b. If there is a traffic hazard, request assistance from Dalton Public Works by notifying the Whitfield County 911 Center.
  - c. Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
  - d. If there is no traffic hazard, the Officer may go in service once the area is safe.

**B. Response to Large Spills**

1. Approach the incident upwind and upgrade, but maintain a safe distance.

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2. Upon arrival of the first Officer on the scene:
  - a. Report the incident as a possible hazardous material incident.
  - b. Notify the Watch Commander.
  - c. Request the Whitfield County 911 Center notify the Dalton Fire Department and other applicable agencies.
3. Stay upwind and upgrade.
4. Evacuate the immediate area of nonessential personnel.
5. Avoid contact with any liquid or fumes.
6. Eliminate ignition sources (i.e., lighted cigarettes, flares, and combustible engines).
7. Attempt to rescue the injured, only if prudent in the Officer's judgment. The Officer should consider the entire incident before jeopardizing his / her own safety.
8. Notify the Whitfield County 911 Center of the following:
  - a. Situation description
  - b. Any identification placards or signs
  - c. Any known victims
  - d. Other safety hazards and considerations
9. Initiate evacuation after consulting with fire department personnel and in accordance with GO07-6.8, Emergency Evacuations.
10. If Dalton Fire Department is not yet on scene, establish a command post location upwind, uphill, and at a safe distance. Report the exact location of the command post to the Whitfield County 911 Center and identify the best approach route to the scene.
11. If Dalton Fire Department is already on scene, the first Supervisor on scene shall respond to the command post and make contact with the Incident Commander.
12. The Dalton Fire Department is responsible for designating an Incident Commander for these incidents. The Supervisor shall notify responding Officers where to safely stage or where to perform law enforcement activities, such as establishing a perimeter, traffic control, or evacuations. The Supervisor shall remain at the command post and operate as a liaison for the Incident Commander until relieved.

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C. Perimeter Control

1. The first Officer on the scene shall determine the outer perimeter by using the Emergency Response Guidebook or by consulting with the Dalton Fire Department.
2. Responsibilities of the first Supervisor on the scene:
  - a. Report to the command post.
  - b. Assign personnel to secure the outer perimeter.
  - c. Assign an Officer to the staging area.
3. Officers securing the outer perimeter of the incident shall deny entry or access to the scene, except for public safety personnel (fire, EMS, law enforcement) that are essential to the operation of the hazardous material incident or others authorized to enter the scene by the Incident Commander.
4. If personnel that are authorized to enter the hazardous material incident scene are not easily identified by uniform or other means, a perimeter control Officer may give the personnel a piece of crime scene tape. The tape should be fixed to the personnel's belts to make them easily identifiable on the incident scene.
5. All personnel authorized to enter the incident area shall be directed to enter through the staging area as established by the Dalton Fire Department.
6. Officers assigned to secure the perimeter of the scene shall maintain a route for easy entry and exit of emergency vehicles.
7. Perimeter control Officers shall ensure that persons not involved in the response to the hazardous material incident are denied access to the outer perimeter area. Those persons should be advised to move upwind and updrift when leaving the area.
8. The outer perimeter is subject to be moved farther away from the incident, at the discretion of the Incident Commander.

D. Evacuation

1. The Dalton Fire Department Incident Commander shall make the determination for the evacuation of a specific area (refer to policy GO07-6.8, Emergency Evacuations).
2. The Dalton Fire Department shall determine the exact area to be evacuated.
3. The Whitfield County 911 Center shall contact the Whitfield County Emergency Management Agency director, the American Red Cross, and

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the Salvation Army to initiate the opening of shelters and to provide public transportation as directed in the Whitfield Emergency Management Disaster Plan, if needed.

4. The Department shall establish evacuation mass transit locations. These are to be utilized by persons that have no other means of transportation. The American Red Cross and the public school systems will provide buses for the transportation at these locations.
5. A Supervisor or Command Staff member shall coordinate the recall of off-duty personnel and contact other law enforcement agencies, as needed, for evacuation assistance (refer to policy GO04-6.1, Emergency Call-Out and Notifications).
6. The local news media, social media, and the automated emergency notification system may be utilized to broadcast evacuation notices, mass transit locations, and evacuation shelter sites.
7. The areas to be evacuated shall be divided up into evacuation sectors. Officers shall be assigned to evacuate the sectors with the greatest potential danger first. No law enforcement personnel shall be assigned to enter areas that may expose them to the effects of hazardous materials without first being provided with appropriate protective equipment.
8. Officers shall evacuate sectors in the quickest way possible. This could include the utilization of public address systems on patrol vehicles or going door to door.
9. As evacuation sectors are cleared, the assigned Officers shall notify the command post.
10. Officers shall patrol the evacuated areas, as safety dictates, to prevent looting or unauthorized re-entry.

E. Decontamination Procedures

1. The Dalton Fire Department is responsible for establishing a location to be used for the decontamination process and for assigning a Site Access Control Leader to oversee the documentation and direction of affected public safety members.
2. An Officer shall be assigned to assist the Site Access Control Leader at the decontamination site with directing other Officers that have been exposed to hazardous materials. Part of this Officer's responsibilities include securing all firearms, Tasers, and other duty gear that are subject to the decontamination process.
3. All firearms, Tasers, and other weapons shall be unloaded and / or made safe prior to being submitted to the decontamination process.

**RESTRICTED LAW ENFORCEMENT DATA**

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4. All exposed Department vehicles, uniforms, and equipment shall be properly decontaminated, as overseen by Dalton Fire Department personnel, prior to being placed back in service.
5. Any uniforms or equipment that are no longer serviceable due to exposure or the decontamination process shall be properly disposed of, and a request for replacement shall be submitted to the appropriate Division Commander.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>November 28, 2006</b>	<i>Number</i> <b>GO06-6.7</b>
<i>Subject</i> <b>Automated Emergency Notification System</b>		
<i>Reference</i> <b>CALEA Standards – 41.2.5, 41.2.6</b>		<i>Revised</i> <b>May 24, 2022 April 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>May 2024 April 2026</b>	<i>No. Pages</i> <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to utilize, when circumstances dictate, an automated emergency notification system in order to enhance the ability to contact community members in emergencies and other situations in order to give instructions, information, or warnings.

## II. Definitions

- A. *CodeRED* – A trademark of Emergency Communications Network and a general concept that refers to using a telephone database, combined with a digital map, to notify community members of emergencies, missing persons, or other information. In this policy, the automated emergency notification system is referred to by its product name, “CodeRED”.
- B. *Telephone Database* – The names, addresses, and telephone numbers of businesses and residents in the community. The database for this system is maintained by CodeRED and updated on a yearly basis or more frequently, if needed. This database may not be used in routine investigations to obtain occupant information or telephone number-name cross references.
- C. *Digital Map* – An electronic map provided by the vendor to synchronize with the telephone database in order to allow a system user to outline geographic features within which notifications may be made.
- D. *Outbound Session* – Refers to any message transmitted by a system user to any notification list or geozone.
- E. *Notification List* – Any pre-determined group(s), individual(s), or first responder(s) for which a potential for notification has been identified in advance of emergencies.
- F. *Geozone* – A section of the digital map, of any shape, that is selected by a system user for use in delivering a message in an outbound session. Geozones can be developed as a situation occurs or in advance, based on a perceived potential hazard.

- G. *Mobilization* – The ability to use system modules to develop scenarios and functions for notifying any or all Department members and responders.

### III. Procedures

#### A. System Users

1. Only trained Whitfield County 911 Center and Whitfield County Emergency Management Agency personnel may access the CodeRED system.
2. One person shall serve as the site administrator for the county departments. The site administrator shall be responsible for overall maintenance of the system data and phone lines and for controlling access to the system by assigning user names and passwords. The site administrator shall promptly seek appropriate technical assistance if problems occur. One additional person shall be designated as the backup site administrator.
3. The Whitfield County 911 Center and the Whitfield County Emergency Management Agency shall be responsible for launching all emergency notification sessions upon request.

#### B. Testing and Maintenance

Testing and maintenance of the system shall be completed by employees of the Whitfield County 911 Center and the Whitfield County Emergency Management Agency.

#### C. Authorization for Launch

Department Supervisors have the authority to coordinate with Whitfield County 911 Center or Whitfield County Emergency Management Agency personnel to activate the system, when necessary. Activations may occur during the following situations:

1. Community Policing Operations
  - a. Missing children / elderly alerts
  - b. Crime prevention notices
  - c. Investigative canvassing
  - d. Endangered missing adult
  - e. Prisoner escape
  - f. Shelter-in-place
2. Staff Notifications

**RESTRICTED LAW ENFORCEMENT DATA**

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Activation of the mobilization system may be used to notify Department personnel. All mobilization sessions shall take a lower priority than emergency sessions. In order to maximize the effectiveness of the mobilization system, pre-determined lists and groupings must be developed prior to activation.

3. Other Situations

- a. There may be other situations in which public alerting becomes necessary. It is not practical to define all cases where the CodeRED system could be used.
- b. The following criteria shall be used as a general guideline for determining the need to launch an outbound session:
  - (1) Severity – Is there a significant threat to public life and safety?
  - (2) Public Protection – Is there a need for members of the public to take a protective action in order to reduce loss of life or substantial loss of property?
  - (3) Warning – Will warning members of the public assist in making the decision to take proper and prudent action?
  - (4) Timing – Does the situation require immediate public knowledge in order to avoid adverse impact?
  - (5) Geographic area – Is the situation limited to a defined geographic area? Is that area of a size that will allow for an effective use of the system, given the outgoing call capacity?
  - (6) Are other means of disseminating the information inadequate to ensure proper and timely delivery of the information?
- c. If the answer to all the questions above is “yes,” then the CodeRED system should be considered.

D. Notification Messages

1. The Supervisor requesting an activation of the CodeRED system shall provide the Whitfield County 911 Center with the message to be sent.
2. The maximum length of an outgoing message shall be no longer than one (1) minute in length.
3. The warning message shall be written in a style that clearly conveys the potential hazard to the public. An effective warning must be specific, clear, consistent, and accurate.

**RESTRICTED LAW ENFORCEMENT DATA**

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4. The content of the message shall include, if applicable, the following information:
  - a. The person(s) and organization responsible for generating the alert
  - b. A detailed description of the event that has occurred (or may occur) and the danger that it poses
  - c. A detailed description of the geographic areas that are at risk, using well-known landmarks and / or geographic boundaries
  - d. Guidance on what people should do to protect themselves
  - e. The time available for those in the affected area to take the appropriate protective action

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 03/01/24 - 03/31/24 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	5	1.75%	0	18	0	1.2	6	0.00	1.2	22.98	70.783329	4.35
131	Passenger vehicle fire	2	0.70%	0	16.5	0	1	5	0.00	1	10.94	10.333332	3.44
141	Forest, woods or wildland fire	1	0.35%	0	7	0	0	2	0.00	0	2.33	2.333333	5.82
151	Outside rubbish, trash or waste fire	4	1.40%	0	8.5	0	0.25	2.5	0.00	0.25	4.45	14.749998	5.15
251	Excessive heat, scorch burns with no ignition	1	0.35%	0	12	0	1	4	0.00	1	5.42	3.016666	4.37
311	Medical assist, assist EMS crew	169	59.09%	0	0.02	3.24	0.01	0.01	1.01	0.01	0.93	156.883319	4.37
322	Motor vehicle accident with injuries	14	4.90%	0	0.43	5.64	0.14	0.14	1.86	0.14	2.64	31.566665	3.83
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	6	0	0	2.00	0	2.80	2.600000	4.88
324	Motor vehicle accident with no injuries.	5	1.75%	0	0	5.4	0.2	0	1.80	0.2	2.89	10.250000	4.29
354	Trench/below-grade rescue	1	0.35%	0	6	0	0	2	0.00	0	3.70	3.600000	6.60
412	Gas leak (natural gas or LPG)	1	0.35%	0	6	0	1	2	0.00	1	16.45	16.450000	4.37
444	Power line down	5	1.75%	0	4.2	0	0	1.2	0.00	0	1.65	7.016665	4.31
445	Arcing, shorted electrical equipment	1	0.35%	0	16	0	1	5	0.00	1	2.55	1.950000	3.80



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)
500	Service Call, other	2	0.70%	0	3	0	0	1	0.00	0	1.25	2.500000	2.23
510	Person in distress, other	1	0.35%	0	6	0	0	2	0.00	0	1.80	1.800000	5.87
522	Water or steam leak	1	0.35%	0	4	0	0	1	0.00	0	1.20	1.200000	8.78
550	Public service assistance, other	1	0.35%	0	3	0	0	1	0.00	0	1.30	1.300000	0.00
551	Assist police or other governmental agency	2	0.70%	0	1.5	1.5	0	0.5	0.50	0	0.77	1.550000	5.09
553	Public service	2	0.70%	0	3	0	0	1	0.00	0	1.42	2.850000	6.09
611	Dispatched & canceled en route	14	4.90%	0	2.36	3	1.21	0.71	1.00	0.57	0.51	7.483330	0.00
622	No incident found on arrival at dispatch address	10	3.50%	0	1.9	3.2	0.2	0.6	1.00	0.2	1.01	8.066664	4.83
651	Smoke scare, odor of smoke	1	0.35%	0	18	0	1	6	0.00	1	10.45	6.750000	3.70
700	False alarm or false call, other	1	0.35%	0	12	0	1	4	0.00	1	1.30	1.150000	3.68
710	Malicious, mischievous false call, other	1	0.35%	0	13	0	1	4	0.00	1	6.30	4.133333	5.27
735	Alarm system sounded due to malfunction	9	3.15%	0	12.44	0	1.11	3.89	0.00	0.89	6.65	50.899994	5.41
736	CO detector activation due to malfunction	1	0.35%	0	15	0	1	5	0.00	1	5.07	4.966666	3.67
740	Unintentional transmission of alarm, other	2	0.70%	0	8	0	0.5	2.5	0.00	0.5	1.63	1.966666	2.69
743	Smoke detector activation, no fire - unintentional	11	3.85%	0	12.18	0.36	1.18	3.73	0.09	0.82	4.97	21.783331	4.25
745	Alarm system activation, no fire - unintentional	17	5.94%	0	12.53	0	1.06	3.88	0.00	0.94	2.50	29.449992	4.06
<b>Totals</b>		<b>286</b>	<b>100%</b>	<b>0</b>	<b>2.96</b>	<b>2.59</b>	<b>0.29</b>	<b>0.93</b>	<b>0.82</b>	<b>0.23</b>	<b>2.16</b>	<b>479.38</b>	<b>4.16</b>
<b>Mutual Aid Given Incidents</b>		<b>12</b>											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 03/01/24 - 03/31/24 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	171	0
611 Dispatched & canceled en route	19	0
745 Alarm system activation, no fire - unintentional	17	0
322 Motor vehicle accident with injuries	15	0
743 Smoke detector activation, no fire - unintentional	11	0
622 No incident found on arrival at dispatch address	10	0
735 Alarm system sounded due to malfunction	9	0
111 Building fire	6	0
324 Motor vehicle accident with no injuries.	6	0
444 Power line down	5	0
151 Outside rubbish, trash or waste fire	4	0
131 Passenger vehicle fire	3	0
141 Forest, woods or wildland fire	2	0
500 Service Call, other	2	0
551 Assist police or other governmental agency	2	0
553 Public service	2	0
740 Unintentional transmission of alarm, other	2	0
736 CO detector activation due to malfunction	1	0
561 Unauthorized burning	1	0
445 Arcing, shorted electrical equipment	1	0
651 Smoke scare, odor of smoke	1	0
700 False alarm or false call, other	1	0
710 Malicious, mischievous false call, other	1	0
510 Person in distress, other	1	0

04/01/24 09:16:30

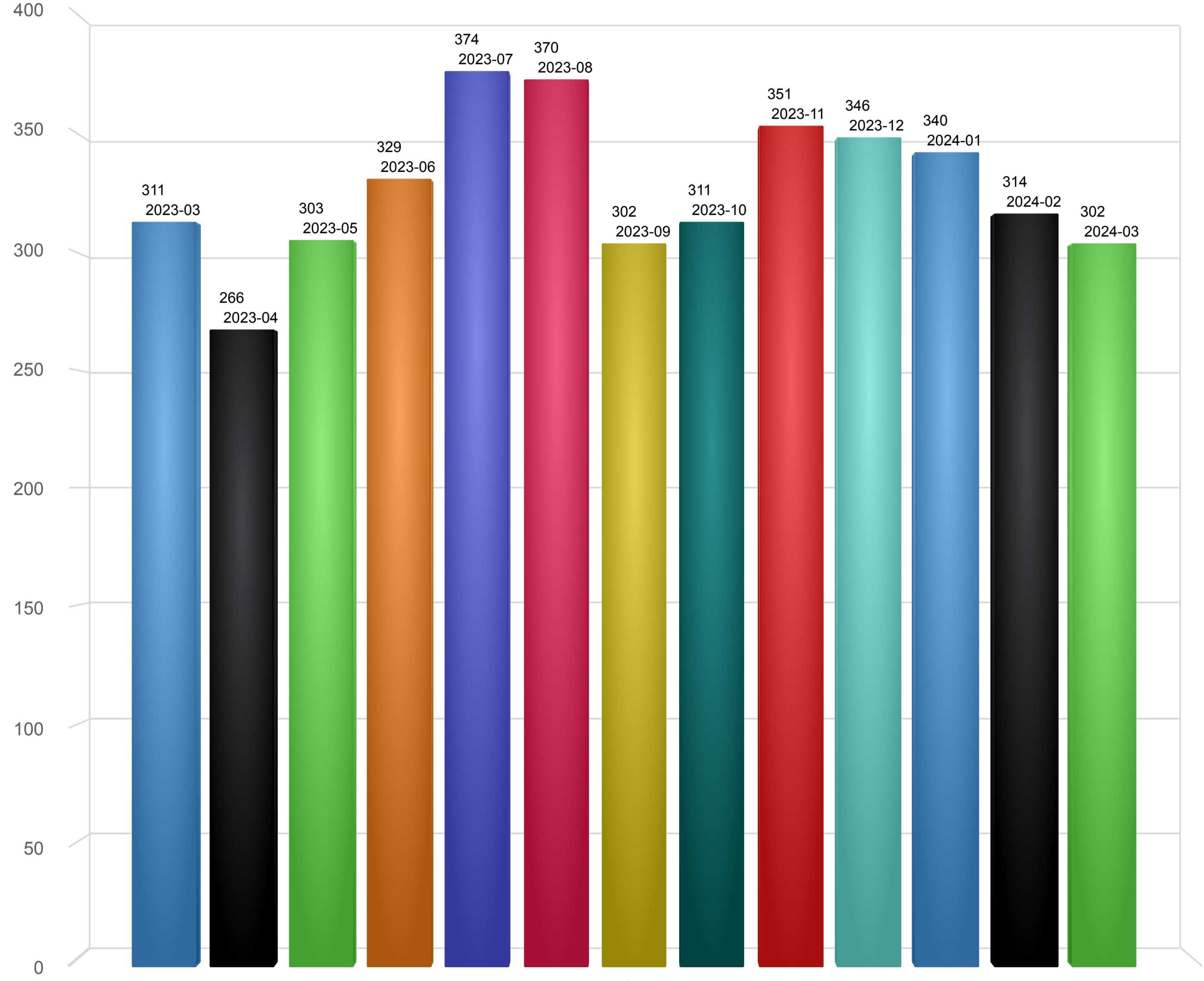
Incident Type	Incidents	Exposures
522 Water or steam leak	1	0
550 Public service assistance, other	1	0
354 Trench/below-grade rescue	1	0
412 Gas leak (natural gas or LPG)	1	0
442 Overheated motor	1	0
118 Trash or rubbish fire, contained	1	0
162 Outside equipment fire	1	0
251 Excessive heat, scorch burns with no ignition	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0

	Incidents	Exposures
<b>Total</b>	<b>302</b>	<b>0</b>

# Incidents by Months

## 03/01/2023-03/31/2024

- 2023-03
- 2023-04
- 2023-05
- 2023-06
- 2023-07
- 2023-08
- 2023-09
- 2023-10
- 2023-11
- 2023-12
- 2024-01
- 2024-02
- 2024-03



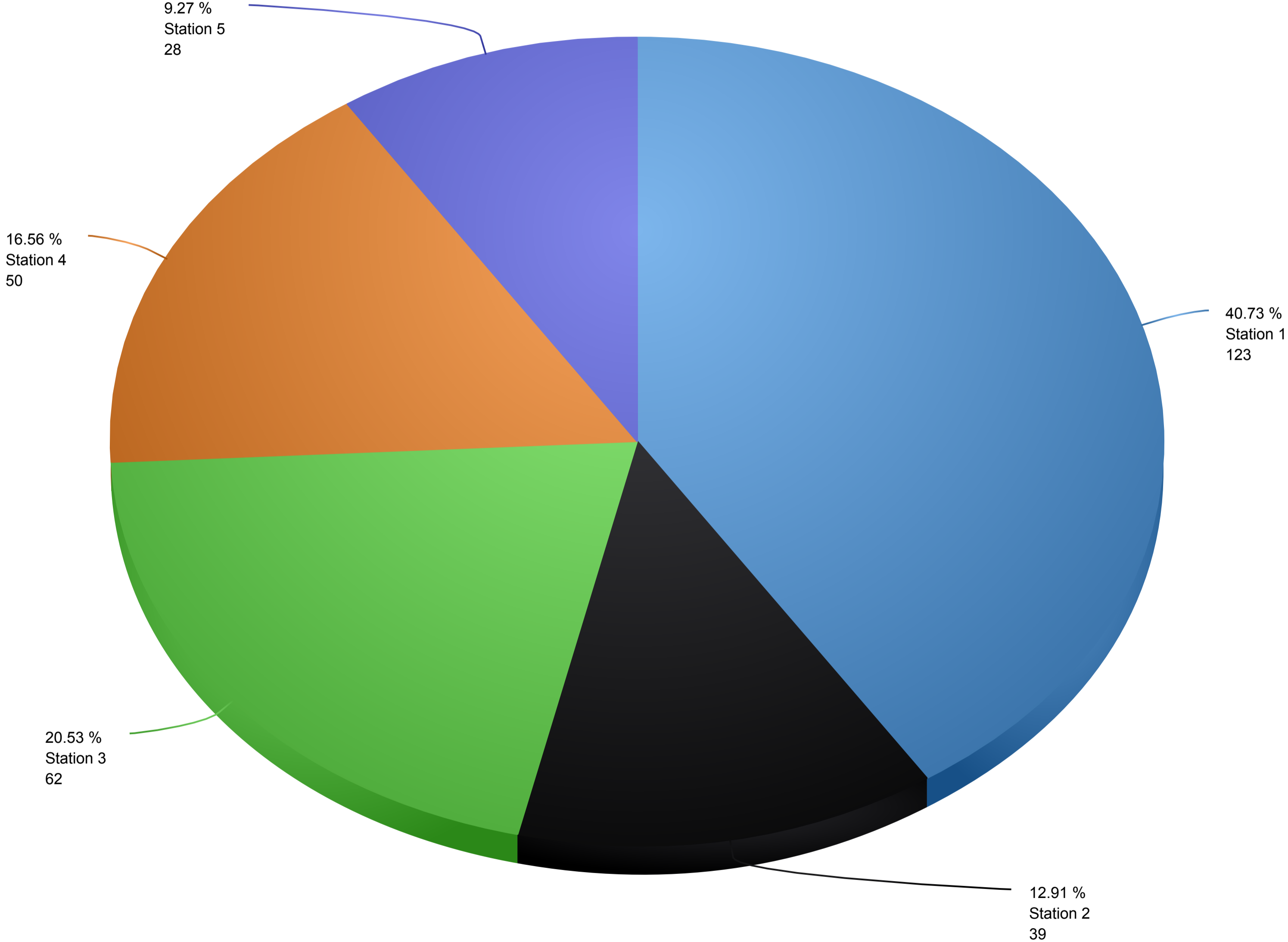
Incident Count

Total of Month: 4,219

# Incidents by Stations

03/01/2024-03/31/2024

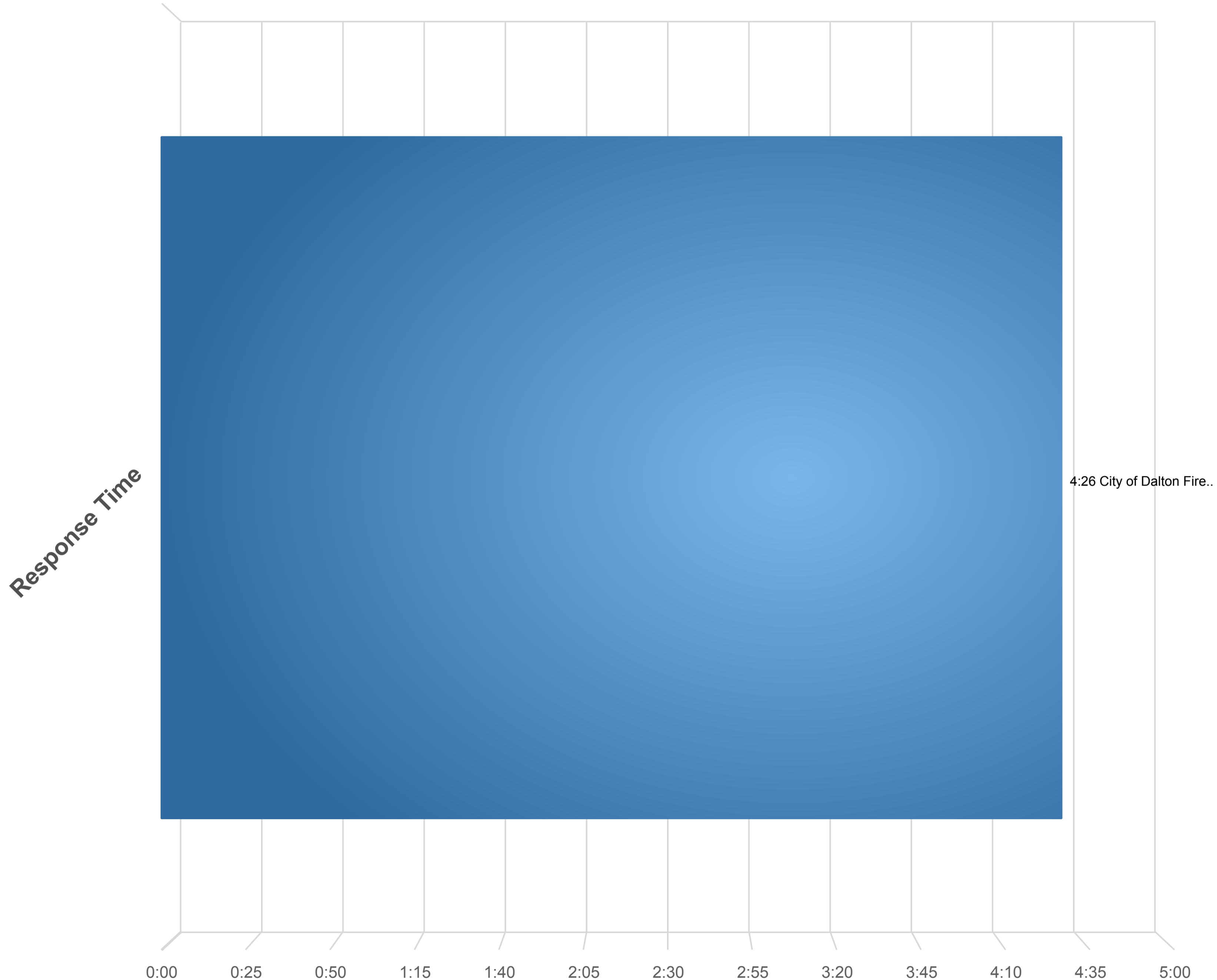
- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



Total of Station: 302

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

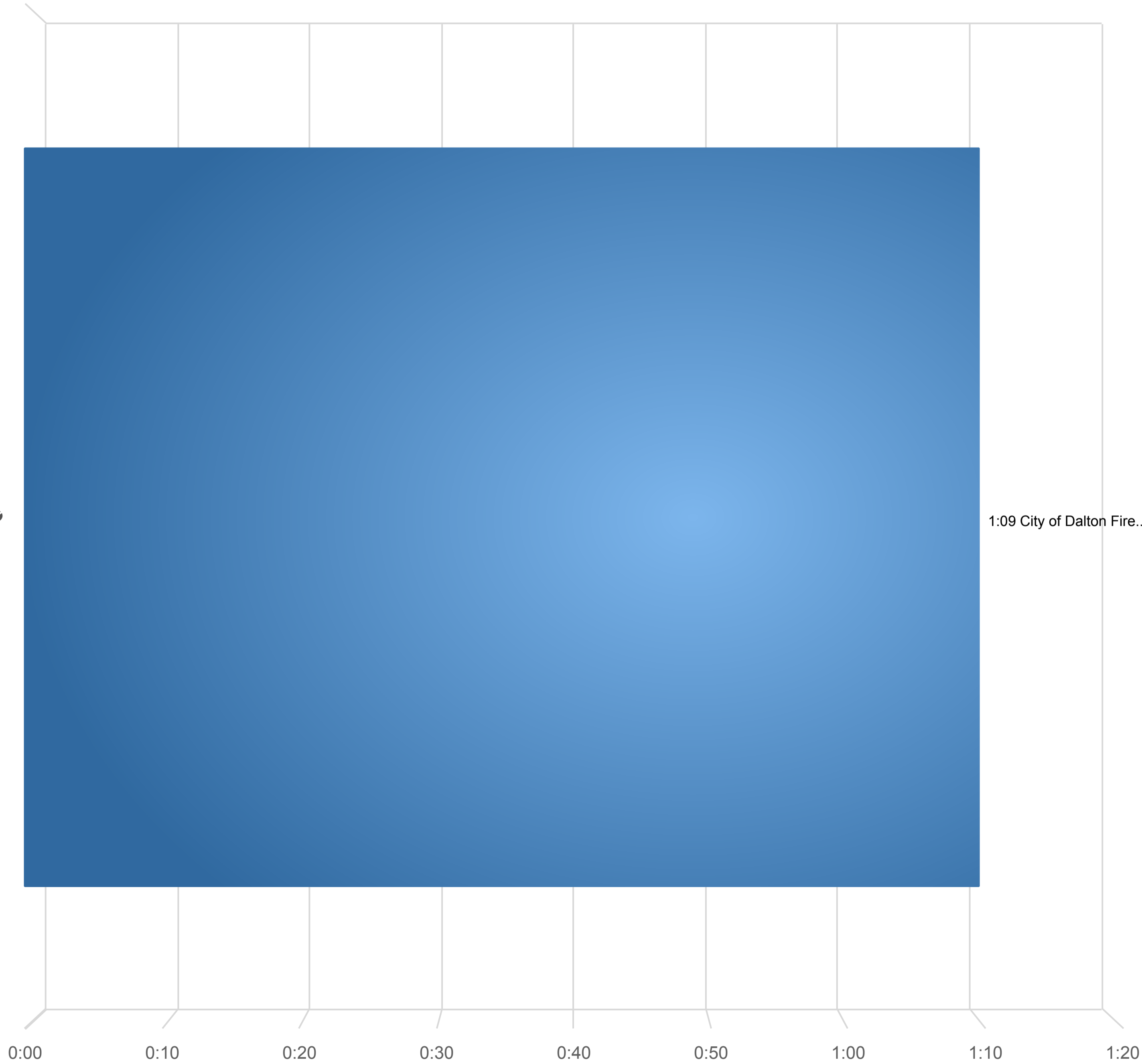
03/01/2024-03/31/2024



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

03/01/2024-03/31/2024

Turnout Time

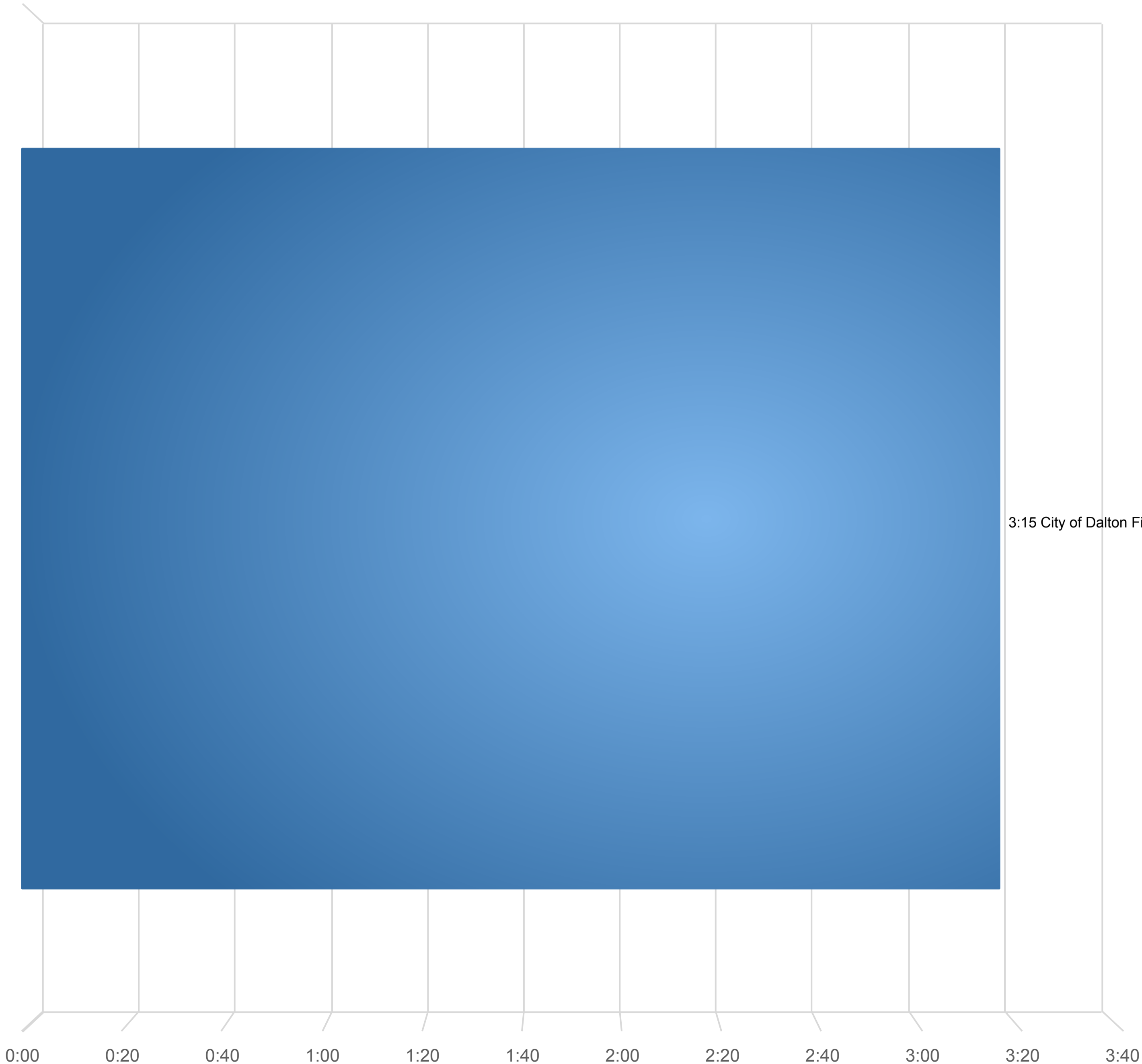


1:09 City of Dalton Fire..

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

03/01/2024-03/31/2024

Travel Time



3:15 City of Dalton Fire..

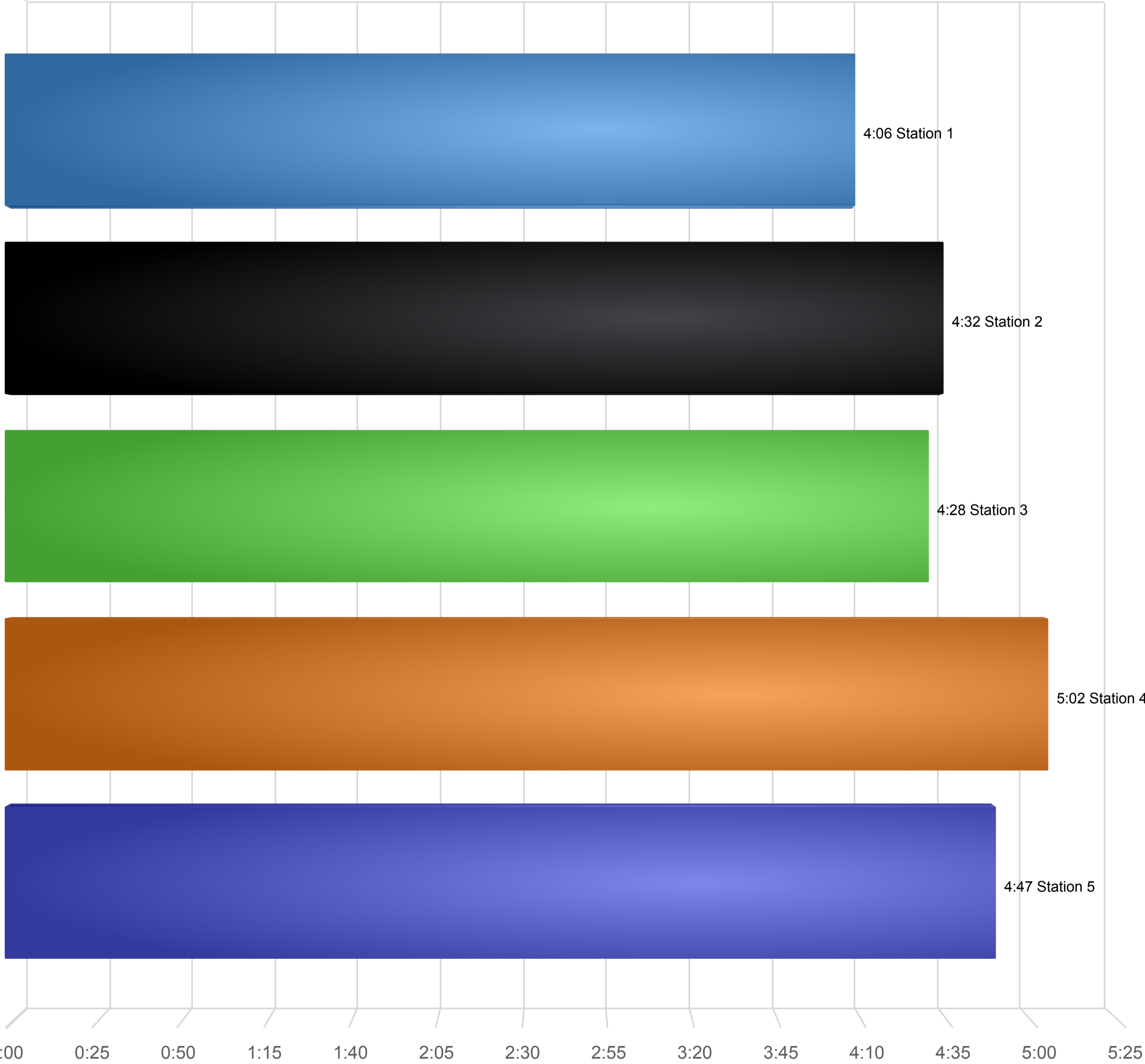


# Average Response Time by Station

03/01/2024-03/31/2024

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

Response Time



Total of Station: 4:26



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

Report Period: 03/01/24 - 03/31/24 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	158.81
111 Building fire	73.04
735 Alarm system sounded due to malfunction	50.91
322 Motor vehicle accident with injuries	32.31
745 Alarm system activation, no fire - unintentional	29.45
743 Smoke detector activation, no fire - unintentional	21.78
412 Gas leak (natural gas or LPG)	16.45
151 Outside rubbish, trash or waste fire	14.74
324 Motor vehicle accident with no injuries.	13.75
131 Passenger vehicle fire	12.18
611 Dispatched & canceled en route	9.33
622 No incident found on arrival at dispatch address	8.06
444 Power line down	7.02
651 Smoke scare, odor of smoke	6.75
141 Forest, woods or wildland fire	5.13
736 CO detector activation due to malfunction	4.97
710 Malicious, mischievous false call, other	4.13
354 Trench/below-grade rescue	3.60
251 Excessive heat, scorch burns with no ignition	3.02
553 Public service	2.85
323 Motor vehicle/pedestrian accident (MV Ped)	2.60
500 Service Call, other	2.50
740 Unintentional transmission of alarm, other	1.97
445 Arcing, shorted electrical equipment	1.95

<b>Incident Type</b>	<b>Hours</b>
510 Person in distress, other	1.80
551 Assist police or other governmental agency	1.55
550 Public service assistance, other	1.30
118 Trash or rubbish fire, contained	1.27
162 Outside equipment fire	1.20
522 Water or steam leak	1.20
442 Overheated motor	1.15
700 False alarm or false call, other	1.15
561 Unauthorized burning	0.85

<b>Total</b>	<b>498.77</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 03/01/24 - 03/31/24 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	5	1.75%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	22,000	69.84%	100	20.00%	22,100	69.06%
118	Trash or rubbish fire, contained	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	9,500	30.16%	400	80.00%	9,900	30.94%
141	Forest, woods or wildland fire	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	4	1.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
162	Outside equipment fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
251	Excessive heat, scorch burns with no ignition	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
311	Medical assist, assist EMS crew	169	59.09%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	14	4.90%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	5	1.75%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
354	Trench/below-grade rescue	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
442	Overheated motor	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	5	1.75%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
510	Person in distress, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
522	Water or steam leak	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
550	Public service assistance, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
553	Public service	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
561	Unauthorized burning	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	14	4.90%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	10	3.50%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
700	False alarm or false call, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
710	Malicious, mischievous false call, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	9	3.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
736	CO detector activation due to malfunction	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
740	Unintentional transmission of alarm, other	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	11	3.85%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	17	5.94%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
<b>Totals</b>		286	100%	0	0	100%	0	100%	0	100%	0	100%	31,500	100%	500	100%	32,000	100%
<b>Mutual Aid Given Incidents</b>		16																

# **Training Division Monthly Report**

## **March 2024**

### **Overview**

Recruit Class 2024-01 continued throughout the month with a total of 8 candidates enrolled. The department hosted a truck company operations course delivered by Truck Ops Training with 70 students enrolled from departments throughout the Southeast. Additionally, the department hosted Georgia Fire Academy's Structural Fire Control course with 30 students enrolled from departments throughout the Northwest Georgia region. All suppression personnel completed a course on Paratech MaxiForce air lifting bags for rescue and hazardous materials operations. Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of March totaled 2,937.

### **Outside Schools**

1 firefighter attended Firefighters Laboring and Mastering Essential Skills (FLAMES) at the City of Chatsworth Fire Training Center.

1 firefighter completed Fire Investigator – Module 2 at GPSTC and gained state and national certification as a fire investigator.

6 firefighters attended Truck Company Operations delivered by Truck Ops Training and hosted at the City of Dalton Fire Training Center

11 firefighters were enrolled in the GFA Structural Fire Control course hosted at the City of Dalton Fire Training Center.

7 firefighters attended School Bus Rescue & Extrication delivered in Fannin County, Georgia

1 fire inspector attended Fire Department Supervision at GPSTC.

1 fire investigator attended the Georgia Fire Investigator's Conference in Marietta, Georgia.

1 firefighter attended Fire & Life Safety Educator 1 at GPSTC.

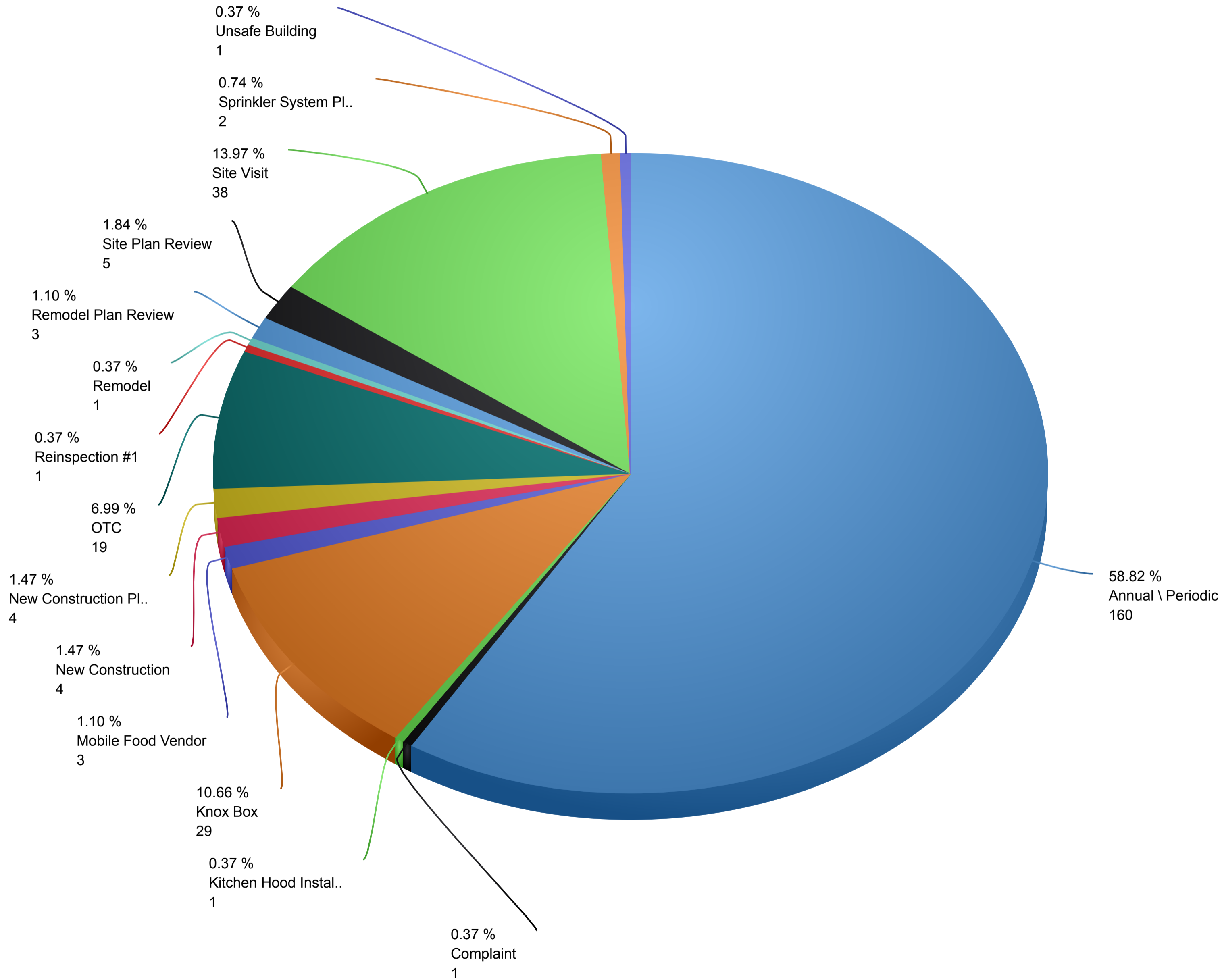
1 prospective member of the Technical Rescue Team attended Technical Rescue: Rope Techniques at GPSTC.



# Inspection Visit History by Inspection Type

03/01/2024-03/31/2024

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



Total of Inspection Type: 272

**YEAR-TO-DATE BUDGET REPORT**  
03/31/2024

FOR 2024 03								
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350000 511100	WAGES REG	6,607,000	0	6,607,000	1,324,261.00	.00	5,282,739.00	20.0%
350000 511300	WAGES - OT	561,000	0	561,000	101,094.16	.00	459,905.84	18.0%
350000 512100	GROUP INS	1,014,000	0	1,014,000	193,997.00	.00	820,003.00	19.1%
350000 512200	FICA & MED	551,000	0	551,000	114,886.44	.00	436,113.56	20.9%
350000 512401	RETDPC	469,000	0	469,000	99,872.42	.00	369,127.58	21.3%
350000 512402	RET DBP	1,070,000	0	1,070,000	209,393.59	.00	860,606.41	19.6%
350000 512403	RET STATE	29,000	0	29,000	6,675.00	.00	22,325.00	23.0%
350000 512700	WORKERS CO	120,000	0	120,000	30,000.00	.00	90,000.00	25.0%
350000 512900	OTHER EMPL	45,000	0	45,000	9,203.52	.00	35,796.48	20.5%
350000 512915	CLEANING A	50,000	0	50,000	337.25	.00	49,662.75	.7%
350000 512950	FD CANCER	19,000	0	19,000	16,835.00	.00	2,165.00	88.6%
350000 521200	HAZM PROFESSION	16,000	0	16,000	.00	.00	16,000.00	.0%
350000 521210	LEGAL FEES	5,000	0	5,000	2,075.00	.00	2,925.00	41.5%
350000 522140	LAWN CARE	5,000	155	5,155	5,152.00	.00	3.00	99.9%
350000 522210	BUILD R&M	60,000	0	60,000	12,874.92	.00	47,125.08	21.5%
350000 522220	EQ REPAIRS	24,000	0	24,000	6,226.62	70.41	17,702.97	26.2%
350000 522220	APPA MTN APP	100,000	0	100,000	15,868.79	1,045.43	83,085.78	16.9%
350000 522320	RENT EQUIP	4,000	0	4,000	671.90	.00	3,328.10	16.8%
350000 523100	INSURANCE	37,000	0	37,000	910.00	662.00	35,428.00	4.2%
350000 523200	COMMUNICAT	37,000	0	37,000	7,755.86	781.08	28,463.06	23.1%
350000 523500	TRAVEL	20,000	0	20,000	1,395.00	.00	18,605.00	7.0%
350000 523600	DUES	5,000	0	5,000	.00	.00	5,000.00	.0%
350000 523630	RADIO SUBC	12,000	0	12,000	10,492.20	.00	1,507.80	87.4%
350000 523640	VEHICLE IM	1,000	0	1,000	.00	.00	1,000.00	.0%
350000 523700	TRAINING	28,000	0	28,000	7,521.08	500.00	19,978.92	28.6%
350000 523900	OTHER PUR	0	0	0	158.85	.00	-158.85	100.0%
350000 523920	SOFT LIC	19,000	0	19,000	18,361.58	.00	638.42	96.6%
350000 531100	SUP GENERA	25,000	0	25,000	2,162.90	12.46	22,824.64	8.7%
350000 531110	SUP OFFICE	4,000	0	4,000	1,473.21	.00	2,526.79	36.8%
350000 531120	UNIFORMS	150,000	0	150,000	14,290.82	1,159.92	134,549.26	10.3%
350000 531150	SUP GROUND	3,000	-155	2,845	.00	.00	2,845.00	.0%
350000 531200	UTILITIES	145,000	0	145,000	38,612.61	.00	106,387.39	26.6%
350000 531250	OIL	6,000	0	6,000	83.93	.00	5,916.07	1.4%
350000 531270	GASOLINE	17,000	0	17,000	2,312.20	.00	14,687.80	13.6%
350000 531275	DIESEL	63,000	0	63,000	13,261.89	.00	49,738.11	21.1%
350000 531300	MEALS FOOD	2,000	0	2,000	45.00	.00	1,955.00	2.3%
350000 531600	SMALL EQUI	30,000	0	30,000	1,018.50	.00	28,981.50	3.4%
350000 531700	OTHER SUPP	15,000	0	15,000	2,565.62	780.00	11,654.38	22.3%
350000 531700	HAZM OTHER SUPP	12,000	0	12,000	770.99	.00	11,229.01	6.4%
350000 531700	SAFET OTHER SUPP	5,000	0	5,000	3,345.42	.00	1,654.58	66.9%
350000 542500	OTHER EQUI	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL GENERAL FUND - OPERATING		11,389,000	0	11,389,000	2,275,962.27	5,011.30	9,108,026.43	20.0%
TOTAL EXPENSES		11,389,000	0	11,389,000	2,275,962.27	5,011.30	9,108,026.43	