



**PUBLIC SAFETY COMMISSION
TUESDAY, JULY 23, 2019
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

Approval of Minutes

- [1.](#) June 25, 2019

Alcohol Applications

- [2.](#) (1) 2019 New Alcohol Application

Police Department

- [3.](#) Crime and Crash Statistics June, 2019
[4.](#) Financials June, 2019
[5.](#) Written Directive Review June, 2019

Fire Department

- [6.](#) Statistical Report for June, 2019
[7.](#) Financial Report June, 2019
[8.](#) FD-SOP Reviewed

1. GP-13 Disciplinary procedures for misuse of information from Georgia Crime Information Center (GCIC)
2. GP-14 Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
3. GP-15 Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Man-made/Natural Disaster Policy
4. T-2 Live Fire Training Evolutions
5. T-3 Safety on the Training Ground

9. Reviewed Alarm Assignment

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JUNE 25, 2019

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall at 8:30 a.m. Present were Chairman Bill Weaver, Commissioners Terry Mathis, Anthony Walker, Keith Whitworth, Kenneth Willis, Fire Chief Todd Pangle, Assistant Police Chief Chris Crossen, and Attorney Terry L. Miller. Councilmember Annalee Harlan, Police Chief Cliff Cason, and City Attorney Gandhi Vaughn were absent.

AGENDA APPROVAL

On the motion of Commissioner Mathis, second Commissioner Walker, the Public Safety Commission's Agenda was approved as presented. The vote was unanimous in favor.

PERSONNEL MATTERS

• Dalton Police Department – New Officer Confirmations

On the motion of Commissioner Walker, second Commissioner Willis, the Commission approved the following new officer confirmations. The vote was unanimous in favor.

- Officer Bobby James Elswick
- Officer Jasmine Celeste Gilreach
- Officer William Lawrance Mefford
- Officer Alexandre Renne Stewart
- Officer William Cade Womack

• Fire Department – Fire Instructor Appointment

On the motion of Commissioner Whitworth, second Commissioner Willis, the Commission approved Firefighter Justin Rishel as the new Training Division Fire Instructor. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of May 28, 2019. On the motion of Commissioner Mathis, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

(5) 2019 ALCOHOL APPLICATIONS

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

1. Business Owner: HE SHENG, INC.
d/b/a: Fortune Cookie
Applicant: Aiyun Gao
Business Address: 801 E. Walnut Ave, Suite J
Type: Pouring Beer, Pouring Wine
Disposition: **New**

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

2. Business Owner: Carniceria Y Panaderia Inc.
d/b/a: El Milagro
Applicant: Elvia Espinoza
Business Address: 608 MLK Jr. Blvd
Type: Package Beer
Disposition: **Ownership Change**

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

3. Business Owner: Dalton Convenience, LLC
d/b/a: Dalton Food Mart
Applicant: Ramzan Gorar
Business Address: 2201 Chattanooga Rd
Type: Package Beer
Disposition: **Ownership Change**

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

4. Business Owner: Dearborn Delray Grocery, LLC
d/b/a: Delray Farms
Applicant: Mario Perez
Business Address: 2518 E. Walnut Ave
Type: Pouring Beer
Disposition: **License Addition**

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

5. Business Owner: SABK, LLC
d/b/a: The Buckin' Burrito
Applicant: Stan Fetzner
Business Address: 212 N. Hamilton St
Type: Pouring Liquor
Disposition: **License Addition**

POLICE DEPARTMENT

Crime and Crash Statistics for May 2019

Assistant Chief Chris Crossen presented the Crime and Crash Statistical Reports for the month of May, 2019. Assistant Chief Crossen gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Assistant Chief Crossen reported the rate of Year to Date Part I crimes are down by 6.09% when compared to the same month in 2018. Assistant Chief Crossen further reported that during the month there were 126 non-private property crashes and stated injury crashes decreased from March 2018.

On the motion of Commissioner Walker, second Commissioner Whitworth, 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 May 2019

Assistant Chief Chris Crossen presented the Financial Report for all divisions within the Dalton Police Department for the month of May, 2019. Assistant Chief Crossen reported that the department expended 39.9% of their 2019 budget and are 1.9% under budget for the year.

On the motion of Commissioner Walker, second Commissioner Whitworth, 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 Directives

Assistant Chief Chris Crossen presented the following directives for approval. On the motion of Commissioner Walker, second Commissioner Willis, the Commission adopted the following Written Directives. The directives are a part of these minutes. The vote was unanimous in favor.

- 2.17 Department Inspections
- 3.8 Drug Free Workplace Policy and Procedure on Substance Abuse
- 2.3 Planning and Research
- 2.7 Crime Prevention / Community Involvement
- 2.20 Vehicle Fleet Maintenance
- 2.28 Crime Analysis / Traffic Analysis
- 7.20 Volunteers in Police Service

FIRE DEPARTMENT

Monthly Statistical Report – May 2019

Fire Chief Todd Pangle presented the May, 2019 Statistical Report to the Commission. Chief Pangle outlined details of the complete report that included the Incident Type Report, Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, Engine Company Pre-Plan Updates, and the Inspection Summary.

On the motion of Commissioner Willis, second Commissioner Walker, the Commissioners approved the May, 2019 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 – May 2019

Fire Chief Todd Pangle presented the Financial Report for the month of May, 2019 to the Commission. Chief Pangle stated the department is 3% under budget for the month and on track for the end of the year.

Chief Pangle also informed the Commission about a crash incident to Tower 1 during a repair session where a bucket was damaged. Chief Pangle further presented a copy of the insurance estimate repairs for informational purposes.

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

Standard Operating Procedures - SOP Revised

On the motion of Commissioner Walker, second Commissioner Mathis the Commission approved the revised of S.O.P – GP -12 titled “On Duty Injury/Workers.” The vote was unanimous in favor.

Standard Operating Procedures - SOP Reviewed

On the motion of Commissioner Mathis, second Commissioner Willis, the Commission approved the following S.O.P reviews. The vote was unanimous in favor.

- S.O.P – C-2 Radio Check
- S.O.P – ENF – 1 Enforcement of Fire Lane Violations
- S.O.P – ENF – 2 Enforcement of Fire Lane Violations

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Walker, the meeting was adjourned at 9:38 a.m.

Bill Weaver, Chairman

ATTEST:

Terry Mathis, Secretary

2019 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY JULY 23, 2019
M&C MONDAY AUGUST 5, 2019

(1) 2019 ALCOHOL APPLICATION(S)

1. Business Owner: JAI NIHAL, Inc.
d/b/a: VIP Liquors
Applicant: Vipulkmar G. Chaudhari
Business Address: 785 Shugart Rd. Suite 4
Type: Package Beer, Package Wine, Package Liquor
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

SUMMARY OF DATA AND CRIME STATISTICS FOR JUNE 2019

General

There were 90 Part 1 crimes reported in June 2019 versus 88 in June of 2018. June 2019 had approximately 18.6% more larcenies than the same time in 2018. There were approximately 66.7% less burglaries in June 2019 when compared to June 2018. In June 2019 there were seven more aggravated assaults than in 2018. Year-to-date Part 1 crimes are down 4.98% from 2018.

DALTON POLICE DEPARTMENT
CRIME STATISTICS

	INCIDENTS				CLEARANCES				ARRESTS			
		2019	2018			2019	2018			2019	2018	
	6/19	6/18	YTD	YTD	6/19	6/18	YTD	YTD	6/19	6/18	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	3	0	10	3	1	3	10	4	0	2	0	3
Robbery	0	2	2	10	1	1	2	9	1	1	2	9
Aggravated Assault	10	3	35	21	8	4	31	17	8	3	27	15
Burglary	3	12	47	80	4	2	13	14	3	1	11	11
Larceny - Theft	70	59	434	424	25	14	214	157	19	8	183	126
Motor Vehicle Theft	4	12	25	41	3	1	14	12	1	1	8	6
Arson	0	0	0	3	1	0	1	1	1	0	1	1
PART I SUBTOTAL	90	88	553	582	43	25	285	214	33	16	232	171

Part 2 Offenses	Total
Warrant Served	59
Battery/Assault - Non-aggravated	51
Controlled Substance Offenses	50
Traffic Offense	34
Destruct/Damage/Vandalize Property	33
Code Violation	33
Alcohol Offenses	29
Obstruction	28
Forgery/Fraud	27
Trespass of Real Property	26

Controlled substance offenses increased by approximately 48% in June 2019 when compared to May 2019. Non-aggravated assaults decreased by approximately 56.86% in June 2019 when compared to May 2019. Calls for service decreased by 7.03% when compared to 2018.

	June 2019	June 2019
Calls for Service	3,174	3,414
Traffic Crashes	96	102
Citations	799	1,096

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2015-2019
June 2019

	2015	2016	2017	2018	2019	TREND
Part I Crimes YTD	697	656	624	582	553	
Homicides	1	0	0	0	0	
Rape	13	10	10	3	10	
Robbery	4	11	10	10	2	
Aggravated Assault	25	35	35	21	35	
Violent Crime Totals	43	56	55	34	47	
Burglary	89	92	70	80	47	
Larceny-Theft	526	478	451	424	434	
Motor Vehicle Theft	39	25	46	41	25	
Arson	0	5	2	3	0	
Property Crime Totals	654	600	569	548	506	
Violent Crime Clearance	84%	79%	80%	88%	91%	
Property Crime Clearance	41%	36%	39%	34%	48%	
Part I Arrests	250	205	219	171	232	
Citations	5,337	7,413	6,065	6,693	6,561	
Calls for Service	20,521	23,058	19,912	20,595	22,110	
Traffic Crashes	658	696	701	687	714	

Analysis

In the year-to-date 2019 there have been 553 Part 1 crimes reported versus 582 in 2018 which shows an approximate decrease of 4.98%. There have been 2 robberies reported YTD, which is a decrease of approximately 80.00% when compared to 2019. There have been 10 reported rapes, which is higher than 2018, but on average with previous years.

There have been 47 violent crimes reported 2019 YTD compared to 34 reported violent crimes YTD 2018. Year-to-date property crimes have shown a decrease of approximately 7.66% when compared to 2018 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are lower than the normal range for year-to-date statistics in June based on the past five years. Year-to-date violent crime numbers are in the normal range based on the past five years.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2019	2018			2019	2018			2019	2018
	6/19	6/18	YTD	YTD	6/19	6/18	YTD	YTD	6/19	6/18	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	3	0	10	3	1	3	10	4	0	2	0	3
Robbery	0	2	2	10	1	1	2	9	1	1	2	9
Aggravated Assault	10	3	35	21	8	4	31	17	8	3	27	15
Burglary	3	12	47	80	4	2	13	14	3	1	11	11
Larceny - Theft	70	59	434	424	25	14	214	157	19	8	183	126
Motor Vehicle Theft	4	12	25	41	3	1	14	12	1	1	8	6
Arson	0	0	0	3	1	0	1	1	1	0	1	1
PART I SUBTOTAL	90	88	553	582	43	25	285	214	33	16	232	171
Part II Offenses												
Other Assaults - not agg.	34	31	227	177	26	23	170	111	22	17	138	91
Forgery/Counterfeiting	12	4	69	52	6	9	28	34	5	9	24	29
Fraud	21	33	139	155	10	7	49	43	9	5	44	32
Embezzlement	1	0	5	10	1	0	5	7	0	0	1	5
Stolen Property	2	2	13	12	0	3	7	10	0	3	7	9
Vandalism	35	42	202	223	13	10	69	55	9	9	53	48
Weapons Violations	0	3	23	24	2	3	22	24	2	3	13	23
Commercial Sex	0	0	0	2	0	0	0	2	0	0	0	2
Other Sex Offenses	8	5	33	32	5	7	15	24	4	5	7	11
Drug Sales	4	7	43	69	3	13	67	106	3	13	66	106
Drug Possession	48	65	291	356	49	63	335	356	47	63	331	355
Gambling	0	0	1	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	5	28	23	2	5	19	17	2	5	18	16
Liquor Violations	3	9	38	48	3	7	29	40	3	7	28	40
Drunkenness	15	7	71	51	15	8	68	52	15	7	68	50
Other Disorderly Conduct	25	20	153	104	15	9	98	48	14	6	89	41
Curfew Violations	5	16	16	34	12	12	32	24	11	11	31	22
All Other Offenses	221	272	1592	1639	174	193	1279	1295	162	180	1241	1252
DUI	12	12	89	86	11	11	89	80	11	11	89	80
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	448	533	3033	3097	347	383	2381	2328	319	354	2248	2212
PART I AND II TOTAL	538	621	3586	3679	390	408	2666	2542	352	370	2480	2383
Crashes			2019	2018	Enforcement						2019	2018
	6/19	6/18	YTD	YTD					6/19	6/18	YTD	YTD
Public Roadway	96	102	714	687					478	602	3,916	3,916
									321	494	2,645	2,645
911 Calls	3,174	3,414	22,110	20,595					799	1,096	6,561	6,693

Summary of Significant Events for June 2019

19-003685 Battery 1157 Boylston St

Officers responded to Boylston St in reference to a disturbance where a female had been assaulted by a male and the male threatened to kill her. Upon arrival they noticed a chair turned over and a ripped open case of beer on the front porch and found the front door to be unsecured. They checked inside the residence due to the porch being in disarray and the nature of the call but found no one inside. They made contact with the victim later at 811 Silverwood. The victim had a swollen left eye and scratches on her arms and stated that an acquaintance had assaulted her and threatened to kill her. He also threatened to kill her children. The suspect was later arrested and charged.

19-003703	Aggravated Assault/Battery (FV)	110 Lewell St
<p>Officers responded to a domestic dispute involving FV Battery and Aggravated Assault with a firearm. The suspect was found in the wood line behind the residence and taken into custody. The firearm (unloaded) was found approximately 3 feet from where the subject was sitting.</p>		

19-003766

19-003769

19-003770

19-003768

19-003772

Multiple entering autos occurred in the area of Westover Pl and Summer Gate Way. Multiple unlocked vehicles were entered and unsecured items were taken.

19-004034

19-004019

19-004029

A subject was located matching the description of the recent entering autos off Dug Gap Rd, to include the backpack and bicycle, was located riding down Dug Gap Rd. The witness from the night before was brought to the scene and positively identified him as the offender. He was arrested and charged in cases 19-004034 and 4019. He was also found in possession of a pill bottle from Ryman Ridge. The owner was located and confirmed they had a vehicle entered 2 nights ago, but did not report it. He was also in possession of a woman's ring and a key to a Honda.

19-004047

A male subject was found running nude down the roadway after disrobing at the listed intersection. He fled from Officer Pugh and was captured after a short foot chase. Upon investigation, the male subject advised he had been sexually assaulted earlier.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

19-004082

Sexual Assault

1200 Memorial Dr

The complainant reported being sexually assaulted at an unknown apartment in Dalton between 06/15/2019 and 06/16/2019. She stated that she and some friends went to a club in Chattanooga and returned to an unknown apartment in Dalton. She stated that a male sexually assaulted her at the apartment. She went to the hospital to be checked for sexually transmitted diseases and wished for no further action to be taken at the time of the report.

19-004283

Aggravated Assault (FVA)

609 Luckie St; 3

Officers responded to an aggravated assault where a male subject assaulted the victim by striking her repeatedly in the face with his fist, choking her, and pounding her head into the wall. The male subject caused a large wound to the back of the victim's head, as well as serious injuries to her face. She was transported to HMC for treatment. The suspect fled the scene prior to the officers' arrival. A warrant for the offense of aggravated assault was later obtained for the suspect.

19-004303

Child Molestation

609 S Thornton Ave; 366

The complainant reported that her 14 year old daughter had been sexually molested by a 17 year old male. The 14 year old said that she had been pressured into committing an act of oral sex on the 17 year old. The 14 year old's cell phone contained incriminating evidence of the act. Officers made contact with both mother and daughter at the hospital. The incident took place approximately 8 days prior to this date.

19- 004307

Aggravated Assault

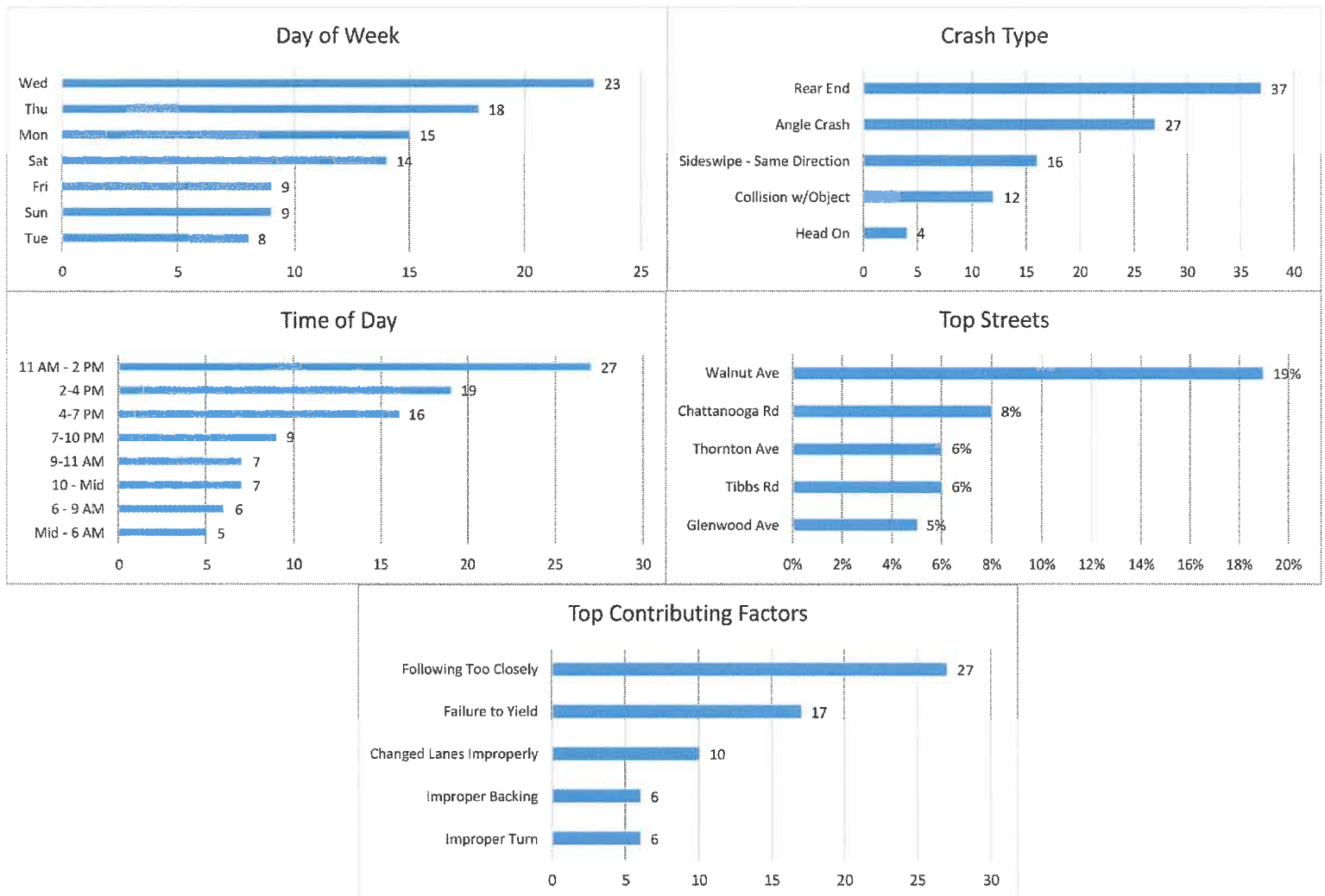
1105 May St

A male subject was arrested for aggravated assault, disorderly conduct, and criminal trespassing after he and another male were engaged in a fight with weapons. After investigation it was determined that the arrestee had returned several times after being told to leave. He then returned again with a big stick and stuck it inside the house through the A.C. unit trying to strike the complainant. The complainant then defended himself and his home and came outside with a machete. Officers were in the area and were flagged down by the two subjects.

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING JULY 23, 2019

June 2019 Crash Statistics

In June 2019 there were 96 non-private property crashes reported. Injury crashes and injuries decreased from June 2019. Rear end and angle crashes were the most prevalent during June 2019. Following too close was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor for injury crashes. Walnut Ave and Chattanooga Rd were the roadways where the majority of the crashes occurred. In June 2019 approximately 19.23% of all crashes in the city occurred on Walnut Ave. In June 2019, Walnut Ave and Chattanooga Rd were the roadways with the most injury crashes.



96 Crashes Reported in June 2019

- There were 9 less crashes in June 2019 than there were in May 2019.
 - 18 Crashes reported in which injuries occurred.
 - That is one injury crash for every 5.3 crashes reported.
 - Multiple injuries were reported in 4 crashes.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019

- Total Injuries Reported
 - 26 injuries were reported.
 - 0 serious injuries were reported.
 - 0 fatalities were reported.

Top 5 Streets

- Walnut Avenue
 - 18 Total Crashes
 - 18.75% of Total Crashes
 - 19.23% of Injuries Reported (5 Injuries Reported on the Roadway)
- Chattanooga Rd/N Bypass
 - 8 Total Crashes
 - 8.33% of Total Crashes
 - 7.69% of Injuries Reported (2 Injuries Reported on this Roadway)
- Thornton Ave
 - 6 Total Crashes
 - 6.25% of Total Crashes
 - 7.69% of Injuries Reported (2 Injuries Reported on this Roadway)
- Tibbs Rd
 - 6 Total Crashes
 - 6.25% of Total Crashes
 - 0% of Injuries Reported (01 Injury Reported on the Roadway)
- Glenwood Ave
 - 5 Total Crashes
 - 5.21% of Total Crashes
 - 7.69% of Injuries Reported (2 Injury Reported on the Roadway)

Crashes Involving DUI

- 2 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 9 Crashes Reported with Distracted or Inattentive Driver

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

Crashes Involving Drivers Following One Another Too Closely

- 27 Crashes Reported involving Following Too Closely

Crashes by Type

- Rear End 48 / 38.10%
- Angle Crash 45 / 35.71%
- Sideswipe – Same Direction 17 / 13.49%
- Non-Vehicle 9 / 7.14%
- Head On 4 / 3.17%

Days of the Week

- 15 crashes occurred on Mondays
- 8 crashes occurred on Tuesdays
- 23 crashes occurred on Wednesdays
- 18 crashes occurred on Thursdays
- 9 crashes occurred on Fridays
- 14 crashes occurred on Saturdays
- 9 crashes occurred on Sundays

Time of Day

- 0000- 0559-5
- 0600-0859-6
- 0900-1059-7
- 1100-1359-27
- 1400-1559-19
- 1600-1859-16
- 1900-2159-9
- 2200-2359-7

Top Contributing Factors

- Following Too Closely: 27 (28.13 % of all crashes)
- Failure to Yield: 17 (17.71 % of all crashes)
- Changed Lanes Improperly: 10 (10.42 % of all crashes)
- Improper Backing: 6 (6.25 % of all crashes)
- Improper Turn: 6 (6.25 % of all crashes)

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 23, 2019**

Based on the crash data from May 2019, Selective Enforcement Details were conducted in the following areas in June 2019:

- **Thornton Ave**
- **Walnut Ave**

There were 4 total Enforcement Details conducted in June 2019, resulting in 45 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of June 2019, details will be conducted in July 2019 in the following areas:

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

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING

July 23, 2019

SUMMARY OF THE FINANCIAL STATISTICS FOR JUNE 2019

The police department budget is on track for FY 2019, and at the time of this report we have expended approximately 47.8% of our 2019 budget at 51.8% of the way through the budget cycle. We are currently 4% under budget for the year.

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

07/08/2019 14:47
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

FOR 2019 99



1
glytdbud

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
141501 PD ADMINISTRATION							
141501 000010 SALARIES-REGULAR	448,140	-36,569	411,571	192,944.42	.00	218,626.58	46.9%
141501 000011 SALARIES OVERTIME	2,600	-985	1,615	46.60	.00	1,568.40	2.9%
141501 000017 RAISE POOL - GROS	13,700	-13,700	0	.00	.00	.00	.0%
141501 000020 FICA	34,470	-3,152	31,318	15,202.58	.00	16,115.42	48.5%
141501 000030 PENSION	7,100	-2,426	4,674	2,616.72	.00	2,057.28	56.0%
141501 000032 PENSION - DB PLAN	181,400	3,615	185,015	90,059.73	.00	94,955.27	48.7%
141501 000040 HOSPITALIZATION I	63,600	-11,000	52,600	21,055.42	.00	31,544.58	40.0%
141501 000045 EE LIFE & DISABIL	2,575	-211	2,364	996.63	.00	1,367.37	42.2%
141501 000046 RAISE POOL - BENE	4,630	-4,630	0	.00	.00	.00	.0%
141501 000050 GENERAL INSURANCE	104,280	0	104,280	106,105.30	.00	-1,825.30	101.8%
141501 000060 WORKER COMPENSATI	5,630	0	5,630	4,222.50	.00	1,407.50	75.0%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	.00	.00	5,000.00	.0%
141501 000110 TELEPHONE	45,000	0	45,000	21,610.84	.00	23,389.16	48.0%
141501 000120 TRAINING EXPENSES	20,450	0	20,450	5,477.92	.00	14,972.08	26.8%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	155.11	.00	1,844.89	7.8%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	3,731.39	.00	5,268.61	41.5%
141501 000150 PRINTING	4,000	0	4,000	2,280.61	.00	1,719.39	57.0%
141501 000160 POSTAGE	3,000	0	3,000	2,025.85	.00	974.15	67.5%
141501 000360 LEGAL FEES	15,000	0	15,000	3,665.00	.00	11,335.00	24.4%
141501 000410 GAS & OIL	5,800	0	5,800	1,199.03	.00	4,600.97	20.7%
141501 000440 SUPPLIES	800	0	800	80.87	.00	719.13	10.1%
141501 000450 CLEANING ALLOWANC	1,700	0	1,700	259.50	22.50	1,418.00	16.6%
141501 000455 CLOTHING ALLOWANC	2,400	-600	1,800	804.00	.00	996.00	44.7%
141501 001010 OFFICE SUPPLIES	1,500	0	1,500	1,469.92	.00	30.08	98.0%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	91,636.87	580.10	64,823.03	58.7%
141501 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141501 001410 DUES/FEES/SUBSCRI	4,400	0	4,400	2,304.00	75.00	2,021.00	54.1%
141501 001665 RADIO SUBSCRIBER	22,460	-120	22,340	21,561.60	.00	778.40	96.5%
141501 001990 MISCELLANEOUS	2,000	0	2,000	12.00	80.00	1,908.00	4.6%
141501 003225 CUSTODY OF PRISIO	140,000	0	140,000	57,402.54	.00	82,597.46	41.0%
TOTAL PD ADMINISTRATION	1,311,675	-69,778	1,241,897	648,926.95	757.60	592,212.45	52.3%

07/08/2019 14:47
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

munis
myer erp solution

2
glytdbud

FOR 2019 99

141503 PD PATROL

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010 SALARIES-REGULAR	3,287,945	-1,000	3,286,945	1,525,958.77	.00	1,760,986.23	46.4%
141503 000011 SALARIES OVERTIME	71,420	3,100	74,520	40,047.56	.00	34,472.44	53.7%
141503 000017 RAISE POOL - GROS	103,900	-103,900	0	.00	.00	.00	.0%
141503 000019 REIMB - CDBG	0	0	0	-676.03	.00	676.03	100.0%
141503 000020 FICA	257,120	5,680	262,800	121,697.73	.00	141,102.27	46.3%
141503 000030 PENSION	126,460	1,100	127,560	51,939.42	.00	75,620.58	40.7%
141503 000032 PENSION - DB PLAN	305,135	26,080	331,215	177,933.68	.00	153,281.32	53.7%
141503 000040 HOSPITALIZATION I	510,910	0	510,910	246,128.08	.00	264,781.92	48.2%
141503 000045 EE LIFE & DISABIL	19,420	540	19,960	8,316.13	.00	11,643.87	41.7%
141503 000046 RAISE POOL - BENE	33,400	-33,400	0	.00	.00	.00	.0%
141503 000060 WORKER COMPENSATI	51,490	0	51,490	38,617.50	.00	12,872.50	75.0%
141503 000120 TRAINING EXPENSES	95,000	0	95,000	73,654.57	.00	21,345.43	77.5%
141503 000130 VEHICLE EXPENSES	115,500	570	116,070	73,669.38	497.53	41,903.09	63.9%
141503 000400 EQUIPMENT MAINT &	12,500	0	12,500	2,261.23	182.71	10,056.06	19.6%
141503 000410 GAS & OIL	173,990	0	173,990	65,400.44	.00	108,589.56	37.6%
141503 000440 SUPPLIES	5,500	0	5,500	1,209.01	400.00	3,890.99	29.3%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	4,067.50	-386.50	6,319.00	36.8%
141503 000460 UNIFORMS	61,000	0	61,000	40,054.65	919.00	20,026.35	57.2%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	646.51	190.04	2,163.45	27.9%
141503 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141503 001410 DUES/FEES/SUBSCRI	3,750	0	3,750	435.00	75.00	3,240.00	13.6%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	.0%
141503 001990 MISCELLANEOUS	5,000	0	5,000	322.00	.00	4,678.00	6.4%
141503 039980 CAPITAL OUTLAY <	26,420	0	26,420	8,969.97	.00	17,450.03	34.0%
TOTAL PD PATROL	5,283,360	-101,230	5,182,130	2,480,653.10	1,877.78	2,699,599.12	47.9%

07/08/2019 14:47
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

3
glytdbud



FOR 2019 99

141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	776,290	73,919	850,209	414,280.89	.00	435,928.11	48.7%
141504 000011 SALARIES OVERTIME	32,540	1,835	34,375	7,663.27	.00	26,711.73	22.3%
141504 000017 RAISE POOL - GROS	24,500	-24,500	0	.00	.00	.00	.0%
141504 000020 FICA	61,840	5,252	67,092	32,078.64	.00	35,013.36	47.8%
141504 000030 PENSION	13,025	2,841	15,866	8,369.24	.00	7,496.76	52.7%
141504 000032 PENSION - DB PLAN	321,510	6,000	327,510	142,013.39	.00	185,496.61	43.4%
141504 000040 HOSPITALIZATION I	117,850	11,000	128,850	67,792.80	.00	61,057.20	52.6%
141504 000045 EE LIFE & DISABIL	4,580	411	4,991	2,016.22	.00	2,974.78	40.4%
141504 000046 RAISE POOL - BENE	7,700	-7,700	0	.00	.00	.00	.0%
141504 000060 WORKER COMPENSATI	12,145	0	12,145	9,108.75	.00	3,036.25	75.0%
141504 000120 TRAINING EXPENSES	42,110	0	42,110	16,340.25	.00	25,769.75	38.8%
141504 000130 VEHICLE EXPENSES	7,000	0	7,000	1,961.37	.00	5,038.63	28.0%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	383.93	121.00	995.07	33.7%
141504 000410 GAS & OIL	19,390	0	19,390	7,496.95	.00	11,893.05	38.7%
141504 000440 SUPPLIES	3,000	0	3,000	771.15	400.00	1,828.85	39.0%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	1,262.00	176.00	2,562.00	36.0%
141504 000455 CLOTHING ALLOWANC	8,400	600	9,000	3,690.00	.00	5,310.00	41.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	1,080.09	.00	2,919.91	27.0%
141504 001300 MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410 DUES/FEES/SUBSCRI	2,860	0	2,860	2,206.07	.00	653.93	77.1%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	12,020.00	12,000.00	5,980.00	80.1%
141504 001660 COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	5,000	649.66	.00	4,350.34	13.0%
141504 039980 CAPITAL OUTLAY <	5,445	0	5,445	5,416.86	.00	28.14	99.5%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,506,885	69,658	1,576,543	736,601.53	12,697.00	827,244.47	47.5%

07/08/2019 14:47
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

P 4
glytdbud

FOR 2019 99

141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	558,335	4,500	562,835	241,618.23	.00	321,216.77	42.9%
141507 000011 SALARIES OVERTIME	5,880	5,500	6,380	1,638.01	.00	4,741.99	25.7%
141507 000012 SALARIES-PART TIM	0	12,000	12,000	7,082.50	.00	4,917.50	59.0%
141507 000017 RAISE POOL - GROS	17,000	-17,000	0	.00	.00	.00	.0%
141507 000020 FICA	43,140	950	44,090	19,240.61	.00	24,849.39	43.6%
141507 000030 PENSION	15,040	190	15,230	4,115.30	.00	11,114.70	27.0%
141507 000032 PENSION - DB PLAN	149,840	4,370	154,210	80,830.34	.00	73,379.66	52.4%
141507 000040 HOSPITALIZATION I	97,150	0	97,150	34,247.99	.00	62,902.01	35.3%
141507 000045 BE LIFE & DISABIL	3,150	90	3,240	1,271.45	.00	1,968.55	39.2%
141507 000046 RAISE POOL - BENE	5,600	-5,600	0	.00	.00	.00	.0%
141507 000060 WORKER COMPENSATI	8,470	0	8,470	6,348.75	.00	2,121.25	75.0%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	16,135.24	1,850.00	24,014.76	42.8%
141507 000130 VEHICLE EXPENSES	2,000	0	2,000	188.51	.00	1,811.49	9.4%
141507 000330 UTILITIES	45,500	0	45,500	21,635.40	.00	23,864.60	47.6%
141507 000410 GAS & OIL	7,300	0	7,300	2,035.02	.00	5,264.98	27.9%
141507 000440 SUPPLIES	3,000	0	3,000	808.71	.00	2,191.29	27.0%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	428.00	20.00	1,952.00	18.7%
141507 000455 CLOTHING ALLOWANC	600	0	600	459.00	.00	141.00	76.5%
141507 000460 UNIFORMS	4,000	0	4,000	2,095.40	.00	1,904.60	52.4%
141507 001010 OFFICE SUPPLIES	2,500	0	2,500	1,244.45	.00	1,255.55	49.8%
141507 001300 MEALS	500	0	500	.00	.00	500.00	.0%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	689.88	.00	1,410.12	32.9%
141507 001415 CREDIT CARD & BAN	600	0	600	85.03	.00	514.97	14.2%
141507 001610 APPLICANT TESTING	6,500	0	6,500	4,502.85	.00	1,997.15	69.3%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	4,067.32	.00	8,432.68	32.5%
141507 001990 MISCELLANEOUS	1,500	0	1,500	57.48	70.00	1,372.52	8.5%
141507 084725 BUIDING/GROUNDS M	109,145	0	109,145	35,863.48	584.20	72,697.32	33.4%
TOTAL PD SUPPORT SERVICES	1,145,750	0	1,145,750	486,688.95	2,524.20	656,536.85	42.7%
TOTAL GENERAL FUND - OPERATING	9,247,670	-101,350	9,146,320	4,352,870.53	17,856.58	4,775,592.89	47.8%
TOTAL EXPENSES	9,247,670	-101,350	9,146,320	4,352,870.53	17,856.58	4,775,592.89	
GRAND TOTAL	9,247,670	-101,350	9,146,320	4,352,870.53	17,856.58	4,775,592.89	47.8%

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

07/08/2019 14:48
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT



P 1
glytdbud

FOR 2019 99

0210 CONFISCATED ASSETS

210001 REVENUES

210001 351102 JUSTI FORFEIT JUST
210001 351102 TREAS FORFEIT TREAS
210001 351103 STATE DRUG SEIZURE
210001 361100 JUSTI INTEREST JUS
210001 361100 STATE INTEREST HAR
210001 361100 TREAS INTEREST TRE

TOTAL REVENUES

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
	-60,000	0	-60,000	-11,556.47	.00	-48,443.53	19.3%
	-30	0	-30	.00	.00	-30.00	.0%
	-600	0	-600	-440.87	.00	-159.13	73.5%
	-30	0	-30	-99.00	.00	69.00	330.0%
	-100,660	0	-100,660	-12,096.34	.00	-88,563.66	12.0%

07/08/2019 14:48
628abrow

The City of Dalton
YEAR-TO-DATE BUDGET REPORT



P 2
glytdbud

FOR 2019 99

210415 EXPENDITURES

210415 000070 STATE ADVERTISING
210415 000120 STATE TRAINING EXP
210415 000370 STATE COURT COSTS
210415 001990 JUSTI MISCELLANEOU
210415 001990 STATE MISCELLANEOU
210415 001990 TREAS MISCELLANEOU
210415 021910 STATE COMMUNICATIO
210415 021910 TREAS COMMUNICATIO
210415 039980 JUSTI CAPITAL OUTL
210415 039980 STATE CAPITAL OUTL
210415 039980 TREAS CAPITAL OUTL

TOTAL EXPENDITURES

TOTAL CONFISCATED ASSETS

TOTAL REVENUES
TOTAL EXPENSES
GRAND TOTAL

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	2,000	0	2,000	.00	.00	2,000.00	.0%
	30,000	0	30,000	3,156.90	.00	26,843.10	10.5%
	12,500	0	12,500	2,597.25	.00	9,902.75	20.8%
	200	0	200	.00	.00	200.00	.0%
	6,150	0	6,150	4,649.00	.00	1,501.00	75.6%
	400	0	400	.00	.00	400.00	.0%
	26,380	0	26,380	8,129.59	.00	18,250.41	30.8%
	100	0	100	.00	.00	100.00	.0%
	1,700	0	1,700	.00	.00	1,700.00	.0%
	1,000	20,000	21,000	428.50	.00	20,571.50	2.0%
	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENDITURES	82,730	20,000	102,730	18,961.24	.00	83,768.76	18.5%
TOTAL CONFISCATED ASSETS	-17,930	20,000	2,070	6,864.90	.00	-4,794.90	331.6%
TOTAL REVENUES	-100,660	0	-100,660	-12,096.34	.00	-88,563.66	
TOTAL EXPENSES	82,730	20,000	102,730	18,961.24	.00	83,768.76	
GRAND TOTAL	-17,930	20,000	2,070	6,864.90	.00	-4,794.90	331.6%

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

FOR 2019 99

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 039990 CAPITAL OUTLAY	0	99,695	99,695	.00	.00	99,695.00	.0%
TOTAL EXPENDITURES	0	99,695	99,695	.00	.00	99,695.00	.0%
TOTAL CAPITAL ACQUISITION FUND	0	99,695	99,695	.00	.00	99,695.00	.0%
TOTAL EXPENSES	0	99,695	99,695	.00	.00	99,695.00	.0%
GRAND TOTAL	0	99,695	99,695	.00	.00	99,695.00	.0%

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

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
					122,073.56
1/31/2019		Interest Credit	77.76		122,151.32
2/4/2019	PO 21018091	Title Costs for Seized Honda Civic 18-003999		18.00	122,133.32
2/4/2019	PO 21018092	Verizon Cell Phones Nov 10 - Dec 09		1,484.21	120,649.11
2/4/2019	PO 21018093	DA's Office - Sanchez seizure court costs		10.00	120,639.11
2/4/2019	PO 21018094	Clerk's Office - Sancez seizure court costs		82.00	120,557.11
2/4/2019	PO 21018095	Verizon Cell Phones Dec 10 - Jan 09		1,398.05	119,159.06
2/4/2019	PO 21019001	DA's Office - Austin seizure court costs		46.00	119,113.06
2/4/2019	PO 21019002	Clerk's Office - Austin seizure court costs		82.00	119,031.06
2/4/2019	PO 21019003	DA's Office - McPherson seizure court costs		100.00	118,931.06
2/4/2019	PO 21019004	Clerk's Office - McPherson seizure court costs		82.00	118,849.06
2/28/2019	PO 21018024	DA's Office - Laplume Seizure Court Costs		81.50	118,767.56
2/28/2019	PO 21018025	Clerk's Office - Laplume Seizure Court Costs		82.00	118,685.56
2/28/2019		Interest Credit	68.58		118,754.14
3/29/2019		Interest Credit	70.76		118,824.90
4/19/2019	17-005790	Webb Seizure	1,648.00		120,472.90
4/19/2019	18-004242	Austin Seizure	460.00		120,932.90
4/19/2019	18-006817	Jacobo Seizure	949.00		121,881.90
4/26/2019	PO 21019005	Embassy Suites - (3) Lodging CALEA		990.90	120,891.00
4/26/2019	PO 2019006	Verizon - Jan 10 - Feb 9 Cell Phones		1,597.76	119,293.24
4/26/2019	PO 2019007	DA's Office - Webb Seizure Court Costs		164.80	119,128.44
4/26/2019	PO 2019008	Clerk's Office - Webb Seizure Court Costs		82.00	119,046.44
4/26/2019	PO 21019009	BB&T - CALEA Conference Registrations (3)		1,905.00	117,141.44
4/26/2019	PO 21019010	Verizon - Feb 10 - Mar 9 Cell Phones		1,481.16	115,660.28
4/26/2019	PO 21019011	GT Dist - (1) Glock 45 9MM		428.50	115,231.78
4/26/2019	PO 21019012	Whitfield Co. Tax Comm - Titles for 2 seized vehicles		36.00	115,195.78
4/26/2019	PO 21019013	Verizon - Mar 10 - Apr 9 Cell Phones		1,754.00	113,441.78
4/30/2019		Interest Credit	78.02		113,519.80

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
5/9/2019	18-007116	McPherson Seizure	899.00		114,418.80
5/9/2019	19-001657	Cisneros Seizure	4,640.47		119,059.27
5/9/2019	19-001657	D. Smith Seizure	164.00		119,223.27
5/9/2019	19-001657	Molina Seizure	2,796.00		122,019.27
5/30/2019	PO 21019014	Clerk's Office - Molina, Cisneros, Smith Seizure		82.00	121,937.27
5/30/2019	PO 21019015	DA's Office - Molina, Cisneros, Smith Seizure		772.55	121,164.72
5/30/2019	PO 21019016	Baker - CALEA Meal Reimbursement		78.00	121,086.72
5/30/2019	PO 21019017	Scott - CALEA Meal Reimbursement		78.00	121,008.72
5/30/2019	PO 21019018	Crossen - CALEA Meal Reimbursement		78.00	120,930.72
5/31/2019		Interest Credit	76.28		121,007.00
6/28/2019	PO 21019019	Verizon Cell Phones - Apr 10 - May 09		1,629.18	119,377.82
6/28/2019	PO 21019020	DA's Office - Herman Seizure		69.20	119,308.62
6/28/2019	PO 21019021	Clerk of Court - Herman Seizure		82.00	119,226.62
6/28/2019	PO 21019022	DA's Office - A Davis Seizure		122.20	119,104.42
6/28/2019	PO 21019023	Clerk of Court - A Davis Seizure		82.00	119,022.42
6/28/2019	PO 21019024	DA's Office - Seal Seizure		250.00	118,772.42
6/28/2019	PO 21019025	Clerk of Court - Seal Seizure		82.00	118,690.42
6/28/2019	PO 21019026	DA's Office - Hoover Seizure		180.10	118,510.32
6/28/2019	PO 21019027	Whitfield Tax Comm - Title for 2006 Red Ford F150		18.00	118,492.32
6/28/2019	PO 21019028	Clerk of Court - Hoover Seizure		82.00	118,410.32
6/28/2019	PO 21019029	BB&T - Parking for CALEA Conference		27.00	118,383.32
6/28/2019	PO 21019030	CALEA - Annual Fee		4,595.00	113,788.32
6/28/2019	PO 21019031	DA's Office - S Davis seizure court costs		50.00	113,738.32
6/28/2019	PO 21019032	Clerk's Office - S Davis seizure court costs		82.00	113,656.32
6/28/2019	PO 21019033	DA's Office - Washington seizure court costs		22.40	113,633.92
6/28/2019	PO 21019034	Clerk's Office - Washington seizure court costs		82.00	113,551.92
6/28/2019		Interest Credit	69.47		113,621.39

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
1/31/2019		Interest Credit			122,073.56
2/4/2019	PO 21018091	Title Costs for Seized Honda Civic 18-003999			122,151.32
2/4/2019	PO 21018092	Verizon Cell Phones Nov 10 - Dec 09		18.00	122,133.32
2/4/2019	PO 21018093	DA's Office - Sanchez seizure court costs		1,484.21	120,649.11
2/4/2019	PO 21018094	Clerk's Office - Sancez seizure court costs		10.00	120,639.11
2/4/2019	PO 21018095	Verizon Cell Phones Dec 10 - Jan 09		82.00	120,557.11
2/4/2019	PO 21019001	DA's Office - Austin seizure court costs		1,398.05	119,159.06
2/4/2019	PO 21019002	Clerk's Office - Austin seizure court costs		46.00	119,113.06
2/4/2019	PO 21019003	DA's Office - McPherson seizure court costs		82.00	119,031.06
2/4/2019	PO 21019004	Clerk's Office - McPherson seizure court costs		100.00	118,931.06
2/28/2019	PO 21018024	DA's Office - Laplume Seizure Court Costs		82.00	118,849.06
2/28/2019	PO 21018025	Clerk's Office - Laplume Seizure Court Costs		81.50	118,767.56
2/28/2019		Interest Credit	68.58	82.00	118,685.56
3/29/2019		Interest Credit	70.76		118,754.14
4/19/2019	17-005790	Webb Seizure	1,648.00		118,824.90
4/19/2019	18-004242	Austin Seizure	460.00		120,472.90
4/19/2019	18-006817	Jacobo Seizure	949.00		120,932.90
4/26/2019	PO 21019005	Embassy Suites - (3) Lodging CALEA		990.90	121,881.90
4/26/2019	PO 2019006	Verizon - Jan 10 - Feb 9 Cell Phones		1,597.76	120,891.00
4/26/2019	PO 2019007	DA's Office - Webb Seizure Court Costs		164.80	119,293.24
4/26/2019	PO 2019008	Clerk's Office - Webb Seizure Court Costs		82.00	119,128.44
4/26/2019	PO 21019009	BB&T - CALEA Conference Registrations (3)		1,905.00	119,046.44
4/26/2019	PO 21019010	Verizon - Feb 10 - Mar 9 Cell Phones		1,481.16	117,141.44
4/26/2019	PO 21019011	GT Dist - (1) Glock 45 9MM		428.50	115,660.28
4/26/2019	PO 21019012	Whitfield Co. Tax Comm - Titles for 2 seized vehicles		36.00	115,231.78
4/26/2019	PO 21019013	Verizon - Mar 10 - Apr 9 Cell Phones		1,754.00	115,195.78
4/30/2019		Interest Credit	78.02		113,441.78
					113,519.80

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
5/9/2019	18-007116	McPherson Seizure	899.00		114,418.80
5/9/2019	19-001657	Cisneros Seizure	4,640.47		119,059.27
5/9/2019	19-001657	D. Smith Seizure	164.00		119,223.27
5/9/2019	19-001657	Molina Seizure	2,796.00		122,019.27
5/30/2019	PO 21019014	Clerk's Office - Molina, Cisneros, Smith Seizure		82.00	121,937.27
5/30/2019	PO 21019015	DA's Office - Molina, Cisneros, Smith Seizure		772.55	121,164.72
5/30/2019	PO 21019016	Baker - CALEA Meal Reimbursement		78.00	121,086.72
5/30/2019	PO 21019017	Scott - CALEA Meal Reimbursement		78.00	121,008.72
5/30/2019	PO 21019018	Crossen - CALEA Meal Reimbursement		78.00	120,930.72
5/31/2019		Interest Credit	76.28		121,007.00
6/28/2019	PO 21019019	Verizon Cell Phones - Apr 10 - May 09		1,629.18	119,377.82
6/28/2019	PO 21019020	DA's Office - Herman Seizure		69.20	119,308.62
6/28/2019	PO 21019021	Clerk of Court - Herman Seizure		82.00	119,226.62
6/28/2019	PO 21019022	DA's Office - A Davis Seizure		122.20	119,104.42
6/28/2019	PO 21019023	Clerk of Court - A Davis Seizure		82.00	119,022.42
6/28/2019	PO 21019024	DA's Office - Seal Seizure		250.00	118,772.42
6/28/2019	PO 21019025	Clerk of Court - Seal Seizure		82.00	118,690.42
6/28/2019	PO 21019026	DA's Office - Hoover Seizure		180.10	118,510.32
6/28/2019	PO 21019027	Whitfield Tax Comm - Title for 2006 Red Ford F150		18.00	118,492.32
6/28/2019	PO 21019028	Clerk of Court - Hoover Seizure		82.00	118,410.32
6/28/2019	PO 21019029	BB&T - Parking for CALEA Conference		27.00	118,383.32
6/28/2019	PO 21019030	CALEA - Annual Fee		4,595.00	113,788.32
6/28/2019	PO 21019031	DA's Office - S Davis seizure court costs		50.00	113,738.32
6/28/2019	PO 21019032	Clerk's Office - S Davis seizure court costs		82.00	113,656.32
6/28/2019	PO 21019033	DA's Office - Washington seizure court costs		22.40	113,633.92
6/28/2019	PO 21019034	Clerk's Office - Washington seizure court costs		82.00	113,551.92
6/28/2019		Interest Credit	69.47		113,621.39

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
					26,869.38
1/31/2019		Interest Credit	17.12		26,886.50
2/28/2019		Interest Credit	15.47		26,901.97
3/29/2019		Interest Credit	16.03		26,918.00
4/30/2019		Interest Credit	17.70		26,935.70
5/31/2019		Interest Credit	17.17		26,952.87
6/28/2019		Interest Credit	15.51		26,968.38

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
					0.48
1/31/2019		Balance			0.48
2/28/2019		Balance			0.48
3/29/2019		Balance			0.48
4/30/2019		Balance			0.48
5/31/2019		Balance			0.48
6/28/2019		Balance			0.48

DALTON POLICE DEPARTMENT

		Effective Date August 1, 1998	Number GO88-2.11
Subject Training			
Reference		Revised July 25, 2017 July 23, 2019	
Distribution All Personnel	Re-evaluation Date July 25, 2019 July 2021		No. Pages 14 15

I. Policy

It is the policy of the Dalton Police Department to plan, develop, and implement training programs to prepare its employees to act decisively and professionally in a broad spectrum of situations.

II. Organization and Administration of Training

A. The Dalton Police Department's training goals include, but are not limited to, the following:

1. Provide job-related training for all Department members
2. Foster and improve unity of purpose and cooperation among all Department members through an ongoing training process
3. Train employees to be better prepared to act decisively and correctly in a wide spectrum of circumstances
4. Provide training for specialization, promotional opportunity, and general safety for Department circumstances
5. Provide training to meet the requirements mandated by state, federal, and municipal laws for full-time Officers. ~~Training may be provided for auxiliary Officers, but auxiliary Officers are not commissioned with sworn Officer status.~~
6. Provide training necessary to meet the Department's mission
7. Evaluate training programs in order to provide a basis to develop and ~~choose~~ **select** those programs ~~which~~ **that** best serve the Department and the community

B. The ~~commander of the~~ Support Services Division **Commander** shall be responsible for the administration of the Department's training function. The Department shall have a full-time position titled "Training Coordinator". The Training Coordinator shall be responsible for the development and coordination of the Department's training programs for both sworn and non-sworn employees.

RESTRICTED LAW ENFORCEMENT DATA

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

Special group and individual training requirements shall be identified by Supervisors and Command Staff and be forwarded to the Training Coordinator for appropriate assignment.

- C. The specific duties of the Training Coordinator shall be:
1. Planning and developing training programs
 2. Identifying and notifying personnel of both required and available training
 3. Maintaining training records
 4. Ensuring that required training programs are attended
 5. Implementing training programs
 6. ~~Selecting~~ Coordinating instructors to teach training classes
 7. Evaluating training programs
 8. Coordinating training programs
- D. The Training Coordinator shall integrate various sources of information to provide an accurate measure of training needs.
- E. The attendance of Department personnel at Department-authorized or sponsored training shall be mandatory and consistent with the following guidelines:
1. Attendance will be documented by instructors of all Agency-sponsored training and ~~attendance-at~~ training provided by outside vendors.
 2. Participants shall be excused to attend court. In those instances where a court appearance extends to such a period of time that pertinent information in class cannot be made up, ~~then a~~ the student will return to duty and report the incompleteness to the Training Coordinator. The Training Coordinator will schedule a make-up class as soon as practical.
 3. Unexcused absences from training programs shall be treated in the same manner as if the employee had an unexcused absence from work.
 4. Employees will receive originals of completion certificates, unless those certificates or licenses are needed by the Training Coordinator for subpoena or inspection purposes. In cases where originals cannot be provided, photocopies shall be tendered to the employee.
 5. Exceptions for attendance at authorized training courses may be granted by a Command Staff member or the Training Coordinator for good cause.
 6. Absences, whether excused or unexcused, shall be reviewed by the Training Coordinator to ensure that the employee's work schedule is

RESTRICTED LAW ENFORCEMENT DATA

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

recorded accurately and his / her training attendance requirements are fully met.

- F. Reimbursement will be made to each employee for approved expenses incurred while attending a Departmentally-required training program, ~~including salary~~. Reimbursement will be given in the following manner:

1. If the Department requires the employee to drive his / her personal vehicle, he / she will be paid mileage at the rate consistent with that recognized by the Internal Revenue Service. If two (2) employees attend the same training, mileage will only be paid for one (1) vehicle. If three (3) or more employees attend the same training, mileage may be paid for more than one vehicle, subject to the approval of a Division Commander or his / her designee.
2. Employees will be given the U.S General Services Administration (GSA) rate, or a rate established by the Chief of Police, for meals, if out-of-town training is eight (8) hours or more in length.
3. The ~~Dalton Police~~ Department will provide reimbursement or advance payment for lodging expenses if the training is over eight (8) hours in length.
4. If there is a cost for books and / or materials, the employee will receive reimbursement or advance payment.

- G. Reimbursement for the above will be provided under the following guidelines:

1. ~~That~~ The training course ~~be~~ is required by the ~~Dalton Police~~ Department or the employee attending the training received prior approval before attending the training.
2. The employee must provide a certificate showing completion of training and complete a City of Dalton travel expense form.

3. ~~The following guidelines will be in effect for reimbursement:~~

~~_____ In Georgia~~

~~_____ For training classes held within the state of Georgia, the rate will increase to \$46 per day with first and last day of travel remaining at the current rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away.~~

~~_____ The breakdown below corresponds to the \$46 per day amount, and is intended to guide you in calculations if meals are included in the conference cost. As we have been doing, if a meal is provided/included, then the reimbursement amount will be adjusted accordingly (i.e., if lunch is provided, subtract \$12 from that day)~~

~~_____ Breakfast _____ \$11~~

~~_____ Lunch _____ \$12~~

~~_____ Dinner _____ \$23~~

RESTRICTED LAW ENFORCEMENT DATA

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

Out-of-State

For training classes held ~~outside of the state of~~ in Georgia or out of state, the per-diem rate will be paid at the rate suggested by the GSA for the training location, less the incidental expense of \$5. The first and last day of travel will ~~remain~~ be paid ~~as described above~~ at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form ~~for classes outside of the state of Georgia~~, include a printout of the GSA rate and M&IE breakdown for the location.

When considering reimbursement for classes outside GA that include some meals as part of the registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>). Receipts will not be required for requesting reimbursement. Reimbursement for DPD ~~Cadets~~ Recruits attending the Basic Law Enforcement Academy Training Course will continue to be reimbursed at \$30 per day.

H. Training programs will have specific training objectives. The performance objectives should encompass the following criteria:

1. Focus on the elements of the job task analysis for which formal training is needed
2. Provide clear statements of what is to be learned
3. Provide a basis for evaluating the classroom participants and the training program
4. Provide a basis for evaluating the classroom effectiveness and the training program

I. Lesson Plans

1. All training courses require lesson plans. Instructors shall ensure that courses are adequately taught from lesson plan outlines. Lesson plan outlines should include ~~provisions for~~ the following:
 - a. Name or title of the course
 - b. Guidelines and format of lesson plan development, including type of presentation, such as lecture, discussion, panel, or seminar format
 - c. Statements of performance and job-related objectives, such as skills that should be demonstrated and knowledge acquired
 - d. Content and specification of the appropriate instructional techniques, including discussions, lectures, audio / visual, field

RESTRICTED LAW ENFORCEMENT DATA

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

experience, case study, role playing, problem investigation / inquiry, etc.

e. Conclusion and summary

2. All lesson plans shall be forwarded to the Training Coordinator. He / she shall be responsible for the review and approval of lesson plans. The Training Coordinator shall ensure that lesson plan guidelines are followed and consistent with staff requirements and Department policies.
3. If the Training Coordinator compiles a lesson plan, it shall be forwarded to the Support Services Division Commander or his / her designee for review and approval.

J. Testing

1. Competency-based testing, designed to measure a participant's knowledge or abilities to apply job-related skills, shall be used in training programs.
2. Unless otherwise approved, the minimum passing grade on any training program test shall be seventy (70) percent.
3. Test questions may be written as true / false, multiple choice, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.
4. Pass / fail grading may be used for certain performance tests in less structured, informal training situations.
5. If an employee fails any training, the employee will notify the Training Coordinator in writing, as soon as possible. The Training Coordinator will forward the notification to the employee's Division Commander. Any training that an employee fails may result in disciplinary action.

K. Remedial Training

1. Remedial training shall be defined as personalized training to correct a specific deficiency, which is identified by testing or other evaluation process during training or routine job performance.
2. Upon the recommendation of a member's immediate Supervisor, supplemental or remedial training may be scheduled for members who:
 - a. Consistently demonstrate lack of skills, knowledge, or abilities in job performance based on evaluation reports and / or first-hand observation by Supervisors
 - b. Have received disciplinary action(s) that may be corrected through supplemental or remedial training

RESTRICTED LAW ENFORCEMENT DATA

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

3. The consequences of participation or nonparticipation in remedial training by ~~affected personnel~~ employees that have been identified as needing remedial training will be discussed with the employee and documented in Guardian Tracking.
4. If failure to meet standards still persists, then a determination will be made in conjunction with the instructor(s), remedial instructor(s), immediate Supervisor, Division Commander, and Training Coordinator as to the issue of incompetence, and recommendations will be made to the Chief of Police.

L. Training Records

1. Training records of all sworn personnel and non-sworn personnel will be maintained by the Training Section and will be updated following their participation in any training programs. The information to be maintained shall include, but is not limited to:
 - a. Date(s) of training
 - b. Type of training
 - c. Certificates received
2. No training record will be released to anyone, other than to the employee himself / herself or his / her Supervisor, without written consent or approval of the employee or the Chief of Police.
3. The person requesting training records must sign the request and also state the person, company, or agency requesting the records. A copy of the request will be kept on file by the Dalton Police Department.
4. The Training Coordinator shall be responsible for maintaining records of each training class conducted by the Department, to include the following:
 - a. Course content - The Training Coordinator will keep on file a copy of each lesson plan conducted by the Department.
 - b. Record of attendees - The Training Coordinator will maintain a record of all people that attend a training class.
 - c. Performance - The Training Coordinator will maintain a record of performance of individual attendees as measured by test(s), if administered. If a test is administered by an authorized training facility, the ~~Dalton Police~~ Department has the right to obtain a copy of the employee's training performance at the request of the Department.

M. Training Weapons

RESTRICTED LAW ENFORCEMENT DATA

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

The Department's Property and Evidence ~~Custodian~~ Technician(s) (PET) is responsible for the security and accountability for all equipment used in the training function.

1. All weapons utilized for training purposes shall be stored in the Property and Evidence ~~Section~~ ~~Room~~ when not in use.
2. Any instructor or training Officer that will be using training weapons shall be responsible for signing the weapons out of the Property and Evidence ~~Room~~ ~~Section~~ and ensuring they are returned when no longer needed.
3. The ~~Property and Evidence Custodian~~ PET shall ensure all weapons are returned and shall maintain an inventory of weapons stored in the Property and Evidence ~~Room~~ ~~Section~~.

III. Sworn Employee Orientation / Training

A. Orientation Training

This phase of the training program is designed to provide a comprehensive introduction to the Department. Orientation will consist of, but not be limited to, review of uniform and equipment, firearms instruction and qualification, and use of force.

B. Recruit Officers will receive information regarding:

1. The Agency's role, purpose, goals, policies, and procedures
2. Working conditions, rules, and regulations
3. Responsibilities and rights of employees
4. City of Dalton Employee ~~Information Book~~ Handbook
5. Department policy manual
6. Appropriate equipment, i.e., uniform, badge, identification card, firearm, less lethal weapons

C. Basic Law Enforcement Training Course (BLETC)

1. Unless already a Certified Peace Officer in the State of Georgia, the Recruit will be assigned to attend a ~~Basic Law Enforcement training course~~ BLETC at an academy certified by the Georgia Peace Officer Standards and Training Council (P.O.S.T.). The Recruit shall complete the basic training course prior to assignment in any capacity in which he / she is allowed to carry a weapon or is in a position to make an arrest.
2. The legal basis for participation in the academy is found in O.C.G.A. 35-8-9, which requires completion of the ~~basic training course~~ BLETC prior to service as a Peace Officer. The P.O.S.T. Council is vested with

RESTRICTED LAW ENFORCEMENT DATA

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

the power to establish and modify the curriculum for the ~~basic training course~~ BLETC.

3. The relationship between the Agency and the academy is the responsibility of the Support Services Division Commander or his / her designee. This liaison provides a means of determining participant progress. While attending basic training, Recruit Officers will follow the rules and regulations established by the Dalton Police Department, the Georgia P.O.S.T. Council, and the academy. Should a problem arise with a Recruit Officer, an academy staff member ~~should~~ shall notify the Department's Training Coordinator.
4. The ~~Dalton Police~~ Department may provide resources, such as instructors and facilities, upon request from the academy. The decision to provide resources may be governed by manpower needs of the Department, as well as cost effectiveness.
5. There are no financial obligations between the ~~Dalton Police~~ Department and any P.O.S.T. certified training academy providing ~~Basic Law Enforcement~~ BLETC training.

D. Mini-Academy Training

After successfully completing basic law enforcement training, the Recruit will begin a one (1) week Departmental Mini-Academy designed to give ~~the trainee~~ him / her a working knowledge of certain basic elements of patrol work prior to being assigned to the Patrol Division's Police Training Officer Program. Mini-Academy training will consist of, but not be limited to, forms and reports, policies and procedures, rules and regulations, ~~verbal-jude~~ de-escalation techniques, building searches, domestic disputes, vehicle pullovers, high-speed pursuits, non-lethal weapons, and use of force.

E. Police Training Officer (PTO) Program

After successfully completing the Mini-Academy, the recruit will begin the Departmental's ~~Police Training Officer~~ PTO Program. During the program, Officers will receive additional training on policies, procedures, rules and regulations, and other components as outlined in policy GO05-2.26, Police Training Officer Program.

IV. **Sworn Employee In-Service, Roll Call, and Advanced Training**

- A. Sworn ~~Department~~ employees will be required to attend in-service training sessions on an annual basis. The purpose of these training sessions is to provide Officers with supplemental training on advances, changes, and improvements in the law enforcement profession. These training sessions are to be structured in such a way as to motivate Officers and further the professional development of the Department. In-service training sessions shall include, but not be limited to:

1. Vehicle Pursuits

RESTRICTED LAW ENFORCEMENT DATA

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

2. Criminal Law / Criminal Procedure Updates
 3. Ethics
 4. Drug Free Workplace / Employee Assistance Program
 5. Elder Abuse
 6. Juvenile Justice
 7. Bias Based Profiling / Cultural Diversity
 8. Law Enforcement Liability
- B. All sworn Officers shall receive training annually on the critical tasks that produce an increased amount of liability for the Officers and the Department. These tasks include:
1. Property / Evidence
 2. Search and Seizure / Arrest
 3. Care, Custody, Control / Restraint of Prisoners
 4. Domestic Violence ~~/Employee~~
 5. Off-Duty Action / Conduct
 6. Sexual Harassment / Sexual Discrimination
 7. Selection / Hiring
 8. Citizen Complaints / Internal Affairs
 9. Special Operations
 10. Dealing with the Mentally Ill or Persons with Diminished Capacity
 11. Homeland Security / Criminal Intelligence
- C. In addition to the annual in-service training ~~program~~ sessions, all sworn members shall meet the annual weapons qualification requirements, including the qualifications for primary weapons and secondary weapons.
- D. At least annually, all sworn Officers will receive training on the constitutional and legal limitations on the use of deadly force, the Agency's policies regarding the use of deadly force, and the Agency's policies regarding the use of force.

RESTRICTED LAW ENFORCEMENT DATA

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

- E. Any sworn personnel who fail to maintain the annual training requirements required by Georgia law and / or the Department shall be removed from law enforcement duties.
- F. On a biennial basis, sworn ~~Department~~ employees shall ~~attend in-service~~ ~~complete~~ GCIC / Security and ~~Integrity~~ ~~Awareness~~ Training and maintain their GCIC Certification.
- G. Roll Call Training
 - 1. Shift Supervisors are responsible for seeing that Roll Calls ~~are~~ ~~is~~ is used for training purposes as needed.
 - 2. The goal of Roll Call training is to provide an effective means of updating skills, knowledge, and abilities between formal training sessions.
 - 3. Roll Call training may include, but is not limited to, Department policies and procedures, critiquing major events, and new legislation.
 - 4. Roll Call training is especially adaptable for short, informative programs of a general nature. Brief lecture-discussion sessions, ~~videotape~~ ~~online~~ ~~videos~~, DVDs, and other forms of media are effective in the Roll Call setting.
- H. Advanced Training
 - 1. Advanced training is that training designed to improve the professional competence of Officers who have been promoted or who have demonstrated leadership capabilities.
 - 2. Advanced training specifically refers to the training provided in the following schools and courses:
 - a. Northwestern University's ~~Traffic Institute's~~ School of Police Staff and Command
 - b. ~~Northwestern University Traffic Institute's Police Management School (Long Course)~~ ~~Senior Management Institute for Police~~
 - c. Southern Police Institute's Administrative Officers Course
 - d. FBI National Academy
 - e. ~~Columbus State University's~~ Command College ~~or other similar accredited college programs~~
 - f. Any equivalent training
 - 3. The Chief of Police shall have final determination as to who is to attend advanced training courses. The selection will be based on considerations

RESTRICTED LAW ENFORCEMENT DATA

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

such as Department needs, career development, and sound management practices.

4. Members who have attended advanced training courses shall be assigned to Departmental positions whereby their newly developed skills may be effectively used.
5. Due to the significant investment of resources for some advanced training courses, the Department may require employees to sign a training agreement prior to application or attendance at such training. The agreement will include terms requiring continued employment for a specified period after training completion; pro-rata reimbursement of costs to the Department; and other details specific to the training.

V. **Specialized Training**

A. Certain job specialty assignments require certification training by law. Other job specialty assignments require additional training according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.

B. Specialized training provided to personnel includes the following:

1. Development and / or enhancement of the skills, knowledge, and abilities particular to the assignment or specialization
2. Management, administration, supervision, personnel policies, and support services of the function or component
3. Performance standards of the function or component
4. Agency policies, procedures, rules, and regulations specifically related to the function or component
5. Supervised on-the-job training, if applicable to the position

C. The Chief of Police or his / her designee can substitute training requirements for each position as needed to meet operational needs. Currently, the following assignments warrant specialty training:

~~1. Bike Unit Officer: As soon as possible following appointment to the position, the Officer will receive training from the International Police Mountain Bike Association.~~

~~2.~~1. Traffic Enforcement Officer: As soon as possible, following appointment to the position, the Officer will receive training on traffic accident investigation, traffic accident reconstruction, DUI enforcement, standardized field sobriety, and radar & and laser certification.

~~3.~~ 2. School Resource Officer: As soon as possible, following appointment to the position, the Officer will receive School Resource Officer training.

RESTRICTED LAW ENFORCEMENT DATA

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

- ~~4.3.~~ Investigator: As soon as possible, following appointment to the position, the Officer will receive Homicide Investigation and Interviews and Interrogations training.
- ~~5.4.~~ Drug Enforcement Unit: As soon as possible, following appointment to the position, the Officer will receive Basic Narcotics Investigation training.
- ~~6.~~ ~~Innocent Images Task Force: As soon as possible following appointment to the position, the Officer will receive Basic Online Undercover Investigations training.~~
- ~~7.5.~~ Safe Streets Task Force: As soon as possible, following appointment to the position, the Officer will receive Gang Investigations training.
- ~~8.6.~~ Polygrapher: As soon as possible, following appointment to the position, the Officer will receive training from a school accredited by the American Polygraph Association.
- ~~9.7.~~ Crime Scene ~~Analyst~~ Investigator: As soon as possible, following appointment to the position, the Officer will attend the ten (10) week training program provided by the National Forensic Academy or equivalent training.
- ~~10.8.~~ Forensic Computer Examiner: As soon as possible, following appointment to the position, the Officer will attend the Digital Evidence Acquisition Specialist Training Program and Seized Computer Evidence Recovery Specialist course offered at the Federal Law Enforcement Training Center or equivalent training.
- ~~11.9.~~ Accreditation Manager: As soon as possible, but within one (1) year of appointment to the position, the ~~Officer~~ employee will receive specialized accreditation manager training from the Commission on Accreditation for Law Enforcement Agencies and The Georgia Association of Chiefs of Police.
- ~~12.10.~~ Training Officer: Prior to appointment to the position, the Officer must obtain their P.O.S.T. General Instructor Certification. Additional blocks of instruction may include, but are not limited to, Defensive Tactics Instructor, Taser Instructor, Emergency Medical Instructor, Firearms Instructor, and the Department Training Officer course. As needed, the Officer shall attend Taser Instructor recertification classes to maintain his / her Taser Instructor certification.
- ~~13.11.~~ Property and Evidence Technician: As soon as possible, following appointment to the position, the technician will receive property room management and training from the International Association of Property and Evidence.

RESTRICTED LAW ENFORCEMENT DATA

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

- ~~14~~.12. Terminal Agency Coordinator: As soon as possible, following appointment to the position, the employee will attend the Terminal Operator course and the Terminal Agency Coordinator course. As needed, the employee shall attend Terminal Agency Coordinator recertification classes to maintain his / her certification.
- ~~15~~.13. Police Training Officer: As soon as possible, following appointment to the position, the Officer will attend a Police Training Officer course. As needed, the Officer shall attend Police Training Officer in-service training.
- ~~16~~.14. Intelligence Analyst: As soon as possible, following appointment to the position, the Officer will attend an analyst training course provided by the State of Georgia. As needed, the Officer shall attend analysis training and / or recertification training.

VI. **Civilian Orientation / Training**

- A. The Support Services Division Commander or his / her designee shall oversee initial orientation training for all newly appointed civilian personnel. Civilian personnel will receive information regarding:
1. The Agency's role, purpose, goals, policies, and procedures
 2. Working conditions and regulations
 3. Responsibilities and rights of employees
- B. Training provided to civilian personnel shall include on-the-job training and equipment familiarization given by qualified personnel.
- C. Civilian personnel will be assigned to ~~receive complete~~ biennial ~~in-service~~ training on GCIC / Security and ~~Integrity~~ Awareness.
- D. Civilian employees will be required to attend annual in-service training sessions, covering the following areas:
1. Drug Free Workplace / ~~EAP~~ Employee Assistance Program
 2. Ethics
 3. Domestic Violence ~~/Employee~~
 4. Off-Duty Conduct
 5. Sexual Harassment / Sexual Discrimination
 6. Citizen Complaints / Internal Affairs
 7. Dealing with the Mentally Ill or Persons with Diminished Capacity
 8. Homeland Security / Criminal Intelligence

RESTRICTED LAW ENFORCEMENT DATA

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

- E. Civilian employees may receive additional training designed to update their skills or to coincide with their current job assignment.

VII. **Accreditation Training**

- A. It is important that all employees are familiar with the accreditation process and what it entails. Familiarizing employees with the accreditation process will provide a historical prospective and emphasis on the importance of accreditation to the Department. This familiarization training may be achieved by such means as classroom instruction, newsletter, memo, videotape, etc.
- B. Accreditation training will be conducted ~~at~~ during orientation for new employees.
- C. All Department employees shall receive accreditation training during the self-assessment phase and again just prior to the on-site assessment.

VIII. **Training Committee**

- A. The Training Committee is designed to assist in developing and evaluating training needs. The committee shall be composed of the Training Coordinator, the Support Services Division Operations Supervisor, and other members appointed by the Chief of Police.
- B. The Training Committee shall meet annually to develop beneficial training ideas for the Department and shall report to the Training Coordinator.
- C. The ~~relationship~~ responsibilities of the Training Committee to the training function are as follows:
 - 1. Identify issues or problems related to training and recommend solutions.
 - 2. Make recommendations on programs that will enhance education and training opportunities.
 - 3. Promote participation in training and career development.
- D. Training Committee members will serve a one year term, excluding the Training Coordinator and Operations Supervisor who will serve as permanent members. If at any time during the year a Training Committee member must be replaced, the new member will be selected by the Chief of Police.
- E. The Training Committee will submit all reports and training recommendations to the Chief of Police for review and approval.

This policy supersedes any previous policies issued.

RESTRICTED LAW ENFORCEMENT DATA

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

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO03-2.13
Subject Civil Litigation			
Reference		Revised July 25, 2017 July 23, 2019	
Distribution All Personnel	Re-evaluation Date July 25, 2019 July 2021		No. Pages 6

I. Policy

The Dalton Police Department takes proactive measures to limit the causes and impact of civil litigation filed against its Officers, Supervisors, and administration.

II. Definitions

- A. *Civil Law* - The law of civil or private rights, sometimes called a *tort law*. In the case of civil lawsuits brought against Officers or Administrators, plaintiffs may ask the court to:
 - 1. Award money damages to be paid by the Officer, Administrators, or City
 - 2. Force the Department to make changes in the way it operates by granting an injunction or entering into a consent decree (agreement to change)
- B. *Discovery* - The judicial process for compelling production of written records or other evidence for use in civil litigation.
- C. *In-camera Inspection* - Judicial inspection of allegedly privileged information to determine whether the need to present such information, as part of the essential proof of the case, outweighs the interest in maintaining its confidentiality.
- D. *Plaintiff* - A person or persons who brings a civil case. A plaintiff may be an inmate, detainee, citizen, a group of citizens, or another governmental body.

III. Procedures

A. General Guidelines

The distractions caused by civil litigation will be minimized through the triad of *personnel training, supervision, and adherence to policy and procedures*. Supporting this triad is the requirement to reasonably document our decisions and actions.

RESTRICTED LAW ENFORCEMENT DATA

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

B. High-Risk Incidents

Any employee aware of an incident in which there may be a question as to the Agency's liability or ~~it may result in the~~ potential for heightened community interest shall immediately notify the Chief of Police or his / her designee through his / her chain of command. The following are some of the operational areas frequently involved in litigation against law enforcement agencies. Officers should be thoroughly familiar with, and use particular care to follow, Agency policies and procedures guiding these operational areas:

1. Use-of-force
2. Firearms and less lethal weapons
3. Vehicular pursuits
4. Patrol driving and response
5. Domestic violence
6. Investigatory stops and arrest procedures
7. Searches
8. Motor vehicle stops and searches
9. Release or distribution of duty-related confidential information
10. Workplace harassment
11. Transportation of prisoners
12. Secondary employment and off-duty powers

C. Response to High-Risk Incidents

When responding to or on the scene of a high-risk incident:

1. Secure the scene and all evidence.
2. Record the names and addresses of all witnesses on the scene.
3. Obtain statements at the scene from all relevant sources.
4. Note all necessary information regarding the incident.
5. Request a Supervisor be dispatched to the scene if dictated by policy and procedure or if the Officer believes it is necessary to:
 - a. Conduct an independent review of all relevant information prior to release of the scene; or

RESTRICTED LAW ENFORCEMENT DATA

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

- b. Review a search or arrest which may have been handled improperly
- 6. The Supervisor will request an Investigator to process crime scenes according to Departmental procedure.
- 7. The documentation of critical information shall include such as:
 - a. Whether medical treatment was needed, requested, or received;
 - b. Observations regarding all suspects' general mental and physical health and presence of any specific health problems requiring special treatment; and
 - c. Photographs of suspects and victims, to include any specific injuries.

D. Post-Incident Procedures

All Officers involved in high-risk incidents will fully document the incident to their Supervisor before concluding their shift. Supervisors will review the reports, obtain necessary supplemental information, and forward reports to the Records Unit as soon as practical.

Officers working or involved in the case must understand and adhere to the following:

- 1. An internal investigation does not necessarily imply misconduct; and.
- 2. Officers are not to discuss incidents with reporters members of the news media. This is to be referred to the Public Relations Specialist or Chief of Police or his / her designee. Officers are not to discuss incidents with attorneys not associated with the Department or representing the Officer unless approved by the Chief of Police or his / her designee or a court order.

E. Responsibilities of the Professional Standards Unit

With the aid of the Department's legal counsel, the Professional Standards Unit will coordinate all responses to pending or potential litigation against the Department. The assigned litigation coordinator will:

- 1. Notify all divisions and involved personnel to activate a litigation hold on all records, documents, and evidence related to the incident.
- 2. Develop litigation files for each case that include:
 - a. Copies of relevant Departmental policies written directives pertaining to the incident

RESTRICTED LAW ENFORCEMENT DATA

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

- b. Copies of relevant radio communications, computer records, or telephone records
 - c. Relevant photographs pertaining to the incident
 - d. Copies of the disciplinary and training records of all involved personnel; ~~and~~
 - e. Criminal dockets, where applicable, from any criminal case arising from the incident
3. Establish a quality assurance process to confirm that:
- a. Documents are routed to appropriate parties for resolution
 - b. Documents are processed and completed by due dates
 - c. Records are kept detailing information released in each case and the purpose for its release
 - d. Policies and procedures are protected from release in accordance with the Georgia Open Records Act
4. Conduct audits and semi-annual reviews of Departmental litigation to determine ~~whether if a~~ need for policy and procedure revision or training exists
5. Disseminate updated ~~policies & procedures~~ written directives resulting from new case law, statutes, or needs analysis to Agency personnel
6. Update employees involved in civil litigation regarding meaningful developments in and status of the cases, especially cases that have been concluded or settled

F. Responsibilities of Employees

Employees named as parties to civil actions for acts or omissions allegedly arising out of their scope of authority or official duties will:

- 1. Immediately notify their immediate Supervisor and the Professional Standards Unit
- 2. Request representation from the Departmental's legal counsel or secure representation from a private attorney at his / her own expense, if desired
- 3. Maintain accurate and detailed reports
- 4. Avoid making public statements concerning the litigation without prior approval of the Chief of Police or his / her designee

G. Response to Subpoenas and Discovery Requests

RESTRICTED LAW ENFORCEMENT DATA

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

Employees of the Dalton Police Department will follow these guidelines regarding subpoenas in matters arising out of their official capacity:

1. When receiving a subpoena to testify, provide deposition, or **produce** documents, employees will immediately notify their immediate Supervisor, the Professional Standards Unit, and the Department's legal counsel. A copy of the subpoena will be provided with the notice.
2. All discovery requests or subpoenas for Department records, reports, or Officer notes will be acted upon as directed by the Department's legal counsel and state law.
3. The following information may be released to a judge for in-camera inspection with regard to discovery requests:
 - a. Policy and procedure sections governing the alleged misconduct
 - b. Personnel records
 - c. Citizen complaints
 - d. Internal investigation files related to the incident
 - e. Responses to requests for past internal investigations into alleged misconduct of Officers
 - f. Responses to requests for internal investigations into **Officer** alleged misconduct or misconduct similar to that being litigated
4. Privileged material generally not subject to discovery includes:
 - a. Names of confidential informants or citizens who wish to remain anonymous
 - b. Records of on-going internal investigations that would be jeopardized by disclosure
 - c. Investigative files relating to ongoing criminal investigations
 - d. Communications subject to any legal privilege

H. Response to Media

The Public Relations Specialist or Chief of Police or his / her designee are the individuals responsible for authorizing or coordinating all statements pertaining to any incident or litigation involving the Department. The Public Relations Specialist or Chief of Police **or his / her designee** will work with legal counsel to present fair and accurate media statements pertaining to testimony, legal issues, or other concerns arising from litigation or any other incident involving the Department. Employees asked to comment or talk with representatives of the

RESTRICTED LAW ENFORCEMENT DATA

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

news media will, prior to such a meeting or discussion, secure permission from the Chief of Police.

I. Liability Protection

Employee liability protection is provided by the City of Dalton to the extent of, and subject to, the terms and conditions of the insurance policies of the City of Dalton.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date	Number
		October 25, 2005	GO05-2.26
Subject Police Training Officer Program			
Reference		Revised June 27, 2017 July 23, 2019	
Distribution All Personnel	Re-evaluation Date June 27, 2019 August 2021		No. Pages 13 —15

I. Policy

It is the policy of the Dalton Police Department to use the Police Training Officer (PTO) Program in training new officers. The primary objective of the ~~Police Training Officer~~ PTO Program is to provide each new ~~employee~~ Officer, after attending the Basic Law Enforcement Training Course in the State of Georgia, with the proper training that will assist him / her to make the transition necessary to become a productive police officer. The four basic goals of the ~~Police Training Officer~~ PTO Program are to transfer and apply classroom learning to the real problems and situations found on the street; to provide the Recruit Officer an opportunity to become familiar with the working environment; to provide a role models for the Recruit; and to provide guidance, monitoring, and evaluation.

II. Definitions

Core Competencies: The knowledge, skills, and abilities required by all Police Officers when providing all aspects of police service.

Learning Activity Package (LAP): ~~Learning Activity Packages are~~ Topical training exercises that are specific to a particular police function (i.e. Field interrogations, custodial interrogations, community policing, etc.) and are used as a ~~Police Training Officer~~ PTO Program training tool to assist a Recruit in overcoming training deficiencies. Dalton Police Department ~~Learning Activity Packages~~ LAPs are standardized for use by all ~~Police Training Officers~~ PTOs to ensure consistency in training within the ~~Police Training Officer~~ PTO Program.

Learning Matrix: ~~The Learning Matrix serves as~~ A guide for ~~trainees~~ Recruits and ~~trainers~~ PTOs during the training period and that demonstrates the interrelationships between core competencies and daily policing activities. The matrix assists ~~trainees~~ Recruits in determining what they have learned, what they need to learn to improve their performance, and which performance outcomes will be used to evaluate their performance. The “cells” contain policing regulations, procedures, and resources that the Recruit needs for the learning process. The Learning Matrix serves as a guideline for Recruits and ~~Police Training Officers~~ PTOs during the training period and should not be viewed as a chart for checking off training accomplishments.

RESTRICTED LAW ENFORCEMENT DATA

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

Problem-Based Learning (PBL): ~~Problem-Based Learning is~~ A Recruit-focused model that incorporates problem solving as the vehicle for learning. Traditionally, learning has involved a teacher or facilitator delivering information as content to the learner. PBL, however, begins with presenting a real-life problem that the Recruit must attempt to solve. The Recruit follows a pattern of discovery whereby they he / she gathers ideas and known facts, decides what information he or she needs to learn, and develops action plans to solve the problem.

Problem-Based Learning Exercises (PBLE): Problem-solving exercises that apply the ~~Problem-Based Learning~~ PBL method to situations the Recruit will confront in each phase of training. An exercise is completed in each of the four program phases.

The Board of Evaluators (BOE): Comprised of the PTO Program Manager, the PTO Program Coordinator, the Recruit's Mid-term / Final evaluators, a Patrol Division Supervisor who has been certified as a ~~Police Training Officer~~ PTO, and one certified ~~Police Training Officer~~ PTO that has not been assigned to train the Recruit.

Coaching and Training Reports (CTRs): Conducted two (2) times during each phase of training and one (1) time during the Mid-term and Final Evaluations. CTRs are reflections on a Recruit's response to all calls for service and other activity during the current evaluation period and are based on the fifteen Core Competencies reflected in the Learning Matrix for each phase of the program.

III. Program Phases

The ~~Police Training Officer~~ PTO Program is broken up into various phases in which the Recruit will rotate to different ~~Police Training Officers~~ PTOs and, depending on the availability and schedules of PTOs, will work all three Patrol shifts.

A. ~~Police Training Officer~~ PTO mini-academy (1 week)

The Recruit shall attend the mini-academy where the PTO Program will be introduced.

B. Phase A (4 weeks)

C. Phase B (4 weeks)

D. Mid-term Evaluation (2 weeks)

1. Following Phases A and B of the ~~Police Training Officer~~ PTO Program, the Recruit transfers to a Police Training Evaluator (PTE) and participates in a Mid-term Evaluation.
2. Switching from the ~~Police Training Officer~~ PTO to a ~~Police Training Evaluator~~ PTE for evaluation ensures that the ~~training officer~~ PTO is not constantly changing roles from trainer to evaluator.

RESTRICTED LAW ENFORCEMENT DATA

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

3. The ~~Police Training Evaluator~~ PTE shall use the Learning Matrix as an evaluation tool to assess the Recruit's performance during the course of that evaluation's activities. The Recruit's performance and the results of the evaluation shall be documented daily in the ~~Police Training Evaluator's~~ PTE's journal and at the end of the evaluation in a Coaching and Training Report (CTR).
 4. In the event the Recruit is experiencing difficulties and does not successfully complete the Mid-term Evaluation, the Recruit may need to return to a prior phase of the ~~training~~ PTO Program or otherwise receive remedial training. The Board of Evaluators (BOE) or ~~Police Training Officer~~ PTO Program staff may recommend Problem-Based Learning Exercises (PBLE), Learning Activity Packages (LAP), or any other training to help overcome deficiencies.
 5. At the end of the Mid-term Evaluation, the ~~Police Training Evaluator~~ PTE shall make one of the following recommendations to the ~~Board of Evaluators~~ BOE concerning the progress of the Recruit:
 - a. Recommend that the Recruit be promoted to Phase C
 - b. Recommend that the Recruit be promoted to Phase C with an additional ~~Learning Activity Packages~~ LAP being assigned.
 - c. Recommend that the Recruit be recycled through Phase B
 - d. Recommend that the Recruit be recycled through both Phase A and Phase B
 - e. Recommend that the Recruit's employment be terminated
- E. Phase C (4 weeks)
- F. Phase D (4 weeks)
- G. Final Evaluation (2 weeks)
1. During the Final Evaluation, the Recruit again transfers to a ~~Police Training Evaluator~~ PTE. The same evaluator should conduct both the Mid-term ~~Evaluation~~ and the Final Evaluation, if practical.
 2. The ~~Police Training Evaluator~~ PTE shall use the Learning Matrix as an evaluation tool to assess the Recruit's performance during the course of that evaluation's activities. The Recruit's performance and the results of the evaluation shall be documented daily in the ~~Police Training Evaluator's~~ PTE's journal and at the end of the evaluation in a ~~Coaching and Training Report~~ (CTR).

RESTRICTED LAW ENFORCEMENT DATA

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

3. At the end of the Final Evaluation, the ~~Police Training Evaluator~~ PTE shall make one of the following recommendations to the ~~Board of Evaluators~~ BOE concerning the progress of the Recruit:
 - a. Recommend that the Recruit be ~~placed~~ promoted to Solo Police Officer status ~~Assignment~~
 - b. Recommend that the Recruit be recycled through Phase D
 - c. Recommend that the Recruit be recycled through both Phase C and Phase D
 - d. Recommend that the Recruit be recycled through the entire ~~Police Training Officer~~ PTO Program.
 - e. Recommend that the Recruit's employment be terminated.

H. Additional Training

If it is determined that the ~~trainee~~ Recruit is experiencing difficulties in a particular phase, ~~where~~ and it would not be advantageous for ~~the trainee~~ him / her to continue the phase or advance to the next stage of the program, the PTO Program Manager may call a special meeting of the ~~Board of Evaluators~~ BOE. During this meeting, the ~~Board of Evaluators~~ BOE will discuss the issues and create a written plan to address the issues noted. The plan may include recommendations for the ~~trainee~~ Recruit to be placed into remedial training, assigned to re-start the appropriate phase to address the deficiencies ~~noted~~, recommended for termination from the ~~training~~ PTO Program, or ~~outlining~~ required to complete any additional training that may be applied as a solution to the existing issue.

I. Abbreviated PTO Program

Recruits that have previously worked for the Department in a sworn Officer capacity may be eligible to complete the PTO Program following the Mid-term Evaluation. In order to be eligible for the abbreviated training program, the Recruit must complete all of the PTO Program's tests, benchmarks, tasks, and assignments prior to the beginning of the Mid-term Evaluation. In addition, the Recruit must be performing satisfactorily in all job-related duties of a DPD Officer at the time of the Mid-term Evaluation. At the completion of the Mid-term Evaluation, if the Recruit has met all of the requirements to be eligible for an abbreviated program, the BOE will make a recommendation to the Patrol Division Commander to transfer the Recruit to Solo Police Officer status.

I.J. Solo Police ~~Assignment~~ Officer Status

1. Following successful completion of the training and learning experience, the Recruit is transferred to a Solo Police ~~assignment~~ Officer status and assigned to a Patrol shift by the Patrol Division Commander.

RESTRICTED LAW ENFORCEMENT DATA

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

2. ~~The Solo Police assignment phase~~ Officers shall ~~last~~ remain on ~~probationary status~~ until the ~~Recruit has~~ completion of one year of service with the Dalton Police Department ~~and the approval of the Chief of Police.~~

IV. Evaluation Methods

~~A. Coaching and Training Reports (CTRs), conducted two (2) times during each phase and one (1) time during the Mid-term and Final Evaluations, are reflections on a Recruit's response to calls for service and other activity during the current evaluation period and are based on the fifteen Core Competencies reflected in the Learning Matrix.~~

~~A. 1.~~ Police Training Officers PTOs do not complete daily evaluation forms. Instead, the ~~Police Training Officer~~ PTO and the Recruit each complete ~~Coaching and Training Reports~~ CTRs ~~that~~ to evaluate the Recruit's performance.

~~2.1.~~ The ~~Coaching and Training Report~~ CTR has four steps:

- a. The Recruit and the ~~trainer~~ PTO note their daily activities in their individual journals.
- b. At the end of the current evaluation period, the Recruit and the ~~Police Training Officer~~ PTO each reflect upon all of their calls for service and activities from that time.
- c. The Recruit will comment on all Core Competencies in the ~~Coaching and Training Report~~ CTR ~~evaluation~~. The material covered from that period's activities highlights what was learned and what remains to be learned. The Recruit should discuss his or her learning, rather than simply narrating the activity.
- d. The ~~Police Training Officer~~ PTO will review the Recruit's comments, add comments, and provide feedback and guidance where appropriate.

~~3.2.~~ At the conclusion of each phase of training, the ~~Police Training Officer~~ PTO and the Recruit will review the ~~Coaching and Training Reports~~ CTRs for that phase to determine what was done well and what areas require attention or improvement.

~~4.3.~~ The ~~Board of Evaluators~~ BOE shall conduct a review of the Recruit's performance prior to providing a written recommendation to the Patrol Division Commander.

B. A series of ~~job-related~~ benchmarks ~~which are job-related~~ will be maintained and periodically updated by the PTO Program Manager.

RESTRICTED LAW ENFORCEMENT DATA

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

1. The ~~Police Training Officer~~ PTO assigned to a Recruit will be responsible for the completion of training on the benchmarks.
 2. Each ~~Police Training Officer~~ PTO will explain and demonstrate to the Recruit the benchmarks, and then the Recruit must perform the benchmarks satisfactorily. Due to the nature of some benchmarks, they ~~opportunity to may be~~ performed ~~them may only be~~ verbally or through scenarios.
- C. ~~Problem-Based Learning Exercises (PBLEs)~~, conducted in each of the four program phases, are problem-solving exercises that apply the ~~problem-based learning~~ PBL method to situations the Recruit will confront in each phase of training. The PTO Program Manager and PTOs shall evaluate the PBLEs.
- D. A 2-week ~~long~~ Mid-term Evaluation, following the completion of Phases A and B, occurs when the ~~Police Training Officer~~ PTO turns the Recruit over to a ~~Police Training Evaluator (PTE)~~ who assesses the Recruit's progress using the Learning Matrix as a guide.
- E. The ~~Board of Evaluators (BOE)~~ and the Recruit's Mid-term ~~evaluator~~ PTE shall meet at the end of the Mid-term Evaluation to consider advancement of the Recruit to Phase C of the ~~Police Officer Training~~ PTO Program based on a review of the Recruit's ~~Police Training Officer~~ PTO Program records and recommendations as presented by the Recruit's ~~Police Training Evaluator~~ PTE.
- F. A 2-week ~~long~~ Final Evaluation, following the completion of Phases A, B, C, and D, occurs when the ~~Police Training Officer~~ PTO turns the Recruit over to a ~~Police Training Evaluator (PTE)~~ who assesses the Recruit's progress using the Learning Matrix as a guide.
- G. The ~~Board of Evaluators (BOE)~~ and the Recruit's Final ~~evaluator~~ PTE shall meet at the end of the Final Evaluation to consider the advancement of the Recruit to ~~the~~ Solo Police ~~assignment phase~~ Officer status based on a review of the Recruit's ~~Police Training Officer~~ PTO Program records ~~file~~ and recommendations presented by the Recruit's ~~Police Training Evaluator (PTE)~~.
1. The ~~Board of Evaluators~~ BOE shall provide a written recommendation to the Patrol Division Commander on what action to consider regarding training, remedial training, or termination of a Recruit or ~~Police Training Officer~~ PTO from the ~~Police Training Officer~~ PTO Program.
 2. The ~~Board of Evaluators~~ BOE shall conduct an exit interview of each Recruit for the purpose of assessing the overall training experience, if practical.

V. **Duties and Responsibilities**

- A. Recruit

RESTRICTED LAW ENFORCEMENT DATA

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

1. Recruits must actively utilize the ~~problem-based learning~~ PBL method in training. ~~These~~ This includes the ~~Problem-Based Learning Exercise (PBLE)~~, ~~Coaching and Training Reports (CTRs)~~, and the Learning Matrix.
2. Recruits must accept responsibility for their own learning as it applies to the job of policing.
3. Recruits must learn how to utilize the many resources available to them inside and outside the Agency.
4. Recruits must take the initiative in the learning process. The PTO Program Managers (PPM) and ~~trainers~~ PTOs should understand that mistakes will occur from time to time in any training program. It is the ~~Police Training Officer's~~ PTOs' responsibility to help the Recruit correct mistakes through the process of failing forward (learning from mistakes).
5. Recruits will participate in self-evaluation and journaling. Honest self-evaluation will assist both the Recruit and the ~~Police Training Officer~~ PTO during the training process. Self-evaluation will also ensure that learning transfers from theory to practice. This process is vital to Recruit development.

B. Police Training Officer (PTO)

1. In order for an Officer to be considered for assignment as a ~~Police Training Officer~~ PTO, the Officer must meet the following minimum requirements:
 - a. Be a certified Georgia Peace Officer ~~and have~~ with a minimum of thirty (30) months experience (36 months preferred), including one year at the Dalton Police Department
 - b. No disciplinary action greater than a written reprimand received in the past eighteen (18) months
 - c. Above average job performance
2. The duties of a ~~Police Training Officer~~ PTO include, but are not limited to, the following:
 - a. Complete, collect, and review the ~~Coaching and Training Reports~~ CTRs.
 - b. Monitor the Recruit's progress and performance, beginning with the first week of Phase A and continuing throughout the last week of Phase D.
 - c. Complete daily journaling assignments designed to record relevant daily information on the learning process observed and the subjects discussed during the shift.

RESTRICTED LAW ENFORCEMENT DATA

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

- d. Administer approved written tests ~~periodically~~ to measure the Recruit's strengths and weaknesses. The completed tests will be maintained in the ~~Police Training Officer~~ PTO manual.
- e. Review the ~~Problem-Based Learning Exercises~~ PBLEs completed for each phase of training.
- f. Supervise the Recruit's actions.
- g. Keep the ~~PTO Program Manager~~ PPM aware of the Recruit's progress.

C. Police Training Evaluator (PTE)

1. ~~Police Training Evaluators~~ PTEs are ~~Police Training Officers~~ PTOs who evaluate a Recruit's progress in the ~~Police Training Officer~~ PTO Program by using the Learning Matrix to assess a Recruit's performance during the course of the assessment period. A ~~Police Training Officer~~ PTO will not perform the dual functions of ~~Police Training Officer~~ PTO and PTE ~~Police Training Evaluator on~~ for the same Recruit.
2. The ~~Police Training Evaluator~~ PTE identifies, assigns, and records the daily performance of the Recruit as it relates to the categories identified for each period of evaluation: Mid-term ~~Evaluation~~ and Final Evaluation.
3. The ~~Police Training Evaluator~~ PTE will evaluate the Recruit during the Mid-term Evaluation on training received during Phases A and B.
4. For the Final Evaluation, the ~~Police Training Evaluator~~ PTE will evaluate the Recruit comprehensively on training received in Phases A through D.

D. PTO Program Coordinator (PPC)

1. The ~~PTO Program Coordinator~~ PPC is the lead PTO who assists the PTO Program Manager with the program.
2. The duties and responsibilities of the ~~PTO Program Coordinator~~ PPC are as follows:
 - a. Audits and evaluates paperwork submitted from the ~~trainees~~ Recruits, PTOs, and PTEs during the training program.
 - b. Assists the ~~Board of Evaluators~~ BOE by reviewing journals and CTRs.
 - c. Serves on the Board of Evaluators and makes recommendations on the ~~trainee~~ Recruit's status.

RESTRICTED LAW ENFORCEMENT DATA

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

- d. Provides mentoring and training to ~~trainees~~ Recruits and training officers PTOs, and PTEs.

E. PTO Program Manager (PPM)

1. The ~~PTO Program Manager~~ PPM will provide supervision, and coaching, and mentoring to the ~~Police Training Officer~~ PTO / Recruit team and ensure that the needs of the learning team are met.
2. The ~~PTO Program Manager~~ PPM should be a certified Police Training Officer. It is acceptable to appoint a ~~PTO Program Manager~~ PPM who is not certified, provided the ~~PTO Program Manager~~ PPM attends the ~~Police Training Officer~~ PTO certification training as soon as practical.
3. The duties and responsibilities of the ~~PTO Program Manager~~ PPM are as follows:
 - a. Participate in the selection and evaluation of ~~Police Training Officers~~ new PTO candidates. The ~~PTO Program Manager~~ PPM will consider the ~~Officer's~~ candidate's ability as an effective teacher and willingness to act as an example of a model police officer of the Dalton Police Department. The prospective ~~Police Training Officer~~ PTO should have a positive attitude about the Department, policies, and procedures in order to promote the most effective image within the ~~Police Training Officer~~ PTO Program.
 - b. Provide training in ~~Problem-Based Learning~~ PBL to the ~~Police Training Officers~~ PTOs and Recruits.
 - c. Administer the PTO Program according to Department regulations.
 - d. Monitor the Recruit's progress and performance.
 - e. Keep the Patrol Division Commander informed of any unusual problems or activities related to the ~~Police Training Officer~~ PTO / Recruit team and the learning experience.
 - ~~f. Ensure the Police Training Office file on each Recruit assigned to the program is maintained.~~
 - g.f. Make Schedule assignments of ~~Police Training Officers~~ PTOs with Recruits and rotate assignments as needed. If there are unexpected circumstances where a certified ~~Police Training Officer~~ PTO is unavailable to train, (i.e. sick leave, training, emergency leave, etc.), the Recruit may be assigned to a non-~~PTO~~certified ~~Police Training Officer~~ for a limited period of time. An assignment to a non-~~PTO~~certified ~~Police Training Officer~~ shall not exceed one (1) week.

RESTRICTED LAW ENFORCEMENT DATA

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

- ~~h.g.~~ Schedule and conduct, at a minimum, annual in-service training for certified ~~Police Training Officers~~ PTOs. (4 hours minimum)
 - ~~i.h.~~ Schedule and conduct certification training for ~~Police Training Officer~~ PTO candidates.
 - ~~j.~~ ~~Schedule rotation of Recruit field assignments.~~
 - ~~k.i.~~ ~~Records Maintenance.~~ Maintain all paper and electronic files, reports, and records pertaining to the documentation of all aspects of each Recruit's PTO training program.
- F. Recruits' ~~Police Training Officer~~ PTO training records will contain the following:
- 1. All ~~Coaching and Training Reports~~ CTRs
 - 2. All written tests, completed and scored
 - 3. All four completed ~~Problem-Based Learning Exercises~~ PBLEs (one for each phase).
 - 4. Documentation of any disciplinary actions or commendations received, ~~if any.~~
 - 5. Copies of the Mid-term and Final Evaluations.
 - 6. The completed ~~Police Training Officers'~~ PTO, PTE, and Recruit's journals regarding the Recruit's activities.
- G. All ~~of the Police Officer Trainee~~ PTO records will be uploaded and stored into Guardian Tracking.

Additionally, pre-service certified ~~sworn employees~~ Recruits will also be required to participate in, and successfully complete, the ~~Police Training Officer~~ PTO Program prior to being assigned to Solo Police Officer status.

VI. PTO Selection Process

The process for selection of the ~~Police Training Officer~~ PTO is as follows:

- A. A memorandum will be sent out by the Chief of Police listing the qualifications for becoming a PTO.
- B. Each person interested shall submit a memorandum detailing their qualifications and interest in the position. Each memorandum submitted shall also include a written recommendation from a District Commander or Division Operations Supervisor.

RESTRICTED LAW ENFORCEMENT DATA

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

- C. An interview shall be conducted with all qualified applicants by the ~~PTO Program Manager~~ PPM.
- D. All documentation shall be forwarded to the Patrol Division Commander for final approval of the ~~Police Training Officer~~ PTO candidate.
- E. Once selected, the ~~Police Training Officer~~ PTO shall:
 - 1. Complete the forty (40) hour ~~Police Training Officer~~ PTO certification course.
 - 2. Attend ~~scheduled annual~~ Police Training Officer PTO in-service training

VII. Supervisor Mentoring Program

In order to assist personnel transitioning to supervisory positions within the Agency, all newly promoted personnel shall receive job-related training commensurate with their new duties before completing their one year probationary period.

Training will include, but not be limited to:

- A. Job description, duties, and responsibilities of the position
- B. Critical policies pertaining to the new assignment
- C. Performance evaluation and counseling of personnel
- D. Departmentally-approved evaluation software

The length of the training and the personnel assigned to conduct the training will be determined by the Chief of Police or his / her designee.

After completion of the training, all documentation shall be forwarded to the appropriate Division Commander.

VIII. Field Training Investigator (FTI) Program

- A. The primary objective of the Field Training Investigator (FTI) Program is to provide each newly assigned Investigator with proper training that will assist him / her to make the transition necessary to become a productive Investigator. The four basic goals of the FTI Program are to transfer and apply classroom learning to the real problems and situations found on the street; to provide the Investigator an opportunity to become familiar with the working environment; to provide a role models for the Investigator; and to provide guidance, monitoring, and evaluation.

Standards - A comprehensive program of training and evaluation shall be applied in review of the Investigator to determine their suitability. The following criteria will be used as guidelines in evaluating the Investigator during the training period:

RESTRICTED LAW ENFORCEMENT DATA

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

1. Presents a neat appearance
2. Exhibits acceptable character traits and moral attitudes
3. Demonstrates:
 - a. Emotional stability
 - b. Mental maturity and intelligence
 - c. Sound judgment
 - d. Personal integrity
 - e. Courage
 - f. Initiative, including:
 - (1) Ability to work free from conflict with fellow employees and the public
 - (2) Ability to comprehend and apply extensive training and detailed instructions
 - (3) Ability to conform to organizational objectives

B. Upon assignment to CID, the Investigator will begin the FTI Program.

1. The new Investigator will be assigned to his / her primary FTI for their field training. This assignment will be made by the CID ~~Field Training~~ FTI Program Coordinator (FTC). During the field training period, the Investigator will become acclimated to the day-to-day duties of a Detective. The FTI will keep a daily narrative of situations the Investigator is exposed to. All Daily Observation Reports (DORs) will be kept in the Investigator's Field Training Manual until the Investigator is no longer in the program. This phase will last a minimum of four weeks.
2. Evaluation techniques will be designed to measure competency in the required skills, knowledge, and ability and noted in the ~~trainer's FTI's daily observation report~~ DOR. The minimum length and intensity of training should be based on job task and measured by competency-based testing.

C. Practical Field Training

1. The FTI will go over the ~~evaluation~~ DOR each day with the Investigator and explain his / her evaluation and answer any questions. After the evaluation is completed, the Investigator may make any comments he / she wishes and will sign the DOR. A copy of the DOR will be offered each day to the Investigator. The Investigator will be provided a copy of the standards at the beginning of the program.

RESTRICTED LAW ENFORCEMENT DATA

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

2. During the training ~~period~~ **program**, the Investigator will receive instruction in the majority of Departmental functions. The Investigator's ability to perform the duties of an Investigator will be judged according to the ~~Field Training Investigator~~ **FTI** on the ~~Daily Observation Report (DOR)~~. These reports will be maintained in the Investigator's Field Training Manual. If the Investigator lacks the desirable abilities, or for some mental or physical reason is unable to perform, the FTI will record such facts.
3. Before an Investigator begins the next phase of training with a new FTI, his / her current FTI will be responsible for making the next ~~phase~~ **FTI** and the ~~F.T.P. Coordinator~~ **FTC** aware of any problems or concerns regarding the Investigator's performance.
4. At the end of each phase, the FTI for that phase will complete an End of Phase Evaluation Report. This report will include **one of the following a** recommendations **by the FTI for the investigator to:**
 - a. Progress to the next phase.
 - b. Be extended in the current phase.
 - c. Attend a counselling session with the ~~F.T.P. Coordinator~~ **FTC**.
 - d. Return the ~~trainee~~ **Investigator** to his / her prior job assignment.
5. Also, the FTI will ~~make comments~~ on the Investigator's response to training during the phase, ~~and~~ including his / her strongest areas of performance and areas most in need of improvement. ~~Other~~ **Additional** comments should ~~reflect a demonstration by~~ **include** the Investigator's ~~of~~ **proficiency** in the following **areas:**
 - a. Willingness and ability to do the job required
 - b. Ability to applied the knowledge gained from the training program
 - c. Proficiency in performing tasks
 - d. Initiative and enthusiasm
 - e. Adherence to Departmental policies
 - f. Consistently acceptable performance
 - g. Record of conduct

The End of Phase Evaluation Report will also be completed at the end of the Evaluation phase, and the FTI will state his / her recommendation for **the** Investigator to be granted solo status or to ~~be re-phased~~ **receive additional training in the FTI Program**.

RESTRICTED LAW ENFORCEMENT DATA

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

This report will be signed by the FTI and forwarded to the ~~F.T.P. Coordinator~~ FTC for review and signature. The report will then be forwarded to the Division Commander for approval. The report will then be filed in the Investigator's Field Training Manual.

D. Included in the ~~Field Training~~ FTI Program is familiarization in the following subject areas:

1. Limitations of the examination of physical evidence
2. Written directives concerning the role and function of the Investigator, ~~patrol investigator~~ Patrol preliminary investigator, and ~~evidence technician~~ Crime Scene Investigator
3. Collection methods and procedures regarding fingerprints, footprints, blood, fibers and fabrics, weapons, hairs, paint, glass, tool marks, and the requirements for collection of materials from a known source for comparison purposes
4. Preservation methods for various forms of evidence
5. Maintenance of the chain of evidence, marking, custody, and records
6. ~~The~~ Crime or accident scene sketches
7. Crime or accident scene photography
8. Crime or accident scene records
9. Reports and case files

E. Assignment to Solo Investigative Duty

1. The Investigator must demonstrate consistent acceptable performance in all observed categories during the evaluation phase.
2. The Investigator must have satisfactorily completed all the required criteria previously stated in this policy.
3. The Investigator will then be released from the ~~Field Training Program~~ FTI Program by the FTP Coordinator and assigned to a permanent assignment by the CID Division Commander.

This policy supersedes any previous policies issued.

BY ORDER OF

RESTRICTED LAW ENFORCEMENT DATA

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

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date	Number GO88-2.12
Subject Firearms			
Reference		Revised March 27, 2018 July 23, 2019	
Distribution All Personnel	Re-evaluation Date March 2020		No. Pages 9

I. Policy

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

II. Definitions

On duty - A Police Officer is on duty while, working his / her regular tour of duty, while working overtime, or when going to and from work, he / she performs any type of law enforcement function for the City. Additionally, while off duty, if a Police Officer observes an illegal act in the City of Dalton and responds to it, he / she is considered to be on duty.

Department firearms instructor – A Georgia P.O.S.T. certified instructor that has attended and successfully completed a certified firearms instructor course, such as those offered by the National Rifle Association. Department firearms instructors are authorized to review, inspect, and approve firearms to be carried on duty and off duty, as well as conduct annual and remedial firearms training.

III. Authorized Firearms and Ammunition

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

A. Handguns

- The Department-issued handgun is a **9mm .40** caliber double action semi-automatic and must be loaded with Department-issued ammunition.
~~(See Appendix A & B)~~

RESTRICTED LAW ENFORCEMENT DATA

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

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

B. Secondary or Backup Handgun

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

1. .38 special or .357 magnum double action revolver
2. .380 ACP, 9mm, or .40 caliber double action semi-automatic

RESTRICTED LAW ENFORCEMENT DATA

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

3. Personally owned or Department-issued
4. **Must be** loaded with **Department-**approved or **Department-**issued ammunition (~~See Appendix A~~)
5. Must be carried concealed
6. Must be registered with the Department by make, model, and serial number
7. Officers must demonstrate safe and proficient use of their backup handgun during regular firearms qualification. This training will be conducted by a ~~certified-weapons~~ **Department firearms** instructor and documented in the Officer's training file.
8. Must be inspected ~~fired~~, and certified by ~~a the~~ Department firearms instructor, either by observing the officer fire the weapon or personally firing it themselves.

C. On-duty Shotgun

1. Authorized Types, Ammunition, and Training (see Appendix A ~~& B~~)
 - a. Must be a 12-gauge pump or semi-automatic, personally owned or Department-issued. Personally owned shotguns must meet the specifications as outlined in Appendix ~~B~~ **A** to be considered an "on duty shotgun".
 - b. Must be loaded with Department-issued ammunition
 - c. Must be registered with the Department by make, model, and serial number
 - d. Officers must demonstrate safe and proficient use of the shotgun during regular firearms qualification. This training will be conducted by a ~~certified-weapons~~ **Department firearms** instructor and documented in the Officer's training file.
 - e. Must be inspected ~~fired~~, and certified by ~~the a~~ Department firearms instructor, either by observing the Officer fire the shotgun or personally firing it themselves.
 - f. For all shotguns purchased by the Department, the Department shall maintain all applicable paperwork as outlined by the National Firearms Act. For all shotguns purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork as outlined by the National Firearms Act.
2. Procedures and Safety Precautions
 - a. The muzzle of the shotgun should always be pointed in a safe direction.

RESTRICTED LAW ENFORCEMENT DATA

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

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

D. Department Authorized Rifles

- 1. The on duty approved rifle is an AR-15 style rifle chambered for the 5.56 NATO cartridge. The rifle barrel must reliably stabilize Department-issued ammunition.
- 2. Officers approved by the Chief of Police or his / her designee may be armed with rifles (Appendix ~~B~~-A) and such other weaponry as may be approved by the Chief of Police.
- 3. All Officers approved by the Chief of Police or his / her designee to carry a rifle must first attend an approved rifle training course. All rifles must be registered with the Department by make, model, and serial number.
- 4. Officers approved to carry a rifle must also demonstrate the ability to disassemble and reassemble the rifle, perform standard cleaning procedures, and show how to clear the rifle in the event of a malfunction, all to the satisfaction of a Department firearms instructor.
- 5. The rifle must be inspected ~~fired~~, and certified as safe by ~~the~~ a Department firearms instructor, either by observing the Officer fire the rifle or by firing it themselves.
- 6. Any modifications or additions made to a rifle must be approved by a Department ~~al-rifle~~ firearms instructor.

RESTRICTED LAW ENFORCEMENT DATA

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

7. The rifle must be loaded with Department-issued ammunition ~~(Appendix A)~~.
8. Each Officer approved to carry a rifle shall qualify annually and show proficiency with their approved rifle and ammunition on a course prescribed by a Department firearms instructor. This training will be conducted by a ~~certified-weapons~~ Department firearms instructor and documented in the Officer's training file.
9. For all rifles purchased by the Department, the Department shall maintain all applicable paperwork as outlined by the National Firearms Act. For all rifles purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork as outlined by the National Firearms Act.
10. Procedures and Safety Precautions
 - a. Rifles are issued to ~~the~~ Officers approved to carry them. Officers wishing to carry a personally owned rifle must receive approval from the Chief of Police or his / her designee. Personally owned rifles must meet the specifications as an authorized rifle outlined in Appendix ~~B~~ A to be considered as an "On-Duty Rifle".
 - b. The rifle may be carried in the vehicle in a locked gun rack in the driver's compartment or a gun case designed for the rifle/~~shotgun~~ in the trunk of the vehicle while the Officer is on duty. ~~Do not leave~~ The rifle/~~shotgun~~ shall not be left in an exposed area when the Officer is off duty. The rifle shall be removed ~~the rifle/shotgun~~ from the rack and placed ~~it~~ in the trunk or stored in a safe manner inside the Department or Officer's residence.
 - c. The rifle should not have a shell in the chamber while in a rack or the trunk of the vehicle. A loaded magazine may be inserted in the rifle/~~shotgun~~.
 - d. The rifle should be unloaded prior to entry into a law enforcement facility with the bolt ~~thrown to the rear~~ open and the safety on.
 - e. It is the Officer's responsibility to see that the rifle is kept clean and in good working order. Supervisors shall make periodic checks to ensure the rifle/~~shotgun~~ is clean and in good working order.
 - f. All administrative loading and unloading should be accomplished outside the building and outside the vehicle before positioning the rifle in the vehicle.

E. Off-Duty Firearms

RESTRICTED LAW ENFORCEMENT DATA

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

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

F. Additional Safety Considerations

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

IV. **Firearms Training**

- A. All Officers shall be certified at least annually with all approved lethal weapons that the employee is authorized to use.
- B. All firearms training must be conducted by a certified Department firearms instructor.
- C. All new sworn personnel shall be certified with their departmentally-approved firearms prior to reporting for their first day of duty.
- D. Firearms certification shall be an approved firearms course and any other course(s) the Chief of Police deems necessary.
- E. In the event of an accidental firearms discharge or the use of deadly force by a firearm, other than to destroy an animal that represents a danger to public safety, as outlined in GO88-5.1, the Officer must undergo an immediate recertification prior to returning to full duty. Supervisors will be notified immediately, and a report of the incident shall be made within twenty-four (24) hours.

V. **Firearms Qualification**

RESTRICTED LAW ENFORCEMENT DATA

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

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

VI. ~~Unsafe Weapons~~ Firearms

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

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Appendix A

Dalton Police Department Issued/Approved Ammunition Listing

HANDGUN

.40 Auto

Department issued — ~~165-180 grain jacketed hollow point~~

9mm

Department approved — ~~124-135 grain jacketed hollow point~~

.380 ACP

Department approved — ~~90 grain jacketed hollow point~~

.38 Special

Department approved — ~~125-135 grain jacketed hollow point~~

.357 Magnum

Department approved — ~~125 grain jacketed hollow point~~

RIFLE

.223 / 5.56

Department issued — ~~75 grain jacketed hollow point~~

SHOTGUN

12 gauge

Department issued — ~~2 3/4", 00, buckshot, 9 pellet~~

~~Officers who carry approved ammunition with their secondary/backup handgun will be required to supply their own training/qualification ammunition. All ammunition must be approved by the Training Coordinator or Firearms Instructor.~~

RESTRICTED LAW ENFORCEMENT DATA

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

Appendix ~~B~~ A

Dalton Police Department Specifications for Authorized Firearms

Make: Glock
Model: ~~22~~ 45
Caliber: ~~.40 S&W~~ 9mm Luger
Action Type: Semi-automatic double action
Weight: ~~22.75~~ 24.48 ounces, with empty magazine
Barrel length: ~~4.48~~ 4.02 inches
Magazine capacity: ~~15~~ 17 rounds

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

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

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO91-3.1
Subject Selection			
Reference		Revised July 24, 2018 July 23, 2019	
Distribution All Personnel	Re-evaluation Date July 2020 July 2021		No. Pages 12

I. Policy

It is the policy of the Dalton Police Department to develop and maintain an efficient, effective, and fair selection process that results in the appointment of individuals who best possess the skills, knowledge, and abilities necessary for an effective, respected law enforcement agency.

II. Definitions

- A. *Adverse Impact* - A substantially different rate of selection, generally less than eighty (80) percent, that works to the disadvantage of members of **any** race, sex, or ethnic group; an unfavorable effect.
- B. *Candidates* - Persons seeking employment who have completed a formal application.
- C. *Cut-Off Score/Passing Point* - The numerical result of a valid and useful test or examination used to determine eligibility.
- D. *Emotional Stability/Psychological Fitness Examination* - Professional screening designed to identify candidate behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.
- E. *Entry Level* - The stage at which a person is first employed in a position.
- F. *Fairness* - Resulting in a minimum adverse impact.
- G. *Formal Application* - A written form used to express interest in employment.
- H. *Job Related* - A procedure, test, or requirement, either predictive of job performance or indicative of the work behavior expected or necessary in the position.
- I. *Job Task* - A description of what an employee does, for what purpose, on instructions from whom, when and where, and with what materials and equipment.

RESTRICTED LAW ENFORCEMENT DATA

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

- J. *Lateral entry* - A personnel practice that permits employees from within or outside the Agency to be selected for a position and be exempted from all or part of the Agency's selection process for that position; if the employees meet the minimum qualifications of the employing Agency, they are not necessarily subjected to the total selection process.
- K. *Minimum Adverse Impact* - The use of selection components or procedures among all those available that reduce any unfavorable effect, to the greatest extent possible, consistent with validity.
- L. *Nondiscriminatory Procedures* - Components of the selection or appointment process that have no demonstrable adverse impact (or a minimum adverse impact) upon the selection or appointment rate of any race, sex, or ethnic group.
- M. *On File* - On hand; catalogued or recorded in an official written record (including microfilm, microfiche, or computer printout) that is available for visual inspection in the Agency.
- N. *Permanent Status* - The period of unconditional employment in a position following the completion of a probationary period.
- O. *Polygraph Examination* - A mechanical apparatus designed for the detection of deception by measuring and recording activity in a person's respiration and heart activity.
- P. *Probationary Period / Status* - A latter phase of the selection process represented by some form of conditional employment.
- Q. *Selection Criteria* - Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.
- R. *Selection Manual* - A written document that describes and defines all methods and components of the selection process.
- S. *Selection Materials* - All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.
- T. *Selection Procedure* - Any established method or combination of methods used in any way as the basis for an employment decision.
- U. *Selection Process* - The combined effect of components and procedures leading to the final employment decision, including minimum qualifications (e.g., education, experience, physical attributes, citizenship, residency), written tests, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores, and ranking procedures.
- V. *Skill* - A present, observable competence acquired or developed through experience and / or training.

RESTRICTED LAW ENFORCEMENT DATA

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

Page 2 of 12

- W. *Skills, Knowledge, and Abilities (SKA)* - Skills are the proficiency with which an individual performs. Knowledge is a body of information or understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

III. **Procedures**

The Support Services Division is responsible for the recruiting and selecting of personnel through an efficient, effective, and fair selection process as governed by state and federal laws and Department policy as follows:

- A. Develop, distribute, and coordinate advertising for openings through various media, including but not limited to newspaper, internet, radio, **social media**, and career fairs.
- B. Schedule and conduct the testing of all applicants.
- C. Conduct pre-academy and pre-police training program orientation for new employees in preparation for attendance ~~to~~ of the police academy and the Police Training Officer Program.
- D. Secure all selection materials.

All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner. The selection process used by the Agency will use only those rating criteria or minimum qualifications which are job-related and non-discriminatory. All evaluative aspects of the selection process will be designed to measure only those behaviors, traits, ~~or~~ **and** characteristics that are a significant part of the job and relevant to the position to be filled.

IV. **Authority**

- A. The authority and responsibility for administering personnel selection for the Dalton Police Department is vested in the Chief of Police.

Initial appointments shall be made in accordance with the **Dalton** City Charter.

- B. The Support Services Division shall manage all aspects of the selection process that are under the authority and control of the Chief of Police and the Dalton Police Department.

The Support Services Division shall coordinate with the City of Dalton Human Resources Department those matters relating to applicant selection and recommendation for hiring procedures.

- C. The Dalton Police Department shall retain authority and responsibility in the selection process for the following:
 - 1. Background investigations

RESTRICTED LAW ENFORCEMENT DATA

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

Page 3 of 12

2. Elimination of applicants
3. All written, oral, and other testing measures to determine applicants' eligibility and qualifications
4. Evaluation of all testing and testing procedures
5. Recommendation of selected sworn applicants to the Public Safety Commission for acceptance as employees of the City of Dalton

V. **Legal Requirements**

- A. A comprehensive manual that describes all components of the selection process shall be maintained by the Support Services Division.
- B. The selection process shall use only those components that have been documented as having validity, utility, and a minimum adverse impact.
 1. Validity shall require proof that a given element of the selection process either will predict job performance or detect important aspects of candidates' work behavior related to the position for which they are applying.
 - a. In the final analysis, the selection process should be strictly accountable to the following checklist:
 - (1) Professionally and legally accepted data collection techniques are used to identify job tasks.
 - (2) Measurable candidate characteristics, related to predicting job performance, are identified.
 - (3) Selection components, whose measures are job-related, have been used.
 - (4) Conclusions and inferences about candidates are logical and persuasive.
 - b. One or more of the following validation strategies shall be used, as appropriate, to support individual components of the selection process or the selection process as a whole:
 - (1) Criterion-Related Validation: Criteria are identified that reflect successful performance of the job, and test scores are then correlated with the performance ratings for the predetermined criteria; a high correlation demonstrates that the test is a useful prediction of the candidate's job performance.
 - (2) Construct Validity~~ity~~ation: Involves the identification of the characteristics or traits (e.g., honesty) believed to be important to successful job performance. A test is then

RESTRICTED LAW ENFORCEMENT DATA

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

Page 4 of 12

given that shall measure the degree to which the candidate possesses the required characteristics.

- (3) **Content Validity**: A component of the selection process is justified by showing that it measures a significant part of the job (e.g., a typing test for a typist).
- 2. Utility shall be an assessment of the practical value of an element of the selection process based upon consideration of validity, selection ratio, the number of candidates to be selected, and the nature of the job.
- 3. Adverse impact shall be minimal in the selection process.

Adverse impact shall be measured by comparing the selection ratio of each race, sex, and ethnic group with the group having the highest selection rate. This process can be accomplished by:

- a. Dividing the number of persons selected from each group by the number of applicants from that group.
 - (1) An applicant is any person who has indicated an interest in being considered for employment by completing an application form.
 - (2) A person who voluntarily withdraws, either formally or informally, at any stage of the selection process is no longer an applicant for purposes of computing adverse impact.
- b. Note which group has the highest selection rate.
- c. Divide the selection rate for each group by the rate for the highest group.
- d. If the selection rate for any group is less than eighty (80) percent of the selection rate for the highest group, then adverse impact may be indicated.
 - (1) There may be an explanation for this difference that stems from valid, nondiscriminatory reasons. The analysis should explore this possibility.
 - (2) The calculation should be based on a significantly large number of cases to be statistically significant.
 - (3) If adverse impact is indicated, an analysis of possible causes should be performed and remedies suggested. Steps shall be taken to alter whatever practices contribute to the adverse impact.
 - (4) All records and data used to monitor adverse impact will be maintained in the Administration Office Division.

RESTRICTED LAW ENFORCEMENT DATA

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

Page 5 of 12

4. Exceptions

- a. If the applicant fails to meet the ~~minimum~~ passing point on the written test, the application is returned to the Human Resources Department.
- b. If the applicant's score is unacceptable on the psychological examination, the application is returned to the Human Resources Department.
- c. If the applicant makes false statements at any time during the hiring process, the application will be returned to the Human Resources Department.

C. Written tests shall be documented as having validity, utility, and a minimum adverse impact.

- 1. Any test used or relied upon by the Department, including those that are commercially developed, must be valid and nondiscriminatory.
- 2. All cut-off scores, passing points, and / or numerical ratings used shall be documented as having validity, utility, and a minimum adverse impact.

D. Outside organizations, such as commercial testing services, polygraph examiners, employment agencies, industrial psychologists, and personnel consultants and their products, services, and methods, shall meet the professional and legal requirements of validity, utility, and minimum adverse impact.

E. All test results, or any other means utilized to evaluate, rate, or score applicants for employment, shall be tabulated in a uniform manner.

Operational elements of the selection process – time limits, oral instructions, practice problems, answer sheets, and scoring formulas – shall be clearly set forth and carried out identically for all candidates.

F. Whenever Department personnel are used for oral interview or evaluation boards, practical exercises, or assessment labs in evaluating applicants for employment, a representative cross section of the Department's racial, sexual, and ethnic makeup shall be used.

Personnel selection staff shall meet the basic qualifications for the job being filled and be thoroughly trained in the content and use of selection procedures.

G. Selection materials shall be stored under lock and key with only limited access of Department personnel.

H. Selection materials, if disposed of, shall be shredded under monitored conditions.

VI. **Administrative Practices and Procedures**

RESTRICTED LAW ENFORCEMENT DATA

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

Page 6 of 12

- A. The Dalton Police Department does not accept applications for positions other than entry-level positions for sworn and civilian personnel.
- B. At the time of their formal application, candidates shall be informed, ~~in-writing~~ through email, of the following:
 - 1. All elements of the selection process.
 - 2. The expected duration of the selection process.
 - 3. The Agency's policy on reapplication.
- C. Contact shall be maintained with applicants for all positions from initial application to final employment disposition.
- D. Applications for all positions shall not ~~to~~ be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.
- E. Applicants who fail a portion or portions of the selection process shall not necessarily be excluded from further consideration since:
 - 1. No selection component is perfectly reliable.
 - 2. The applicant may have gained new skills, knowledge, or abilities.
 - 3. Adverse impact can be reduced through retesting.
 - 4. The threat of lawsuits can be minimized through retesting.
- F. Applicants who ~~were~~ are not disqualified for cogent reasons, i.e., permanent physical disability or extensive unfavorable characteristic traits, may be retested after review by the Chief of Police and upon written request of the affected applicant.
- G. Applicants may be re-evaluated in those areas in which they were disqualified previously providing a vacancy exists or is projected and at least twelve (12) months have elapsed since the applicant's last testing date. Applicants will be informed through email ~~in-writing~~ of the date, time, and place for re-evaluation.
- H. Applicants failing to report for the first scheduled test, without a justifiable reason or without notifying the Department of their intended absence, will not be notified of subsequent tests and will not be deemed a candidate for employment.
- I. All applicants not selected for employment will be informed ~~in-writing~~ through email from the Human Resources Department of such a decision.
- J. All records of applicants not selected for employment will be maintained by the City of Dalton Human Resources Department for a period of two (2) years. The Dalton Police Department Support Services Division will also maintain an electronic copy of all applicant records, including ~~The records are kept in a locked filing cabinet and may include~~, but are not limited to, background information, results from

RESTRICTED LAW ENFORCEMENT DATA

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

Page 7 of 12

medical examinations, and emotional stability and psychological fitness examinations.

- K. All records of applicants selected for employment will be maintained in their personnel file. The personnel files are kept in a locked filing cabinet at the Police ~~Department~~ Services Center and may include, but are not limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.
- L. All selection materials shall be stored in a secure area when not being used. Whenever selection materials are disposed of, they shall be shredded under monitored conditions so as to prevent disclosure of the information therein.

VII. **Application**

When the ~~Police~~ Department has an opening, a job announcement will be made. The job announcement shall provide a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position. Applications can be obtained from the ~~Internet or from the~~ City of Dalton website ~~Human Resources Department~~. All applications should be ~~returned~~ submitted to the Human Resources Department through the City of Dalton website.

VIII. **Application Review**

All applications will be reviewed for eligibility requirements of the specific vacant position. All applicants that meet the requirements will proceed in the selection process.

IX. **Physical Readiness Assessment Test for Sworn Positions**

- A. All physical and age qualifications for entry-level positions shall meet the requirements of validity, utility, and minimum adverse impact.
- B. A physical readiness examination of each candidate shall be conducted, prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures.
 - 1. Physical readiness is the state of having sufficient energy to efficiently and effectively carry out job functions on a daily basis, including the ability to respond effectively to emergency situations.
 - 2. The purpose of the physical readiness test at the entry level is to determine a candidate's aerobic capacity, agility, anaerobic power, and explosive leg power.
 - 3. All "events" used in the test shall be representative of the degree of physical agility that personnel are expected to maintain throughout their careers.

X. **Written Examinations**

- A. All elements of the written examinations shall be standardized in order to be effective and impartial.

RESTRICTED LAW ENFORCEMENT DATA

The data contained in this manual is confidential for internal department use only, and will not be divulged outside the department without the written approval of the Chief of Police. Page 8 of 12

- B. For sworn positions, the written examinations shall include the *Compass Test* and the *Law Enforcement Officer National Basic Abilities Test*. Certified ~~Officers~~ **candidates** do not have to take the *Compass Test*.
- C. Written examinations for civilian positions will be used when applicable to the position being filled. The examinations may include, but not be limited to, typing rate and accuracy, proofreading documents or data, grammar, and math calculations.
- D. An emotional stability and psychological fitness examination of each candidate shall be conducted, prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures. The test shall be assessed by a qualified professional, such as a licensed psychologist or psychiatrist.

XI. **Oral Board Interview for Sworn Positions**

- A. All elements of the oral interview process shall be standardized in order to be effective and impartial.
- B. Uniform questions and a uniform rating scale shall be used.
- C. Clarification of answers, if needed, may be sought by the interviewer(s).
- D. Rating scales or procedures shall be standardized in order to permit valid and useful distinctions among candidates and their expected job performance.
- E. Oral interview results shall be recorded on a standardized form.

XII. **Background Investigation**

- A. A background investigation shall be conducted on each candidate prior to appointment to probationary status. The background investigator shall notify the candidate that the background investigation has begun. The candidate should be told that it may be necessary for them to assist the investigator to obtain some documentation.

Verification of **the** candidate's qualifying credentials shall include, but not be limited to:

- 1. Educational achievement
 - a. A copy of **the** candidate's transcripts from all high schools, trade schools, colleges, and universities shall be obtained, if not already in the application package.
 - b. Interviews shall be conducted of the candidate's teachers, guidance counselors, and, if appropriate, athletic coaches from high school and other educational institutions.

RESTRICTED LAW ENFORCEMENT DATA

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

Page 9 of 12

2. Employment

- a. All prior employers shall be contacted, and any performance evaluations should be obtained, if possible.
- b. Interviews shall be conducted with the candidate's former fellow employees and supervisors.
- c. If the candidate is a former police officer, a request should be made for a complete copy of the candidate's personnel / training files and any record of complaints or disciplinary action, including Internal Affairs Investigative Reports, from the prior law enforcement agency / agencies and the Georgia Peace Officers Training and Standards Council. Records from the police academy that the candidate attended should also be obtained.

3. Age

Candidates shall submit a certified copy of their birth certificate, and all sworn candidates shall be at least twenty-one (21) years of age.

4. Residence (Sworn Applicants Only)

An interview with the candidate and candidate's family shall be conducted at his / her residence, if possible.

5. References

Interviews shall be conducted with at least three (3) personal references provided by the candidate. This may include the candidate's neighbors, within the past five (5) years, and resident manager(s), if an apartment dwelling. In addition, the investigator should seek additional references to interview, including those provided by any listed or names given by the personal references.

Verification shall be made by personal interview, whenever possible, and shall be backed up by written notations.

6. Criminal Record Check

- a. A check for the candidate's criminal record through the National Crime Information Center shall be made.
- b. A check with local agencies where the candidate lives and works or has lived or worked shall also be made.
- c. A check of driver's history information through DMV databases shall be made.

RESTRICTED LAW ENFORCEMENT DATA

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

Page 10 of 12

- B. Personnel used to conduct applicant's background investigations shall be sworn personnel and trained in collecting the required information. At the discretion of the Chief of Police, qualified ~~private contracts~~ third party entities may be used to conduct portions of background investigations.
- C. Background investigations contain sensitive and confidential information. The collected information must be kept in strict confidence. When the investigation is complete, it will be forwarded to the Support Services Division Commander and then to the Chief of Police.

XIII. **Polygraph Examinations**

- A. Examinations and the evaluations of results are conducted by examiners who possess professional training and credentials in the use and interpretation of polygraph results.
- B. In connection with pre-employment or applicant-type examinations, only areas of an applicant's background, which are demonstratively related to the applicant's suitability for employment with the inquiring agency, will be covered during the interview and examination. Prior to the examination, the applicant will be provided with a list of the areas from which the polygraph questions will be drawn. These areas include, but are not limited to:
 - 1. Falsification of application
 - 2. Past work history
 - 3. Past and / or present illegal drug usage or sales
 - 4. Criminal convictions
 - 5. Past and / or present thefts of money or merchandise
 - 6. Past and / or present involvement in criminal activity
 - 7. Driving history
- C. It is the responsibility of the examiner to ensure that all questions are answered on the background information booklets, ~~and~~ that the examinee's signature is affixed to the question sheet, ~~and~~ that every question to be asked has been reviewed, word for word, and that the examinee consents to each and every question to be asked.
- D. At the end of the ~~test~~ examination, the examinee will be asked to sign the chart for the purpose of identification of the charts.
- E. At the completion of the examination, the examiner will forward a copy of the results and the applicant background information booklet to the Chief of Police or his / ~~her~~ designee.
- F. The acceptance or denial of employment status shall in no way be based solely

RESTRICTED LAW ENFORCEMENT DATA

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

Page 11 of 12

upon the results of a polygraph examination. The totality of the circumstances, which include both pretest and post-test interviews, may be utilized in making and supporting employment decisions.

XIV. **Chief's Interview**

The Chief of Police shall interview all applicants that have been approved for interviews by the Support Services Division Commander or his / her designee. The interview will allow for pertinent information to be discussed in person that will assist in making a hiring decision. At that time, the Chief of Police may offer the applicant a conditional job offer, dependent on satisfactory completion of other requirements.

XV. **Medical Examination for Sworn Positions**

A medical examination of each sworn candidate shall be conducted after a conditional job offer has been given but prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures by a board certified licensed physician.

XVI. **Drug Screens**

A drug screen of each candidate shall be conducted after a conditional job offer has been given but prior to appointment to probationary status.

XVII. **Public Safety Commission**

All sworn applicants, which have been appointed to probationary status, shall be presented to the City of Dalton Public Safety Commission for final approval.

XVIII. **Probationary Periods**

All sworn applicants shall complete a twelve (12) month probationary status before being granted full-time status pending the completion of a Basic Law Enforcement Training Course from a P.O.S.T. certified regional academy, unless the applicant is already a certified officer. The Chief of Police shall have the authority to lengthen the probationary period in special situations.

The appointment rate of candidates ~~for~~ from probationary to full-time status shall meet the requirements of minimum adverse impact.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Page 12 of 12

DALTON POLICE DEPARTMENT

		Effective Date May 23, 2017	Number GO17-6.10
Subject Naloxone / Narcan A tool to stop or slow the effects of Opiate Overdose			
Reference O.C.G.A. 26-4-116.2		Revised July 23, 2019	
Distribution All Personnel	Re-evaluation Date May 25, 2019 May 2021		No. Pages 4 3

I. Policy

There are many deaths due to opioid overdose within the community and state, and research indicates that the rapid administration of opioid antagonist drugs by first responders has saved hundreds of lives in Georgia. Under the guidance of the Georgia Medical Amnesty Law, it is the policy of the Dalton Police Department to equip and train Officers to administer the opioid reversal drug naloxone in certain circumstances. All Officers are required to receive training, which has been approved by the Georgia Department of Public Health, prior to carrying or using the drug and must complete refresher training annually.

II. Definition

- A. *Opioid* - ~~means~~ Containing or derived from opium, including, but not limited to, heroin and morphine.
- B. *Opioid antagonist* - Any drug that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors and that is approved by the federal Food and Drug Administration for the treatment of an opioid-related overdose.
- C. *Opioid-related overdose* - ~~is~~ An acute condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, mania, or death resulting from the consumption or use of an opioid or another substance with which an opioid was combined or that a layperson would reasonably believe to be resulting from the consumption or use of an opioid or another substance with which an opioid was combined.
- D. *First responder* - Any person or agency who provides on-site care until the arrival of a duly licensed ambulance service. This shall include, but not be limited to, persons who routinely respond to calls for assistance through an affiliation with law enforcement agencies, fire departments, and rescue agencies.
- E. *Medical / Physical Director* - A physician who is responsible for oversight of an opioid antagonist administration program, including providing for or ensuring the medical control of trained first responders; development, implementation, and

RESTRICTED LAW ENFORCEMENT DATA

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

evaluation of medical protocols; oversight of quality assurance activities; and compliance with Georgia Board of Pharmacy requirements.

- F. *Naloxone Program Coordinator (NPC)* - ~~A person who has been designated by the Chief of Police~~ The Patrol Division Commander or ~~their~~ his / her designee ~~to~~ who provides guidance and supervision for trained first responders who are equipped with naloxone and oversees training and services coordination, quality assurance, and reporting.

III. Types of Opioid Inhibitors and Their Use

All Officers are required to be initially trained in the use of naloxone as required by Georgia Department of Public Health rules and guidelines. ~~The Chief of Police will appoint a member of the Department to the position of Naloxone Program Coordinator.~~ The person NPC shall ~~be responsible for~~ ensure that ordering, assigning, replacement, maintenance, and record retention for the program occurs according to the guidelines of this directive. Officers will be issued a Narcan brand (naloxone HCl) 4mg nasal spray and may administer naloxone in accordance with the mandated guidelines set forth by Georgia law.

A. Naloxone Use

Any Officer preparing to use or having used naloxone shall adhere to the following guidelines:

1. Maintain universal precautions
2. Perform victim assessment
3. Determine unresponsiveness, absence of breathing, and / or no or faint pulse
4. ~~The Officer will~~ Request medical assistance from EMS and / or Dalton Fire Department (DFD) and notify them that the victim is in a potential overdose state. Upon arrival of EMS / DFD the Officer will ensure EMS / DFD personnel are updated on any treatment administered ~~or in progress~~ prior to their arrival or currently in progress.
5. Notify a Supervisor that naloxone was used

B. Maintenance and Replacement

1. An inspection of the naloxone kit shall be the responsibility of the personnel in which the kit is assigned and will be ~~done~~ conducted each shift.
2. Naloxone kits must not be left in ~~the patrol~~ vehicles when not in use. The manufacturer recommendations for product storage ~~being~~ are ~~between~~ 68 to 77 degrees Fahrenheit and ~~kept~~ out of direct sunlight.
3. Missing or damaged naloxone kits will be reported to the ~~Department Naloxone Coordinator NPC~~.

RESTRICTED LAW ENFORCEMENT DATA

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

4. Where any condition necessitates, the naloxone kit shall be taken off line and be submitted for replacement to the ~~Department Naloxone Coordinator~~ NPC.
5. Upon administering naloxone, a new kit shall be ordered and ~~replaced for~~ issued to that officer.

C. Reporting Requirements

1. Officers will submit an incident report detailing the nature of the incident, the care the victim received, and the fact that the naloxone was administered. ~~A copy of the report will be forwarded to the Department's Naloxone Program Coordinator.~~
- ~~2. All first responders who administer or provide an opioid antagonist shall make available a printed or electronically stored report to the licensed ambulance service which transports the patient.~~
- ~~3.2.~~ The incident report will be forwarded to the ~~department naloxone coordinator~~ NPC who will forward the data to the Medical Association of Georgia using the form on Appendix A. The Records must be completed for statistical value of the naloxone program. The documentation incident report shall be retrievable via hardcopy and electronically and shall be made available to members of DFD Fire and EMS.
- ~~4.3.~~ The ~~Department's Naloxone Program Coordinator~~ NPC will conduct an audit of all naloxone use during the year and provide submit an annual report to the ~~Office of the~~ Chief of Police summarizing departmental naloxone use.

D. Issuance

1. Naloxone spray shall not be used until an Officer has read and understands this directive.
2. Training and certification are required prior to issuance.
3. Naloxone reserves will be stored and maintained by the Property and Evidence section. Used naloxone containers will be returned to the Property and Evidence section for disposal.
- ~~4. Narcan (naloxone HCl nose spray), with a 4 milligram solution will be issued by the Department.~~

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Appendix A

Form B
'Think About It'
Project DAN
Naloxone Use Report
Return completed form to Fred Jones at fjones@mag.org

Reporting agency: _____

Reporter's name: _____ Date: _____

Event date: _____ Gender: Male _____ Female _____ Approximate Age: _____

Type of overdose: _____ Heroin _____ Prescription _____

Did the victim survive: Yes _____ No _____

Additional details, comments or recommendations for the program:
No personal information is needed. Project DAN would appreciate any details regarding circumstances, such as time required to awaken, recovery conditions, victim reaction when awake, etc., that can be shared will be appreciated. What we learn from recovery experiences may be valuable info to be used in future training events. Thank you.

REV: 02/2017

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-2.6
Subject Written Directive System			
Reference		Revised July 25, 2017 July 23, 2019	
Distribution All Personnel	Re-evaluation Date July 25, 2019 July 2021		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that personnel follow the guidelines set forth in this directive for the development, review, and distribution of written directives.

II. Definitions

- A. *General Order* – A permanent directive, concerned with policy, rules, and procedures, affecting more than one organizational component.
- B. *Memorandum* - An informal written document that may or may not convey an order. It is generally an aid to clarify, inform, or inquire.
- C. *Personnel Order* - An announcement of changes in the status of personnel, such as a transfer or promotion.
- D. *Special Order* - A directive affecting a specific segment of the organization or a statement of policy or procedure regarding a specific circumstances or events that is are of a temporary in nature.
- E. *Written Directive* - Any written document used to guide or affect the performance or conduct of Agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

III. Procedure

- A. Assignment of Responsibility to Develop Written Directives
 - 1. Command Staff and other selected personnel shall be assigned the responsibility for developing specific written directives.
 - 2. Command Staff and others, who take the initiative to develop or update address a topic or standard(s) a procedure or directive on their own, should advise the Planning and Research Manager of their intentions prior to any substantial work being done. This will minimize the potential for duplication of efforts.

RESTRICTED LAW ENFORCEMENT DATA

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

3. In the event that more than one employee is assigned to research and develop a written directive, a ~~"lead worker"~~ project leader for the effort will be designated by the Chief of Police, and specific tasks will be assigned to each person developing the directive.

B. Research and Development

1. Research should include written directives from other accredited and certified Georgia law enforcement agencies.
2. Research may also include other model manuals on police policy and procedure, police textbooks and periodicals, training materials, federal, state, and local laws (if applicable), records, reports, and other applicable written documentation.
3. When appropriate, observation of the work to be covered by the directive should take place, unless the developer is already familiar with the same.

C. Preparing Preliminary Drafts of Written Directives

1. Directives should be submitted for review in an electronic format.
2. Written directives will follow a standardized format approved by the Chief of Police.
3. The content of the directive shall be detailed enough to provide appropriate direction to affected employees but should not be so detailed as to stifle creativity or attempt to cover every conceivable situation.
4. When possible, directives shall be written in positive, rather than negative, terms.
5. The date on the directive will be considered the effective date, unless otherwise noted.

D. Review of Written Directives

1. Once prepared, a proposed or revised written directive shall be submitted to the Planning and Research Manager or his / her designee.
2. The completed draft of the written directive or other procedure shall be reviewed by the Planning and Research Manager or his / her designee to ~~determine~~ ensure that:
 - a. the ~~policy~~ directive satisfies the requirements of the Department.
 - b. the ~~policy~~ directive does not contradict other Agency directives.
 - c. the ~~policy~~ directive does not contradict applicable federal, state, or local laws.
3. Once the Planning and Research Manager reviews a written directive and confers with the ~~submitter~~ developer on any required changes, the Planning and Research Manager or his / her designee shall forward a

RESTRICTED LAW ENFORCEMENT DATA

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

copies of the directive to the Chief of Police for review and consideration.

4. After the Chief of Police has reviewed and made recommendations, the ~~policy~~ directive shall be returned to the Planning and Research Manager or his / her designee for final revisions.
5. The Planning and Research Manager or his / her designee shall assign a number to each new written directive.
 - a. Directives shall consist of a prefix to indicate the directive type and the year it was issued (GO - General Order, PO - Personnel Order, SO - Special Order, 88 - 1988, 89 - 1989 - etc.). Letters will be followed by a number, a period, and another number to indicate the chapter within the manual and the directive within the chapter, if applicable.

For example, "GO88-1.1" indicates the directive is a General Order issued in 1988, to be kept in the Employee Handbook, Chapter 1, and it is the first directive issued within that chapter.
 - b. Some directives will not need to be kept in a manual. An example would be a Special Order covering duty assignments for a parade. This might appear as SO88-23. "SO88" indicates the directive type and year issued, and "23" indicates it is the twenty-third Special Order issued in 1988.
6. The Planning and Research Manager or his / her designee shall submit the final draft of the written directive to the Chief of Police.
7. The Chief of Police may review the written directive with the Command Staff at an appropriate time.
8. Before the written directive is approved by the Chief of Police, it will be submitted to the Public Safety Commission and city attorney for approval.
9. The Chief of Police has the authority to issue, modify, or approve Agency written directives and has the discretion to bypass any of the aforementioned steps when deemed necessary.
10. During the temporary absence of the Chief of Police, the authority to issue written directives shall follow the order of precedence of command authority as outlined in GO91-2.5.X.A.
11. Unless otherwise stipulated, the date of review shall be every two (2) years or as directed by the Chief of Police.
12. The contents of a written directive may contain errors. If an error is detected, employees have the responsibility of contacting a Supervisor as soon as possible so that a correction or clarification can be made.

E. Dissemination of Written Directives

RESTRICTED LAW ENFORCEMENT DATA

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

1. On the appropriate date, the Planning and Research Manager or his / her designee shall distribute those printed directives that have passed final review to all of the Agency's Supervisors. All other employees shall receive notification that the directives have been updated on the PowerDMS website.
2. The Planning and Research Manager or his / her designee shall arrange for electronic acknowledgment, indicating that all employees have reviewed the directive(s).

Supervisors shall ensure that subordinate personnel have submitted electronic acknowledgment in PowerDMS within ten (10) working days of issuance.
3. After receiving new or revised directives, Supervisors shall replace or add new directives into their manual. Any directives the Chief of Police deems no longer valid shall be purged from the manual.
4. Directives will be maintained in appropriate manuals kept in designated areas throughout the Police Services Center ~~available to Officers at their work station, or in the field~~ and in an electronic format, via the PowerDMS website ~~in an electronic format~~.
5. The Planning and Research Manager shall ensure all revised or new directives are modified or added to the PowerDMS website. Any directives the Chief of Police deems no longer valid shall be purged from the PowerDMS website.
6. All employees and Officers shall regularly refer to Departmental policies and procedures.
7. Employees are responsible for reviewing all written directives updates and amendments that are issued throughout the year.

F. Exclusions

1. Special Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.
2. Memorandums may be written for any one component of the organization and are not subject to the review set forth in this directive.
3. Personnel Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO92-7.12
Subject Confidential Expenditures			
Reference		Revised May 23, 2017 July 23, 2019	
Distribution All Personnel	Re-evaluation Date May 23, 2019 May 2021		No. Pages 11

I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to maintain a confidential expenditure fund for the furtherance of investigations into various types of criminal activities, such as organized crime **and** illicit drug trafficking, and for the payment of sources of information. ~~Said~~ **This** fund shall be included in the Department budget and shall be known as the Purchase of Evidence / Purchase of Information (PEPI) fund.

The ~~number~~ **amount** of funds will be determined by the Department budget. The Funds Custodian(s) will maintain each fund, along with the pertaining files and record logbooks separately.

II. Definitions

- A. *Approving Authority* – Supervisor authorized to approve expenditures
- B. *Authorized Expenditure* – approved uses for the PEPI fund
- C. *Authorized Personnel* – personnel approved to expend or request funds
- D. *Cash advances* – funds drawn from the Funds Custodian(s) for a specific operation
- E. *Confidential Source / Informant Payment Receipt* – the approved document to track expenditures
- F. *Fronted funds* – funds given to a target of an investigation prior to receiving evidence from that target
- G. *Funds Custodian(s)* – the appointed person(s) that dispenses the PEPI funds and maintains the appropriate records for the tracking of the PEPI funds
- H. *Reimbursements* – funds returned to an Officer for actual investigative expenses incurred and paid for by non-departmental personal money

RESTRICTED LAW ENFORCEMENT DATA

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

III. Procedures

A. Personnel Authorized to Expend Funds

Unless otherwise authorized by the Chief of Police, only the Criminal Investigations Division (CID), the Drug Enforcement Unit (DEU), the Safe Streets Task Force (SSTF), or the Patrol Special Operations Supervisor are authorized to expend funds or request reimbursements from the PEPI fund.

B. Authorized Expenditure

1. The use of PEPI funds may be authorized for the following activity:
 - a. Services of confidential sources and informants sources
 - b. The purchases of evidence, information, and / or contraband
 - c. Gathering of criminal information / surveillance operations
 - d. Special operational clothing, equipment, and / or supplies
 - e. Food and lodging
 - f. Travel expenses
 - g. Payment of rewards
2. The aforementioned expenditures may be authorized provided that each of the following conditions exists:
 - a. The expenditure is clearly required in the furtherance of an investigative mission. This requirement ~~should~~ shall be documented on the Confidential Source / Informant Payment Receipt (Exhibit A), ~~or~~ in a criminal intelligence report, or in a supplemental report to the Confidential Informant file.
 - b. PEPI funds will only be used for expenditures which are not otherwise budgeted for when, due to time restraints of the investigation, the normal appropriations procedure will hinder the investigation, i.e., the expenditure cannot be financed in the time required from normal operating appropriations. (This section refers primarily to expenditures for clothing, equipment, false business fronts, etc.)

C. Expenditure Restrictions

Expenditures are subject to the following additional restrictions:

1. Expenditures over \$500 require the approval of a ~~Drug Enforcement Unit~~ DEU, Patrol Special Operations, or CID Supervisor. All expenditures over

RESTRICTED LAW ENFORCEMENT DATA

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

\$1,500.00 require the approval of the Chief of Police or his / her designee.

2. Evidence purchase operations of over \$500.00 require a minimum of four (4) Officers; two (2) Officers for Informant control and two (2) Officers to confront the target if the operation is compromised.
3. Special Operation Clothing, Equipment, and Supplies

This section does not refer to standard civilian clothing nor office equipment and supplies. This section refers to specific types of items in each category:

- a. Clothing: Formal wear, occupational uniforms, etc.
- b. Equipment / supplies: Any item that is not presently in use by the ~~Police~~ Department or a specific need for a certain type of vehicle, etc.
- c. Any item purchased becomes the property of the ~~Police~~ Department for future use or disposition.

4. Food and Lodging

Food and lodging may be authorized when the exigencies of specific investigative situations require an Officer to reside temporarily in a particular location that cannot be funded due to time restraints through normal appropriations. Officers requesting funds or reimbursements of personal funds for food expenses shall receive payment for meals taken away from their residences only if it is necessary in the furtherance of an investigation. For example, the subject of the surveillance enters a restaurant and the Officer, in order to maintain cover, is required to order a meal also. All expenses within this category require prior approval and receipts to be submitted. Expenses for food require prior approval by the employee's Supervisor's approval. Expenses for lodging require prior approval by a Division Commander's approval.

5. Travel Expenses

All travel expenses incurred by Officers during the course of an investigative mission must be accompanied by receipts and have prior approval of the appropriate Division Commander. Additionally, Officers are not authorized to use their privately owned vehicles during the course of any operation unless specific authorization has been granted by their Division Commander.

6. Requests for Reimbursement of Non-departmental Personal Funds

- a. All requests for reimbursements must be signed by the approving authority, ~~and submitted / displayed~~ recorded on the Confidential

RESTRICTED LAW ENFORCEMENT DATA

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

Source / Informant Payment Receipt, and submitted to the Funds Custodian(s).

- b. Requests for reimbursement are only authorized as an emergency expenditure and must have the telephonic approval of one of the designated approving authorities. Expenses may be pre-approved for reimbursement by approving authorities if they are anticipated by the Officer and specific guidelines are identified and an operational plan designed. An example of a pre-approved expenditure: a target of a surveillance operation is anticipated to possibly be en route to Any Town, USA. If the surveillance ensues, Officers involved in the operation will be authorized reimbursement for authorized expenses incurred. Pre-approved requests for reimbursement expenditures must be documented on an inter-office memorandum prior to commencement of an operation.

7. Payment of Rewards for Information Given in a Major Case Resulting in Arrest and Prosecution of a Suspect

- a. At the completion of adjudication of criminal charges, the lead case Investigator shall submit a recommendation for reward payment with a description of the level of assistance rendered by the witness. The recommendation will be forwarded to the CID Division Commander and then to the Chief of Police for review.
- b. A W-9 tax form will be submitted to the City of Dalton Finance Department to establish the payee as a one-time vendor. The payee will then sign the detail portion of the check to acknowledge receipt of the funds. This detail portion will also be signed, as a witness, by the CID Division Commander and one other ~~Dalton P.D. employee~~ Agency member. The detail portion of the check, along with a copy of the request letter, will be maintained in Property and Evidence (P&E).

D. Issuance of Funds

Officers assigned to the ~~Safe Streets Task Force~~ SSTF and the ~~Drug Unit~~ DEU will be issued PEPI ~~cash funds to have~~ on hand. The unit Supervisor, upon approval of their Division Commander, will determine the amount of funds issued to each unit member. These funds will be used in accordance with this policy and will be subject to inspection at any time.

The Officer who expended the funds shall complete the Confidential Source / Informant Payment Receipt (Exhibit A) prior to the conclusion of the operation or debriefing. Prior to the end of the Officer's shift the Confidential Source / Informant Payment Receipt will be forwarded to the appropriate Supervisor. The Supervisor will forward the Confidential Source / Informant Payment Receipt to the Funds Custodian(s) for filing and re-issuance of funds.

E. Requests for Cash Advances

RESTRICTED LAW ENFORCEMENT DATA

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

1. Officers requesting funds must complete the request form and receive the signature of the designated approving authority prior to receiving funds from the Funds Custodian(s). The approving authority will be determined by the amount of funds requested. The approving authority may request additional information concerning the investigation prior to ~~the~~ approving the request for cash advances.
2. The Officer will return all funds not expended (including change made by the establishment or offender) for the operation along with the request form and the Confidential Source / Informant Payment Receipt to the Funds Custodian(s).

F. **Fund Use for Evidence Purchases**

1. Prior to providing any funds to anyone who is not a law enforcement officer for the purpose of purchasing evidence (drugs or other) a Confidential Source Report (Exhibit B) must be completed in full with all required signatures and approved by an appropriate Supervisor.
2. The completed Confidential Source Report will be maintained in the Confidential Informant file.

G. **Payment of Confidential Sources and Confidential Informants**

Confidential Sources and Confidential Informants may be given monetary compensation for information they provide. Officers must consider the following criteria as a basis for payments:

1. The value of the information to the investigative effort.
2. The validity of the information.
3. Whether the information was already known.
4. The Confidential Source or Confidential Informant's role in the investigation. For example, made a controlled buy, made an introduction to others, etc.

IV. **Funds Deposits and Verification**

- A. The CID Division Commander will be responsible for cashing checks drawn on PEPI accounts ~~for their division~~ and depositing said funds in the appropriate container maintained by the Funds Custodian(s).
- B. At each deposit, the CID Division Commander will audit the funds to verify the cash available in the PEPI account and then add the amount of the deposit. The transaction will be printed from the PEPI software and signed by the Funds Custodian(s) and the CID Division Commander. The CID Division Commander will maintain a file of the deposits in his / her office.

V. **Funds Custodian(s)**

RESTRICTED LAW ENFORCEMENT DATA

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

- A. The Property and Evidence ~~Custodian(s)~~ Technician(s) is designated as the Funds Custodian(s).
- B. The confidential expenditure funds shall be maintained in appropriate containers provided for such purposes and secured within ~~Property and Evidence Section~~ P&E.
- C. The number of funds will be determined by the Department budget. The Funds Custodian(s) will maintain each fund, along with the pertaining files noted in Department PEPI software, separately.
- D. Upon receipt of the Confidential Source / Informant Payment Receipt or the approved request for cash advances, the Funds Custodian(s) shall, through the use of the Department's PEPI software and the Confidential Source / Informant Payment Receipt ~~Voucher~~, record:
 - 1. Date money was issued or spent and to whom the money was issued
 - 2. Amount issued or spent
 - 3. Confidential Source / Informant Payment Receipt number
 - 4. Authorizing official for the expenditure
 - 5. Signatures of Officer
 - 6. Witness signature
 - 7. Funds acknowledgement, if required (~~P&E~~ Funds Custodian(s))
- E. The Department's PEPI software shall be maintained to identify the account's initial balance, credits (cash income received), debits (cash disbursed), and the current balance on hand.
- F. The original copy of the Confidential Source / Informant Payment Receipt, along with any related receipts, shall be filed in a designated, approved container within ~~the Property and Evidence section~~ P&E along with any other required documents, such as approved requests for cash advances.
- G. When an expenditure is made to a Confidential Source / Confidential Informant for evidence, information, and / or contraband, an entry into the Department's PEPI software will ~~be noted as~~ reflect a payment going to the source or informant handler. A summary of this information will be placed in the related Criminal Intelligence report or in the appropriate Confidential Informant / Source file.

VI. **Fronting of Confidential Expenditure Funds / Flash Rolls**

- A. Unless specifically authorized by the Division Commander, no confidential expenditure funds shall be "fronted" or given in advance to any target of an investigation during the course of the investigation. It shall be the responsibility of

RESTRICTED LAW ENFORCEMENT DATA

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

the approving authorities with the authorization of the Division Commander to determine the use of the front money, weighing the risk of its loss versus the termination of the attempted purchase.

- B. The use of flash rolls is prohibited unless there are more than three (3) Officers participating in the operation for the purpose of officer safety and fund control. Flash rolls are an effective means of retaining control of funds during “Buy-Bust” operations. The danger of a robbery being committed by the offender is also a determining factor.

VII. **Loss or Theft of Funds**

- A. In the event any confidential expenditure funds are lost or stolen by anyone, the appropriate Division Commander shall be notified immediately and made aware of the circumstances.
- B. The Officer supervising the operation shall prepare an inter-office memorandum to the Chief of Police and forward the same through their Division Commander prior to ending his / her tour of duty or at the conclusion of the operation.

VIII. **Funds Audit**

- A. A quarterly audit of all PEPI funds will be conducted, and a report of the findings will be forwarded to the Chief of Police.
- B. Auditors will consist of two employees of the Department, one of which is a Supervisor.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

EXHIBIT A

NUMBER

CONFIDENTIAL SOURCE REPORT / INFORMANT PAYMENT RECEIPT

I certify that on this date, _____, a total of \$ _____
was paid to _____, at _____

For: _____ Drug Purchase _____ Supplies and Equipment
_____ Surveillance Expenses _____ Transportation
_____ Informant Payment _____ Food and Lodging
_____ Special Clothing _____ Other

Describe: _____

Date: _____ Case Number _____

I certify that these funds will only be used in accordance with the applicable general, order governing the use of confidential funds. I further certify that all unspent funds and / or evidence procured through the use of these funds shall be returned to the Dalton Police Department fund custodian or that the evidence / property was placed into the evidence depository.

Attachments: _____ Number of attachments: _____ Receipts attached: ☐ Yes ☐ No

Signature of REQUESTING OFFICER

Signature of PAYEE

WITNESS

FUNDS RECEIVED / sign and date

SUPERVISOR signature

Signature of FUNDS CUSTODIAN

EPF CSR 090127

RESTRICTED LAW ENFORCEMENT DATA

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

Exhibit B

CONFIDENTIAL SOURCE REPORT

C/S NUMBER Control Detective Alternate Detective DATE

1. IDENTIFYING DATA

C/S Name _____ Full True Name _____

Race ____ Sex ____ Height ____ Weight ____ Hair color ____ Eye color ____ DOB _____

Address: _____

Home Phone: _____ Cell Phone: _____ Occupation: _____

GCIC-NCIC checked by: _____ Date: _____

Results attached: Yes () No () Criminal Record: Yes () No ()

DL# _____ State _____ SS# _____

Photo in file: Yes () No () Fingerprint cards with Signature: Yes () No ()

Informant a Juvenile: Yes () No () Juvenile Waiver Form: Yes () No ()

Intelligence files checked: Yes () No ()

Description of vehicle driven: Make _____ Model _____ Color _____

Tag _____ State _____ Other vehicles _____

Name, address and phone number of next-of-kin:

2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

_____ Narcotics – Specify _____

_____ Organized Crime _____ Fraud/White Collar Crime

(a) How was the informant recruited/motivated? _____

(b) Contact procedures and any pre-set locations for meetings: _____

(c) Threats against the informant, danger anticipated, and countermeasures to be taken: _____

RESTRICTED LAW ENFORCEMENT DATA

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

(d) Personal or other problems which might hinder the informant's effectiveness: _____

3. CONFIDENTIAL SOURCE ADVISEMENT

(Have the C/S read carefully and sign below)

I understand that while I am a confidential source for the Dalton Police Department (DPD) I am forbidden to do any of the following:

- A. Sell or deliver any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- B. Use sex or sexual activity to induce the sale or delivery of a controlled substance, dangerous drug, marijuana, or any other substance purported to be the same to anyone.
- C. Search any person, suspect, house, papers, or personal effects.
- D. Become involved in any activity which might be construed as entrapment.
- E. Engage in any illegal activity or improper conduct so long as I am working as a confidential source, including carrying a weapon or impersonating an officer of the law.
- F. Divulge to any person, except the agents with whom I am associated, my status as a confidential source for the DPD, unless required to do so in court. I shall not represent myself to others as an employee or representative of the DPD.

I also understand that:

- G. I am agreeing to function as a confidential source of my own free will and accord and not as a result of any intimidation, promises, or threats.
- H. I understand that my relationship with the DPD will not protect me from arrest and prosecution for any violation by me of federal, state, or local laws.
- I. I am not an employee of the DPD. I am an independent contractor on a case or time basis and any payment I receive will be my responsibility in reporting any income for tax purposes.
- J. No officer or agent of the DPD may make any explicit or implicit promises or predications regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

RESTRICTED LAW ENFORCEMENT DATA

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

- K. I further agree to permit Agents of the DPD and other law enforcement officers to monitor all communications between myself and any parties involved in an investigation or criminal activity by usage of radio transmitters, audio and video recorders, or any other equipment.
- L. I further agree to permit Agents of the DPD to conduct searches of my person, personal effects, and vehicle prior to and immediately following the purchase of contraband in order to ensure I am not in possession of any other funds or contraband at the time of the operation.
- ~~L~~.M. I further acknowledge that as a confidential source and independent contractor, I am not entitled to Workmen's Compensation or Unemployment Compensation from the DPD. I shall not hold the DPD liable for any injuries or damage incurred by reason of my association with the DPD.
- ~~M~~.N. I further agree not to use the DPD or any of its agents as credit or employment references.
- ~~N~~.O. I further agree to maintain a strict accounting of all funds and equipment provided to me by the DPD as part of my activity as a confidential source. I understand that misuse of DPD funds and equipment could be grounds for criminal prosecution of me.
- ~~O~~.P. I further agree that after making a purchase of anything of evidentiary value, I will immediately contact the agents with whom I am associated for delivery of such evidence to them.
- ~~P~~.Q. I further agree and understand that because of my standing as a confidential source of the DPD, I may be called upon to testify in criminal proceedings. If called upon to testify in any criminal proceedings, I agree to do so in a forthright and truthful manner.
- ~~Q~~.R. I agree that violation of any of the above provisions will result in termination of my association with the DPD and possible criminal prosecution.

C/S NAME (Signature)	C/S NAME (Printed)
----------------------	--------------------

TRUE NAME (Signature)	TRUE NAME (Printed)
-----------------------	---------------------

WITNESS	DATE/TIME
---------	-----------

Approving Supervisor	DATE/TIME
----------------------	-----------

DET CPR 920124 R0804

RESTRICTED LAW ENFORCEMENT DATA

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

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: July 23, 2019
 Subject: Written Directive review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
7.16		<u>Bicycle Patrol</u> This policy is being removed.
7.25		<u>Reserve Officers</u> This policy is being removed.
2.6		<u>Written Directive System</u>
	1	The Revision and Re-evaluation dates were changed Section II (A) – Word added (D) – Wording added, wording removed
	2	Section III (A) (2) – Wording added, wording changed (A) (3) – Wording changed, wording added (B) (2), (3) – Wording added (D) (1) – Wording added (D) (2) – Wording added, wording changed (D) (2) (a), (b) – Word changed (D) (2) (c) – Word changed, wording added (D) (3) – Wording changed, wording added
	3	(D) (4) – Wording changed, wording added (D) (5), (6) – Wording added (D) (5) (a) – Word changed
	4	(E) (1), (2) – Wording added (E) (4) – Wording added, changed, and removed (E) (7) – Word added
2.11		<u>Training</u>
	1	The Revision and Re-evaluation dates were changed Section II (A) (5) – Sentence removed (A) (7) – Wording changed (B) – Wording changed
	2	(C) (6) – Word changed, wording added (E) (1) – Wording removed (E) (2) – Wording changed
	3	(F) – Word added, wording removed (F) (2) – Acronym added (F) (3) – Wording removed (F) (4) – Word added (G) (1) – Wording added, changed, and removed

3-4	(G) (3) – Two paragraphs removed, wording added, changed, and removed
4	(I) (1) – Wording removed (I) (1) (b) – Word added
6	(K) (2) (b) – Wording added (K) (3) – Wording added, wording changed (K) (4) – Wording added (L) (1) – Word added, word changed (L) (3) – Word added
7	(L) (4) (c) – Word changed, wording removed (M) – Wording changed (M) (1), (2), (3), - Wording changed Section III (A) – Word added (B) (4) – Wording changed (C) – Acronym added
8	(C) (1), (2) – Changed to acronym (C) (3) – Word added, word changed (C) (4) – Wording removed (C) (5) – Wording removed, changed to acronym (D) – Wording changed (E) – Acronym added, changed to acronym, word added
9	Section IV (A) – Word removed, word added (B) (2) – Word added (B) (4) – Word removed
10	(C) – Word changed (F) – Wording changed (G) (1), (4) – Wording changed (H) (2) (a) – Wording changed (H) (2) (b) – Wording changed (H) (2) (e) – Wording added
11	Section V (C) (1) – Section removed
12	(C) (2) – Renumbered, word added (C) (3), (4), (5) – Renumbered (C) (6) – Section removed (C) (7), (8) – Renumbered (C) (9) – Renumbered, word changed (C) (10) – Renumbered (C) (11) – Renumbered, word changed (C) (12) – Renumbered
13	(C) (13) – Renumbered, wording added (C) (14), (15), (16) – Renumbered Section VI (C) – Wording changed, wording removed (D) (1) – Wording changed (D) (3) – Word removed
14	Section VII (A) – Word changed (B) – Word changed Section VIII (C) – Word changed

2.12

Firearms

- 1 The Revision date was changed
Section I – Word changed
Section II – Definition added
Section III – Wording changed, two sentences added
- 2 (A) (1) – Wording changed, reference removed
(A) (2) – Wording added
(A) (3) – Wording changed
(A) (4) – Word removed, word changed
- 3 (B) (4) – Wording added, reference removed
(B) (7) – Wording changed
(B) (8) – Word removed, word changed
(C) (1) – Reference changed
(C) (1) (a) – Reference changed
(C) (1) (d) – Word changed
(C) (1) (e) – Word removed, word changed
- 4 (C) (2) (c) – Wording added, two sentences added
(C) (2) (f) – Wording changed
(C) (2) (g) – New
(D) (2) – Reference changed
(D) (4) – Word added
(D) (5) – Word removed, word changed
(D) (6) – Wording changed
- 5 (D) (7) – Reference removed
(D) (8) – Word added, wording changed
(D) (10) (a) – Word removed, reference changed
(D) (10) (b) – Wording added, wording removed
(D) (10) (c) – Word added, word removed
(D) (10) (d) – Wording changed
(D) (10) (e) – Word removed
- 6 (E) (1) – Word added
(F) (2) – Word added
Section IV (B) – Word changed
(E) – Word added
- 7 Section V (C) – Wording added, changed, and removed
(D), (F) – Wording added
Section VI – Wording changed
- 8 Appendix A – Removed
- 9 Appendix B – Wording changed, wording added

2.13

Civil Litigation

- 1 The Revision and Re-evaluation dates were changed
- 2 Section III (B) – Wording changed
(C) (5) – Word added
- 3 (C) (7) – Wording added, wording changed
(C) (7) (b) – Word added, word changed
(D) (1) – Word removed
(D) (2) – Wording added, wording changed
(E) – Word added
- 4 (E) (2) (a) – Wording changed

- (E) (2) (b) – Word added
- (E) (2) (d) – Word removed
- (E) (2) (e) – Word changed
- (E) (3) (c), (d) – Word added
- (E) (4), (5) – Wording changed
- (F) (1) – Wording added
- (F) (2) – Word added, word changed
- 5 (G) (1) – Word added
- (G) (3) (f) – Word removed
- 6 (H) – Wording added

2.26

Police Training Officer Program

- 1 The Revision and Re-evaluation dates were changed
- Section I – Wording changed, word removed
- 1-2 Section II – Wording added, changed, and removed.
Changed to acronyms
- 2 Section III – Changed to acronyms, wording added
 - (A) – Changed to acronym
 - (D) (1), (2) – Changed to acronyms
- 3 (D) (3), (4), (5) – Changed to acronyms
 - (D) (5) (b) – Word added, change to acronym
 - (G) (1) – Changed to acronym, word added
 - (G) (2) – Changed to acronyms, wording removed
- 4 (G) (3) – Changed to acronyms
 - (G) (3) (a) – Wording changed
 - (G) (3) (d) – Changed to acronym
 - (H) – Wording added, changed, and removed.
 - Changed to acronyms
 - (I) – New section
 - (J) – Re-lettered, wording changed
- 4-5 (J) (1), (2) – Wording added, changed, and removed
- 5 Section IV (A) – Section removed
 - (A) (1) – Changed to Letter A, changed to acronyms, word changed
 - (A) (2) – Renumbered, changed to acronym
 - (A) (2) (a) – Word changed
 - (A) (2) (b), (c), (d) – Changed to acronyms
 - (A) (3), (4) – Renumbered, changed to acronyms
 - (B) – Wording changed
- 6 (B) (1) – Changed to acronym
 - (B) (2) – Changed to acronym, wording changed
 - (C) – Wording removed, wording added, changed to acronym
 - (D), (E), (F) – Wording removed, changed to acronym
 - (G) – Wording removed, wording changed
 - (G) (1), (2) – Changed to acronyms
- 7 Section V (A) (1) – Changed to acronym, wording

	changed, wording removed
	(A) (4) – Wording added, wording changed, changed to acronym
	(A) (5) – Changed to acronym
	(B) – Added acronym
	(B) (1) – Changed to acronym
	(B) (1) (a) – Wording changed
	(B) (1) (b) – Number added
	(B) (2) – Changed to acronym
	(B) (2) (a) – Changed to acronym
8	(B) (2) (b) – Word changed
	(B) (2) (d) – Word removed, changed to acronym
	(B) (2) (e), (g) – Changed to acronym
	(C) (1) – Changed to acronyms, word changed
	(C) (2) – Changed to acronym, word added
	(C) (3), (4) – Changed to acronym
	(D) (1), (2) – Changed to acronym
	(D) (2) (a) – Wording changed
8-9	(D) (2) (b) – Changed to acronym
9	(D) (2) (c), (d) – Wording changed
	(E) (1) – Changed to acronym, word removed, wording added
	(E) (2) – Changed to acronyms, word added
	(E) (3) – Changed to acronym
	(E) (3) (a) – Wording changed, changed to acronym
	(E) (3) (b) – Changed to acronyms
	(E) (3) (c) – Acronym added
	(E) (3) (e) – Changed to acronym
	(E) (3) (f) – Section removed
	(E) (3) (g) – Re-lettered, word changed, changed to acronym, wording removed
10	(E) (3) (h), (i) – Re-lettered, changed to acronym
	(E) (3) (j) – Section removed
	(E) (3) (k) – Re-lettered, wording removed, wording added
	(F) – Changed to acronym
	(F) (1), (3) – Changed to acronym
	(F) (4) – Wording added, changed, and removed
	(G) – Changed to acronyms, wording changed, and word added
	Section VI – Changed to acronym
	(B) – Wording added
11	(C) – Changed to acronym
	(D) – Changed to acronym, word added
	(E) – Changed to acronym
	(E) (1) – Changed to acronym, word added
	(E) (2) – Word changed, changed to acronym
	Section VII – Word added
	Section VIII – Acronym added
	(A) – Word added
12	(A) (3) (f) – Word added

- (B) (1) – Word added, changed to acronym, acronym added
- (B) (2) – Word changed, changed to acronym
- (C) (1) – Word changed
- 13 (C) (2) – Word changed, changed to acronym, wording removed
- (C) (3) – Word removed, changed to acronym
- (C) (4) – Wording added, wording removed
- (C) (4) (c) – Changed to acronym
- (C) (4) (d) – Word changed
- (C) (5) – Wording added, changed, and removed
- 13-14 (C) (5) – Wording added, wording removed, changed to acronym
- 14 (D) – Changed to acronym
- (D) (2) – Wording changed
- (D) (6) – Word removed, word changed
- (E) (3) – Changed to acronym, word added, acronym added

3.1

Selection

- 1 The Revision and Re-evaluation dates were changed
- Section II (A) – Word added
- 3 Section III (A) – Wording added
- (C, D) – Word changed
- Section IV (A) – Word added
- 4 Section V (B) (1) (b) (2) – Word changed
- 5 (B) (1) (b) (3) – Word changed
- (B) (3) (d) (1) – Word added
- (B) (3) (d) (4) – Word changed
- 6 (B) (4) (a) – Wording added, word removed
- (B) (4) (b, c) – Wording added
- (F) – Grammar corrected
- 7 Section VI (B) – Wording changed
- (D) – Word removed
- (F) – Word changed
- (G) – Wording changed
- (I) – Wording changed
- 7-8 (J) – Wording added, wording removed
- 8 (K) – Wording added, wording changed
- Section VII – Wording added, changed, and removed
- 9 Section X (B) – Word changed
- Section XII (A) – Word added
- (A) (1) (a) – Word added
- 10 (A) (2) (b) – Word added
- (A) (4) – Wording added
- (A) (5) – Wording added, changed, and removed
- (A) (6) (a, c) – Wording added
- (A) (6) (b) – Word removed
- 11 (B) – Wording changed, Grammar corrected
- Section XIII (C) – Wording removed

- (D) – Word changed
- (E) – Word added
- 12 Section XVIII – Word changed

6.10

Naloxone / Narcan

- 1 Title – Wording removed
- The Revision and Re-evaluation dates were changed
- Section II (A), (C) – Wording removed
- 2 (F) – Wording added, changed, and removed
- Section III – Sentence removed, wording added, and wording changed
- (A) – Sentence added
- (A) (4) – Wording added, wording removed
- (B) (1) – Word changed
- (B) (2) – Wording added, changed, and removed
- (B) (3) – Wording changed
- 3 (B) (4), (5) – Wording changed
- (C) (1) – Wording removed
- (C) (2) – Section removed
- (C) (3), (4) – Renumbered, wording added, changed, and removed
- (D) (4) – Section removed
- 4 Appendix A – Removed

7.12

Confidential Expenditures

- 1 The Revision and Re-evaluation dates were changed
- Section I – Wording changed, word added
- Section II (D) – Word changed
- 2 Section III (A) – Word added, acronyms added
- (B) (1) (a) – Wording added
- (B) (2) (a) – Reference added, word removed, word added
- (C) (1) – Changed to acronym
- 3 (C) (3) – Word changed
- (C) (3) (b), (c) – Word removed
- (C) (4) – Wording added, wording removed
- 3-4 (C) (6) (a) – Wording changed, wording added
- 4 (C) (6) (b) – Word changed
- (C) (7) (b) – Wording changed, acronym added
- (D) – Changed to acronyms, wording changed
- 5 (E) (1) – Wording added, word removed
- (F) (1) – Wording added
- (G) – Wording added
- (G) (4) – Wording added
- Section IV (A) – Wording removed, acronym added
- (B) – Acronyms added, wording added
- Section V – Word changed
- 6 (A) – Word changed
- (B) – Changed to acronym

(D) – Wording added, word removed
(D) (7) – Acronym removed
(E) – Word added
(F) – Changed to acronym
(G) – Wording added, wording removed
Section VI – Word added
(A) – Word added
7 (B) – Number added
Section VII (A) – Word added
11 Exhibit B (L) – New section
(L-Q) – Re-lettered

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION

Bill Weaver
Keith Whitworth
Terry Mathis
Kenneth E. Willis
Anthony Walker

Monthly Synopsis

June 2019

Incident Response

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	12	3.34%
Overpressure Rupture, Overheat	0	0.0%
Rescue/Medical	203	56.54%
Hazardous Condition	30	2.21%
Service Call	9	2.50%
Good Intent	61	16.99%
False Alarm	44	12.25%

Total Responses	359
Average Response Time	3:27
Estimated Loss	\$533,000

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	2	0.55%	\$533,000	100.00%
113 Cooking fire, confined to container	2	0.55%	\$0	0.00%
131 Passenger vehicle fire	1	0.27%	\$0	0.00%
140 Natural vegetation fire, Other	2	0.55%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	1	0.27%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	0.55%	\$0	0.00%
154 Dumpster or other outside trash receptacle	2	0.55%	\$0	0.00%
	12	3.34%	\$533,000	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	180	50.13%	\$0	0.00%
322 Motor vehicle accident with injuries	8	2.22%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.55%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	9	2.50%	\$0	0.00%
331 Lock-in (if lock out , use 511)	1	0.27%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	0.55%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.27%	\$0	0.00%
	203	56.54%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.27%	\$0	0.00%
410 Combustible/flammable gas/liquid condition,	1	0.27%	\$0	0.00%
411 Gasoline or other flammable liquid spill	3	0.83%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	0.27%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.27%	\$0	0.00%
420 Toxic condition, Other	2	0.55%	\$0	0.00%
421 Chemical hazard (no spill or leak)	2	0.55%	\$0	0.00%
441 Heat from short circuit (wiring),	1	0.27%	\$0	0.00%
444 Power line down	9	2.50%	\$0	0.00%
445 Arcing, shorted electrical equipment	5	1.39%	\$0	0.00%
461 Building or structure weakened or collapsed	4	1.11%	\$0	0.00%
	30	8.35%	\$0	0.00%
5 Service Call				
500 Service Call, other	2	0.55%	\$0	0.00%
522 Water or steam leak	1	0.27%	\$0	0.00%
551 Assist police or other governmental agency	2	0.55%	\$0	0.00%
553 Public service	3	0.83%	\$0	0.00%
561 Unauthorized burning	1	0.27%	\$0	0.00%

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call	<u>9</u>	<u>2.50%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611 Dispatched & cancelled en route	39	10.86%	\$0	0.00%
622 No Incident found on arrival at dispatch	18	5.01%	\$0	0.00%
651 Smoke scare, odor of smoke	3	0.83%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.27%	\$0	0.00%
	<u>61</u>	<u>16.99%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
733 Smoke detector activation due to	2	0.55%	\$0	0.00%
735 Alarm system sounded due to malfunction	4	1.11%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.27%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	0.55%	\$0	0.00%
741 Sprinkler activation, no fire -	4	1.11%	\$0	0.00%
743 Smoke detector activation, no fire -	13	3.62%	\$0	0.00%
744 Detector activation, no fire -	1	0.27%	\$0	0.00%
745 Alarm system activation, no fire -	17	4.73%	\$0	0.00%
	<u>44</u>	<u>12.25%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 359

Total Est Loss:

\$533,000

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	2	\$1,420,000	\$533,000	\$887,000	37.54%	62.46%
Grand Totals	2	\$1,420,000	\$533,000	\$887,000		
Total Percent Lost:	37.54 %		Total Percent Saved:	62.46 %		

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001606	0	06/01/2019	00:27:06	1927 Tibbs	651 Smoke scare, odor of smoke	
19-0001607	0	06/01/2019	03:57:15	1480 Westover	311 Medical assist, assist EMS crew	
19-0001608	0	06/01/2019	08:15:26	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001609	0	06/01/2019	11:53:26	1310 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001610	0	06/01/2019	12:47:27	1115 Professional	311 Medical assist, assist EMS crew	
19-0001611	0	06/01/2019	14:15:46	881 College	322 Motor vehicle accident with	
19-0001612	0	06/01/2019	17:31:12	700 Dug Gap Mtn. (West)	151 Outside rubbish, trash or waste	
19-0001613	0	06/01/2019	21:52:06	2316 Sir Lancelot	323 Motor vehicle/pedestrian accident	
19-0001614	0	06/01/2019	23:28:21	620 Fifth	311 Medical assist, assist EMS crew	
19-0001615	0	06/02/2019	00:37:17	968 Haigmill Lake	671 HazMat release investigation w/no	
19-0001616	0	06/02/2019	03:04:40	404 Lesley	311 Medical assist, assist EMS crew	
19-0001617	0	06/02/2019	04:59:55	614 College	622 No Incident found on arrival at	
19-0001618	0	06/02/2019	06:04:23	1226 MLK Jr.	311 Medical assist, assist EMS crew	
19-0001619	0	06/02/2019	08:38:35	815 Shugart	311 Medical assist, assist EMS crew	
19-0001620	0	06/02/2019	14:00:49	1102 Burleyson	113 Cooking fire, confined to	
19-0001621	0	06/02/2019	14:08:30	358 Castle	311 Medical assist, assist EMS crew	
19-0001622	0	06/02/2019	16:34:32	501 Legion	311 Medical assist, assist EMS crew	
19-0001623	0	06/02/2019	17:36:51	1367 Walnut (West)	420 Toxic condition, Other	
19-0001624	0	06/02/2019	18:44:55	Glenwood (North)	322 Motor vehicle accident with	
19-0001625	0	06/02/2019	18:55:49	1697 North Summit	311 Medical assist, assist EMS crew	
19-0001626	0	06/02/2019	19:05:05	1505 Augusta	111 Building fire	\$530,000
19-0001627	0	06/02/2019	19:11:05	1106 Brookwood	311 Medical assist, assist EMS crew	
19-0001628	0	06/02/2019	19:54:35	1302 Underwood	611 Dispatched & cancelled en route	
19-0001629	0	06/03/2019	08:47:06	652 Haigmill Lake	611 Dispatched & cancelled en route	
19-0001630	0	06/03/2019	09:45:47	1116 Willowdale	611 Dispatched & cancelled en route	
19-0001631	0	06/03/2019	10:48:09	1502 Thornton (North)	311 Medical assist, assist EMS crew	
19-0001632	0	06/03/2019	11:54:35	1112 Hamilton (South)	154 Dumpster or other outside trash	
19-0001633	0	06/03/2019	12:37:37	1502 Coronet	741 Sprinkler activation, no fire -	
19-0001634	0	06/03/2019	13:13:22	900 Glenwood (North)	323 Motor vehicle/pedestrian accident	
19-0001635	0	06/03/2019	14:50:34	1420 Mineral Springs	611 Dispatched & cancelled en route	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001636	0	06/03/2019	16:23:19	614 College	311 Medical assist, assist EMS crew	
19-0001637	0	06/03/2019	16:26:49	1213 Stacy	311 Medical assist, assist EMS crew	
19-0001638	0	06/03/2019	22:17:48	Morris (West)	324 Motor Vehicle Accident with no	
19-0001639	0	06/04/2019	03:54:43	136 Nickie	743 Smoke detector activation, no fire	
19-0001640	0	06/04/2019	07:07:29	2308 Dalton Industrial	733 Smoke detector activation due to	
19-0001641	0	06/04/2019	08:58:29	1109 Brookwood	311 Medical assist, assist EMS crew	
19-0001642	0	06/04/2019	09:40:54	310 Brookhollow Ind.	611 Dispatched & cancelled en route	
19-0001643	0	06/04/2019	12:03:18	306 Hightower	311 Medical assist, assist EMS crew	
19-0001644	0	06/04/2019	13:21:39	1050 Factory	611 Dispatched & cancelled en route	
19-0001645	0	06/04/2019	13:39:17	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001646	0	06/04/2019	14:14:31	321 Spencer (North)	311 Medical assist, assist EMS crew	
19-0001647	0	06/04/2019	14:17:43	1212 Broadrick	735 Alarm system sounded due to	
19-0001648	0	06/04/2019	15:59:04	1318 Winton	311 Medical assist, assist EMS crew	
19-0001649	0	06/04/2019	17:06:12	100 Thornton (South)	311 Medical assist, assist EMS crew	
19-0001650	0	06/04/2019	19:31:26	1404 Morris (East)	151 Outside rubbish, trash or waste	
19-0001651	0	06/04/2019	23:57:46	1908 Brady	311 Medical assist, assist EMS crew	
19-0001652	0	06/05/2019	00:03:54	1024 St. Charles	421 Chemical hazard (no spill or leak)	
19-0001653	0	06/05/2019	03:01:00	865 Holiday Inn	311 Medical assist, assist EMS crew	
19-0001654	0	06/05/2019	08:21:39	604 Stone	311 Medical assist, assist EMS crew	
19-0001655	0	06/05/2019	11:33:25	301 Jones	421 Chemical hazard (no spill or leak)	
19-0001656	0	06/05/2019	11:33:40	511 Crawford (West)	311 Medical assist, assist EMS crew	
19-0001657	0	06/05/2019	15:12:35	Hamilton (North)	324 Motor Vehicle Accident with no	
19-0001658	0	06/05/2019	15:34:23	Walnut (West)	622 No Incident found on arrival at	
19-0001659	0	06/05/2019	15:52:31	711 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001660	0	06/05/2019	20:01:21	Walnut (West)	622 No Incident found on arrival at	
19-0001661	0	06/05/2019	20:14:19	1028 Lakeshore (East)	743 Smoke detector activation, no fire	
19-0001662	0	06/05/2019	22:44:36	514 Selvidge St. (North)	441 Heat from short circuit (wiring),	
19-0001663	0	06/06/2019	02:17:11	I-75 S. Bound	322 Motor vehicle accident with	
19-0001664	0	06/06/2019	02:29:14	2100 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001665	0	06/06/2019	07:18:43	908 Crawford (West)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001666	0	06/06/2019	07:57:08	1200 Memorial	611 Dispatched & cancelled en route	
19-0001667	0	06/06/2019	08:57:04	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001668	0	06/06/2019	10:43:06	North Bypass	311 Medical assist, assist EMS crew	
19-0001669	0	06/06/2019	12:08:16	508 Morris (East)	311 Medical assist, assist EMS crew	
19-0001670	0	06/06/2019	15:11:59	1013 Riverburch	743 Smoke detector activation, no fire	
19-0001671	0	06/06/2019	15:20:06	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001672	0	06/06/2019	15:25:02	609 Jones	113 Cooking fire, confined to	
19-0001673	0	06/06/2019	16:12:16	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0001674	0	06/06/2019	19:05:43	1030 Willowdale	311 Medical assist, assist EMS crew	
19-0001675	0	06/06/2019	20:44:34	1328 Cleo	611 Dispatched & cancelled en route	
19-0001676	0	06/06/2019	21:48:47	620 Fifth	311 Medical assist, assist EMS crew	
19-0001677	0	06/07/2019	00:56:43	1920 Keystone	311 Medical assist, assist EMS crew	
19-0001678	0	06/07/2019	05:18:20	417 Glenwood (North)	611 Dispatched & cancelled en route	
19-0001679	0	06/07/2019	06:46:02	405 Moore	611 Dispatched & cancelled en route	
19-0001680	0	06/07/2019	10:11:57	98 Walnut (West)	743 Smoke detector activation, no fire	
19-0001681	0	06/07/2019	11:39:35	1501 Brandywine	743 Smoke detector activation, no fire	
19-0001682	0	06/07/2019	14:27:31	227 Grace	311 Medical assist, assist EMS crew	
19-0001683	0	06/07/2019	17:14:24	1724 Dug Gap	611 Dispatched & cancelled en route	
19-0001684	0	06/07/2019	17:30:00	815 Shugart	311 Medical assist, assist EMS crew	
19-0001685	0	06/07/2019	17:51:26	2230 Hamilton Extension	311 Medical assist, assist EMS crew	
19-0001686	0	06/07/2019	19:19:24	1030 Willowdale	311 Medical assist, assist EMS crew	
19-0001687	0	06/07/2019	20:08:43	120 Monte Vista	311 Medical assist, assist EMS crew	
19-0001688	0	06/07/2019	21:10:24	227 Grace	311 Medical assist, assist EMS crew	
19-0001689	0	06/08/2019	01:39:43	1820 Brady	311 Medical assist, assist EMS crew	
19-0001690	0	06/08/2019	04:35:20	606 Clark	311 Medical assist, assist EMS crew	
19-0001691	0	06/08/2019	08:50:44	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001692	0	06/08/2019	11:14:16	2211 Dug Gap Battle	311 Medical assist, assist EMS crew	
19-0001693	0	06/08/2019	12:32:41	422 Moore	311 Medical assist, assist EMS crew	
19-0001694	0	06/08/2019	13:03:02	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001695	0	06/08/2019	15:16:26	201 Cuyler (west)	745 Alarm system activation, no fire -	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
19-0001696	0	06/08/2019	18:30:38	924	Crawford (West)	411 Gasoline or other flammable liquid	
19-0001697	0	06/08/2019	19:26:48	805	Professional	311 Medical assist, assist EMS crew	
19-0001698	0	06/08/2019	21:04:07	100	Walnut (West)	311 Medical assist, assist EMS crew	
19-0001699	0	06/08/2019	22:24:04	1100	Ridgeleigh	311 Medical assist, assist EMS crew	
19-0001700	0	06/09/2019	01:14:34	1218	Broadrick	311 Medical assist, assist EMS crew	
19-0001701	0	06/09/2019	05:45:29		Waugh (West)	311 Medical assist, assist EMS crew	
19-0001702	0	06/09/2019	07:07:49		Underwood	311 Medical assist, assist EMS crew	
19-0001703	0	06/09/2019	08:35:23	611	George Rice	353 Removal of victim(s) from stalled	
19-0001704	0	06/09/2019	09:55:18	2031	Dug Gap	611 Dispatched & cancelled en route	
19-0001705	0	06/09/2019	10:37:08	510	Tibbs (South)	311 Medical assist, assist EMS crew	
19-0001706	0	06/09/2019	11:02:29	800	Autumn	311 Medical assist, assist EMS crew	
19-0001707	0	06/09/2019	13:15:45	705	Lexington	445 Arcing, shorted electrical	
19-0001708	0	06/09/2019	13:58:49	841	Shugart	311 Medical assist, assist EMS crew	
19-0001709	0	06/09/2019	14:27:19	341	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001710	0	06/09/2019	18:06:14	105	Hamilton (North)	311 Medical assist, assist EMS crew	
19-0001711	0	06/09/2019	21:10:07	610	Jones	311 Medical assist, assist EMS crew	
19-0001712	0	06/10/2019	02:53:08		I-75 S. Bound	622 No Incident found on arrival at	
19-0001713	0	06/10/2019	08:42:26	904	Civic	311 Medical assist, assist EMS crew	
19-0001714	0	06/10/2019	10:07:21	508	Morris (East)	311 Medical assist, assist EMS crew	
19-0001715	0	06/10/2019	10:43:22	1202	Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001716	0	06/10/2019	13:18:02		Walnut (East)	324 Motor Vehicle Accident with no	
19-0001717	0	06/10/2019	17:15:17	1010	Walnut (East)	311 Medical assist, assist EMS crew	
19-0001718	0	06/10/2019	18:27:58	906	Thornton (South)	311 Medical assist, assist EMS crew	
19-0001719	0	06/10/2019	18:56:00	631	Richardson	140 Natural vegetation fire, Other	
19-0001720	0	06/10/2019	19:42:37		Walnut (East)	322 Motor vehicle accident with	
19-0001721	0	06/11/2019	01:55:59	403	Meeting	311 Medical assist, assist EMS crew	
19-0001722	0	06/11/2019	02:58:44	1365	Walnut (West)	311 Medical assist, assist EMS crew	
19-0001723	0	06/11/2019	09:51:01	423	Barbara	311 Medical assist, assist EMS crew	
19-0001724	0	06/11/2019	11:05:37	251	Hamilton (North)	311 Medical assist, assist EMS crew	
19-0001725	0	06/11/2019	13:12:24	402	Sequoyah	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001726	0	06/11/2019	14:47:56	1100 Riverbend	311 Medical assist, assist EMS crew	
19-0001727	0	06/11/2019	16:28:08	1200 Memorial	611 Dispatched & cancelled en route	
19-0001728	0	06/11/2019	21:51:20	612 Stone	311 Medical assist, assist EMS crew	
19-0001729	0	06/11/2019	22:11:45	104 Sioux	311 Medical assist, assist EMS crew	
19-0001730	0	06/11/2019	23:18:48	906 Sierra	311 Medical assist, assist EMS crew	
19-0001731	0	06/12/2019	00:02:10	826 Shugart	311 Medical assist, assist EMS crew	
19-0001732	0	06/12/2019	01:39:52	507 Jones	311 Medical assist, assist EMS crew	
19-0001733	0	06/12/2019	04:52:06	1035 Abutment	445 Arcing, shorted electrical	
19-0001734	0	06/12/2019	08:02:20	1302 Moice	311 Medical assist, assist EMS crew	
19-0001735	0	06/12/2019	09:32:44	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001736	0	06/12/2019	10:31:59	136 Nickie	743 Smoke detector activation, no fire	
19-0001737	0	06/12/2019	10:43:42	2204 Walnut (East)	311 Medical assist, assist EMS crew	
19-0001738	0	06/12/2019	14:34:45	618 Fifth	311 Medical assist, assist EMS crew	
19-0001739	0	06/12/2019	16:27:10	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0001740	0	06/12/2019	17:40:46	Morris (East)	324 Motor Vehicle Accident with no	
19-0001741	0	06/12/2019	20:07:28	I-75 N. Bound	311 Medical assist, assist EMS crew	
19-0001742	0	06/12/2019	23:42:32	1915 Heathcliff	311 Medical assist, assist EMS crew	
19-0001743	0	06/13/2019	08:06:52	2305 Abutment	311 Medical assist, assist EMS crew	
19-0001744	0	06/13/2019	10:31:58	1320 Winton	743 Smoke detector activation, no fire	
19-0001745	0	06/13/2019	11:22:41	815 Shugart	311 Medical assist, assist EMS crew	
19-0001746	0	06/13/2019	14:06:26	1320 Winton	611 Dispatched & cancelled en route	
19-0001747	0	06/13/2019	14:09:13	Dug Gap	324 Motor Vehicle Accident with no	
19-0001748	0	06/13/2019	14:48:51	136 Nickie	745 Alarm system activation, no fire -	
19-0001749	0	06/13/2019	16:38:05	206 Brookhollow Ind.	311 Medical assist, assist EMS crew	
19-0001750	0	06/13/2019	18:10:55	98 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001751	0	06/13/2019	19:06:05	502 Lakemont	311 Medical assist, assist EMS crew	
19-0001752	0	06/13/2019	21:14:24	1102 Cargal	311 Medical assist, assist EMS crew	
19-0001753	0	06/13/2019	21:21:02	Walnut (East)	322 Motor vehicle accident with	
19-0001754	0	06/13/2019	21:43:18	102 Valley	311 Medical assist, assist EMS crew	
19-0001755	0	06/13/2019	22:27:30	930 Avenue F	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001756	0	06/14/2019	01:07:46	1918 Meadowbrook	611 Dispatched & cancelled en route	
19-0001757	0	06/14/2019	01:08:43	1918 Meadowbrook	311 Medical assist, assist EMS crew	
19-0001758	0	06/14/2019	10:02:40	902 Hamilton (North)	311 Medical assist, assist EMS crew	
19-0001759	0	06/14/2019	10:41:53	2303 Chattanooga	741 Sprinkler activation, no fire -	
19-0001760	0	06/14/2019	11:53:05	1287 Glenwood (North)	622 No Incident found on arrival at	
19-0001761	0	06/14/2019	11:56:54	2303 Chattanooga	744 Detector activation, no fire -	
19-0001762	0	06/14/2019	13:21:27	1708 Dug Gap	743 Smoke detector activation, no fire	
19-0001763	0	06/14/2019	15:16:48	2103 Walnut (East)	142 Brush or brush-and-grass mixture	
19-0001764	0	06/14/2019	15:43:39	1220 Broadrick	311 Medical assist, assist EMS crew	
19-0001765	0	06/14/2019	17:02:11	1203 Acme	611 Dispatched & cancelled en route	
19-0001766	0	06/14/2019	19:38:00	901 West Bridge	611 Dispatched & cancelled en route	
19-0001767	0	06/15/2019	02:13:22	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001768	0	06/15/2019	09:35:41	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001769	0	06/15/2019	09:51:08	1046 Lakeshore (East)	311 Medical assist, assist EMS crew	
19-0001770	0	06/15/2019	10:35:57	816 Walnut Square	745 Alarm system activation, no fire -	
19-0001771	0	06/15/2019	14:05:16	408 Wrinkle	311 Medical assist, assist EMS crew	
19-0001772	0	06/15/2019	15:55:29	1119 Hill	461 Building or structure weakened or	
19-0001773	0	06/15/2019	18:53:18	881 College	611 Dispatched & cancelled en route	
19-0001774	0	06/15/2019	20:18:25	1102 Nelson	561 Unauthorized burning	
19-0001775	0	06/15/2019	21:27:44	1104 St. Charles	311 Medical assist, assist EMS crew	
19-0001776	0	06/16/2019	00:10:25	236 Depot	311 Medical assist, assist EMS crew	
19-0001777	0	06/16/2019	01:21:13	1411 Chattanooga	745 Alarm system activation, no fire -	
19-0001778	0	06/16/2019	07:09:53	805 Professional	311 Medical assist, assist EMS crew	
19-0001779	0	06/16/2019	10:12:34	I-75 S. Bound	322 Motor vehicle accident with	
19-0001780	0	06/16/2019	10:17:01	Walnut (West)	324 Motor Vehicle Accident with no	
19-0001781	0	06/17/2019	00:58:29	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001782	0	06/17/2019	05:01:46	469 Castle	622 No Incident found on arrival at	
19-0001783	0	06/17/2019	08:07:50	1312 Winton	311 Medical assist, assist EMS crew	
19-0001784	0	06/17/2019	09:11:01	519 Loveman	611 Dispatched & cancelled en route	
19-0001785	0	06/17/2019	09:49:14	915 Selvidge St. (North)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001786	0	06/17/2019	10:49:09	329 I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001787	0	06/17/2019	12:19:23	809 Kenner	745 Alarm system activation, no fire -	
19-0001788	0	06/17/2019	12:50:18	1220 Broadrick	311 Medical assist, assist EMS crew	
19-0001789	0	06/17/2019	14:00:56	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001790	0	06/17/2019	15:11:21	1200 Memorial	611 Dispatched & cancelled en route	
19-0001791	0	06/17/2019	15:29:09	1142 Thornton (North)	154 Dumpster or other outside trash	
19-0001792	0	06/17/2019	17:19:27	Shugart	311 Medical assist, assist EMS crew	
19-0001793	0	06/17/2019	17:42:57	1034 Factory	311 Medical assist, assist EMS crew	
19-0001794	0	06/17/2019	18:22:24	626 Fourth	311 Medical assist, assist EMS crew	
19-0001795	0	06/17/2019	20:26:58	807 Parkway	745 Alarm system activation, no fire -	
19-0001796	0	06/17/2019	22:16:30	1602 Underwood	311 Medical assist, assist EMS crew	
19-0001797	0	06/18/2019	01:01:50	1810 Martha's Bridge	311 Medical assist, assist EMS crew	
19-0001798	0	06/18/2019	03:29:25	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001799	0	06/18/2019	05:38:01	306 Crystal	311 Medical assist, assist EMS crew	
19-0001800	0	06/18/2019	07:32:26	2121 Walnut (East)	740 Unintentional transmission of	
19-0001801	0	06/18/2019	10:27:23	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001802	0	06/18/2019	10:33:55	Willowdale	651 Smoke scare, odor of smoke	
19-0001803	0	06/18/2019	10:43:58	414 Cedar	311 Medical assist, assist EMS crew	
19-0001804	0	06/18/2019	12:31:49	1013 Bonanza	311 Medical assist, assist EMS crew	
19-0001805	0	06/18/2019	13:58:35	200 Bryant	745 Alarm system activation, no fire -	
19-0001806	0	06/18/2019	14:35:55	I-75 N. Bound	352 Extrication of victim(s) from	
19-0001807	0	06/18/2019	15:18:16	1102 Burleyson	743 Smoke detector activation, no fire	
19-0001808	0	06/18/2019	15:20:37	325 Goodwill	311 Medical assist, assist EMS crew	
19-0001809	0	06/18/2019	15:27:28	1402 Walston	311 Medical assist, assist EMS crew	
19-0001810	0	06/18/2019	18:28:40	805 Beirut	311 Medical assist, assist EMS crew	
19-0001811	0	06/19/2019	02:13:56	1046 Lakeshore (East)	311 Medical assist, assist EMS crew	
19-0001812	0	06/19/2019	08:10:31	311 Thornton (North)	331 Lock-in (if lock out , use 511)	
19-0001813	0	06/19/2019	09:48:25	1205 Glenwood (North)	324 Motor Vehicle Accident with no	
19-0001814	0	06/19/2019	10:23:34	907 Rockdale	622 No Incident found on arrival at	
19-0001815	0	06/19/2019	10:43:56	310 Brookhollow Ind.	745 Alarm system activation, no fire -	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001816	0	06/19/2019	10:58:51	1012 Burleyson	311 Medical assist, assist EMS crew	
19-0001817	0	06/19/2019	11:16:30	1320 Winton	311 Medical assist, assist EMS crew	
19-0001818	0	06/19/2019	11:19:26	302 Thornton (South)	324 Motor Vehicle Accident with no	
19-0001819	0	06/19/2019	12:48:21	904 Sandy Dunes	311 Medical assist, assist EMS crew	
19-0001820	0	06/19/2019	12:51:32	2705 Airport	311 Medical assist, assist EMS crew	
19-0001821	0	06/19/2019	13:12:30	305 Hamilton (North)	745 Alarm system activation, no fire -	
19-0001822	0	06/19/2019	14:49:27	408 Wrinkle	311 Medical assist, assist EMS crew	
19-0001823	0	06/19/2019	17:17:56	1013 Underwood	745 Alarm system activation, no fire -	
19-0001824	0	06/19/2019	19:42:51	Glenwood (North)	324 Motor Vehicle Accident with no	
19-0001825	0	06/19/2019	20:06:47	1116 Willowdale	741 Sprinkler activation, no fire -	
19-0001826	0	06/19/2019	20:35:50	1108 Walston	311 Medical assist, assist EMS crew	
19-0001827	0	06/20/2019	06:37:34	907 Sierra	445 Arcing, shorted electrical	
19-0001828	0	06/20/2019	09:50:49	1116 Willowdale	611 Dispatched & cancelled en route	
19-0001829	0	06/20/2019	09:53:14	1015 Abutment	745 Alarm system activation, no fire -	
19-0001830	0	06/20/2019	10:40:49	104 Fort Hill	311 Medical assist, assist EMS crew	
19-0001831	0	06/20/2019	11:08:48	203 Easterling (South)	461 Building or structure weakened or	
19-0001832	0	06/20/2019	11:54:44	1102 Waugh (West)	745 Alarm system activation, no fire -	
19-0001833	0	06/20/2019	12:12:49	408 Wrinkle	311 Medical assist, assist EMS crew	
19-0001834	0	06/20/2019	12:16:53	Professional	611 Dispatched & cancelled en route	
19-0001835	0	06/20/2019	15:26:18	1449 Westover	311 Medical assist, assist EMS crew	
19-0001836	0	06/20/2019	16:19:59	111 Ella	111 Building fire	\$3,000
19-0001837	0	06/20/2019	21:09:12	Phillip	622 No Incident found on arrival at	
19-0001838	0	06/20/2019	23:00:27	1521 Walnut (West)	131 Passenger vehicle fire	
19-0001839	0	06/21/2019	08:25:38	785 College	311 Medical assist, assist EMS crew	
19-0001840	0	06/21/2019	11:20:30	1607 Beechland	311 Medical assist, assist EMS crew	
19-0001841	0	06/21/2019	11:23:49	881 College	745 Alarm system activation, no fire -	
19-0001842	0	06/21/2019	13:27:15	1215 Riverbend	745 Alarm system activation, no fire -	
19-0001843	0	06/21/2019	18:03:14	100 North Oaks	410 Combustible/flammable gas/liquid	
19-0001844	0	06/21/2019	19:45:21	816 Shugart	522 Water or steam leak	
19-0001845	0	06/21/2019	21:15:27	1022 Lavert	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001846	0	06/21/2019	21:54:19	1801 Shadow	311 Medical assist, assist EMS crew	
19-0001847	0	06/21/2019	23:40:03	1320 Winton	651 Smoke scare, odor of smoke	
19-0001848	0	06/22/2019	00:16:27	400 Wrinkle	445 Arcing, shorted electrical	
19-0001849	0	06/22/2019	00:17:30	Brookhaven (West)	611 Dispatched & cancelled en route	
19-0001850	0	06/22/2019	00:20:32	404 Sheridan	461 Building or structure weakened or	
19-0001851	0	06/22/2019	00:48:22	1918 Springchase	736 CO detector activation due to	
19-0001852	0	06/22/2019	02:34:39	325 Goodwill	311 Medical assist, assist EMS crew	
19-0001853	0	06/22/2019	08:45:06	519 Hawthorne (West)	743 Smoke detector activation, no fire	
19-0001854	0	06/22/2019	11:06:10	1810 Bridgewater	311 Medical assist, assist EMS crew	
19-0001855	0	06/22/2019	12:42:08	North Bypass	322 Motor vehicle accident with	
19-0001856	0	06/22/2019	14:53:15	Walnut (West)	611 Dispatched & cancelled en route	
19-0001857	0	06/22/2019	15:16:37	711 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001858	0	06/22/2019	15:45:10	711 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001859	0	06/22/2019	20:38:27	2080 Chattanooga	553 Public service	
19-0001860	0	06/22/2019	20:41:33	903 Liddell	444 Power line down	
19-0001861	0	06/22/2019	20:44:05	218 Fredrick (North)	553 Public service	
19-0001862	0	06/22/2019	20:49:23	115 Crawford (West)	735 Alarm system sounded due to	
19-0001863	0	06/22/2019	20:54:51	Glenwood (South)	400 Hazardous condition, Other	
19-0001864	0	06/22/2019	20:56:10	207 April	444 Power line down	
19-0001865	0	06/22/2019	20:57:49	804 Selvidge St. (North)	444 Power line down	
19-0001866	0	06/22/2019	21:03:43	MLK Jr.	622 No Incident found on arrival at	
19-0001867	0	06/22/2019	21:17:17	Kate	622 No Incident found on arrival at	
19-0001868	0	06/22/2019	21:56:49	Sheridan	611 Dispatched & cancelled en route	
19-0001869	0	06/22/2019	22:20:37	790 Bermuda	311 Medical assist, assist EMS crew	
19-0001870	0	06/22/2019	22:40:11	209 Matilda. (West)	553 Public service	
19-0001871	0	06/22/2019	22:58:30	111 Fernwood	611 Dispatched & cancelled en route	
19-0001872	0	06/22/2019	23:53:14	113 Tarver	311 Medical assist, assist EMS crew	
19-0001873	0	06/23/2019	03:18:14	1116 Willowdale	622 No Incident found on arrival at	
19-0001874	0	06/23/2019	06:25:06	1104 Willowdale	611 Dispatched & cancelled en route	
19-0001875	0	06/23/2019	07:06:04	715 College	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001876	0	06/23/2019	07:37:56	900 Elk	140 Natural vegetation fire, Other	
19-0001877	0	06/23/2019	09:22:44	2204 Druid	444 Power line down	
19-0001878	0	06/23/2019	09:45:01	1034 Factory	311 Medical assist, assist EMS crew	
19-0001879	0	06/23/2019	12:17:02	884 College	311 Medical assist, assist EMS crew	
19-0001880	0	06/23/2019	12:43:56	1275 Cross Plains	311 Medical assist, assist EMS crew	
19-0001881	0	06/23/2019	12:49:19	818 Underwood	461 Building or structure weakened or	
19-0001882	0	06/23/2019	14:01:17	501 Dantzler	444 Power line down	
19-0001883	0	06/23/2019	17:33:08	417 Barbara	622 No Incident found on arrival at	
19-0001884	0	06/23/2019	22:56:14	1220 Broadrick	311 Medical assist, assist EMS crew	
19-0001885	0	06/23/2019	23:42:17	1520 Shady	352 Extrication of victim(s) from	
19-0001886	0	06/23/2019	23:57:07	1115 Professional	743 Smoke detector activation, no fire	
19-0001887	0	06/24/2019	04:37:18	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001888	0	06/24/2019	10:06:43	1102 Burleyson	743 Smoke detector activation, no fire	
19-0001889	0	06/24/2019	11:32:34	519 Hawthorne (West)	740 Unintentional transmission of	
19-0001890	0	06/24/2019	12:28:20	626 Fourth	311 Medical assist, assist EMS crew	
19-0001891	0	06/24/2019	13:34:29	1250 Cross Plains	622 No Incident found on arrival at	
19-0001892	0	06/24/2019	13:37:09	Valley	551 Assist police or other	
19-0001893	0	06/24/2019	16:08:45	Broadrick	311 Medical assist, assist EMS crew	
19-0001894	0	06/24/2019	17:13:33	108 Davidson	444 Power line down	
19-0001895	0	06/24/2019	17:22:39	222 Mountain View	444 Power line down	
19-0001896	0	06/24/2019	18:35:44	900 Vernon	444 Power line down	
19-0001897	0	06/24/2019	20:14:03	104 Goose Hill (North)	611 Dispatched & cancelled en route	
19-0001898	0	06/24/2019	21:54:07	715 College	311 Medical assist, assist EMS crew	
19-0001899	0	06/25/2019	10:38:28	302 Cappes	311 Medical assist, assist EMS crew	
19-0001900	0	06/25/2019	11:39:48	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0001901	0	06/25/2019	13:28:37	819 Atkinson	311 Medical assist, assist EMS crew	
19-0001902	0	06/25/2019	13:44:06	1102 Burleyson	745 Alarm system activation, no fire -	
19-0001903	0	06/25/2019	14:39:30	Dug Gap	322 Motor vehicle accident with	
19-0001904	0	06/25/2019	15:16:19	1420 Mineral Springs	311 Medical assist, assist EMS crew	
19-0001905	0	06/25/2019	16:17:27	2107 Walnut (East)	741 Sprinkler activation, no fire -	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001906	0	06/25/2019	17:23:37	700 Fifth	445 Arcing, shorted electrical	
19-0001907	0	06/25/2019	17:28:19	MM I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001908	0	06/25/2019	22:03:41	Waring	622 No Incident found on arrival at	
19-0001909	0	06/25/2019	22:09:45	1696 Red Oak	311 Medical assist, assist EMS crew	
19-0001910	0	06/26/2019	00:03:49	136 Nickie	611 Dispatched & cancelled en route	
19-0001911	0	06/26/2019	00:35:09	615 Peachtree	311 Medical assist, assist EMS crew	
19-0001912	0	06/26/2019	02:44:00	1905 Richland	500 Service Call, other	
19-0001913	0	06/26/2019	02:44:00	1905 Richland	500 Service Call, other	
19-0001914	0	06/26/2019	10:49:06	818 J & J	735 Alarm system sounded due to	
19-0001915	0	06/26/2019	11:30:01	100 Gordon (West)	745 Alarm system activation, no fire -	
19-0001916	0	06/26/2019	16:48:39	1810 Bridgewater	311 Medical assist, assist EMS crew	
19-0001917	0	06/26/2019	17:05:32	101 Thornton (North)	622 No Incident found on arrival at	
19-0001918	0	06/26/2019	17:17:10	510 Tibbs (South)	311 Medical assist, assist EMS crew	
19-0001919	0	06/26/2019	17:39:44	1001 Thornton (South)	311 Medical assist, assist EMS crew	
19-0001920	0	06/26/2019	17:57:13	414 Benton	311 Medical assist, assist EMS crew	
19-0001921	0	06/26/2019	18:18:04	1320 Winton	743 Smoke detector activation, no fire	
19-0001922	0	06/26/2019	20:50:51	2125 Arbordale	412 Gas leak (natural gas or LPG)	
19-0001923	0	06/26/2019	23:20:44	1200 Memorial	733 Smoke detector activation due to	
19-0001924	0	06/27/2019	05:19:19	1365 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001925	0	06/27/2019	06:44:11	818 J & J	735 Alarm system sounded due to	
19-0001926	0	06/27/2019	07:03:33	1810 Bridgewater	311 Medical assist, assist EMS crew	
19-0001927	0	06/27/2019	08:19:26	Underwood	311 Medical assist, assist EMS crew	
19-0001928	0	06/27/2019	09:26:01	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001929	0	06/27/2019	09:54:40	1708 Oakmont	311 Medical assist, assist EMS crew	
19-0001930	0	06/27/2019	11:54:41	1247 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001931	0	06/27/2019	14:18:45	113 Tarver	311 Medical assist, assist EMS crew	
19-0001932	0	06/27/2019	15:09:57	200 April	444 Power line down	
19-0001933	0	06/27/2019	17:49:30	MLK Jr.	622 No Incident found on arrival at	
19-0001934	0	06/27/2019	18:15:41	619 McFarland	611 Dispatched & cancelled en route	
19-0001935	0	06/27/2019	18:52:00	1517 Walnut (West)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001936	0	06/27/2019	21:02:30	1104 Walston	311 Medical assist, assist EMS crew	
19-0001937	0	06/27/2019	22:02:05	1306 Underwood	311 Medical assist, assist EMS crew	
19-0001938	0	06/28/2019	08:54:39	1699 North Summit	311 Medical assist, assist EMS crew	
19-0001939	0	06/28/2019	09:57:16	I-75 S. Bound	413 Oil or other combustibile liquid	
19-0001940	0	06/28/2019	11:50:19	1109 Burleyson	745 Alarm system activation, no fire -	
19-0001941	0	06/28/2019	12:25:59	1314 Walnut (West)	622 No Incident found on arrival at	
19-0001942	0	06/28/2019	19:12:48	101 Hamilton Extension	611 Dispatched & cancelled en route	
19-0001943	0	06/28/2019	19:18:07	609 Luckie	311 Medical assist, assist EMS crew	
19-0001944	0	06/28/2019	21:10:25	MM I-75 N. Bound	411 Gasoline or other flammable liquid	
19-0001945	0	06/29/2019	00:36:29	1803 Shadow	311 Medical assist, assist EMS crew	
19-0001946	0	06/29/2019	01:51:53	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
19-0001947	0	06/29/2019	04:05:28	905 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001948	0	06/29/2019	10:35:56	119 Broadview	420 Toxic condition, Other	
19-0001949	0	06/29/2019	11:44:09	1524 Morris (East)	411 Gasoline or other flammable liquid	
19-0001950	0	06/29/2019	12:11:23	200 Dayton	551 Assist police or other	
19-0001951	0	06/29/2019	12:22:46	2111 Club	622 No Incident found on arrival at	
19-0001952	0	06/29/2019	18:24:19	123 Grimes (North)	311 Medical assist, assist EMS crew	
19-0001953	0	06/29/2019	23:41:37	431 Cedar	311 Medical assist, assist EMS crew	
19-0001954	0	06/29/2019	23:46:53	519 Hawthorne (West)	611 Dispatched & cancelled en route	
19-0001955	0	06/30/2019	06:11:32	1312 Winton	311 Medical assist, assist EMS crew	
19-0001956	0	06/30/2019	06:36:27	626 Fourth	311 Medical assist, assist EMS crew	
19-0001957	0	06/30/2019	07:00:37	405 Moore	311 Medical assist, assist EMS crew	
19-0001958	0	06/30/2019	07:14:33	715 College	311 Medical assist, assist EMS crew	
19-0001959	0	06/30/2019	09:59:23	901 Dogwood	311 Medical assist, assist EMS crew	
19-0001960	0	06/30/2019	11:40:40	314 Fredrick (North)	311 Medical assist, assist EMS crew	
19-0001961	0	06/30/2019	13:46:06	522 Straight	311 Medical assist, assist EMS crew	
19-0001962	0	06/30/2019	14:55:25	Morris (East)	311 Medical assist, assist EMS crew	
19-0001963	0	06/30/2019	18:40:12	1300 Waugh (West)	611 Dispatched & cancelled en route	
19-0001964	0	06/30/2019	19:25:31	1104 Walston	311 Medical assist, assist EMS crew	

Total Incident Count 359

Total Est Loss \$533,000

DALTON

Fire Service Casualties by Incident (Monthly)

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident	Alm Date	Alm Time	Response	Location	Incident Type
19-0001626-000	06/02/2019	19:05:05	00:07:33	1505 Augusta DR	111 Building fire
Cas #:	1 Higgins, Tyler			Sex: Male Age: 25	
				Cause: 5 Struck or assaulted by	
				Activity: 31 Handling charged hose lines	
				Severity: 1 Report only, including exposure	
Cas #:	2 Dennis, Chris			Sex: Male Age: 33	
				Cause: 7 Overexertion/strain	
				Activity: 31 Handling charged hose lines	
				Severity: 2 First aid only	

Total Fire Svc Casualty Count 2

DALTON

Incident Type Period Comparisons

Alarm Date Between {06/01/2019} and {06/30/2019}

Incident Type	06/01/2019	06/01/2018	06/01/2017	06/01/2016
	to 06/30/2019	to 06/30/2018	to 06/30/2017	to 06/30/2016
111 Building fire	2	3	1	5
113 Cooking fire, confined to container	2	2	1	1
131 Passenger vehicle fire	1	2	2	1
140 Natural vegetation fire, Other	2	0	0	0
142 Brush or brush-and-grass mixture fire	1	1	3	7
151 Outside rubbish, trash or waste fire	2	2	0	4
154 Dumpster or other outside trash receptacle fire	2	0	1	0
161 Outside storage fire	0	0	1	0
162 Outside equipment fire	0	0	0	1
163 Outside gas or vapor combustion explosion	0	0	0	1
251 Excessive heat, scorch burns with no ignition	0	0	0	1
311 Medical assist, assist EMS crew	180	166	197	190
322 Motor vehicle accident with injuries	8	12	0	10
323 Motor vehicle/pedestrian accident (MV Ped)	2	1	0	1
324 Motor Vehicle Accident with no injuries	9	4	1	5
331 Lock-in (if lock out , use 511)	1	0	0	0
350 Extrication, rescue, Other	0	2	0	0
352 Extrication of victim(s) from vehicle	2	3	2	2
353 Removal of victim(s) from stalled elevator	1	1	0	0
363 Swift water rescue	0	1	0	0
400 Hazardous condition, Other	1	1	0	0
410 Combustible/flammable gas/liquid condition,	1	0	0	0
411 Gasoline or other flammable liquid spill	3	0	1	2
412 Gas leak (natural gas or LPG)	1	2	2	4
413 Oil or other combustible liquid spill	1	1	1	1
420 Toxic condition, Other	2	0	0	0
421 Chemical hazard (no spill or leak)	2	0	0	0

DALTON

Incident Type Period Comparisons

Alarm Date Between {06/01/2019} and {06/30/2019}

Incident Type	06/01/2019	06/01/2018	06/01/2017	06/01/2016
	to 06/30/2019	to 06/30/2018	to 06/30/2017	to 06/30/2016
440 Electrical wiring/equipment problem, Other	0	2	0	0
441 Heat from short circuit (wiring), defective/worn	1	0	2	0
442 Overheated motor	0	0	1	2
443 Breakdown of light ballast	0	0	0	1
444 Power line down	9	5	3	9
445 Arcing, shorted electrical equipment	5	2	3	1
461 Building or structure weakened or collapsed	4	3	0	1
500 Service Call, other	2	0	2	1
511 Lock-out	0	1	0	0
522 Water or steam leak	1	1	4	1
531 Smoke or odor removal	0	1	0	0
551 Assist police or other governmental agency	2	0	0	1
553 Public service	3	2	0	2
554 Assist invalid	0	1	0	0
561 Unauthorized burning	1	1	0	3
611 Dispatched & cancelled en route	39	31	20	22
621 Wrong location	0	0	0	1
622 No Incident found on arrival at dispatch address	18	2	5	9
631 Authorized controlled burning	0	1	0	0
650 Steam, Other gas mistaken for smoke, Other	0	1	0	0
651 Smoke scare, odor of smoke	3	0	1	1
652 Steam, vapor, fog or dust thought to be smoke	0	1	3	1
661 EMS call, party transported by non-fire agency	0	1	0	0
671 HazMat release investigation w/no HazMat	1	0	0	0
711 Municipal alarm system, malicious false alarm	0	0	0	1
715 Local alarm system, malicious false alarm	0	2	0	0
731 Sprinkler activation due to malfunction	0	0	2	4

DALTON

Incident Type Period Comparisons

Alarm Date Between {06/01/2019} and {06/30/2019}

Incident Type	06/01/2019 to 06/30/2019	06/01/2018 to 06/30/2018	06/01/2017 to 06/30/2017	06/01/2016 to 06/30/2016
733 Smoke detector activation due to malfunction	2	5	12	6
735 Alarm system sounded due to malfunction	4	5	9	16
736 CO detector activation due to malfunction	1	0	0	0
740 Unintentional transmission of alarm, Other	2	0	0	1
741 Sprinkler activation, no fire - unintentional	4	0	1	2
743 Smoke detector activation, no fire -	13	6	7	8
744 Detector activation, no fire - unintentional	1	3	1	3
745 Alarm system activation, no fire - unintentional	17	5	7	5
813 Wind storm, tornado/hurricane assessment	0	0	1	0
Totals	<u>359</u>	<u>286</u>	<u>297</u>	<u>338</u>

Dalton Fire Department
Monthly Emergency Response Time Analysis
Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	26	6.6%
	01	44	11.2%
	02	109	27.8%
	03	97	24.8%
	04	53	13.5%
	05	37	9.4%
	06	12	3.0%
	07	4	1.0%
	08	1	0.2%
	11	6	1.5%
	12	1	0.2%
	13	1	0.2%

Overall Average Response Time: 00:03:27

Dalton Fire Department
Monthly Non-Emergency Response Time Analysis
Non-Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	12	16.6%
	01	2	2.7%
	02	8	11.1%
	03	14	19.4%
	04	9	12.5%
	05	8	11.1%
	06	10	13.8%
	07	4	5.5%
	08	2	2.7%
	09	3	4.1%

Overall Average Response Time: 00:04:09

DALTON

Copy of Special Study Report

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0001607-000	06/01/2019	03:57:15	1480 Westover PL	311 Medical assist, assist EMS
19-0001608-000	06/01/2019	08:15:26	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001609-000	06/01/2019	11:53:26	1310 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001610-000	06/01/2019	12:47:27	1115 Professional BLVD	311 Medical assist, assist EMS
19-0001611-000	06/01/2019	14:15:46	881 College DR	322 Motor vehicle accident with
19-0001613-000	06/01/2019	21:52:06	2316 Sir Lancelot PL /504	323 Motor vehicle/pedestrian
19-0001614-000	06/01/2019	23:28:21	620 Fifth AVE /22	311 Medical assist, assist EMS
19-0001616-000	06/02/2019	03:04:40	404 Lesley DR	311 Medical assist, assist EMS
19-0001618-000	06/02/2019	06:04:23	1226 MLK Jr. BLVD /A	311 Medical assist, assist EMS
19-0001619-000	06/02/2019	08:38:35	815 Shugart RD	311 Medical assist, assist EMS
19-0001621-000	06/02/2019	14:08:30	358 Castle RD	311 Medical assist, assist EMS
19-0001622-000	06/02/2019	16:34:32	501 Legion DR	311 Medical assist, assist EMS
19-0001624-000	06/02/2019	18:44:55	Glenwood (North) AVE &	322 Motor vehicle accident with
19-0001625-000	06/02/2019	18:55:49	1697 North Summit DR /233	311 Medical assist, assist EMS
19-0001627-000	06/02/2019	19:11:05	1106 Brookwood LANE /25	311 Medical assist, assist EMS
19-0001628-000	06/02/2019	19:54:35	1302 Underwood ST /6	611 Dispatched & cancelled en
19-0001630-000	06/03/2019	09:45:47	1116 Willowdale RD /Stay	611 Dispatched & cancelled en
19-0001631-000	06/03/2019	10:48:09	1502 Thornton (North) AVE	311 Medical assist, assist EMS
19-0001634-000	06/03/2019	13:13:22	900 Glenwood (North) AVE	323 Motor vehicle/pedestrian
19-0001636-000	06/03/2019	16:23:19	614 College DR	311 Medical assist, assist EMS
19-0001637-000	06/03/2019	16:26:49	1213 Stacy DR	311 Medical assist, assist EMS
19-0001641-000	06/04/2019	08:58:29	1109 Brookwood LANE /40	311 Medical assist, assist EMS
19-0001643-000	06/04/2019	12:03:18	306 Hightower ST	311 Medical assist, assist EMS
19-0001645-000	06/04/2019	13:39:17	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001646-000	06/04/2019	14:14:31	321 Spencer (North) ST	311 Medical assist, assist EMS
19-0001648-000	06/04/2019	15:59:04	1318 Winton DR /Winton	311 Medical assist, assist EMS
19-0001649-000	06/04/2019	17:06:12	100 Thornton (South) AVE	311 Medical assist, assist EMS
19-0001651-000	06/04/2019	23:57:46	1908 Brady DR /Dalton	311 Medical assist, assist EMS
19-0001652-000	06/05/2019	00:03:54	1024 St. Charles ST /Apt.	421 Chemical hazard (no spill or
19-0001653-000	06/05/2019	03:01:00	865 Holiday Inn DR /215	311 Medical assist, assist EMS
19-0001654-000	06/05/2019	08:21:39	604 Stone ST	311 Medical assist, assist EMS
19-0001656-000	06/05/2019	11:33:40	511 Crawford (West) ST	311 Medical assist, assist EMS
19-0001659-000	06/05/2019	15:52:31	711 Hamilton (South) ST	311 Medical assist, assist EMS
19-0001663-000	06/06/2019	02:17:11	I-75 S. Bound /MM 332	322 Motor vehicle accident with
19-0001664-000	06/06/2019	02:29:14	2100 Hamilton (South) ST	311 Medical assist, assist EMS
19-0001665-000	06/06/2019	07:18:43	908 Crawford (West) ST /2	311 Medical assist, assist EMS
19-0001667-000	06/06/2019	08:57:04	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001668-000	06/06/2019	10:43:06	North Bypass & Thornton	311 Medical assist, assist EMS
19-0001669-000	06/06/2019	12:08:16	508 Morris (East) ST	311 Medical assist, assist EMS
19-0001671-000	06/06/2019	15:20:06	1218 Broadrick DR /Royal	311 Medical assist, assist EMS
19-0001673-000	06/06/2019	16:12:16	1116 Willowdale RD /631	311 Medical assist, assist EMS
19-0001674-000	06/06/2019	19:05:43	1030 Willowdale RD	311 Medical assist, assist EMS
19-0001675-000	06/06/2019	20:44:34	1328 Cleo WAY	611 Dispatched & cancelled en
19-0001676-000	06/06/2019	21:48:47	620 Fifth AVE	311 Medical assist, assist EMS

DALTON

Copy of Special Study Report

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0001677-000	06/07/2019	00:56:43	1920 Keystone WAY	311 Medical assist, assist EMS
19-0001679-000	06/07/2019	06:46:02	405 Moore ST	611 Dispatched & cancelled en
19-0001682-000	06/07/2019	14:27:31	227 Grace ST	311 Medical assist, assist EMS
19-0001684-000	06/07/2019	17:30:00	815 Shugart RD /Wal Mart	311 Medical assist, assist EMS
19-0001685-000	06/07/2019	17:51:26	2230 Hamilton Extension ST	311 Medical assist, assist EMS
19-0001686-000	06/07/2019	19:19:24	1030 Willowdale RD	311 Medical assist, assist EMS
19-0001687-000	06/07/2019	20:08:43	120 Monte Vista DR	311 Medical assist, assist EMS
19-0001688-000	06/07/2019	21:10:24	227 Grace ST	311 Medical assist, assist EMS
19-0001689-000	06/08/2019	01:39:43	1820 Brady DR /Dalton	311 Medical assist, assist EMS
19-0001690-000	06/08/2019	04:35:20	606 Clark ST /9	311 Medical assist, assist EMS
19-0001692-000	06/08/2019	11:14:16	2211 Dug Gap Battle RD	311 Medical assist, assist EMS
19-0001693-000	06/08/2019	12:32:41	422 Moore ST	311 Medical assist, assist EMS
19-0001697-000	06/08/2019	19:26:48	805 Professional BLVD	311 Medical assist, assist EMS
19-0001698-000	06/08/2019	21:04:07	100 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001699-000	06/08/2019	22:24:04	1100 Ridgeleigh CIR	311 Medical assist, assist EMS
19-0001700-000	06/09/2019	01:14:34	1218 Broadrick DR	311 Medical assist, assist EMS
19-0001701-000	06/09/2019	05:45:29	Waugh (West) ST &	311 Medical assist, assist EMS
19-0001702-000	06/09/2019	07:07:49	Underwood ST & Phoenix PL	311 Medical assist, assist EMS
19-0001705-000	06/09/2019	10:37:08	510 Tibbs (South) RD	311 Medical assist, assist EMS
19-0001706-000	06/09/2019	11:02:29	800 Autumn CT /Unit #2	311 Medical assist, assist EMS
19-0001708-000	06/09/2019	13:58:49	841 Shugart RD	311 Medical assist, assist EMS
19-0001710-000	06/09/2019	18:06:14	105 Hamilton (North) ST	311 Medical assist, assist EMS
19-0001711-000	06/09/2019	21:10:07	610 Jones ST	311 Medical assist, assist EMS
19-0001712-000	06/10/2019	02:53:08	I-75 S. Bound	622 No Incident found on arrival
19-0001713-000	06/10/2019	08:42:26	904 Civic DR	311 Medical assist, assist EMS
19-0001714-000	06/10/2019	10:07:21	508 Morris (East) ST	311 Medical assist, assist EMS
19-0001715-000	06/10/2019	10:43:22	1202 Glenwood (North) AVE	311 Medical assist, assist EMS
19-0001716-000	06/10/2019	13:18:02	Walnut (East) AVE & Harris	324 Motor Vehicle Accident with
19-0001717-000	06/10/2019	17:15:17	1010 Walnut (East) AVE	311 Medical assist, assist EMS
19-0001718-000	06/10/2019	18:27:58	906 Thornton (South) AVE	311 Medical assist, assist EMS
19-0001720-000	06/10/2019	19:42:37	Walnut (East) AVE &	322 Motor vehicle accident with
19-0001721-000	06/11/2019	01:55:59	403 Meeting ST	311 Medical assist, assist EMS
19-0001722-000	06/11/2019	02:58:44	1365 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001723-000	06/11/2019	09:51:01	423 Barbara AVE	311 Medical assist, assist EMS
19-0001724-000	06/11/2019	11:05:37	251 Hamilton (North) ST	311 Medical assist, assist EMS
19-0001725-000	06/11/2019	13:12:24	402 Sequoyah PL /2	311 Medical assist, assist EMS
19-0001726-000	06/11/2019	14:47:56	1100 Riverbend RD	311 Medical assist, assist EMS
19-0001728-000	06/11/2019	21:51:20	612 Stone ST /3	311 Medical assist, assist EMS
19-0001729-000	06/11/2019	22:11:45	104 Sioux TRL	311 Medical assist, assist EMS
19-0001730-000	06/11/2019	23:18:48	906 Sierra PL /18	311 Medical assist, assist EMS
19-0001731-000	06/12/2019	00:02:10	826 Shugart RD /A2	311 Medical assist, assist EMS
19-0001732-000	06/12/2019	01:39:52	507 Jones ST	311 Medical assist, assist EMS
19-0001734-000	06/12/2019	08:02:20	1302 Moice DR	311 Medical assist, assist EMS
19-0001735-000	06/12/2019	09:32:44	1300 Waugh (West) ST	311 Medical assist, assist EMS

DALTON

Copy of Special Study Report

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0001737-000	06/12/2019	10:43:42	2204 Walnut (East) AVE	311 Medical assist, assist EMS
19-0001738-000	06/12/2019	14:34:45	618 Fifth AVE /Apt 2	311 Medical assist, assist EMS
19-0001739-000	06/12/2019	16:27:10	1116 Willowdale RD /321	311 Medical assist, assist EMS
19-0001740-000	06/12/2019	17:40:46	Morris (East) ST & McGhee	324 Motor Vehicle Accident with
19-0001741-000	06/12/2019	20:07:28	I-75 N. Bound /MM 335	311 Medical assist, assist EMS
19-0001742-000	06/12/2019	23:42:32	1915 Heathcliff DR /1	311 Medical assist, assist EMS
19-0001743-000	06/13/2019	08:06:52	2305 Abutment RD	311 Medical assist, assist EMS
19-0001745-000	06/13/2019	11:22:41	815 Shugart RD /Wal Mart	311 Medical assist, assist EMS
19-0001746-000	06/13/2019	14:06:26	1320 Winton DR /Whitfield	611 Dispatched & cancelled en
19-0001747-000	06/13/2019	14:09:13	Dug Gap RD & Shields RD	324 Motor Vehicle Accident with
19-0001749-000	06/13/2019	16:38:05	206 Brookhollow Ind. BLVD	311 Medical assist, assist EMS
19-0001750-000	06/13/2019	18:10:55	98 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001751-000	06/13/2019	19:06:05	502 Lakemont DR	311 Medical assist, assist EMS
19-0001752-000	06/13/2019	21:14:24	1102 Cargal DR	311 Medical assist, assist EMS
19-0001753-000	06/13/2019	21:21:02	Walnut (East) AVE &	322 Motor vehicle accident with
19-0001754-000	06/13/2019	21:43:18	102 Valley DR	311 Medical assist, assist EMS
19-0001755-000	06/13/2019	22:27:30	930 Avenue F /2	311 Medical assist, assist EMS
19-0001756-000	06/14/2019	01:07:46	1918 Meadowbrook CIR	611 Dispatched & cancelled en
19-0001757-000	06/14/2019	01:08:43	1918 Meadowbrook CIR	311 Medical assist, assist EMS
19-0001758-000	06/14/2019	10:02:40	902 Hamilton (North) ST	311 Medical assist, assist EMS
19-0001760-000	06/14/2019	11:53:05	1287 Glenwood (North) AVE	622 No Incident found on arrival
19-0001764-000	06/14/2019	15:43:39	1220 Broadrick DR /1318	311 Medical assist, assist EMS
19-0001765-000	06/14/2019	17:02:11	1203 Acme ST /3	611 Dispatched & cancelled en
19-0001768-000	06/15/2019	09:35:41	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001769-000	06/15/2019	09:51:08	1046 Lakeshore (East) DR	311 Medical assist, assist EMS
19-0001771-000	06/15/2019	14:05:16	408 Wrinkle ST /Apt 1	311 Medical assist, assist EMS
19-0001775-000	06/15/2019	21:27:44	1104 St. Charles ST	311 Medical assist, assist EMS
19-0001776-000	06/16/2019	00:10:25	236 Depot ST	311 Medical assist, assist EMS
19-0001778-000	06/16/2019	07:09:53	805 Professional BLVD	311 Medical assist, assist EMS
19-0001779-000	06/16/2019	10:12:34	I-75 S. Bound /MM 332	322 Motor vehicle accident with
19-0001780-000	06/16/2019	10:17:01	Walnut (West) AVE & Dug	324 Motor Vehicle Accident with
19-0001781-000	06/17/2019	00:58:29	1218 Broadrick DR /Royal	311 Medical assist, assist EMS
19-0001783-000	06/17/2019	08:07:50	1312 Winton DR /3	311 Medical assist, assist EMS
19-0001785-000	06/17/2019	09:49:14	915 Selvidge St. (North)	311 Medical assist, assist EMS
19-0001788-000	06/17/2019	12:50:18	1220 Broadrick DR /2115	311 Medical assist, assist EMS
19-0001789-000	06/17/2019	14:00:56	1218 Broadrick DR /2205	311 Medical assist, assist EMS
19-0001792-000	06/17/2019	17:19:27	Shugart RD & Shadow LANE	311 Medical assist, assist EMS
19-0001793-000	06/17/2019	17:42:57	1034 Factory ST	311 Medical assist, assist EMS
19-0001794-000	06/17/2019	18:22:24	626 Fourth AVE /4	311 Medical assist, assist EMS
19-0001796-000	06/17/2019	22:16:30	1602 Underwood ST /3	311 Medical assist, assist EMS
19-0001797-000	06/18/2019	01:01:50	1810 Martha's Bridge RD	311 Medical assist, assist EMS
19-0001798-000	06/18/2019	03:29:25	1218 Broadrick DR	311 Medical assist, assist EMS
19-0001799-000	06/18/2019	05:38:01	306 Crystal PL /8	311 Medical assist, assist EMS
19-0001801-000	06/18/2019	10:27:23	1300 Waugh (West) ST	311 Medical assist, assist EMS

DALTON

Copy of Special Study Report

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0001803-000	06/18/2019	10:43:58	414 Cedar ST	311 Medical assist, assist EMS
19-0001804-000	06/18/2019	12:31:49	1013 Bonanza PL /5	311 Medical assist, assist EMS
19-0001806-000	06/18/2019	14:35:55	I-75 N. Bound	352 Extrication of victim(s)
19-0001808-000	06/18/2019	15:20:37	325 Goodwill DR /18	311 Medical assist, assist EMS
19-0001809-000	06/18/2019	15:27:28	1402 Walston AVE	311 Medical assist, assist EMS
19-0001810-000	06/18/2019	18:28:40	805 Beirut PL /11	311 Medical assist, assist EMS
19-0001811-000	06/19/2019	02:13:56	1046 Lakeshore (East) DR	311 Medical assist, assist EMS
19-0001813-000	06/19/2019	09:48:25	1205 Glenwood (North) AVE	324 Motor Vehicle Accident with
19-0001816-000	06/19/2019	10:58:51	1012 Burleyson RD	311 Medical assist, assist EMS
19-0001817-000	06/19/2019	11:16:30	1320 Winton DR /Whitfield	311 Medical assist, assist EMS
19-0001819-000	06/19/2019	12:48:21	904 Sandy Dunes /#1	311 Medical assist, assist EMS
19-0001820-000	06/19/2019	12:51:32	2705 Airport RD	311 Medical assist, assist EMS
19-0001822-000	06/19/2019	14:49:27	408 Wrinkle ST	311 Medical assist, assist EMS
19-0001824-000	06/19/2019	19:42:51	Glenwood (North) AVE &	324 Motor Vehicle Accident with
19-0001826-000	06/19/2019	20:35:50	1108 Walston AVE /Apt.	311 Medical assist, assist EMS
19-0001828-000	06/20/2019	09:50:49	1116 Willowdale RD	611 Dispatched & cancelled en
19-0001830-000	06/20/2019	10:40:49	104 Fort Hill TER	311 Medical assist, assist EMS
19-0001833-000	06/20/2019	12:12:49	408 Wrinkle ST /1	311 Medical assist, assist EMS
19-0001834-000	06/20/2019	12:16:53	1009 Professional BLVD	611 Dispatched & cancelled en
19-0001835-000	06/20/2019	15:26:18	1449 Westover PL	311 Medical assist, assist EMS
19-0001839-000	06/21/2019	08:25:38	785 College DR /Courtyard	311 Medical assist, assist EMS
19-0001840-000	06/21/2019	11:20:30	1607 Beechland PL /Unit #3	311 Medical assist, assist EMS
19-0001845-000	06/21/2019	21:15:27	1022 Lavert DR	311 Medical assist, assist EMS
19-0001846-000	06/21/2019	21:54:19	1801 Shadow LANE	311 Medical assist, assist EMS
19-0001852-000	06/22/2019	02:34:39	325 Goodwill DR /16	311 Medical assist, assist EMS
19-0001854-000	06/22/2019	11:06:10	1810 Bridgewater PL /B6	311 Medical assist, assist EMS
19-0001855-000	06/22/2019	12:42:08	North Bypass & Brooker DR	322 Motor vehicle accident with
19-0001857-000	06/22/2019	15:16:37	711 Hamilton (South) ST	311 Medical assist, assist EMS
19-0001858-000	06/22/2019	15:45:10	711 Hamilton (South) ST	311 Medical assist, assist EMS
19-0001869-000	06/22/2019	22:20:37	790 Bermuda ST /M1	311 Medical assist, assist EMS
19-0001872-000	06/22/2019	23:53:14	113 Tarver ST	311 Medical assist, assist EMS
19-0001873-000	06/23/2019	03:18:14	1116 Willowdale RD /514	622 No Incident found on arrival
19-0001875-000	06/23/2019	07:06:04	715 College DR /La Quinta	311 Medical assist, assist EMS
19-0001878-000	06/23/2019	09:45:01	1034 Factory ST	311 Medical assist, assist EMS
19-0001879-000	06/23/2019	12:17:02	884 College DR	311 Medical assist, assist EMS
19-0001880-000	06/23/2019	12:43:56	1275 Cross Plains TRL	311 Medical assist, assist EMS
19-0001884-000	06/23/2019	22:56:14	1220 Broadrick DR /1117	311 Medical assist, assist EMS
19-0001887-000	06/24/2019	04:37:18	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001890-000	06/24/2019	12:28:20	626 Fourth AVE /Apt 11	311 Medical assist, assist EMS
19-0001893-000	06/24/2019	16:08:45	Broadrick DR & Waugh	311 Medical assist, assist EMS
19-0001898-000	06/24/2019	21:54:07	715 College DR /La Quinta	311 Medical assist, assist EMS
19-0001899-000	06/25/2019	10:38:28	302 Capps ST /Dalton	311 Medical assist, assist EMS
19-0001900-000	06/25/2019	11:39:48	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0001901-000	06/25/2019	13:28:37	819 Atkinson DR	311 Medical assist, assist EMS

DALTON

Copy of Special Study Report

Alarm Date Between {06/01/2019} And {06/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0001903-000	06/25/2019	14:39:30	Dug Gap RD & Oakmont DR	322 Motor vehicle accident with
19-0001904-000	06/25/2019	15:16:19	1420 Mineral Springs RD	311 Medical assist, assist EMS
19-0001907-000	06/25/2019	17:28:19	MM 340 I-75 N. Bound	611 Dispatched & cancelled en
19-0001909-000	06/25/2019	22:09:45	1696 Red Oak DR /183	311 Medical assist, assist EMS
19-0001911-000	06/26/2019	00:35:09	615 Peachtree ST /4	311 Medical assist, assist EMS
19-0001916-000	06/26/2019	16:48:39	1810 Bridgewater PL /B-5	311 Medical assist, assist EMS
19-0001918-000	06/26/2019	17:17:10	510 Tibbs (South) RD	311 Medical assist, assist EMS
19-0001919-000	06/26/2019	17:39:44	1001 Thornton (South) AVE	311 Medical assist, assist EMS
19-0001920-000	06/26/2019	17:57:13	414 Benton ST /5	311 Medical assist, assist EMS
19-0001924-000	06/27/2019	05:19:19	1365 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001926-000	06/27/2019	07:03:33	1810 Bridgewater PL /B-2	311 Medical assist, assist EMS
19-0001927-000	06/27/2019	08:19:26	1306 Underwood ST /Apt 313	311 Medical assist, assist EMS
19-0001928-000	06/27/2019	09:26:01	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0001929-000	06/27/2019	09:54:40	1708 Oakmont DR	311 Medical assist, assist EMS
19-0001930-000	06/27/2019	11:54:41	1247 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001931-000	06/27/2019	14:18:45	113 Tarver ST	311 Medical assist, assist EMS
19-0001935-000	06/27/2019	18:52:00	1517 Walnut (West) AVE	311 Medical assist, assist EMS
19-0001936-000	06/27/2019	21:02:30	1104 Walston AVE /D109	311 Medical assist, assist EMS
19-0001937-000	06/27/2019	22:02:05	1306 Underwood ST /Apt 6	311 Medical assist, assist EMS
19-0001938-000	06/28/2019	08:54:39	1699 North Summit DR	311 Medical assist, assist EMS
19-0001941-000	06/28/2019	12:25:59	1314 Walnut (West) AVE	622 No Incident found on arrival
19-0001942-000	06/28/2019	19:12:48	101 Hamilton Extension ST	611 Dispatched & cancelled en
19-0001943-000	06/28/2019	19:18:07	609 Luckie ST /3	311 Medical assist, assist EMS
19-0001945-000	06/29/2019	00:36:29	1803 Shadow LANE /Apt. 6	311 Medical assist, assist EMS
19-0001946-000	06/29/2019	01:51:53	519 Hawthorne (West) ST	311 Medical assist, assist EMS
19-0001947-000	06/29/2019	04:05:28	905 Hamilton (South) ST /23	311 Medical assist, assist EMS
19-0001952-000	06/29/2019	18:24:19	123 Grimes (North) ST	311 Medical assist, assist EMS
19-0001953-000	06/29/2019	23:41:37	431 Cedar ST	311 Medical assist, assist EMS
19-0001954-000	06/29/2019	23:46:53	519 Hawthorne (West) ST	611 Dispatched & cancelled en
19-0001955-000	06/30/2019	06:11:32	1312 Winton DR /3	311 Medical assist, assist EMS
19-0001956-000	06/30/2019	06:36:27	626 Fourth AVE /11	311 Medical assist, assist EMS
19-0001957-000	06/30/2019	07:00:37	405 Moore ST	311 Medical assist, assist EMS
19-0001958-000	06/30/2019	07:14:33	715 College DR /319	311 Medical assist, assist EMS
19-0001959-000	06/30/2019	09:59:23	901 Dogwood LANE	311 Medical assist, assist EMS
19-0001960-000	06/30/2019	11:40:40	314 Fredrick (North) ST	311 Medical assist, assist EMS
19-0001961-000	06/30/2019	13:46:06	522 Straight ST	311 Medical assist, assist EMS
19-0001962-000	06/30/2019	14:55:25	Morris (East) ST &	311 Medical assist, assist EMS
19-0001963-000	06/30/2019	18:40:12	1300 Waugh (West) ST	611 Dispatched & cancelled en
19-0001964-000	06/30/2019	19:25:31	1104 Walston AVE /Apt A111	311 Medical assist, assist EMS

Total Incident Count 215

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
6/1/19 –6/30/19**

Total incidents in time period – 215

EMS on-scene prior to DFD – 53

EMS not on-scene prior – 162

During the month of March, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 75.3% of medical responses.

Training Division Monthly Report

June 2019

Overview

The department hosted Gordon County Fire Department for 2 days of recruit training that included structural fire control and interior search and rescue techniques. Candidate physical agility testing was conducted for all applicants in preparation for the upcoming fall recruit class. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of June totaled 1,752.

Outside Schools

Two DFD personnel attended classes at the 2019 Kentucky State Fire School in Lexington, Kentucky.

One officer attended a course delivered by Texas A&M Engineering Extension Service titled Managing Critical Incidents at Institutions of Higher Education. This course was hosted at Dalton State College.

Two DFD personnel gained NPQ certification to the level of Fire Instructor 1 after attending the 40-hour course hosted by Walker County Fire & Emergency Services.

Support Functions

- 171 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 625 hours in June
- 7 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 21 hours during the month
- 172 hours were committed to spring hydrant detail
- Annual hose service testing accounted for 66 hours in June
- Annual ladder testing was conducted for both aerial and ground ladders

Prevention Division Monthly Report

June 2019

Inspections

Annual Inspections	Total:	24
Apartment Inspections	Total:	
Site Inspections	Total:	32
Fire Alarm Inspection	Total:	
Sprinkler System Inspection	Total:	
New Kitchen Hood Inspections	Total:	1
Knox Box Installation	Total:	
Occupational Tax Certificate Inspections	Total:	12
Alcohol Inspections	Total:	
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	
Pre-Incident Surveys	Total:	25
Plan Reviews	Total:	
Addressing	Total:	
Total Inspections		94

Public Relations

Fire Safety Education

Events	Total:	23
Staff Members Participated	Total:	70
Staff Hours	Total:	129
Number of Adults Reached	Total:	962
Number of Children Reached	Total:	758
Total Residents Reached		1720

Smoke Detector Installation

Events	Total:	
Staff Members Participated	Total:	
Staff Hours	Total:	
Total Smoke Detectors Installed	Total:	
Total Number of Adults Reached	Total:	
Total Number of Children Reached	Total:	
Total Residents Reached		0

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2019} And
{06/30/2019}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
06/17/2019	08:42	20191 Lynx Recycling 1029 Hamilton (South) ST	2.16	
06/03/2019	08:48	40057 Massage 1321 Walnut (West) AVE /# 5	0.00	
06/24/2019	15:49	50086 La Fiesta 1525 Cleveland HWY /Suite 2 & 3	0.09	
06/24/2019	15:55	50087 Pizza Hut 1525 Cleveland HWY /Suite 1	0.05	
06/24/2019	11:24	30027 MR BISCUIT 1904 Chattanooga RD /Mr. Biscuit #2	0.28	
06/24/2019	11:07	30026 NIZZIE'S BOTTLE SHOP 1902 Chattanooga RD	0.23	
06/24/2019	13:53	10452 M&M Building/ Vacant 412 School ST /111	0.00	
06/24/2019	10:29	30005 QUINTON MEMORIAL 1115 Professional BLVD	0.47	
06/25/2019	10:11	40086 Longhorn Steak House 1315 Walnut (West) AVE	0.03	
06/25/2019	10:35	40089 Outback Steakhouse 955 Market ST	0.07	
06/25/2019	10:23	40061 Sonic 1369 Walnut (West) AVE	0.07	
06/25/2019	12:44	50008 Accurate Mechanical & Piping 813 Legion DR	0.00	
06/25/2019	14:11	50112 Cross Pointe Christian Center 2681 Underwood ST	0.27	
06/25/2019	10:29	30185 Home Depot 875 Shugart RD	0.29	
06/25/2019	10:01	30256 Checkers Restaurant 883 Shugart RD	0.16	
06/24/2019	09:35	20191 Lynx Recycling 1029 Hamilton (South) ST	0.19	
06/26/2019	09:51	40078 Days Inn 1518 Walnut (West) AVE	0.03	
06/26/2019	10:08	40079 O'Charley's 1520 Walnut (West) AVE	0.14	
06/27/2019	09:52	40076 CPR 1514 Walnut (West) AVE /Suite 1	0.12	

07/08/2019 15:25

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2019} And
{06/30/2019}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
06/27/2019	10:36	40073 Planet Fitness 1515 Walnut (West) AVE	0.02	
06/27/2019	09:56	30101 Granite and Cabinet LLC 2216 Mountain (North) RD	0.12	
06/27/2019	09:25	30100 SRT Rug Sales LLC 2209 Mountain (North) RD	0.37	
06/28/2019	10:01	30255 North Georgia Highlands Center 900 Shugart RD	2.37	
06/28/2019	08:47	30302 Mini Warehouses 848 Shugart RD	0.37	
Total Activities for Type: 24			7.90	

210 INSPECTION - Site				
06/27/2019		20271 Decorative Concepts 1803 Abutment RD	2.00	
06/27/2019		50090 J&J INDUSTRIES 818 J & J DR	0.00	
06/25/2019		30256 Checkers Restaurant 883 Shugart RD	0.00	
06/25/2019		10495 BOGGS, COFFEY, ESTES 201 Thornton (North) AVE /100	0.00	
06/25/2019	07:31	40038 Stadium BBQ 1001 Market ST /Suite 14	0.00	
06/25/2019	07:31	40036 Stadium BBQ Pool 1001 Market ST /Suite 13	0.00	
06/24/2019		5P004 Brixmor Properties 1287 Glenwood (North) AVE /Main Property ID	0.00	
06/24/2019		20740 Walmart Neighborhood Market 98 Walnut (West) AVE	0.00	
06/24/2019		30205 Wal-Mart 815 Shugart RD	0.00	
06/24/2019		40129 Vacant 1209 Walnut (West) AVE /Suite #1	0.00	
06/24/2019		40130 Build Mortgage 1209 Walnut (West) AVE /Suite 2	0.00	
06/24/2019		40131 Vacant 1209 Walnut (West) AVE /Suite #4	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2019} And
{06/30/2019}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site				
06/24/2019		40132 Alliance Physical Therapy 1209 Walnut (West) AVE /Suite #5	0.00	
06/24/2019		40133 Dr. Carson (Medical Office) 1209 Walnut (West) AVE /Suite #6&7	0.00	
06/24/2019		40134 Carson's Salon 1209 Walnut (West) AVE /Suite #8	0.00	
06/24/2019		40135 Quality Discount Carpet 1209 Walnut (West) AVE /Suite #9	0.00	
06/24/2019		40147 Allstate Insurance 1209 Walnut (West) AVE /Suite #10	0.00	
06/24/2019		40148 Bella Medical Spa 1209 Walnut (West) AVE /Suite #11	0.00	
06/24/2019		40149 The Nails Place 1209 Walnut (West) AVE /Suite #12	0.00	
06/24/2019		40188 Edward Jones 1209 Walnut (West) AVE /Suite 3	0.00	
06/24/2019	13:52	40038 Stadium BBQ 1001 Market ST /Suite 14	0.00	
06/24/2019	07:57	40038 Stadium BBQ 1001 Market ST /Suite 14	0.00	
06/03/2019	10:27	30029 Baymont Inn & Suites 2106 Chattanooga RD /Baymont Inn & Suites	0.28	
06/11/2019	12:43	40020 Holiday Inn Express 934 Market ST	20.35	
06/13/2019		20782 H&R Market 1704 Abutment RD	0.00	
06/18/2019		10793 Road Runners 1016 Glenwood (North) AVE	0.00	
06/20/2019		20191 Lynx Recycling 1029 Hamilton (South) ST	0.00	
06/04/2019		30029 Baymont Inn & Suites 2106 Chattanooga RD /Baymont Inn & Suites	0.00	
06/05/2019		20191 Lynx Recycling 1029 Hamilton (South) ST	0.00	
06/05/2019		10792 Calamansi St. Cafe 825 Chattanooga AVE	0.00	
06/06/2019		20191 Lynx Recycling 1029 Hamilton (South) ST	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2019} And
{06/30/2019}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site				
06/06/2019		10793 Road Runners 1016 Glenwood (North) AVE	0.00	
Total Activities for Type: 32			22.63	
250 INSPECTION - New Kitchen Hood Installation				
06/24/2019	09:21	20782 H&R Market 1704 Abutment RD	0.11	
Total Activities for Type: 1			0.11	
261 INSPECTION - OTC				
06/26/2019	08:56	10794 W. Bartlett Barnwell PC 130 King (West) ST /Suite B	0.26	
06/27/2019	15:15	10775 Griffin Medical Services 1210 Broadrick DR /Suite 2	0.01	
06/26/2019	14:32	10022 B & B Wings and Grill Inc. 1218 Thornton (North) AVE	0.00	
06/25/2019		10795 Ayuda Hispana LLC 311 Grimes (South) ST /A	1.00	
06/25/2019		10796 Cervantes Painting 311 Grimes (South) ST /B	1.00	
06/25/2019		10494 Kleem Law 201 Thornton (North) AVE /200	0.00	
06/25/2019	13:54	20357 A & M Signs 1023 St. Charles ST	0.01	
06/25/2019	09:53	10125 Americas Tax 301 Glenwood (North) AVE /Suite 1	0.00	
06/24/2019	13:52	30011 JBrennon Construction Inc. 1419 Chattanooga AVE /Suite 1	0.00	
06/24/2019	07:58	10779 The Friesen Center 404 Thornton (South) AVE	0.01	
06/24/2019	14:18	30288 BP Food Mart Inc. 2201 Chattanooga RD	0.06	
06/24/2019	13:59	10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.08	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {06/01/2019} And
{06/30/2019}

Date	Time	Occupancy	Hrs	Fee
261 INSPECTION - OTC				
=====				
Total Activities for Type:			12	2.43
501 PRE-INCIDENT SURVEY				

06/03/2019	10:00	20397 MOHAWK	1.50	
		405 Virgil DR /Mohawk		
06/03/2019	10:00	20398 MOHAWK	1.50	
		406 Virgil DR /Mowhawk (County)		
06/03/2019	09:00	30135 Shaw Industries Plant #81	0.00	
		201 Springdale RD		
06/10/2019	13:30	10240 All Chem	1.00	
		442 Hamilton (North) ST		
06/10/2019		30128 Vacant	0.00	
		402 N Park DR /SUITE 104/104		
06/10/2019		30105 Allgood Pest Control	0.00	
		402 N Park DR /Suite 101		
06/10/2019		30204 Virtulal Studios	0.00	
		402 North Park DR /Suite#103		
06/10/2019		30127 Studio Graphics	0.00	
		402 N Park DR /SUITE 102		
06/10/2019		30171 Vacant	0.00	
		402 N Park DR /SUITE 106		
06/10/2019		30129 THE WAREHOUSE	0.00	
		402 North Park DR /Suite 105		
06/17/2019	09:00	30026 NIZZIE'S BOTTLE SHOP	0.50	
		1902 Chattanooga RD		
06/17/2019	10:00	30027 MR BISCUIT	0.50	
		1904 Chattanooga RD /Mr. Biscuit #2		
06/17/2019	09:00	50011 Lifetime Muffler & Brake	0.50	
		316 Northgate DR		
06/17/2019	09:30	50084 Burger King	0.50	
		310 Northgate DR		
06/17/2019	10:00	50012 One Main Financial	0.25	
		324 Northgate DR		
06/17/2019	10:15	50083 ZAXBY'S	0.25	
		352 Northgate DR		
06/17/2019	10:30	50079 Curt's Restarant	0.25	
		332 Northgate DR		

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {06/01/2019} And
{06/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
06/17/2019	10:45	50013 1st National Community Bank 362 Northgate DR	0.25	
06/17/2019	11:00	50117 Vacant 328 Northgate DR	0.25	
06/24/2019	10:00	10359 HAMILTON MEDICAL CENTER 1200 Memorial DR	1.00	
06/24/2019	13:00	10783 Peeple's Cancer Center 1215 Memorial DR	1.50	
06/24/2019	09:00	20089 Greif (formally Caraustar) 174 Callahan RD SE	1.00	
06/24/2019	10:00	20303 The Pillow Company 2949 Five Springs RD	1.00	
06/24/2019	13:00	40042 Smile Doctor 1205 Walnut (West) AVE	0.00	
06/24/2019	13:00	40041 CHRIST CHURCH PRESBYTERIAN CHURCH 510 Tibbs (South) RD	0.00	
Total Activities for Type: 25			11.75	

Grand Total Activities: 94

Grand Totals: 44.82 0.00

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

30029 **Baymont Inn & Suites**
2106 Chattanooga RD
Baymont Inn & Suites
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/03/2019	DFDFMO AHJ, Requirement	1			0
	Notes: Smoke alarm not working rm 147 Alarm missing from rm 242 Alarm missing 225				

Total Individual Violation Codes for Occupancy: 1

30101 **Granite and Cabinet LLC**
2216 Mountain (North) RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/27/2019	2011 NFPA 25 4.3.6.1 Sprinkler system, Annual	1			0
	Notes: Last week inspection in 2016.				
06/27/2019	2012 IFC 506.1 Knox Box, requirements	1			0
	Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.				
06/27/2019	2012 IFC 605.1 Electrical panel, abatement of	1			0
	Notes: No open spaces.				
06/27/2019	2012 IFC 605.6 Electrical panel, cover not	1			0
	Notes: Secure covers.				
06/27/2019	2012 IFC 912.2.1 FDC, location not signed	1			0
	Notes: Add signage.				
06/27/2019	2012 IFC 912.2.1 / ORD 7L FDC, blocked/obstructed	1			0
	Notes: Have to use ladder to reach.				
06/27/2019	2012 NFPA 101 7.1.10.1 MOE, unimpeded exit access	1			0
	Notes: Must be accessible at all times when occupied.				

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy
Violation Date Reported Between {06/01/2019} And
{06/30/2019}

30101 **Granite and Cabinet LLC**
2216 Mountain (North) RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/27/2019	2012 NFPA 101 7.2.1.5.1 Exit, while building Notes: Must remain unlocked while occupied.	1			0
06/27/2019	2013 NFPA 13 6.2.9.6 Sprinkler system, no head Notes: Add wrench to box.	1			0

Total Individual Violation Codes for Occupancy: 9

30185 **Home Depot**
875 Shugart RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/25/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.	1			0

Total Individual Violation Codes for Occupancy: 1

20191 **Lynx Recycling**
1029 Hamilton (South) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/17/2019	2011 NFPA 25 7.3.2 Fire hydrant, no annual Notes: Required	1			0
06/17/2019	2011 NFPA 25 7.4.1 Fire hydrant, Not in proper Notes: Must be inspected.	1			0
06/17/2019	2011 NFPA 25 CHPT. 8 Fire pump, Needs inspection, Notes: Unable to access.	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

20191 **Lynx Recycling**
1029 Hamilton (South) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/17/2019	2012 IFC 315.3.3 Storage, equipment rooms Notes: Unknown.	1			0
06/17/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.	1			0
06/17/2019	2012 IFC 509.1 Riser room not marked Notes: Riser room must be marked.	1			0
06/17/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Multiple open spaces.	1			0
06/17/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Near dry system.	1			0
06/17/2019	2012 IFC 605.3 Electrical panel, obstructed Notes: Inaccessible on second floor.	1			0
06/17/2019	2012 IFC 605.5 Extension cord, Improper use Notes: Cannot use temporary wiring for permanent use.	1			0
06/17/2019	2012 IFC 605.6 Electrical panel, cover not Notes: Near dry system.	1			0
06/17/2019	2012 IFC 605.6 Electrical panel, cover not Notes: Covers open., First pictures are on first floor.	1			0
06/17/2019	2012 IFC 906.1 Fire extinguisher, none in Notes: More extinguishers needed due to storage configuration.	1			0
06/17/2019	2012 IFC 906.3 Fire extinguisher, incorrect Notes: Additional extinguishers needed to storage configuration.	1			0
06/17/2019	2012 IFC 912.2.1 FDC, location not signed Notes: Unmarked.	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

**20191 Lynx Recycling
1029 Hamilton (South) ST
Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
06/17/2019	2012 NFPA 101 7.4.1.2 Exit, number required Notes: For this occupancy, exits are required every 100ft.	1			0
06/17/2019	2012 NFPA 101 7.3.4.1 (2 MOE, widths Notes: Must maintain proper widths throughout building.	1			0
06/17/2019	2012 NFPA 101 7.1.10.1 MOE, unimpeded exit access Notes: Many paths are blocked.	1			0
06/17/2019	2012 NFPA 101 7.10.1.8 Exit sign, not visible Notes: No working exit signs working.	1			0
06/17/2019	2012 NFPA 101 7.10.8.31 Exit, no exit Notes: No exit signage.	1			0
06/17/2019	2012 NFPA 101 7.2.1.5.1 Exit, while building Notes: Exits are locked .	1			0
06/17/2019	2012 NFPA 101 7.2.1.8.2.1 Firedoor, no auto Notes: No.	1			0
06/17/2019	2012 NFPA 101 7.5.1.5 TD, dead end corridor Notes: Dead end corridors are prohibited.	1			0
06/17/2019	2012 NFPA 101 7.5.2.1 MOE, exit access through Notes: All areas of building are hazardous areas.	1			0
06/17/2019	2012 NFPA 101 7.6.1 TD, measurement Notes: No.	1			0
06/17/2019	2012 NFPA 101 7.6.7 TD, to an exit Notes: No. No more than 100ft.	1			0
06/17/2019	2012 NFPA 101 7.9.2.1 Emergency light, none Notes: No emergency lights.	1			0
06/17/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: No emergency lights.	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

**20191 Lynx Recycling
1029 Hamilton (South) ST
Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
06/17/2019	2012 NFPA 101 9.6.1.1 Fire alarm , not installed Notes: Building is over 100000 sf. Fire alarm is required for this occupancy.	1			0
06/17/2019	2012 NFPA 101 9.7.1.1 Sprinkler system, no Notes: Due to type of material stored system is not adequate.	1			0
06/17/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: No working exit signs.	1			0
06/17/2019	2013 NFPA 13 6.2.9.5 Sprinkler system, no Notes: Dry system	1			0
06/17/2019	2013 NFPA 13 6.2.9.6 Sprinkler system, no head Notes: Not for dry system.	1			0
06/17/2019	2013 NFPA 13 8.16.5 Sprinkler system, riser not Notes: None protected.	1			0
06/17/2019	2013 NFPA 72 8.16.1.1.2.1 Sprinkler system, Notes: Unsupervised and not locked.	1			0
06/17/2019	2013 NFPA 8.6.5.3.1 Storage with 18" of sprinkler Notes: First floor.	1			0
06/17/2019	DFDFMO AHJ, Requirement Notes: Extinguishers must have location marked. Open to first floor with no protection.	1			0
06/17/2019	ORD 54-1 Fire hydrant, City ordinance Notes: No marking.	1			0
06/24/2019	DFDFMO AHJ, Requirement Notes: Pictures taken for a meeting to be held on 05/10/19. 2nd floor to be cleared out by 06/07/19 1st floor to be cleared out by 07/08/19	1			0

Total Individual Violation Codes for Occupancy: 39

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

**30302 Mini Warehouses
 848 Shugart RD
 Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
06/28/2019	2012 IFC 505.1 Address, no suite Notes: Address numbers should be a minimum of 4 inches tall and 1/2 inch wide. Numbers should be visible from road fronting the property, and be contrasting to the background.Add address numbers to building.	1			0
06/28/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.	1			0
06/28/2019	2012 IFC 906.2 Fire extinguisher, Properly Notes: Have inspection performed by a licensed contractor.	1			0
06/28/2019	2012 NFPA 101 7.10.1.8 Exit sign, not visible Notes: Repair or replace exit signs.	1			0
06/28/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: Repair or replace emergency lighting.	1			0
06/28/2019	2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire Notes: Have inspection performed.	1			0
06/28/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: Repair or replace exit signs.	1			0

Total Individual Violation Codes for Occupancy: 7

**30255 North Georgia Highlands Center
 900 Shugart RD
 Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
06/28/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

**30255 North Georgia Highlands Center
 900 Shugart RD
 Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
	to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.				

**-----
Total Individual Violation Codes for Occupancy: 1**

**30100 SRT Rug Sales LLC
 2209 Mountain (North) RD
 Dalton, GA 30720**

Reported	Code/Description	Count	Article	Division	Page
06/27/2019	2011 NFPA 25 13.7.1 FDC, caps missing Notes: Missing one cap.	1			0
06/27/2019	2011 NFPA 25 4.3.6.1 Sprinkler system, Annual Notes: Last inspection was 2016. Must have current inspection.	1			0
06/27/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.	1			0
06/27/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Cannot have open spaces in electrical panel.	1			0
06/27/2019	2012 IFC 605.5 Extension cord, Improper use Notes: Do not use temporary wiring for permanent use.	1			0
06/27/2019	2012 IFC 906.2 Fire extinguisher, Properly Notes: Must have current inspection.	1			0
06/27/2019	2012 NFPA 101 7.3.4.1 (2 MOE, widths Notes: Must maintain proper widths.	1			0
06/27/2019	2012 NFPA 101 7.1.10.1 MOE, unimpeded exit access Notes: Exits are hard to get to and not properly marked.	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {06/01/2019} And
{06/30/2019}**

30100 **SRT Rug Sales LLC**
2209 Mountain (North) RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/27/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: Repair or replace emergency lighting.	1			0
06/27/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: Repair or replace exit sign.	1			0
06/27/2019	2013 NFPA 10 7.3.2.1 Extinguisher damaged/6yr Notes: Extinguishers are at least 10 years past inspection.	1			0
06/27/2019	ORD 54-1 Fire hydrant, City ordinance Notes: Add signage.	1			0

Total Individual Violation Codes for Occupancy: 12

10794 **W. Bartlett Barnwell PC**
130 King (West) ST
Suite B
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/26/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Install Knox Box on building.	1			0
06/26/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Exposed electrical wiring should be in conduit or concealed.	1			0
06/26/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Install blanks in electrical panel.	1			0
06/26/2019	2012 IFC 605.3 Electrical panel, obstructed Notes: Remove combustibles stored in electrical room.	1			0
06/26/2019	2012 IFC 605.3.1 Electrical panel, concealed Notes: Install signage on electrical room.	1			0

*** Denotes Violations Corrected or Variance Issued**

07/08/2019 15:27

DALTON

Monthly Prevention Violations by Occupancy
Violation Date Reported Between {06/01/2019} And
{06/30/2019}

10794 W. Bartlett Barnwell PC
 130 King (West) ST
 Suite B
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
06/26/2019	2012 IFC 906.1 Fire extinguisher, none in Notes: Contact a GA licensed fire extinguisher contractor for required appropriate fire extinguishers.	1			0
06/26/2019	2012 NFPA 101 7.1.10.1 MOE, unimpeded exit access Notes: Remove table from stairwell.	1			0
06/26/2019	2012 NFPA 101 7.9.2.1 Emergency light, none Notes: Stairwell should have emergency lighting.	1			0
06/26/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: Repair or replace emergency lighting.	1			0
06/26/2019	2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire Notes: Email a copy of the current fire alarm inspection report.	1			0
06/26/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: Repair or replace exit signage throughout building.	1			0

Total Individual Violation Codes for Occupancy: 11					

Grand Total Violations: 81

* Denotes Violations Corrected or Variance Issued

07/08/2019 15:27

07/01/2019 08:55
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

6/30/2019

P 1
glytdbud

FOR 2019 06

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,708,000	36,500	4,744,500	2,119,992.93	.00	2,624,507.07	44.7%
141400 000011 SALARIES OVERTIME	415,500	90,000	505,500	222,364.36	.00	283,135.64	44.0%
141400 000017 RAISE POOL - GROS	155,000	-155,000	0	.00	.00	.00	.0%
141400 000020 FICA	392,000	10,000	402,000	181,529.79	.00	220,470.21	45.2%
141400 000030 PENSION	141,100	20,000	161,100	65,205.78	.00	95,894.22	40.5%
141400 000032 PENSION - DB PLAN	1,343,300	33,910	1,377,210	696,274.17	.00	680,935.83	50.6%
141400 000040 HOSPITALIZATION I	828,850	0	828,850	367,017.19	.00	461,832.81	44.3%
141400 000043 INSURANCE - FIRE	21,000	0	21,000	.00	.00	21,000.00	.0%
141400 000045 EE LIFE & DISABIL	29,200	0	29,200	12,069.22	.00	17,130.78	41.3%
141400 000046 RAISE POOL - BENE	63,910	-63,910	0	.00	.00	.00	.0%
141400 000050 GENERAL INSURANCE	28,500	0	28,500	28,925.75	.00	-425.75	101.5%*
141400 000060 WORKER COMPENSATI	128,000	0	128,000	63,995.00	.00	64,005.00	50.0%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	3,656.24	.00	3,543.76	50.8%
141400 000110 TELEPHONE	31,000	0	31,000	15,551.12	881.66	14,567.22	53.0%
141400 000120 TRAINING EXPENSES	36,500	0	36,500	30,059.20	.00	6,440.80	82.4%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	2,940.16	.00	559.84	84.0%
141400 000123 HAZMAT MANAGEMENT	18,000	0	18,000	13,681.18	.00	4,318.82	76.0%
141400 000330 UTILITIES	131,500	0	131,500	65,924.34	.00	65,575.66	50.1%
141400 000350 BUILDING MAINT &	60,000	0	60,000	29,321.19	84.62	30,594.19	49.0%
141400 000360 LEGAL FEES	4,800	0	4,800	1,455.00	.00	3,345.00	30.3%
141400 000400 EQUIPMENT MAINT &	24,000	4,500	28,500	6,896.96	4,439.48	17,163.56	39.8%
141400 000410 GAS & OIL	65,000	0	65,000	23,111.74	92.56	41,795.70	35.7%
141400 000440 SUPPLIES	35,000	0	35,000	14,125.88	251.26	20,622.86	41.1%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	3,977.92	.00	45,942.08	8.0%
141400 000460 UNIFORMS	140,000	0	140,000	60,377.39	150.00	79,472.61	43.2%
141400 000830 MAINTENANCE - APP	100,000	52,725	152,725	103,722.23	.00	49,002.77	67.9%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	2,571.82	239.42	5,388.76	34.3%
141400 001030 COMPUTER-SOFTWARE	21,000	0	21,000	8,736.49	.00	12,263.51	41.6%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	199.99	.00	6,800.01	2.9%
141400 001090 WELLNESS PROGRAM	8,000	0	8,000	.00	.00	8,000.00	.0%
141400 001300 MEALS	21,600	0	21,600	5,571.00	321.78	15,707.22	27.3%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	1,457.00	75.00	5,068.00	23.2%
141400 001620 VEHICLE IMPACT FE	1,200	0	1,200	1,100.00	.00	100.00	91.7%
141400 001665 RADIO SUBSCRIBER	10,100	120	10,220	10,219.30	.00	.70	100.0%
141400 001990 MISCELLANEOUS	16,000	0	16,000	2,638.20	35.00	13,326.80	16.7%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	11,135.71	.00	25,864.29	30.1%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	1,967.75	.00	7,032.25	21.9%
TOTAL FIRE DEPARTMENT	9,111,480	28,845	9,140,325	4,177,772.00	6,570.78	4,955,982.22	45.8%

07/01/2019 08:55
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

6/30/2019

P 2
glytdbud

FOR 2019 06

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND - OPERATING		9,111,480	28,845	9,140,325	4,177,772.00	6,570.78	4,955,982.22	45.8%
TOTAL EXPENSES		9,111,480	28,845	9,140,325	4,177,772.00	6,570.78	4,955,982.22	

07/01/2019 08:55
 628mcoke

The City of Dalton
 YEAR-TO-DATE BUDGET REPORT

6/30/2019

P 3
 glytdbud

FOR 2019 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,111,480	28,845	9,140,325	4,177,772.00	6,570.78	4,955,982.22	45.8%

** END OF REPORT - Generated by Melissa Coker Russell **

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-13
Effective: 07-25-2017
Revised:
Reviewed: 07-23-2019

Fire Chief Signature

DATE

Title: Disciplinary procedures for misuse of information from Georgia Crime Information Center

Scope: All personnel

Policy:

The purpose of this policy is to establish guidelines for disciplinary action in regards to misuse or violations concerning the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network, materials, records and information obtained thereof.

All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

Title 28, United States Code 534, authorizes dissemination of Criminal History Record Information (CHRI), and provides that access to CHRI is subject to cancellation if dissemination is made outside of the authorized recipient. In addition, O.C.G.A. 35-3-38 establishes criminal penalties for specific offenses involving requesting, obtaining, using and/or disseminating CHRI except as permitted by law.

The following disciplinary action will be taken for general working errors that involve violations which are determined to be accidental errors or errors made due to the need of Security Awareness training. The severity of the error will be evaluated by the Fire Chief or designee. This is a general guideline and its use will be determined by Fire Chief or designee.

1st offense - (for less severe errors) Verbal Warning and additional training

2nd offense - (determined by the severity of error) Written reprimand and additional training

3rd offense – Written reprimand with performance improvement plan, possible suspension or termination and additional training

4th offense – employment termination

For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof:

1st offense – Immediate termination and possible criminal prosecution

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-14
Effective: 07-25-2017
Revised: 07-25-2017
Reviewed: 07-23-2019

Fire Chief Signature

DATE

Title: Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Scope: All personnel with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location.

Policy:

The purpose of this policy is to ensure the protection of Georgia Crime Information Center (GCIC) Criminal History Record Information (CHRI). This policy applies to all employees with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized personnel shall protect and control electronic and physical CJI/CHRI while at rest and in transit. Dalton Fire Department will take appropriate safeguards for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate disclosure must be reported to the Fire Chief or designee. All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and laws of the State of Georgia.

Controls shall be in place to protect electronic and physical media containing CJI/CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drive, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI/CHRI.

Media Storage and Access:

- To protect CJI/CHRI, personnel shall:
- Securely store within a physical secure location or controlled area.
- Restrict access to authorized individuals.
- Restrict the pickup, receipt, transfer and delivery to authorized individuals.
- Ensure that only authorized users remove printed from or digital media from the CJI/CHRI.
- Physically protect until media end of life.

- Not use personally owned information system to access, process, store, or transmit CJI/CHRI.
- Not utilize publicly accessible computers to access, process, store, or transmit CJI/CHRI.
- Publicly accessible computers include but not limited to: hotel, business center, convention center, public library, public kiosk, etc.
- Store all hard copy printouts maintained in a secure area accessible to only personnel whose job function require them to handle such documents.
- Safeguard against possible misuse.
- While being used, must not leave employee's immediate control. Documents shall not be unsupervised while physical controls are not in place.
- Precautions shall be made to obscure from public view.
- CJI transmitted or stored electronically shall be protected using encryption.
- When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality.

Electronic Media Sanitation and Disposal:

Dalton Fire Department shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). Dalton Fire Department shall maintain written documentation of these steps taken to sanitize or destroy electronic media. Dalton Fire Department shall ensure the sanitation or destruction is witnessed and carried out by authorized personnel. Physical media shall be securely disposed of using the same procedures when no longer required.

Penalties:

Violation of any of the requirements in this policy by any personnel will result in suitable disciplinary action, as outlined in the Disciplinary Policy. Any violations must be reported in writing to the GCIC deputy director.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T-2
Effective: 11-30-2004
Revised: 07-25-2017
Reviewed: 07-23-2019

Fire Chief Signature

DATE

Title: Live Fire Training Evolutions

Scope: All personnel

Policy:

All live fire training evolutions shall be conducted in accordance with the most recent editions of the following codes and standards:

- NFPA 1001, *Standard for Firefighter Professional Qualifications*
- NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*
- NFPA 1403, *Standard on Live Fire Training Evolutions*
- NFPA 1410, *Standard on Training for Emergency Scene Operations*
- NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*
- NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*
- NFPA 1971, *Standard on Protective Ensembles for Structural Firefighting*
- NFPA 1975, *Standard on Emergency Services Work Clothing Elements*
- NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
- NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*
- OSHA 29 CFR 1910.134(g)(4), Procedures for interior structural firefighting
- O.C.G.A. 205-1-3, Minimum Requirements for Firefighters Operating in the State of Georgia

Live fire training facilities will be operated at the sole discretion of Dalton Fire Department and the City of Dalton. Furthermore, Dalton Fire Department reserves the authority to coordinate and/or approve all activities at the training facility and accept or reject any student or agency from live training at their discretion.

Burn Plans

A burn plan shall be submitted to the Training Division and gain approval prior to conducting any live fire training evolution. Once approved, the burn plan shall be utilized to conduct pre-burn briefings to include instructor and student walk-throughs, as well as medical, communication, and emergency evacuation plans. Completed burn plans shall be returned to the Training Division when live fire training evolutions are concluded. A sample burn plan is included as Appendix A of this document.

Safety

A safety officer shall be appointed for all live fire training evolutions. The safety officer, regardless of rank, shall have the authority to intervene and control any aspect of the operation when, in his/her judgment, the potential for an unsafe condition exists. The safety officer shall provide for the safety of all persons on the training ground, including students, instructors, visitors, and spectators.

All personnel participating in live fire training evolutions shall utilize compliant and serviceable personal protective equipment including SCBA w/ PASS for operations in IDLH environments. All participants shall use department issued clothing or natural fiber/FR garments (to include long pants) beneath their PPE at all times while engaged in live fire training.

Basic life support equipment and rehabilitation supplies/facilities shall be available on site to handle injuries/illnesses and rehabilitation of personnel.

Human victims shall not be used under any circumstance during live fire training evolutions.

A backup line will be charged and manned by at least 2 personnel while the burn building is occupied by students or instructors.

At no time shall any instructor or student be inside the burn building alone when an IDLH environment is present.

Any injury which occurs shall be immediately reported to the instructor-in-charge so that necessary action may be taken.

Live fire training evolutions may be postponed or cancelled as necessary to reduce the risk of injury caused by extreme weather conditions. The burn building shall not be occupied when lightning is reported in the area.

Water Supply

A patent water supply shall be established prior to ignition of any fire within the burn building. It is acceptable to utilize a single hydrant for both the primary and secondary water source as long as two separate supply lines are connected and charged throughout the operation. This method is compliant with NFPA 1403 because the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source and backup pumps are in place to ensure an uninterrupted supply on the event of a malfunction.

Fuel Materials

Fuels utilized during live fire training evolutions shall only be Class A wood products.

Pressure-treated or engineered wood products, rubber, plastic, polyurethane foam, upholstered furniture, flammable or combustible liquids, and chemically treated or pesticide-treated hay shall not be used. Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used.

Propane lighters are permitted to be used to ignite training fires and shall be removed from the structure immediately after ignition. The decision to ignite any training fire shall be made by the instructor-in-charge in coordination with the safety officer and the ignition officer.

Total fuel load for a given room or area in the burn building shall not exceed manufacturer's recommendations.

Instructors

All live fire instructors must complete Fire Instructor 1 and Structural Fire Control Instructor through GPSTC/GFA prior to becoming eligible to teach during live fire training evolutions.

Instructors shall monitor and supervise all assigned students and take a personnel accountability report (PAR) when entering and exiting the burn building during live fire training evolutions.

The instructor-in-charge shall act as incident commander (IC) and be responsible for coordinating overall training ground activities to ensure proper levels of safety as well as compliance with all aforementioned codes and standards.

Appendix A

Dalton Fire Department

Burn Plan

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T-3
Effective: 07-25-2017
Revised:
Reviewed: 07-23-2019

Fire Chief Signature

DATE

Title: Safety on the Training Ground

Scope: All personnel

Policy:

All training evolutions shall be conducted in accordance with the most recent editions of the following codes and standards:

- NFPA 1001, *Standard for Firefighter Professional Qualifications*
- NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*
- O.C.G.A. 205-1-3, Minimum Requirements for Firefighters Operating in the State of Georgia

All live fire training evolutions shall be conducted in accordance with Dalton Fire Department SOP T-2.

Helmet shall be worn at all times when working near charged hose lines, aerial or ground ladders, rope work, etc.

Eye protection shall be worn when conducting cutting/breaking/breaching operations with hand tools, saws, or torches.

It will be the responsibility of the lead instructor(s) to ensure proper PPE usage for a given training evolution from setup through termination.

Ladders thrown to the burn building that will be utilized for climbing shall be tied off at tip and heel using provided anchors. Ladders used on other structures/props shall be tied off or heeled.

Safety lines and fall protection harnesses shall be utilized in training evolutions where a fall hazard exists (e.g., bailouts, RIT rescues above grade, etc.).

Full PPE and SCBA w /PASS shall be worn during live smoke training or where an IDLH environment is present.

Training evolutions may be postponed or cancelled as necessary to reduce the risk of injury caused by extreme weather conditions. The burn building shall not be occupied when lightning is reported in the area.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-15
Effective: 07-25-2017
Revised:
Reviewed: 07-23-2019

Fire Chief Signature

DATE

Title: Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS)
Network Man-made/Natural Disaster Policy

Scope: All personnel with access to GCIC materials, records and information.

Policy:

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster ensuring all GCIC, CJIS Network material, records and information obtained thereof are secure.

All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Riles, CJIS Security Policy, and the laws of the State of Georgia.

In the event of a man-made or natural disaster, the Fire Chief or designee shall have the responsibility of ensuring that GCIC materials and records maintained by Dalton Fire Department are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, personnel shall be stationed in the area to secure GCIC materials and records. The Fire Chief or designee shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that the materials and records are moved to another secure location.

DALTON FIRE DEPARTMENT

ALARM ASSIGNMENTS GUIDELINES

Station 1=A, 2=B, 3=C, 4=D, 5=E

July 1, 2019

ALARM ASSIGNMENT #1-2 (D1B)

E-1, E-2, E-4, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: TWR-1, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20, *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #1-2L3 (D1BL)

E-1, E-2, E-4, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH,

COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 2 ENGINES, L-3, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: TWR-1, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #1-3 (D1C)

E-1, L-3, E-4, E-5, E-2 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: TWR-1, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #1-4 (D1D)

E-1, E-4, E-2, L-3, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH,

COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: TWR-1, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #1-5 (D1E)

E-1, E-5, L-3, E-2, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: TWR-1, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #2-1 (D2A)

E-2, E-1, E-4, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #2-1L3 (D2AL)

E-2, E-1, E-4, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 2 ENGINES, L-3, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #2-1WCFD 4 (D2W4)

E-2, E-1, E-4, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, WCFD E-4, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #2-4 (D2D)

E-2, E-4, E-1, E-5, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH,

COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #2-5 (D2E)

E-2, E-5, E-1, L-3, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #3-1 (D3A)

L-3, E-1, E-4, E-5, E-2 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH,

COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #3-1WCFD9 (D3W9)

L-3, E-1, E-4, E-5, E-2 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, WCFD E-9, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #3-4 (D3D)

L-3, E-4, E-1, E-2, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #3-5 (D3E)

L-3, E-5, E-1, E-2, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #4-1 (D4A)

E-4, E-1, E-2, L-3, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #4-1L3 (D4AL)

E-4, E-1, E-2, L-3, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 2 ENGINES, L-3, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #4-2 (D4B)

E-4, E-2, E-1, L-3, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #4-3 (D4C)

E-4, L-3, E-1, E-2, E-5 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #5-1 (D5A)

E-5, E-1, L-3, E-2, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM; NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #5-2 WCFD8 (D5W8)

E-5, E-2, E-1, E-4, L-3 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, WCFD E-8, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM; NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #5-3 (D5C)

E-5, L-3, E-1, E-2, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

ALARM ASSIGNMENT #5-3WCFD1 (D5W1)

E-5, L-3, E-1, E-2, E-4 TW-1, SQ-1, AIR-2

SINGLE FAMILY, MULTI-FAMILY, INDUSTRIAL, CHURCH, COMMERCIAL, AIRCRAFT INCIDENT

F10, F11, F12, F13, F14, F15, F24, F53, F80, F90

- 1st ALARM: 3 ENGINES, TW-1, SQ-1, AIR 2, WCFD E-1, COMMAND
- 2nd ALARM: REMAINING UNITS
- 3rd ALARM: ALL OFF DUTY PERSONNEL
- 4th ALARM: NOTIFY W.C.F.D. FOR 2 ENGINES STANDBY

RESCUE

F25, F70, F72, F73, F74, F75, F76, *MVC's/ROLLOVER/ENTRAPMENT*
(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1
- 2nd ALARM: 3 ENGINES
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

VEHICLE, DUMPSTER, GROUND COVER

F17, F20 *F21*, F30, F51, F61, F82

* USE F10 NEAR EXPOSURES*

F21 REQUIRES TWO ENGINES

- 1st ALARM: 1 ENGINE
- 2nd ALARM: 1 ENGINE, COMMAND
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

MEDICAL, SERVICE AND NON-EMERGENCY CALLS

F85, F100

E-1, SQ-1, TW-1, E-2, E-4, E-5, L-3

- 1st ALARM: 1 UNIT

HAZMAT

F81, F83, F84

(SPECIALIZED RESOURCES AS REQUESTED)

- 1st ALARM: 1 ENGINE, SQ-1, COMMAND
- 2nd ALARM: TWR-1, 1 ENGINE
- 3rd ALARM: REMAINING UNITS
- 4th ALARM: ALL OFF DUTY PERSONNEL

FIRE EVENT CODES

F10	Structure Fire – Single Family
F11	Structure Fire – Multi Family
F12	Structure Fire – (Commercial, Industrial, School, Church)
F13	Outbuildings (anything structure detached)
F14	Automatic Fire Alarms - Residential
F15	Automatic Fire Alarms - Commercial
F17	Garbage / Dumpster / Trash Fire
F20	Vehicle Fire – Passenger
F21	Vehicle Fire – CMV, Bus, Motor Home
F24	Aircraft Incident
F25	Train Incident – ANY
F30	Outside Fire (Grass/Brush/Woods without Exposures)
F51	Transformer Fire / Lines Down
F53	Lightning Strike Investigation
F61	Smoke/Odor Investigation – OUTSIDE
F70	Extrication / Entrapped (Machinery /Vehicle)
F72	Water Rescue / Recovery
F73	Confined Space / Collapse Rescue
F74	High Angle Rescue (Above Ground)
F75	Trench Rescue
F76	Elevator Rescue
F80	Fumes / Natural / LP Gas Leak – INSIDE
F81	Fumes / Natural / LP Gas Leak - OUTSIDE
F82	Hazardous Incident
F83	Fuel Spill
F84	Carbon Monoxide Investigations
F85	Water Leak / Water Incident
F90	Explosion
F100	Assist / Service Call
F101	Mutual Aid (Contact Battalion Chief)
F200	Fire Alarm Maint. / Testing

DALTON FIRE DEPARTMENT

STATION RESOURCE LIST

Station 1

404 School Street

- Car 4 Battalion Chief
- Engine 1
- Tower 1
- Squad 1
- Haz-Mat Trailer
- Truck 11
- Engine 10 (Reserve)
- Trench Trailer @ Public Works

Administration

- Car 1 Chief
- Car 2 Deputy Chief

Training

- Truck 1
- Service 1 @ Station 2
- Car 9 @ Station 2

Preventions

- Car 3
- Car 7

Station 2

1024 Abutment Road

- Engine 2
- Tower 2 (Reserve)
- Air 2
- Command/Rehab Trailer
- Truck 2

Station 3

- Ladder 3
- Engine 3 (Reserve)
- Truck 3

159 Haig Mill Lake Road

Station 4

- Engine 4
- Engine 41 (Reserve)
- Truck 4

1800 Dug Gap Road

Station 5

- Engine 5
- Truck 5
- Trailer with Gator

1290 Cross Plains Trail