



**PUBLIC SAFETY COMMISSION - 11/27/2018  
TUESDAY, NOVEMBER 27, 2018  
8:30 AM  
COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

1. Fire Department - Georgia Smoke Diver-Andrew Carlson

**Approval of Minutes**

- [2.](#) October 23, 2018

**Alcohol Applications**

- [3.](#) (2) 2018-2019 New Alcohol Applications
- [4.](#) (100) 2019 Alcohol Beverage Renewals - No Changes  
(10) 2019 Alcohol Beverage Renewals - With Changes  
(4) 2019 Pawnbroker Renewals

**Police Department**

- [5.](#) Crime and Crash Statistics October 2018
- [6.](#) Financial Report October 2018
- [7.](#) Policy Updates October 2018

**Fire Department**

- [8.](#) Monthly Statistical Report for October, 2018
- [9.](#) Monthly Financial Report for October, 2018
- [10.](#) Job Description Update
- [11.](#) Revised SOP
  1. F0-13 Rapid Intervention Teams/Crews (RIT/RIC)
  2. Commendation and Recognition Guideline
  3. Employee Corrective Action Manual

**Public Commentary**

**Adjournment**

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
OCTOBER 23, 2018

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, Carlos Calderin, Kenneth Willis, Fire Chief Todd Pangle, Police Chief Cliff Cason, Councilmember Denise Wood, and City Attorney Jim Bisson. Commissioner Keith Whitworth was absent.

AGENDA AMENDMENT

On the motion of Commissioner Mathis, second Commissioner Calderin, the Public Safety Commission's Agenda was amended to add Public Commentary as the last Agenda item. The vote was unanimous in favor.

PERSONNEL MATTERS

Police Department – Promotion Recommendations

On the motion of Commissioner Mathis, second Commissioner Willis, the Commissioners approved the following promotion recommendations.

- Sergeant Jason Bishop to the rank of Lieutenant.
- Lieutenant Michael Wilson to the rank of Captain.
- MPO Christopher Zimmerman to the rank of Sergeant.

The vote was unanimous in favor.

Police Department – New Officer Confirmation

On the motion of Commissioner Calderin, second Commissioner Willis, the Commissioners approved Joshua Bethune as a new Dalton Police Officer. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of September 25, 2018. On the motion of Commissioner Willis, second Commissioner Calderin, the minutes were approved. The vote was unanimous in favor.

(3) 2018 ALCOHOL APPLICATIONS

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

1. Business Owner: El Ranchero Enterprises, LLC  
d/b/a: El Ranchero Mexican Restaurant  
Applicant: Nancy Hernandez  
Business Address: 1523 East Morris St.  
Type: Pouring Beer, Pouring Liquor  
Disposition: **New**

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

2. Business Owner: SM Shubhu, Inc.  
d/b/a: B.P Food Mart  
Applicant: SM Shubhu Inc.| Sushil Kumar  
Business Address: 2201 Chattanooga Rd.  
Type: Package Beer, Package Wine  
Disposition: **New**

(3) 2018 ALCOHOL APPLICATIONS

.....Continued

On the motion of Commissioner Mathis, second Commissioner Calderin the alcohol license addition for micro-brewery was approved. The addition for the Pouring Liquor license would be approved but not issued under the condition that the establishment becomes a full-service restaurant. The vote was unanimous in favor.

- 3. Business Owner: Planet of the Grapes, LLC
- d/b/a: Planet of the Grapes Wine Bar, LLC
- Applicant: Planet of the Grapes, LLC | Trent William
- Business Address: 126 W. King St
- Type: Pouring Liquor, Micro-Brewery
- Disposition: **License Addition**

POLICE DEPARTMENT

Crime Statistics for September 2018

Police Chief Cliff Cason presented the Crime Statistical Report for the month of September, 2018. Chief Cason gave a written and oral summary of the crime statistics. As noted in the written summary, Chief Cason reported that the rate of Part I Crimes in September increased by 21.7% when compared to the same month in 2017 and year to date Part I crimes are down 2.18% from 2017.

On the motion of Commissioner Calderin, second Commissioner Willis, 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 September 2018

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of September 2018. Chief Cason reported that the department has expended 70.1% of their 2018 budget and are 4.8% under budget for the year.

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

Written Directive

On the motion of Commissioner Willis, second Commissioner Calderin, the Commission adopted the following Written Directive. The directive is a part of these minutes. The vote was unanimous in favor.

- A. 4.1 Patrol Organization and Administration

FIRE DEPARTMENT

Monthly Statistical Report – September 2018

Fire Chief Todd Pangle presented the September, 2018 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 Calderin, the Commissioners approved the September 2018 Statistical Report for the Fire Department. A copy of the report is a part of these minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

.....Continued

Monthly Financial Report – September 2018

Fire Chief Todd Pangle presented the Financial Report for the month of September, 2018 to the Commission. Chief Pangle stated the department is around 4% under budget for the month and on track for the year.

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

Revised SOP

On the motion of Commissioner Calderin, second Commissioner Willis the following two (2) S.O.P amendments were approved.

1. FO-12 Initial assignments for all structure fires and fire alarms
2. FO-17 Truck Operations at Working Structure Fires

A copy of each S.O.P and its changes is a part of these minutes. The vote was unanimous in favor.

PUBLIC COMMENTARY

Chairman Bill Weaver opened the floor for public commentary.

Ms. Connie Scott wanted to thank the Public Safety Commission as a whole for the services provided to the citizens and wanted to speak on behalf of her fiancé Dr. Steven Foster for wrongful incarceration and current practices of the Dalton Police department that have affected her fiancé.

Chairman Bill Weave asked Ms. Scott to leave a copy of the letter with the Commission as well as the City Administrator, Jason Parker.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Whitworth, the meeting was adjourned at approximately 9:36 a.m.

\_\_\_\_\_  
Bill Weaver, Chairman

ATTEST:

\_\_\_\_\_  
Terry Mathis, Secretary

**2018 & 2019 ALCOHOL BEVERAGE APPLICATION**

**PSC TUESDAY NOVEMBER 27, 2018**

**M&C Monday DECEMBER 3, 2018**

**(2) 2018/2019 ALCOHOL APPLICATIONS**

1. Business Owner: Cacao Dominican Restaurant, Inc.  
d/b/a: Cacao Dominican Restaurant  
Applicant: Marisol A. Figueroa  
Business Address: 702 5<sup>th</sup> Avenue.  
Type: Pouring Beer  
Disposition: **New**
  
2. Business Owner: Cold Creek, LLC  
d/b/a: Cold Creek at North Oaks  
Applicant: Keith Burton  
Business Address: 101 North Oaks Dr. Suite 1  
Type: Package Beer, Pouring Beer, Pouring Wine, Pouring Liquor  
Disposition: **New**

**(100) 2019 Alcohol Renewals - No Changes**

	<b>DBA</b>	<b>LOC DESCRIPTION</b>	<b>BUS PHONE</b>
1	ABC PACKAGE STORE	530 N GLENWOOD AVE	706-281-4314
2	AK TOBACCO OUTLET & GIFT	906 S THORNTON ST STE B	706-428-2877
3	ALDI #93	2210 E WALNUT AVE	615-449-8840
4	ALONDRA'S MEXICAN RESTAURANT	314 N GLENWOOD AVE STE 1	706-529-3562
5	APPLEBEE'S NEIGHBORHOOD GRILL	1322 W WALNUT AVE	706-278-5776
6	B.P. FOOD MART	2201 CHATTANOOGA RD	201-665-5660
7	BUCKIN' BURRITO, THE	212 N HAMILTON ST	706-529-8226
8	CAFE OSTRO	240 N. HAMILTON ST	404-917-4239
9	CARNICERIA Y PANADERIA EL MILAGRO	608 MLK BLVD	706-272-1014
10	CHEF LIN	100 W WALNUT AVE 146	706-226-1663
11	CHEROKEE BREWING & PIZZA COMPANY	207 W. CUYLER ST	706-218-8065
12	CHOP SHOP OF DALTON, INC., THE	209 W. CUYLER ST	706-229-9377
13	CIRCLE K #214	1704 ABUTMENT RD	404-452-3657
14	CIRCLE K #2723523	1010 E. WALNUT AVE	706-278-3996
15	CIRCLE K #2723590	2214 E WALNUT AVE	706-278-3996
16	CIRCLE K #2723604	1200 CLEVELAND HWY	706-278-3996
17	CITY LIQUOR	1215 N GLENWOOD AVE	217-294-2497
18	CONDUCTORS	319 N. HAMILTON ST	706-277-3091
19	CORNER EXPRESS	400 N. GLENWOOD AVE	706-529-6977
20	COURTYARD DALTON	785 COLLEGE DR.	706-275-7215
21	COX LIQUOR	1301 E WALNUT AVE	706-278-2392
22	CRESCENT CITY TAVERN	324 S. DEPOT ST	706-529-0467
23	CVS/PHARMACY #5608	2501 EAST WALNUT AVE	706-226-3664
24	DALTON BREWING COMPANY	112 W. KING ST	706-804-2739
25	DALTON DISTILLERY	109 E MORRIS ST	706-483-2790
26	DALTON FOOD & TOBACCO	601 N GLENWOOD AVE	706-370-4097
27	DALTON GOLF & COUNTRY CLUB	333 COUNTRY CLUB WAY	706-259-8547
28	DALTON GROCERY AND TOBACCO	1321 DUG GAP RD	706-536-3507
29	DELRAY FARMS	2518 E WALNUT AVE	773-254-4300
30	DELTA EXPRESS #3513	324 N GLENWOOD AVE	706-278-8966
31	DOLLAR GENERAL STORE #10651	1004 RIVERBURCH PKWY	615-855-4000
32	DOLLAR GENERAL STORE #2541	101 W WALNUT AVE STE 1	615-855-4000
33	DOSBROS	100 W. WALNUT AVE STE 74	706-226-2767
34	EL RANCHERO MEXICAN RESTAURANT	1523 E. MORRIS ST	706-529-7653
35	EZ STOP	1524 E. MORRIS ST	706-270-0443
36	FARM GOLF CLUB	187 S GOOSE HILL RD	706-673-4546
37	FIESTA MEXICANA #13	1525 CLEVELAND HWY STE 2	25706-226-9220
38	FOOD CITY #211	1308 WEST WALNUT AVE	276-623-5100
39	FOOD CITY #239	1287 N. GLENWOOD AVE	706-259-6373
40	FORTUNE COOKIE	801 E WALNUT AVE STE J	706-272-1010
41	FUJI JAPANESE STEAK, SEAFOOD & SUSHI HO	1321 W WALNUT AVE STE 1	706-281-1889
42	GIO'S MEXICAN GRILL	603 FLEMING ST	706-529-3636
43	GONDOLIER PIZZA	1229 N GLENWOOD AVE	706-226-3030
44	GONDOLIER PIZZA	900 S. THORNTON AVE	706-275-9575
45	HAMILTON'S	243 N HAMILTON ST STE 5	706-270-0467
46	HILTON GARDEN INN	879 COLLEGE DR	706-529-6000
47	HOLMES LIQUOR	2205 CHATTANOOGA RD	706-226-1198
48	J J Y LIQUOR STORE	101 W WALNUT AVE STE 13	706-271-0103
49	JAX'S LIQUOR	1300 E MORRIS ST	706-226-6855

50	KROGER COMPANY #265	1205 CLEVELAND RD	770-496-7539
51	KROGER STORE #458	1365 W WALNUT AVE	706-270-0850
52	KUMO HIBACHI SUSHI	1277 N GLENWOOD AVE	706-278-8886
53	KWIK SERV #10	2210 CHATTANOOGA RD	706-307-5810
54	LA DONA NIGHT CLUB	700 REDWINE ST STE 3,4,5	706-913-6482
55	LA ESQUINITA	1205 EAST MORRIS ST	706-508-0110
56	LA HIDALGUENSE	628 FIFTH AVE	706-278-7151
57	LA PROVIDENCIA UNDERWOOD	1300 UNDERWOOD ST	706-529-5929
58	LA TIENDITA	700 REDWINE ST STE 2	706-508-0110
59	LAS MARGARITAS MEXICAN BAR & GRILL	816 WALNUT SQ BLVD STE 28 B	706-278-3003
60	LAS PALMAS MEXICAN RESTAURANT	1331 W WALNUT AVE	706-529-8477
61	LOA BAKERY	737 RIVERBEND RD	706-529-5530
62	LONGHORN STEAKS OF DALTON	1315 W WALNUT AVE	706-281-1568
63	LOS PABLOS MEXICAN REST #2	2204 CHATTANOOGA RD	706-226-1411
64	LOS PABLOS MEXICAN RESTAURANT	1513 W WALNUT AVE STE 5 & 6	706-275-9320
65	LOS REYES MEXICAN CUISINE	817 S HAMILTON ST	706-278-0995
66	LOS REYES MEXICAN REST #6	1235 CLEVELAND HWY	706-226-8832
67	MAGANA'S LIQUOR	604 MLK JR BLVD	706-278-2601
68	MAPCO #3615	2000 CHATTANOOGA RD	706-278-0226
69	MAPCO #3622	811 RIVERBEND RD	706-278-2672
70	MARISCOS PUERTO VALLARTA	1205 S THORNTON AVE	706-529-0453
71	MAX FOOD MART	1246 N. THORNTON AVE	706-259-2807
72	NATIVE	825 CHATTANOOGA AVE	706-847-7697
73	NIZZIE'S PACKAGE STORE	1902 CHATTANOOGA RD	706-279-1800
74	NORTHWEST GA TRADE & CONV CTR AUTHORITY	2211 DUG GAP BATTLE RD	706-272-7676
75	O'CHARLEY'S #229	1520 W WALNUT AVE	706-226-5057
76	OYSTER PUB	930 MARKET ST STE# 12	706-259-9455
77	PIZZA HUT #012589	1505 W WALNUT AVE	706-278-0622
78	PLANET OF THE GRAPES WINE BAR, LLC	126 W. KING ST	706-913-0131
79	PRODUCTOS FRESCOS DIAZ RUBEN #2	1100 S THORNTON AVE	706-529-7733
80	QUICK STOP	507 E MORRIS ST	706-529-4250
81	RASPBERRY ROW	205 W CUYLER ST	706-277-3500
82	RED LOBSTER #0782	901 W BRIDGE	706-279-3601
83	S & G MARKET	532 UNDERWOOD ST	706-459-0989
84	SALON RIO GRANDE	514 COMMERCE DR	706-260-7512
85	SEASONS HIBACHI & SUSHI	785 SHUGART RD STE 9A	706-529-9988
86	SOL DE MAYO	825 CHATTANOOGA AVE STE 11	706-529-6664
87	SPINNING ROOM	825 CHATTANOOGA AVE STE 6	404-824-0599
88	STADIUM BBQ & GRILL	933 MARKET ST SUITE 14	706-529-4227
89	SUNRISE MARKET #4	105 W WALNUT AVE	706-264-7467
90	TIBBS CONVENIENCE STORE	813 N TIBBS RD	706-278-1868
91	TIJUANA'S MEXICAN RESTAURANT #1	328 S HAMILTON ST	706-226-4113
92	TIJUANA'S MEXICAN RESTAURANT #2	2311 CHATTANOOGA RD	706-272-0524
93	TOBACCO OUTLET	1339 W WALNUT AVE	615-479-6075
94	VALLARTA TAQUERIA, INC	801 E WALNUT AVE STE C	706-237-7471
95	WALGREENS #05954	1247 W. WALNUT AVE	706-428-9003
96	WALGREENS #11994	2225 E. WALNUT AVE	706-260-2628
97	WALGREENS #17232	1320 CLEVELAND HWY	706-270-9346
98	WALMART NEIGHBORHOOD MARKET #4528	98 W WALNUT AVE	762-209-5010
99	WAL-MART SUPERCENTER #5173	815 SHUGART RD	706-281-2855
100	WALNUT EXPRESS	2524 E WALNUT AVE	706-278-3633

**(10) 2019 Alcohol Renewals - With Changes**

	<b>DBA</b>	<b>LOC DESCRIPTION</b>	<b>BUS PHONE</b>	<b>Disposition</b>	<b>Meetings</b>
1	BAJA COOP	222 N. HAMILTON ST	706-529-2667	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
2	CHEVRON FOOD MART	100 N. OAKS DR.	706-259-2828	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
3	CHILI'S GRILL & BAR	881 COLLEGE DR	706-226-1011	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
4	CYRA'S OPEN RANGE & GARDEN	234 N. HAMILTON ST	423-718-6598	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
5	DALTON ELKS LODGE #1267	1212 ELKWOOD DR	706-278-6565	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
6	LOGAN'S ROADHOUSE #427	811 WALNUT SQUARE BLVD	706-259-3320	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
7	OUTBACK STEAKHOUSE #1128	955 MARKET ST	706-277-9600	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
8	RACETRAC #213	1907 CHATTANOOGA RD	706-270-0005	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
9	RACETRAC #289	1511 W WALNUT AVE	706-277-1270	DESIGNATED AGENT CHANGE	PSC 11/27/18 - M&C 12/03/18
10	TIENDA EL KACAMA	616 4TH AVE SUITE 4-6	706-529-5577	POURING BEER ADDITION	PSC 11/27/18 - M&C 12/03/18

**(4) 2019 Pawnbroker Renewals**

	<b>DBA</b>	<b>LOCATION ADDRESS</b>	<b>BUS PHONE</b>
1	AMERICAN PAWN BROKERS	322 S HAMILTON ST	706-259-4228
2	JACK'S PAWN SHOP	214 S HAMILTON STREET	706-226-6432
3	JEWELRY EXCHANGE, THE	1711 EAST WALNUT AVE	706-278-1134
4	VALUE PAWN & JEWELRY/EASY CASH SOLUTIONS	1100 E. WALNUT AVE BAYS 1,2,3	706-281-1809

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
NOVEMBER 27, 2018**

**SUMMARY OF DATA AND CRIME STATISTICS FOR OCTOBER 2018**

**General**

There were 86 Part 1 crimes reported in October 2018 versus 87 in October of 2017. In October of 2018 burglaries decreased by approximately 72.7% when compared to October of 2017. There were 5 reported aggravated assaults in October 2018. All year to date Part 1 crimes show a decrease except for robbery and larceny. Year to date Part 1 crimes are down 2.09% from 2017.

<b>DALTON POLICE DEPARTMENT CRIME STATISTICS</b>												
	<b>INCIDENTS</b>				<b>CLEARANCES</b>				<b>ARRESTS</b>			
			<b>2018</b>	<b>2017</b>			<b>2018</b>	<b>2017</b>			<b>2018</b>	<b>2017</b>
	<b>10/18</b>	<b>10/17</b>	<b>YTD</b>	<b>YTD</b>	<b>10/18</b>	<b>10/17</b>	<b>YTD</b>	<b>YTD</b>	<b>10/18</b>	<b>10/17</b>	<b>YTD</b>	<b>YTD</b>
<b>Part I Offenses</b>												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	9	15	0	0	6	4	0	0	3	2
Robbery	3	1	27	17	0	5	11	18	0	5	11	17
Aggravated Assault	5	6	47	63	3	7	30	60	2	7	25	55
Burglary	3	11	105	112	0	2	26	38	0	2	21	33
Larceny - Theft	69	65	727	725	31	22	273	256	26	19	219	207
Motor Vehicle Theft	5	3	65	68	1	1	22	32	1	1	13	6
Arson	0	1	3	4	0	1	1	1	0	0	1	0
<b>PART I SUBTOTAL</b>	<b>86</b>	<b>87</b>	<b>983</b>	<b>1004</b>	<b>35</b>	<b>38</b>	<b>369</b>	<b>409</b>	<b>29</b>	<b>34</b>	<b>293</b>	<b>320</b>

<b>Part 2 Offenses</b>	<b>Total</b>
Controlled Substance Offenses	67
Warrant Served	60
Public Peace Violations	42
Battery/Assault - Non-aggravated	41
Code Violation	38
Traffic Offenses	37
Trespass of Real Property	36
Destruct/Damage/Vandalize Property	33
Forgery/Fraud	29
Obstruction	16

Controlled substance offenses decreased by approximately 11.8% in October 2018 when compared to September 2018. Calls for service increased by nearly 10% when compared to 2017. Citations increased by approximately 45% in October 2018 when compared to October 2017.

	<b>October 2018</b>	<b>October 2017</b>
Calls for Service	3,564	3,241
Traffic Crashes	144	134
Citations	1,101	758

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
NOVEMBER 27, 2018**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2014-2018  
October 2018

	2014	2015	2016	2017	2018	TREND
Part I Crimes YTD	1190	1173	1107	1004	983	
Homicides	2	1	0	0	0	
Rape	14	19	17	15	9	
Robbery	14	10	19	17	27	
Aggravated Assault	51	52	61	63	47	
<b>Violent Crime Totals</b>	<b>81</b>	<b>82</b>	<b>97</b>	<b>95</b>	<b>83</b>	
Burglary	172	159	159	112	105	
Larceny-Theft	875	876	801	725	727	
Motor Vehicle Theft	56	56	44	68	65	
Arson	6	0	6	4	3	
<b>Property Crime Totals</b>	<b>1109</b>	<b>1091</b>	<b>1010</b>	<b>909</b>	<b>900</b>	
Violent Crime Clearance	72%	76%	70%	86%	57%	
Property Crime Clearance	37%	43%	35%	36%	36%	
Part I Arrests	405	441	336	320	293	
Citations	11,102	9,306	10,826	9,831	11,565	
Calls for Service	39,527	35,035	36,961	33,653	35,275	
Traffic Crashes	1,047	1,108	1,183	1,190	1,170	

**Analysis**

In the year to date 2018 there have been 983 Part 1 crimes reported versus 1004 in 2017 which shows an approximate decrease of 2.09%. Robberies have increased by approximately 58% with 10 more robberies than 2017. Reported rapes have decreased by approximately 40% when compared to 2017 YTD numbers.

There have been 83 violent crimes reported 2018 YTD compared to 95 reported violent crimes YTD 2017. That is a decrease of approximately 12.6%. Year to date property crimes have shown a decrease of approximately 1% when compared to October 2017 YTD statistics.

Based on the statistics from the previous 5 years, both violent crime and property crime numbers are on the low end of the normal range and show no significant deviation.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
NOVEMBER 27, 2018**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2018	2017			2018	2017			2018	2017
	10/18	10/17	YTD	YTD	10/18	10/17	YTD	YTD	10/18	10/17	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	9	15	0	0	6	4	0	0	3	2
Robbery	3	1	27	17	0	5	11	18	0	5	11	17
Aggravated Assault	5	6	47	63	3	7	30	60	2	7	25	55
Burglary	3	11	105	112	0	2	26	38	0	2	21	33
Larceny - Theft	69	65	727	725	31	22	273	256	26	19	219	207
Motor Vehicle Theft	5	3	65	68	1	1	22	32	1	1	13	6
Arson	0	1	3	4	0	1	1	1	0	0	1	0
<b>PART I SUBTOTAL</b>	<b>86</b>	<b>87</b>	<b>983</b>	<b>1004</b>	<b>35</b>	<b>38</b>	<b>369</b>	<b>409</b>	<b>29</b>	<b>34</b>	<b>293</b>	<b>320</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	36	28	328	372	29	24	224	284	26	22	181	216
Forgery/Counterfeiting	10	18	96	91	2	5	48	45	2	5	40	42
Fraud	25	29	257	257	8	18	63	100	7	16	45	87
Embezzlement	0	1	18	14	0	2	9	14	0	2	7	13
Stolen Property	3	3	22	19	0	5	12	23	0	5	11	24
Vandalism	32	36	319	334	5	8	85	86	3	5	74	65
Weapons Violations	6	4	45	43	5	4	45	44	5	4	44	44
Commercial Sex	0	4	3	19	0	4	2	19	0	4	2	19
Other Sex Offenses	11	8	56	59	3	2	35	21	1	2	17	12
Drug Sales	7	9	101	122	8	15	153	152	8	15	153	150
Drug Possession	45	37	553	422	52	35	592	447	52	35	590	441
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	6	2	42	79	6	4	31	44	6	4	30	42
Liquor Violations	4	7	82	67	1	5	70	52	1	5	70	51
Drunkenness	6	9	88	75	6	8	87	86	6	8	85	86
Other Disorderly Conduct	29	16	195	315	18	6	82	153	16	6	70	126
Curfew Violations	2	1	50	22	1	1	31	8	1	0	29	6
All Other Offenses	257	257	2818	2502	187	183	2164	1967	184	179	2100	1921
DUI	7	18	133	132	7	17	123	141	7	17	123	140
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>486</b>	<b>487</b>	<b>5206</b>	<b>4944</b>	<b>338</b>	<b>346</b>	<b>3856</b>	<b>3686</b>	<b>325</b>	<b>334</b>	<b>3671</b>	<b>3485</b>
<b>PART I AND II TOTAL</b>	<b>572</b>	<b>574</b>	<b>6189</b>	<b>5948</b>	<b>373</b>	<b>384</b>	<b>4225</b>	<b>4095</b>	<b>354</b>	<b>368</b>	<b>3964</b>	<b>3805</b>

	2018				2017				Enforcement				
	10/18	10/17	YTD	YTD	10/18	10/17	YTD	YTD	10/18	10/17	YTD	YTD	
Crashes													
Public Roadway	144	134	1,170	1,190					Citations	537	437	6,151	5
911 Calls	3,564	3,241	35,275	33,653					Warnings	564	321	5,414	3
									Totals	1,101	758	11,565	9,831

Row Labels	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Grand Total
Affray		2			1		1	4
All Other Offenses	1		2	4		2		9
Animal Problem		1		1	1		2	5
Assault, Othr Weap							2	2
Assault, Simple			1			2	3	6
Battery	2	3	4	5		1	3	18
Battery of an unborn child						1		1
Child Abuse or Neglect		3						3
Citizen Dispute		1			1		1	3
CODE VIOLATION		8	7	12	5	5	1	38
Conservation-Cruelty to Animal		1						1
Cont Subs, Other					1		1	2
Cont Subs, Possess, Cocaine		1		1			1	3
Cont Subs, Possess, Heroin		1						1
Cont Subs, Possess, Marijuana	2	3	2	5	2	1	4	19
Cont Subs, Possess, Narc Equip	1	7	1	3	1	1	2	16
Cont Subs, Possess, Synthetic		1	1	1				3
Cont Subs, Sale/Mfg, Marijuana				2				2
Cont Subs,Possess,Amphetamine	2	6	3	1	2	2	1	17
Cont Subs,Sale/Mfg,Amphetamine		2	1	1				4
Criminal Damage to Property 1s						1		1
Criminal Mischief		1						1
Curfew or Loitering		1				1		2
Damage - Business Property				1				1
Damage - Government Property						1		1
Damage - Private Property			1	5	2	2	4	14
Damage - Public Property						1		1
Destruct/Damage/Vandalize Prop	1	3	2	5	2		1	14
Disorderly Conduct	1	1	2	2	1	1		8
Drunkenness		2	1	1		1	1	6
DUI Alcohol or Drugs	1		1	1			4	7
Family, Cruel Toward Children				2	1			3
Forgery - Forgery - Other			1					1
Forgery-Counterfeiting-Other	2	2		1	1	1	2	9
Fraud - Other			1					1
Fraud - Prescription			1				1	2

Fraud, Bad/Worthless Checks				1		1		2
Fraud, Credit Card or ATM		3	1		2	1	1	8
Fraud, Impersonation		1						1
Fraud, Wire		1	1		1			3
Fraud/Swindle/Confidence Game		1				1		2
Impersonation							1	1
Juvenile Problem	1		1					2
Juvenile Runaway		1	1					2
Liquor - Other	1						1	2
Liquor - Possess				1			1	2
Littering or Pollution Problem							1	1
Loitering		1	1	1				3
Obstructing, Court Order	1	1						2
Obstructing, False Report	2		2	1			2	7
Obstructing, Other, Justice	1							1
Obstructing, Other, Police	1	1	1	2			1	6
Other Sex Offenses			1					1
Prop Damage, Not Vandalism			1					1
Public Peace, Disturbing Peace	2	2	1	3	4	1	4	17
Public Peace, Harassing Comm	1	3	1	2	7	3		17
Recovered Stolen Prop							1	1
Recovered Stolen Veh	1			1				2
Sex - Child Molestation		1	2			1		4
Sex - Indecent Exposure	2		1					3
Sexual Battery		1			2			3
Simple Battery		3	1		4	2	1	11
Stalking		1	1		1			3
Suicide					1			1
Suspicious Person or Circumst					1			1
Threatening		1						1
Tobacco Problem						1		1
Traffic Accident, Prop Damage			1					1
Traffic Offense	6	1	10	6	4	3	7	37
Trafficking of Controlled subs			1					1
Trespass of Real Prop	3	6	6	6	4	5	6	36
Vagrancy			1	1	1	2		5
Warrant Served	11	14	9	8	8	5	5	60

Weapon - Carrying Concealed				1				1
Weapon - Carrying Prohibited			1					1
Weapon - Other - Possess				1	1			2
Weapons Offense		1	1					2
<b>Grand Total</b>	<b>46</b>	<b>94</b>	<b>79</b>	<b>89</b>	<b>62</b>	<b>50</b>	<b>67</b>	<b>487</b>



DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
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18-006966

Drugs

200 Bryant Ave

While on patrol two female subjects were observed going through a box of clothing outside of the City of Refuge. Contact was made with the subjects. During the contact consent was gained and drugs or drug related objects were found on both of the females. Both were arrested and charged with the drug charges as well as loitering.

18-007016

Robbery

905 S. Hamilton St

The complainant reported that he had been robbed by two male subjects in the area of the 905 S Hamilton St. He stated that one subject had a knife and they threatened him if he did not give them his money. He stated that they took \$85. It occurred about an hour and half before he called 911.

18-007041

Entering Auto

1524 Echota Pl

The complainant reported an entering auto that occurred at 1524 Echota Place sometime during the evening. A blue backpack containing miscellaneous items was taken.

18-007051

Aggravated Assault

727 Mcghee Place

Officers responded to the above address in reference to a person being shot. Once on scene the victim was found in a bedroom on the floor with a gunshot wound to the stomach. Another lady was holding pressure on the wound. Officers were advised that there had been a disturbance and that the victim had been shot by one of her sons. Both sons involved in the disturbance ran away. Both were later taken into custody. Detectives arrived on scene and conducted the investigation.

18-007049, 18-007052, 18-007053

Entering Auto

1515 W Walnut Ave

Three vehicles were entered by having the windows busted out. Officers were not able to obtain or view the video at the time of the report. One of the victim's credit card was used at a Walmart in the area. These cases are currently active.

18-007077

Aggravated Assault

1424 Burgess Dr

The complainant reported being assaulted, strangled, and chased with a knife by her live in boyfriend. The suspect was gone on arrival and the complainant could not provide any further identifying information on the suspect. This case is currently active.

18-007096

Theft-Automobile

1503 E Walnut Ave

An employee of Enterprise rental reported renting a 2018 black Toyota Camry to a male subject in August. The vehicle was supposed to be returned on September 7th. The reporting officer obtained warrants on the suspect. The suspect was arrested on the warrants and the vehicle was recovered.

18-007133

Entering Auto

715 Sheridan Ave #12

The complainant reported that someone had taken her Dalton Public Schools issued laptop computer from her unlocked vehicle sometime between October 10<sup>th</sup> and October 12<sup>th</sup>. The case is currently active.

18-007164

Aggravated Assault

825 Beirut Pl; 16

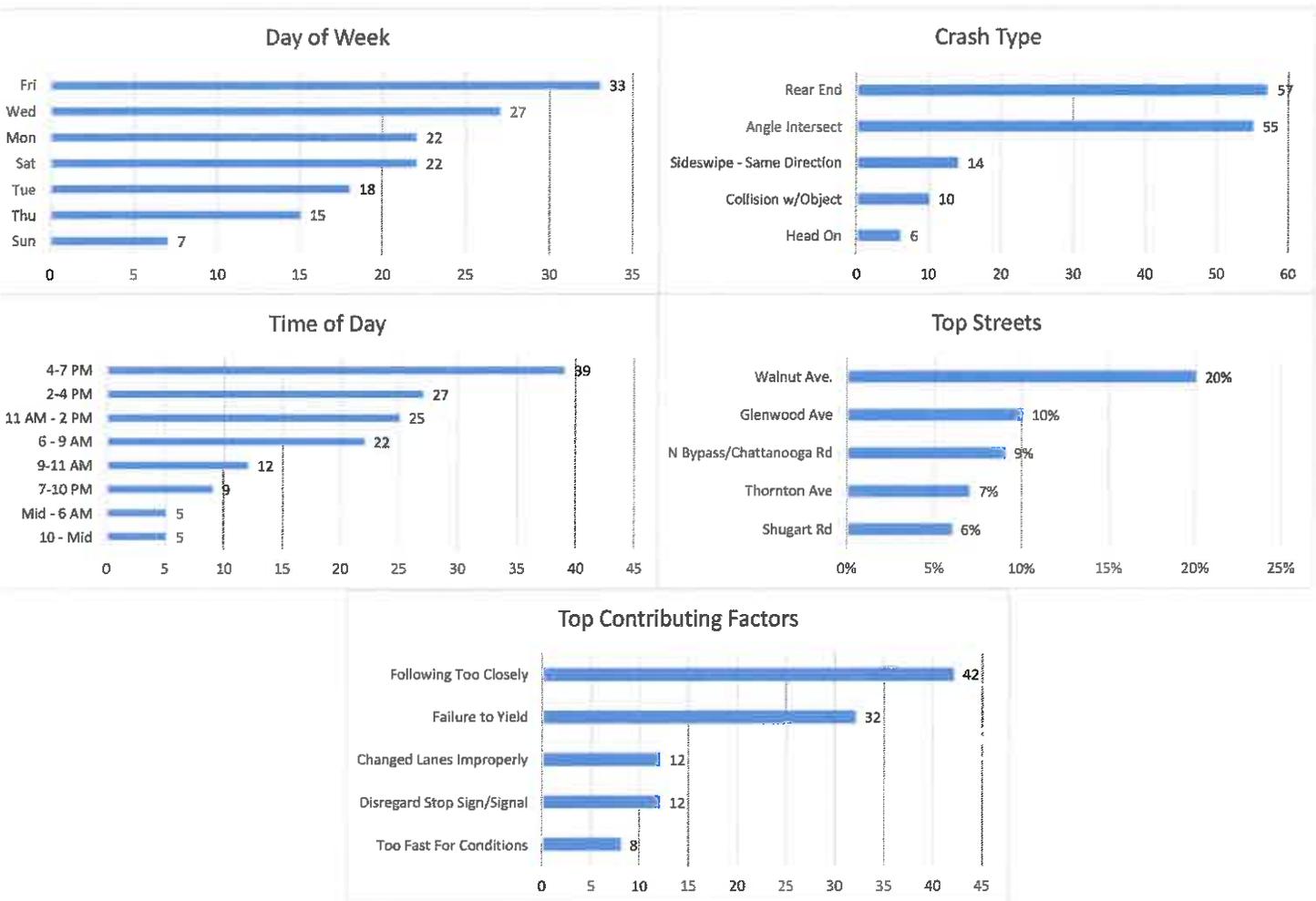
Officers responded to a domestic where a subject was threatening his family with a knife. The suspect also threatened to burn down the apartment. Upon arrival the subject was taken to the ground by force and in the process he fractured his leg. He was transported to Hamilton Medical Center to receive treatment while awaiting charges.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
NOVEMBER 27, 2018**

**October 2018 Crash Statistics**

In October 2018 there were 144 non-private property crashes reported. Total injury crashes and injuries decreased from September 2018. There were no serious injuries reported in October 2018. Rear end and angle crashes were the most prevalent during October 2018. Following too closely continues to be the leading contributing factor in crashes, while Failure to Yield was the top contributing factor for injury crashes at 36%. Walnut Ave and Glenwood Ave were the roadways where the majority of the crashes occurred. In October 2018 approximately 20% of all crashes in the city occurred on Walnut Ave. In October 2018, Chattanooga Rd/Bypass was the roadway with the most injury crashes.



**144 Crashes Reported in October 2018**

- There were 19 more crashes in October 2018 than in September 2018.
  - 25 Crashes reported in which injuries occurred.
  - That is one injury crash for every 5.76 crashes reported.
  - Multiple injuries were reported in 10 crashes.

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

Top 5 Streets

- Walnut Avenue
  - 29 Total Crashes
  - 20.14 % of Total Crashes
  - 21.62 % of Injuries Reported (8 Injuries Reported on the Roadway)
- Glenwood Ave
  - 14 Total Crashes
  - 9.72 % of Total Crashes
  - 13.51 % of Injuries Reported (5 Injury Reported on this Roadway)
- N Bypass/Chattanooga Rd
  - 13 Total Crashes
  - 9.03 % of Total Crashes
  - 27.03 % of Injuries Reported (10 Reported Injuries on the Roadway)
- Thornton Ave
  - 10 Total Crashes
  - 6.94 % of Total Crashes
  - 8.11 % of Injuries Reported (3 Reported Injury on the Roadway)
- Shugart Rd
  - 8 Total Crashes
  - 5.56 % of Total Crashes
  - 5.41 % of Injuries Reported (2 Reported Injuries on the Roadway)

Crashes Involving DUI

- 2 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 14 Crashes Reported with Distracted or Inattentive Driver

Crashes Involving Drivers Following One Another Too Closely

- 42 Crashes Reported involving Following Too Closely

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Crashes by Type

- Rear End 57 / 39.58%
- Angle Crash 55 / 38.19%
- Sideswipe – Same Direction 14 / 9.72%
- Non-Vehicle 10 / 6.94%
- Head On 6 / 4.17%

Days of the Week

- 22 crashes occurred on Mondays
- 18 crashes occurred on Tuesdays
- 27 crashes occurred on Wednesdays
- 15 crashes occurred on Thursdays
- 33 crashes occurred on Fridays
- 22 crashes occurred on Saturdays
- 7 crashes occurred on Sundays

Time of Day

- 0000- 0559-5
- 0600-0859-22
- 0900-1059-12
- 1100-1359-25
- 1400-1559-27
- 1600-1859-39
- 1900-2159-9
- 2200-2359-5

Top Contributing Factors

- Following Too Closely: 42 (29.17 % of all crashes)
- Failure to Yield: 32 (22.22 % of all crashes)
- Changed Lanes Improperly: 12 (8.33 % of all crashes)
- Disregard Stop Sign/Signal: 12 (8.33 % of all crashes)
- Too Fast for Conditions: 8 (5.56 % of all crashes)

Based on the crash data from September 2018, Selective Enforcement Details were conducted in the following areas in October 2018:

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

There were 8 total Enforcement Details conducted in October 2018, resulting in 79 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of October 2018, details will be conducted in November 2018 in the following areas:

- **Walnut Ave**
- **Glenwood Ave**
- **N Bypass/Chattanooga Rd**

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING

November 27, 2018

SUMMARY OF THE FINANCIAL STATISTICS FOR OCTOBER 2018

The police department budget is on track for FY 2018, and at the time of this report we have expended approximately 81.4% of our 2018 budget. We are currently 1.93% 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.



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FOR 2018 99

	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
141501 PD ADMINISTRATION							
141501 000010 SALARIES-REGULAR	453,180	-10,280	442,900	355,515.49	.00	87,384.51	80.3%
141501 000010 15015 SALARIES-REG	0	280	280	.00	.00	280.00	0%
141501 000011 SALARIES OVERTIME	2,600	-100	2,500	670.27	.00	1,829.73	26.8%
141501 000011 15015 SALARIES OVE	0	200	200	.00	.00	200.00	0%
141501 000016 SALARY - BONUS	1,800	0	1,800	.00	.00	1,800.00	0%
141501 000017 RAISE POOL - GROS	149,700	-149,700	0	.00	.00	0.00	0%
141501 000020 FICA	34,870	-1,100	33,770	26,558.49	.00	7,211.51	78.1%
141501 000020 15015 FICA	0	150	150	.00	.00	150.00	0%
141501 000030 PENSION	6,370	0	6,370	5,510.54	.00	859.46	86.5%
141501 000030 15015 PENSION- DC	0	200	200	.00	.00	200.00	0%
141501 000032 PENSION - DB PLAN	159,285	-35,700	123,585	119,593.01	.00	3,991.99	96.8%
141501 000032 15015 PENSION - DB	0	500	500	.00	.00	500.00	0%
141501 000040 HOSPITALIZATION I	62,000	-2,800	59,200	46,315.17	.00	12,884.83	78.2%
141501 000040 15015 HOSPITALIZAT	0	800	800	.00	.00	800.00	0%
141501 000045 EE LIFE & DISABIL	2,545	100	2,645	2,212.85	.00	432.15	83.7%
141501 000046 RAISE POOL - BENE	42,760	-42,760	0	.00	.00	0.00	0%
141501 000050 GENERAL INSURANCE	100,490	-495	99,995	99,316.00	.00	679.00	99.3%
141501 000060 WORKER COMPENSATI	1,460	0	1,460	1,460.00	.00	.00	100.0%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	511.35	.00	4,488.65	12.8%
141501 000110 TELEPHONE	45,000	0	45,000	32,846.02	2,404.54	9,749.44	78.3%
141501 000120 TRAINING EXPENSES	15,450	0	15,450	9,538.66	295.00	5,616.34	63.6%
141501 000130 VEHICLE EXPENSES	1,000	0	1,000	495.29	.00	504.71	49.5%
141501 000140 COPIER RENTAL/SUP	4,000	0	4,000	6,033.44	.00	2,966.56	67.0%
141501 000150 PRINTING	500	0	500	2,987.40	30.00	982.60	75.4%
141501 000150 15074 PRINTING	0	0	0	186.12	.00	313.88	37.2%
141501 000160 POSTAGE	3,000	0	3,000	2,299.64	.00	700.36	76.7%
141501 000360 LEGAL FEES	25,000	5,000	30,000	27,880.00	240.00	1,880.00	93.7%
141501 000410 GAS & OIL	0	6,000	6,000	2,688.13	.00	3,311.87	44.8%
141501 000430 COMMUNICATION_EOU	2,000	-2,000	0	.00	.00	0.00	0%
141501 000440 SUPPLIES	800	0	800	159.95	.00	640.05	20.0%
141501 000450 CLEANING ALLOWANC	1,200	0	1,200	704.85	88.75	406.40	66.1%
141501 000455 CLOTHING ALLOWANC	2,400	0	2,400	900.00	.00	1,500.00	37.5%
141501 001010 OFFICE SUPPLIES	1,500	0	1,500	953.61	180.50	365.89	75.6%
141501 001030 COMPUTER SOFTWARE	133,375	0	133,375	108,765.71	2,689.00	21,920.29	83.6%
141501 001300 MEALS	2,000	0	2,000	62.94	.00	1,937.06	31.5%
141501 001410 DUES/FEES/SUBSCRI	4,885	0	4,885	2,913.17	100.00	1,871.83	61.7%
141501 001655 RADIO_SUBSCRIBER	25,565	-3,000	22,565	21,561.60	.00	1,003.40	95.16%



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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 001990 MISCELLANEOUS	2,000	0	2,000	1,171.84	6.00	822.16	58.9%
141501 003226 CUSTODY OF PRISIO	85,000	48,000	133,000	92,366.82	.00	40,633.18	69.4%
141501 039980 CAPITAL OUTLAY <	760	0	760	760.00	.00	.00	100.0%
141501 575000 FRAUDULENT CHARGE	0	0	0	113.48	.00	-113.48	100.0%
TOTAL PD ADMINISTRATION	1,386,495	-187,705	1,198,790	973,051.84	6,033.79	219,704.37	81.7%



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141503 000010 SALARIES-REGULAR	3,098,470	-15,200	3,083,270	2,455,763.24	.00	627,506.76	79.6%
141503 000010 15015 SALARIES-REG	0	22,200	22,200	8,154.65	.00	14,045.35	36.7%
141503 000011 SALARIES OVERTIME	65,415	34,900	100,315	80,439.45	.00	19,875.55	80.2%
141503 000011 15015 SALARIES OVE	0	2,600	2,600	1,058.50	.00	1,541.50	40.7%
141503 000019 REIMB - CDRG	-25,000	0	-25,000	-13,322.40	.00	-11,677.60	53.3%
141503 000020 FICA	242,040	5,040	247,080	191,153.67	.00	55,926.33	77.4%
141503 000020 15015 FICA	0	2,600	2,600	672.47	.00	1,927.53	25.9%
141503 000030 PENSION	129,685	2,860	132,545	85,048.56	.00	47,496.44	64.2%
141503 000030 15015 PENSION- DC	0	1,000	1,000	301.23	.00	698.77	30.1%
141503 000032 PENSION - DB PLAN	286,040	4,500	290,540	259,563.34	.00	30,976.66	89.3%
141503 000032 15015 PENSION - DB	0	4,000	4,000	991.95	.00	3,008.05	24.8%
141503 000040 HOSPITALIZATION I	401,900	-5,000	396,900	340,240.59	.00	56,659.41	85.7%
141503 000040 15015 HOSPITALIZAT	0	5,550	5,000	1,138.27	.00	3,861.73	22.8%
141503 000045 ER LIFE & DISABIL	17,745	0	17,295	13,138.86	.00	5,156.14	71.8%
141503 000060 WORKER COMPENSATI	49,570	0	49,570	49,570.00	.00	0	100.0%
141503 000120 TRAINING EXPENSES	86,500	1,500	88,000	61,755.79	.00	26,244.21	71.9%
141503 000120 15074 TRAINING EXP	0	6,500	6,500	5,843.96	.00	656.04	89.9%
141503 000130 VEHICLE EXPENSES	105,500	0	105,500	97,702.78	.00	7,797.22	92.6%
141503 000130 15074 VEHICLE EXPR	0	500	500	161.25	.00	338.75	32.3%
141503 000400 EQUIPMENT MAINT &	10,500	0	10,500	5,435.34	.00	3,864.66	63.2%
141503 000410 GAS & OIL	138,500	0	138,500	108,459.64	.00	30,040.36	78.3%
141503 000440 SUPPLIES	5,500	0	5,500	3,876.18	.00	1,623.82	70.5%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	5,943.00	824.50	3,232.50	67.7%
141503 000460 UNIFORMS	54,500	0	54,500	51,683.60	115.98	2,700.42	95.0%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	776.78	297.29	1,925.93	35.8%
141503 001300 MEALS	2,000	0	2,000	12.28	.00	1,987.72	.6%
141503 001300 15074 MEALS	5,000	0	5,000	3,663.60	.00	1,336.40	73.3%
141503 001410 DUES/FEES/SUBSCRI	3,360	0	3,360	1,775.00	.00	1,585.00	52.8%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	0%
141503 001990 MISCELLANEOUS	5,000	0	3,000	733.83	.00	2,266.17	24.5%
141503 039980 CAPITAL OUTLAY <	25,740	-2,000	23,740	17,347.38	3,413.81	4,978.81	80.7%
141503 039990 CAPITAL OUTLAY	6,200	0	6,200	2,235.54	.00	3,964.46	36.1%
141503 039990 15074 CAPITAL OUTL	0	7,500	7,500	6,000.00	.00	1,500.00	80.0%
TOTAL PD PATROL	4,729,665	79,050	4,808,715	3,847,318.33	7,409.58	953,987.09	80.2%



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141504 PD CRIMINAL INVESTIGATION DIV							
141504 000010 SALARIES-REGULAR	757,840	16,730	774,570	649,271.09	.00	125,298.91	83.8%
141504 000010 15015 SALARY-REGUL	0	6,000	6,000	13,048.35	.00	-7,048.35	217.5%
141504 000011 SALARIES OVERTIME	31,500	400	31,900	20,585.20	.00	11,314.80	64.5%
141504 000011 15015 SALARIES OVE	0	600	600	1,125.77	.00	-525.77	187.6%
141504 000020 FICA	60,380	1,090	61,470	50,081.10	.00	11,388.90	81.5%
141504 000020 15015 FICA	0	1,700	1,700	1,007.09	.00	-307.09	143.9%
141504 000030 PENSION	10,075	100	10,175	9,185.49	.00	989.51	90.3%
141504 000030 15015 PENSION- DC	0	200	200	335.89	.00	-135.89	167.9%
141504 000032 PENSION - DR_PLAN	287,280	5,330	292,610	261,893.11	.00	30,716.89	89.5%
141504 000032 15015 PENSION - DR	0	3,200	3,200	3,597.94	.00	-397.94	112.4%
141504 000040 HOSPITALIZATION I	104,000	-1,500	102,500	93,540.85	.00	8,959.15	91.3%
141504 000045 EE LIFE & DISABIL	4,425	135	4,560	1,987.01	.00	-487.01	132.5%
141504 000060 WORKER COMPENSATI	9,475	0	9,475	3,397.01	.00	1,162.99	74.5%
141504 000120 TRAINING EXPENSES	42,390	-1,500	40,890	9,475.00	.00	.00	100.0%
141504 000130 VEHICLE EXPENSES	1,500	0	1,500	27,975.27	5,000.00	7,914.73	80.6%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	3,004.69	.00	2,495.31	54.6%
141504 000410 GAS & OIL	15,000	0	15,000	582.76	.00	917.24	38.9%
141504 000440 SUPPLIES	3,000	0	3,000	9,698.78	.00	5,301.22	64.7%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	882.89	.00	2,117.11	29.4%
141504 000455 CLOTHING ALLOWANC	8,400	0	8,400	1,799.25	185.50	2,015.25	49.6%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	4,200.00	.00	4,200.00	50.0%
141504 001300 MEALS	700	-500	200	1,902.73	24.48	1,572.79	55.1%
141504 001410 DUES/FEES/SUBSCRI	2,710	0	2,710	.00	.00	700.00	.0%
141504 001430 TRAVEL	0	512	512	2,011.00	165.00	534.00	80.3%
141504 001650 PURCHASE EVIDENCE	30,000	-1,512	28,488	511.58	.00	.42	99.9%
141504 001660 COMMUNICATION EQU	1,500	0	1,500	16,570.00	11,645.00	273.00	99.0%
141504 001990 MISCELLANEOUS	5,000	-1,500	3,500	660.00	.00	840.00	44.0%
141504 039980 CAPITAL OUTLAY...S	3,220	0	3,220	1,254.97	12.00	2,233.03	36.2%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,391,895	29,985	1,421,880	1,192,122.41	17,031.98	212,725.61	85.0%



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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>141507 PD SUPPORT SERVICES</b>							
141507 000010 SALARIES-REGULAR	528,105	3,340	531,445	435,385.15	.00	96,059.85	81.9%
141507 000010 15015 SALARIES-REG	0	2,500	2,500	618.10	.00	1,881.90	24.7%
141507 000011 SALARIES OVERTIME	3,835	280	4,115	3,258.14	.00	856.86	79.2%
141507 000011 15015 SALARIES OVE	0	250	250	44.11	.00	205.89	17.6%
141507 000012 SALARIES-PART-TIM	40,695	13,000	53,695	7,064.43	.00	5,935.57	54.3%
141507 000020 FICA	0	41,610	41,610	32,832.14	.00	8,777.86	78.3%
141507 000020 15015 FICA	0	300	300	47.60	.00	252.40	15.9%
141507 000030 PENSION	14,560	230	14,790	8,808.78	.00	5,981.22	59.6%
141507 000030 15015 PENSION- DC	0	200	200	26.78	.00	173.22	13.4%
141507 000032 PENSION - DB PLAN	118,990	3,060	122,050	118,180.69	.00	3,869.31	96.8%
141507 000032 15015 PENSION - DB	0	500	500	64.40	.00	435.60	12.9%
141507 000040 HOSPITALIZATION_I	74,000	-800	73,200	68,723.06	.00	4,476.94	93.9%
141507 000040 15015 HOSPITALIZAT	0	800	800	77.52	.00	722.48	91.7%
141507 000045 EE LIFE & DISABIL	3,010	100	3,110	2,295.18	.00	814.82	73.8%
141507 000060 WORKER COMPENSATI	12,395	0	12,395	12,395.00	.00	100.00	100.0%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	20,285.19	.00	21,714.81	50.8%
141507 000130 VEHICLE EXPENSES	1,000	0	1,000	39,118.21	.00	100.00	100.0%
141507 000330 UTILITIES	44,200	0	44,200	6,778.57	.00	37,421.43	66.5%
141507 000410 GAS & OIL	5,500	4,700	10,200	1,713.41	112.74	1,733.85	60.9%
141507 000440 SUPPLIES	3,000	0	3,000	300.00	112.45	300.00	50.0%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	408.00	.00	2,339.73	33.2%
141507 000455 CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
141507 000460 UNIFORMS	3,500	0	3,500	1,160.27	.00	2,339.73	33.2%
141507 001010 OFFICE SUPPLIES	2,500	0	2,500	2,197.92	.00	302.08	87.9%
141507 001300 MEALS	500	0	500	.00	.00	500.00	100.0%
141507 001410 DUES/FEES/SUBSCRI	1,850	0	1,850	1,526.84	.00	323.16	82.5%
141507 001415 CREDIT CARD & BAN	0	50	50	43.74	.00	6.26	87.5%
141507 001610 APPLICANT TESTING	6,500	2,000	8,500	6,403.05	.00	2,096.95	75.3%
141507 001880 COMMUNITY SERVICE	12,500	-2,700	9,800	940.45	.00	8,859.55	9.6%
141507 001880 15048 COM SVCS - D	0	0	0	-1,660.00	.00	1,660.00	100.0%
141507 001990 MISCELLANEOUS	1,500	0	1,500	170.00	.00	1,330.00	11.3%
141507 039980 CAPITAL OUTLAY <	6,020	0	6,020	5,312.82	.00	707.18	88.3%
141507 084725 BUILDING/GROUNDS M	115,375	-4,050	111,325	96,257.89	313.78	14,753.33	86.7%
<b>TOTAL PD SUPPORT SERVICES</b>	<b>1,044,535</b>	<b>24,675</b>	<b>1,069,210</b>	<b>871,777.44</b>	<b>5,881.07</b>	<b>191,551.49</b>	<b>82.1%</b>
<b>TOTAL GENERAL FUND - OPERATING</b>	<b>8,552,590</b>	<b>-53,995</b>	<b>8,498,595</b>	<b>6,884,270.02</b>	<b>36,356.42</b>	<b>1,577,968.56</b>	<b>81.4%</b>
<b>TOTAL EXPENSES</b>	<b>8,552,590</b>	<b>-53,995</b>	<b>8,498,595</b>	<b>6,884,270.02</b>	<b>36,356.42</b>	<b>1,577,968.56</b>	
<b>GRAND TOTAL</b>	<b>8,552,590</b>	<b>-53,995</b>	<b>8,498,595</b>	<b>6,884,270.02</b>	<b>36,356.42</b>	<b>1,577,968.56</b>	<b>81.4%</b>

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The City of Dalton  
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FOR 2018 99

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	-24,968.27	.00	4,968.27	124.8%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-50,645.25	.00	-9,354.75	84.4%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST EAR	-600	0	-600	-840.41	.00	240.41	140.1%
210001 361100 TREAS INTEREST TRE	-30	0	-30	-102.52	.00	72.52	341.7%
210001 392100 STATE PROCEEDS FRO	0	-15,000	-15,000	-14,243.50	.00	-756.50	95.0%
TOTAL REVENUES	-100,660	-15,000	-115,660	-90,799.95	.00	-24,860.05	78.5%



The City of Dalton  
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FOR 2018 99

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	30,000	0	30,000	21,840.47	.00	8,159.53	72.8%
210415 000370 STATE COURT COSTS	12,500	0	12,500	7,324.55	735.40	4,440.05	64.5%
210415 001990 JUSTI MISCELLANEOU	6,200	0	6,200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	5,258.50	100.00	791.50	87.1%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	16,682.14	.00	9,697.86	63.2%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	1,000	7,000	8,000	6,518.39	899.00	582.61	92.7%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	.00	2,300.00	.0%
210415 039990 STATE CAPITAL OUTL	0	8,000	8,000	7,470.00	.00	530.00	93.4%
210415 498807 STATE REFUNDS	0	0	0	10,350.00	.00	-10,350.00	100.0%
TOTAL EXPENDITURES	82,730	15,000	97,730	75,444.05	1,734.40	20,551.55	79.0%
TOTAL CONFISCATED ASSETS	-17,930	0	-17,930	-15,355.90	1,734.40	-4,308.50	76.0%
TOTAL REVENUES	-100,660	-15,000	-115,660	-90,799.95	.00	-24,860.05	
TOTAL EXPENSES	82,730	15,000	97,730	75,444.05	1,734.40	20,551.55	
GRAND TOTAL	-17,930	0	-17,930	-15,355.90	1,734.40	-4,308.50	76.0%

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The City of Dalton  
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FOR 2018 99

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 000350 610 FACILITY REPAIR	0	40,415	40,415	37,362.58	.00	3,052.42	92.4%
370005 039990 CAPITAL OUTLAY	991,315	-991,315	0	.00	.00	.00	.0%
370005 039990 411 CAPITAL OUTLAY	0	35,690	35,690	35,687.81	.00	2.19	100.0%
370005 039990 414 CAPITAL OUTLAY	0	161,900	161,900	157,601.13	.00	4,298.87	97.3%
370005 039990 415 CAPITAL OUTLAY	0	15,000	15,000	8,100.00	.00	6,900.00	54.0%
370005 039990 420 CAPITAL OUTLAY	0	738,000	738,000	467,845.57	.00	270,154.43	63.4%
370005 039990 610 CAPITAL OUTLAY	0	149,000	149,000	124,433.00	.00	24,561.00	83.5%
TOTAL EXPENDITURES	991,315	148,690	1,140,005	831,036.09	.00	308,968.91	72.9%
TOTAL CAPITAL ACQUISITION FUND	991,315	148,690	1,140,005	831,036.09	.00	308,968.91	72.9%
TOTAL EXPENSES	991,315	148,690	1,140,005	831,036.09	.00	308,968.91	72.9%
GRAND TOTAL	991,315	148,690	1,140,005	831,036.09	.00	308,968.91	72.9%

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DALTON POLICE DEPARTMENT  
REVENUE ACCOUNT DEPOSITS  
YEAR-TO-DATE

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS		369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:						334000 S. S. TASK FORCE OVERTIME	342101 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
	Records Unit	7,080.00	4,286.00	4,286.00			10,325.00	250.00	PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*				
CUM TOTALS	29,476.39	7,080.00	4,286.00	10,325.00	250.00	125.00	900.00	536.17	82.05	0.00	0.00	0.00	553.70	76,779.05	0.00	130,393.36
OCTOBER																
10/1/2018		75.00		275.00		5.00										355.00
10/2/2018		75.00														75.00
10/3/2018		60.00														60.00
10/4/2018		15.00														15.00
10/5/2018		45.00														45.00
10/9/2018		30.00				5.00										35.00
10/10/2018		30.00														30.00
10/12/2018		15.00														15.00
10/15/2018		45.00					25.00									70.00
10/16/2018		30.00		775.00												805.00
10/17/2018								29.00								29.00
10/19/2018		60.00	460.00	750.00												1,270.00
10/23/2018		75.00		325.00		5.00										405.00
10/24/2018		500.00														575.00
10/25/2018			15.00	100.00												45.00
10/26/2018	51.01	30.00		100.00												120.00
10/29/2018		15.00		100.00												181.01
10/30/2018		45.00														115.00
10/31/2018				250.00												50.00
OCTOBER	551.01	780.00	460.00	2,675.00	0.00	25.00	29.00	29.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
CUM TOTALS	30,027.40	7,860.00	4,746.00	13,000.00	250.00	150.00	925.00	565.17	82.05	0.00	0.00	0.00	553.70	76,779.05	0.00	134,938.37
JUSTICE - Federal Forfeiture Funds: 0.48																
TREASURY - Federal Forfeiture Funds: 26,855.74																
State Drug Seizure Funds: 117,840.98																
GOV DEALS SALE OF ASSETS MISCELLANEOUS																
GOV DEALS SALE OF ASSETS VEHICLES																
NONE																

**STATE DRUG SEIZURES  
(Funds)**

Year	Case Number	Remarks	Debit	Expenditure	Inventory & Other Seizure Assets
					143,731.00
1/4/2018	PO 21017101	Days Inn Rome - Recruits 110517-110917		752.00	142,979.00
1/4/2018	PO 21017102	Verizon Wireless - Call Phones Oct 10 - Nov 09		1,937.23	141,041.77
1/4/2018	PO 21017103	3 Title Fees for seized vehicles (17-6105, 17-6134, 17-5523)		54.00	140,987.77
1/4/2018	PO 21017104	Reimb meals - Herrera		150.00	140,837.77
1/4/2018	PO 21017105	Reimb meals - Porter		150.00	140,687.77
1/4/2018	PO 21017106	Reimb meals - Guerrero		150.00	140,537.77
1/4/2018	PO 21017107	Reimb meals - Selby		150.00	140,387.77
1/4/2018	PO 21017108	Reimb meals - Scott		253.00	140,134.77
1/4/2018	PO 21017109	Days Inn Rome - Recruits 111217-111617		752.00	139,382.77
1/4/2018	PO 21017110	Clerk of Court - Toliver Court Costs		82.00	139,300.77
1/4/2018	PO 21017111	DA's Office - Toliver Court Costs		658.40	138,642.37
1/4/2018	PO 21017112	Days Inn Rome - Recruits 111917-112117		451.20	138,191.17
1/4/2018	PO 21017113	Reimb meals - Herrera		90.00	138,101.17
1/4/2018	PO 21017114	Reimb meals - Guerrero		90.00	138,011.17
1/4/2018	PO 21017115	Reimb meals - Selby		90.00	137,921.17
1/4/2018	PO 21017116	Reimb meals - Porter		90.00	137,831.17
1/4/2018	PO 21017117	Reimb meals - Wilson		304.50	137,526.67
1/4/2018	PO 21017118	Holiday Inn Express - Scott 111217-111617		370.00	137,156.67
1/4/2018	PO 21017119	Reimb meals - Selby		150.00	137,006.67
1/4/2018	PO 21017120	Reimb meals - Porter		150.00	136,856.67
1/4/2018	PO 21017121	Reimb meals - Guerrero		150.00	136,706.67
1/4/2018	PO 21017122	Reimb meals - Herrera		150.00	136,556.67
1/4/2018	PO 21017123	Castillo - CPST Recertification		50.00	136,506.67
1/4/2018	PO 21017124	Days Inn Rome - Recruits 112617-113017		752.00	135,754.67
1/4/2018	PO 21017125	Days Inn Rome - Recruits 120317-120717		752.00	135,002.67
1/4/2018	PO 21017126	Reimb meals - Kumnick		253.00	134,749.67
1/4/2018	PO 21017127	Reimb meals - Lane		253.00	134,496.67

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Description	Amount	Balance	Balance
1/4/2018	PO 21017128	Dalton Wrecker - Tow 2 seized vehicles (17-8382, 17-8315)	150.00	134,346.67	
1/4/2018	PO 21017129	Reimb meals - Porter	150.00	134,196.67	
1/4/2018	PO 21017130	Reimb meals - Selby	150.00	134,046.67	
1/4/2018	PO 21017131	Reimb meals - Herrera	150.00	133,896.67	
1/4/2018	PO 21017132	Reimb meals - Guerrero	150.00	133,746.67	
1/4/2018	PO 21017133	DA's Office - Johnson Court Costs	82.60	133,664.07	
1/4/2018	PO 21017134	Clerk of Court - Johnson Court Costs	82.00	133,582.07	
1/4/2018	PO 21017135	Reimb meals - Baker	209.00	133,373.07	
1/4/2018	PO 21017136	Reimb meals - Whitfield	128.00	133,245.07	
1/4/2018	PO 21017137	Days Inn Rome - Recruits 121017	150.40	133,094.67	
1/4/2018		Service Charge Refund	8.00	133,102.67	
1/31/2018	PO 21017138	Clerk of Court - Preciado Court Costs	82.00	133,020.67	
1/31/2018	PO 21017139	DA's Office - Preciado Court Costs	348.40	132,672.27	
1/31/2018	PO 21017140	Reimb meals - Guerrero	150.00	132,522.27	
1/31/2018	PO 21017141	Reimb meals - Herrera	150.00	132,372.27	
1/31/2018	PO 21017142	Reimb meals - Selby	150.00	132,222.27	
1/31/2018	PO 21017143	Reimb meals - Porter	150.00	132,072.27	
1/31/2018	PO 21017144	Reimb meals - Pendergrass	115.00	131,957.27	
1/31/2018	PO 21017145	Verizon Wireless - Cell Phones Nov 10 - Dec 09	1,942.62	130,014.65	
1/31/2018	PO 21017146	Reimb meals - Guerrero	150.00	129,864.65	
1/31/2018	PO 21017147	Reimb meals - Herrera	150.00	129,714.65	
1/31/2018	PO 21017148	Reimb meals - Selby	150.00	129,564.65	
1/31/2018	PO 21017149	Reimb meals - Porter	150.00	129,414.65	
1/31/2018	PO 21017150	Reimb meals - Pendergrass	161.00	129,253.65	
1/31/2018	PO 21017151	Days Inn - Recruits 121717-122117	752.00	128,501.65	
1/31/2018	PO 21017153	Dalton Wrecker - Tow 2006 Ford Escape (17-009331)	75.00	128,426.65	
1/31/2018	PO 21018002	BB&T - Whitfield's PERF/SMIP in Boston	9,300.00	119,126.65	
1/31/2018	PO 21018003	DA's Office - Anderson Court Costs	78.00	119,048.65	

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Description	Amount	Balance	January 1, 2018 Starting Balance
1/31/2018	PO 21018004	Clerk of Court - Anderson Court Costs		82.00	118,966.65
1/31/2018		Cell Phone Upgrade - Corso	29.99		118,996.64
1/31/2018		Cell Phone Upgrades (8 @ .99)	7.92		119,004.56
1/31/2018	PO 41517878 Refund	Embassy Suites Refund - Wilson	125.20		119,129.76
1/31/2018		Interest Credit	91.06		119,220.82
2/2/2018	17-006180	Johnson Seizure	826.00		120,046.82
2/2/2018	17-008406	Preciado Seizure	484.00		120,530.82
2/2/2018	17-007709	Brown Seizure	1,365.00		121,895.82
2/2/2018	16-008406	Preciado Seizure - Buy back Toyota Camry	3,000.00		124,895.82
2/2/2018	17-CV-67246	Multi-Agency (Gordon Co.)	8,156.25		133,052.07
2/2/2018	17-007330	Anderson Seizure	780.00		133,832.07
2/2/2018		Service Charge Refund	8.00		133,840.07
2/28/2018		Interest Credit	76.70		133,916.77
3/9/2018	Receipt 169142 - Asset ID 517	GovDeals - iPhone Sold	50.00		133,966.77
3/20/2018	17-005661	GovDeals - Seized Vehicle Sold -- 2011 Kia Soul	3,725.00		137,691.77
3/29/2018	18-000563	Laplume Seizure	815.00		138,506.77
3/29/2018	18-000680	Crider Seizure	345.00		138,851.77
3/29/2018	17-007823	Davis Seizure	1,306.00		140,157.77
3/29/2018	17-007823	Rogers Seizure	345.00		140,502.77
3/29/2018	17-008315	Calderon Seizure	668.00		141,170.77
3/29/2018	17-008315	Molina Seizure	802.00		141,972.77
3/29/2018	17-008648	Godfrey Seizure	511.00		142,483.77
3/26/2018	Receipt 169031 - Asset Ids 513, 514	GovDeals - 2 Samsung phones sold	144.50		142,628.27
3/26/2018	Receipt 169051 - Asset ID 518	GovDeals - iPhone sold	50.00		142,678.27
3/26/2018	Receipt 169176 - Asset Ids 507, 508, 516, 511, 510	Gov Deals - 2 Kyoceala, iPhone, 2 Droid phones sold	317.00		142,995.27
3/26/2018	PO 21017154	BB&T - Whitfield's PERF/SMIP in Boston (initial payment)		250.00	142,745.27
3/26/2018	PO 21017155	Verizon Cell Phones - Dec 10 - Jan 09		1,994.51	140,750.76

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Description	Amount	Balance	Balance
3/26/2018	PO 21018005	Clerk of Court - Brown Seizure Court Costs	82.00		140,668.76
3/26/2018	PO 21018006	Corso - Reimburse Cell Phone Upgrade	29.99		140,638.77
3/26/2018	PO 21018007	DA's Office - Brown Seizure Court Costs	136.50		140,502.27
3/26/2018	PO 21018008	DA's Office - Nunes Seizure Court Costs	133.30		140,368.97
3/26/2018	PO 21018009	Clerk of Court - Nunes Seizure Court Costs	82.00		140,286.97
3/26/2018	PO 21018010	DA's Office - Godfrey Seizure Court Costs	51.10		140,235.87
3/26/2018	PO 21018011	DA's Office - Molina,Ramirez/Chavez/Chavez Court Costs	147.00		140,088.87
3/26/2018	PO 21018012	Clerk of Court - Molina,Ramirez/Chavez/Chavez Court Costs	82.00		140,006.87
3/26/2018	PO 21018013	Clerk of Court - Godfrey Seizure Court Costs	82.00		139,924.87
3/26/2018	PO 21018014	Whaley's Towing - Tow Red Crown Vic Seized	115.00		139,809.87
3/26/2018	PO 21018015	Verizon Cell Phones - Jan 10 - Feb 09	1,774.90		138,034.97
3/26/2018	PO 21018016	DA's Office - Johnson/Mills Seizure Court Costs	50.00		137,984.97
3/26/2018	PO 21018017	Clerk of Court - Johnson/Mills Seizure Court Costs	82.00		137,902.97
3/26/2018	PO 21018018	DA's Office - Crider Seizure Court Costs	34.50		137,868.47
3/26/2018	PO 21018019	Clerk of Court - Crider Seizure Court Costs	82.00		137,786.47
3/26/2018	PO 21018020	DA's Office - Davis/Rogers Seizure Court Costs	165.10		137,621.37
3/26/2018	PO 21018021	Clerk of Court - Davis/Rogers Seizure Court Costs	82.00		137,539.37
3/26/2018	PO 21018022	UAV TRAINING 3-DAYS FOR 6 OFFICERS	9,996.00		127,543.37
3/30/2018		Interest Credit	82.08		127,625.45
4/18/2018	17-006105	Seized 2000 Chevy Silverdo sold on GovDeals	3,079.00		130,704.45
4/20/2018	17-006134	Seized 1994 Ford Ranger sold on GovDeals	1,650.00		132,354.45
4/30/2018		Interest Credit	82.49		132,436.94
5/11/2018	PO 21018023	Verizon Cell Phones Feb 10 - Mar 09	1,845.34		130,591.60
5/11/2018	PO 21018026	DA's Office - Sanchez Seizure Court Costs	164.90		130,426.70
5/11/2018	PO 21018027	Clerk's Office - Sanchez Court Costs	82.00		130,344.70
5/11/2018	PO 21018029	Verizon Cell Phones Mar 10 - Apr 09	1,865.26		128,479.44
5/11/2018	PO 21018030	Amway Grand Plaza - Baker's Lodging CALEA	943.00		127,536.44

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Description	Amount	Balance	Total
5/11/2018	PO 21018031	Daily Citizen News - GovDeals Auction & seized vehicles posting notices		40.00	127,496.44
5/22/2018	18-000099	Branson; \$13350 seized	13,350.00		140,846.44
5/22/2018	17-008382	Nunes Seizure	1,338.00		142,184.44
5/22/2018	18-002114	Sanchez Seizure	1,410.00		143,594.44
5/22/2018	18-002114	Sanchez Seizure	239.00		143,833.44
5/22/2018	18-001763	Roach Seizure	1,335.00		145,168.44
5/25/2018	Receipt: 170705 ID #s541 & 542	GovDeals; 2  -Phones sold	330.00		145,498.44
5/31/2018		Interest Credit	85.91		145,584.35
6/22/2018	PO 21018032	BB&T - CALEA registration for Baker		635.00	144,949.35
6/22/2018	PO 21018033	DA's Office - Roach Court Costs		133.50	144,815.85
6/22/2018	PO 21018034	Clerk's Office - Roach Court Costs		82.00	144,733.85
6/22/2018	PO 2108035	BB&T - Airfare for Whitfield for PERF training		565.80	144,168.05
6/22/2018	PO 21018036	Verizon Wireless - April 10 - May 9 cell phone service		1,865.26	142,302.79
6/22/2018	18-000099	Returned to Defendant - Branson Refund		10,350.00	131,952.79
6/22/2018	18-000099	Superior Court - Branson Court Costs		3,000.00	128,952.79
6/22/2018	PO 21018028	Atlanta Drone - Monitor, Mount, Batteries		1,408.00	127,544.79
6/22/2018	PO 21018037	Superior Clerk - Grover seizure court costs		82.00	127,462.79
6/22/2018	PO 21018038	DA's Office - Grover seizure court costs		61.00	127,401.79
6/22/2018	Receipt 170763 ID #s538, 539, 540	GovDeals; 3  -Phones sold	493.00		127,894.79
6/29/2018		Interest Credit	83.84		127,978.63
7/31/2018		Interest Credit	84.15		128,062.78
8/14/2018	Receipt #171501; ID #566	GovDeals;  -Phone sold	55.00		128,117.78
8/14/2018	Receipt #171517	GovDeals; (Seized) 2011 Nissan Altima sold	4,350.00		132,467.78
8/31/2018		Interest Credit	83.20		132,550.98
9/7/2018	18-004458	Receipt #171732; Austin Dod & Raquan Dodd Seizure	140.00		132,690.98
9/7/2018	18-004458	Receipt #171733; Austin Dod & Raquan Dodd Seizure	244.00		132,934.98

**STATE DRUG SEIZURES  
(Funds)**

	Case Number					
9/7/2018	18-004458	Receipt #171731; Austin Dod & Raquan Dodd Seizure	986.00			133,920.98
9/7/2018	18-002816	Receipt #171727; Southard, Rutledge Stephens Seizure	225.00			134,145.98
9/7/2018	18-002816	Receipt #171728; Southard, Rutledge Stephens Seizure	318.00			134,463.98
9/7/2018	18-002816	Receipt #171729; Southard, Rutledge Stephens Seizure	705.00			135,168.98
9/7/2018	18-002816	Receipt #171730; Southard, Rutledge Stephens Seizure	305.00			135,473.98
9/7/2018	18-002591	Receipt #171738; Zuspan Seizure	2,146.00			137,619.98
9/7/2018	18-002498	Receipt #171739; Grover Seizure	610.00			138,229.98
9/7/2018	17-006379	Receipt #171735; Perez Seizure	853.00			139,082.98
9/7/2018	17-005663	Receipt #171736; Gutierrez Seizure	1,674.00			140,756.98
9/7/2018	17-004808	Receipt #171734; Fitzwater Seizure	1,091.00			141,847.98
9/7/2018	17-001814	Receipt #171737; Uriostegui Seizure	847.00			142,694.98
9/28/2018		Interest Credit	80.85			142,775.83
10/19/2018	PO 21018040	Verizon Wireless - May 10 - June 9 cell phone service		1,865.26		140,910.57
10/19/2018	PO 21018041	DA's Office - Zuspan seizure court costs		214.60		140,695.97
10/19/2018	PO 21018042	Superior Clerk - Zuspan seizure court costs		82.00		140,613.97
10/19/2018	PO 21018043	DA's Office - Southard/Rutledge/Stephens Seizure court costs		155.30		140,458.67
10/19/2018	PO 21018044	Superior Clerk - Southard/Rutledge/Stephens Seizure court costs		82.00		140,376.67
10/19/2018	PO 21018045	Flood's Towing - 18-003999 1995 Honda Civic		85.00		140,291.67
10/19/2018	PO 21018046	CALEA - Annual Continuation Fee		4,595.00		135,696.67
10/19/2018	PO 21018039	B&H Photo - 3 Digital Cameras & Accessories		3,813.39		131,883.28
10/19/2018	PO 21018048	Verizon Wireless - Jun 10 - July 09 Cell Phones		1,849.96		130,033.32
10/19/2018	PO 21018049	DA's Office - Uriostegui seizure court costs		42.35		129,990.97
10/19/2018	PO 21018050	Clerk of Court - Uriostegui seizure court costs		82.00		129,908.97
10/19/2018	PO 21018051	DA's Office - Perez seizure court costs		85.30		129,823.67
10/19/2018	PO 21018052	Clerk of Court - Perez seizure court costs		82.00		129,741.67
10/19/2018	PO 21018053	DA's Office - Gutierrez seizure court costs		167.40		129,574.27
10/19/2018	PO 21018054	Clerk of Court - Gutierrez seizure court costs		82.00		129,492.27
10/19/2018	PO 21018055	Baker - Reimb meals, transportation, baggage fees		400.67		129,091.60

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Description	Amount	Balance	Security & Other Reserve
10/19/2018	PO 21018056	DA's Office - Fitzwater seizure court costs	109.10		128,982.50
10/19/2018	PO 21018057	Clerk of Court - Fitzwater seizure court costs	82.00		128,900.50
10/19/2018	PO 21018058	Verizon Wireless - Jul 10 - Aug 09 Cell Phones	1,136.48		127,764.02
10/19/2018	PO 21018059	Urlostegui - Court Ordered Return	423.50		127,340.52
10/19/2018	PO 21018060	DA's Office - Dodd seizure court costs	137.00		127,203.52
10/19/2018	PO 21018061	Clerk of Court - Dodd seizure court costs	82.00		127,121.52
10/19/2018	PO 21018062	DA's Office - Miranda-Rangel seizure court costs	30.00		127,091.52
10/19/2018	PO 21018063	Clerk of Court - Miranda-Rangel seizure court costs	82.00		127,009.52
10/19/2018	PO 21018064	Laser Technology - Total Station	7,470.00		119,539.52
10/19/2018	PO 21018065	DA's Office - Ramos seizure court costs	169.30		119,370.22
10/19/2018	PO 21018066	Clerk of Court - Ramos seizure court costs	82.00		119,288.22
10/19/2018	PO 21018067	Verizon Wireless - Aug 10 - Sept 9 Cell Phones	1,537.37		117,750.85
10/31/2018		Interest Credit		90.13	117,840.98





To: Public Safety Commission  
From: Chief Cliff Cason  
Date: November 27, 2018  
Subject: Written Directive review

<u>Number</u>	<u>Pages</u>	<u>Title/Changes</u>
4.3	1	<u>Communications Standard Operating Procedures</u> The Revision and Re-evaluation dates were changed
4.4	1	<u>Conducting Interviews and Interrogations</u> The Revision and Re-evaluation dates were changed
4.5	1	<u>Vehicle Stops</u> The Revision and Re-evaluation dates were changed
4.7	1	<u>Impounding, Towing and Inventory of Vehicles</u> The Revision and Re-evaluation dates were changed
4.26	1	<u>Occupant Protection</u> The Revision and Re-evaluation dates were changed

# DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
October 1, 1998		GO89-4.3
<i>Subject</i>		
Communications Standard Operating Procedures		
<i>Reference</i>		<i>Revised</i>
		<del>November 22, 2016</del> <a href="#">November 27, 2018</a>
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
All Personnel	<del>November 22, 2018</del> <a href="#">November 2020</a>	9

## I. Policy

Dispatch services are provided by Whitfield County E-911 pursuant to a written service agreement between Whitfield County and the City of Dalton. While Whitfield County E-911 establishes general operating procedures, each public safety agency may provide specific policy and guidelines critical to providing their respective service to the citizens they serve. It is the policy of the Dalton Police Department to establish the framework by which information can be received from the public and relayed to field Officers with necessary speed and accuracy to provide an efficient and effective communications that satisfies the immediate information needs of the Department in its normal daily activities and during emergencies.

## II. Responsibilities of Dispatchers

A. Communications Officers are responsible for the data entry of all dispatched and Officer initiated calls into the CAD (Computer Aided Dispatch) System. Dispatchers shall obtain all information necessary to assist Patrol Officers in preparing themselves to answer calls. Information that shall be obtained and recorded when applicable includes, but is not limited to, the following:

1. Ensuring a control number is assigned in the CAD system
2. Type of incident reported
3. Location of incident reported
4. If in progress
5. Name of caller
6. Address of caller (if not incident location)
7. Phone number of caller
8. Date and time of request

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 1, 1998</b>	<i>Number</i> <b>GO98-4.4</b>
<i>Subject</i> <b>Conducting Interviews and Interrogations</b>		
<i>Reference</i>		<i>Revised</i> <del>November 22, 2016</del> <a href="#">November 27, 2018</a>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>November 22, 2018</del> <a href="#">November 2020</a>	<i>No. Pages</i> <b>7</b>

## I. Policy

It is the policy of the Dalton Police Department to maintain the highest ethical standards and adhere to all constitutional guidelines when conducting investigative interviews and interrogations.

## II. Definitions

- A. *Interviews* - Question sessions with persons who are ready and willing to relate facts or information, which are relevant to police investigations.
- B. *Interrogations* - Question sessions with persons who are unwilling or reluctant to relate what they know of interest to police in an investigation.
- C. *Custody* - Custody exists when an officer tells a person that he / she is under arrest or when a "reasonable person" under the same circumstances would believe that his / her freedom of action has been restricted to the same degree as would a formal arrest.
- D. *Field Interview* - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion, for the purposes of determining the individual's identity and resolving the Officer's suspicions concerning criminal activity.

## III. Confessions / Admissions

No attempt will be made to obtain a confession or admission by force, threats, or promises. Whether an accused person or a suspect will cooperate is left entirely up to that individual. If the accused person or suspect indicates at any time that they want an attorney present, all interrogation must cease. Any confession or admission induced by the officer "by the slightest hope of benefit or remotest fear of injury" will not be admissible in court (O.C.G.A. 24-3-50).

## IV. Procedure

- A. **Interviews:** When conducting an interview, it is the Police Officer's or investigator's job to help the interviewee to recall and relate the relevant

**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

	<i>Effective Date</i> <b>February 24, 2004</b>	<i>Number</i> <b>GO88-4.5</b>
<i>Subject</i> <b>Vehicle Stops</b>		
<i>Reference</i>		<i>Revised</i> <del>November 22, 2016</del> <a href="#">November 27, 2018</a>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>November 22, 2018</del> <a href="#">November 2020</a>	<i>No. Pages</i> <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department that vehicle stops be made in a manner that provides maximum safety to the Officer and others, and conducted in a professional and positive manner. Officers should remember that while enforcing traffic laws that we should set the example for good driving habits by obeying all traffic laws, driving defensively, and being courteous.

## II. Background

Many citizens' impressions and attitudes toward the police are formed as a result of traffic stops. Although enforcing traffic laws and making other vehicle stops is one of the more routine functions law enforcement Officers perform, too frequently Officers are injured or killed in the process. Otherwise routine stops could escalate quickly into dangerous confrontations. Officers must always be alert and never take traffic stops as routine or let his / her guard down. Officers must be alert for unpredictable behavior, but try to balance this cautiousness with making the contact as positive as possible.

## III. Definitions

- A. *Bias Based Profiling* -- Any law enforcement activity initiated solely on a common trait of a group. This includes but is not limited to race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- B. *Reasonable suspicion* - Also known as *articulate articulable suspicion*. More than a mere hunch, and based on a set of articulable facts or circumstances that cause a reasonable person to believe that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person(s) being observed. Reasonable suspicion in traffic enforcement is often based on observations by the Officer in combination with training and experience, and / or reasonably reliable information from a credible source.

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO91-4.7</b>
<i>Subject</i> <b>Impounding, Towing and Inventory of Vehicles</b>		
<i>Reference</i> <b>GA Code Ann. 40-11-1, 40-11-2, 40-11-3, 3.1, 3.2, 40-11-9, 40-6-202, 40-6-203, 32-6-2</b>		<i>Revised</i> <b>November 22, 2016</b> <u>November 27, 2018</u>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>November 22, 2018</b> <u>November 2020</u>	<i>No. Pages</i> <b>6</b>

I. **Policy**

It is the policy of the Dalton Police Department that vehicles will only be impounded in accordance with state law governing the removal of vehicles by police officers, and then only after all other reasonable options to keep from impounding a vehicle have been exhausted. (OCGA 40-6-202, 40-11-03, 40-6-206).

II. **Definitions**

- A. *Highway* - The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.
- B. *Impound* - Any vehicle which is towed to the Police Services Center that is to be held or processed for evidence.
- C. *Private Property* - Any property that is not owned or leased by any government that the public may or may not have access to. (i.e., private driveways, shopping center lots, church lots).
- D. *Roadway* - That portion of the highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder.
- E. *Street* - The entire width between boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel.

III. **Procedure**

Approved "list" tow truck service will be utilized by the Dalton Police Department and shall be on-call 24 hours a day. The "list" tow truck service shall be dispatched by Whitfield County 911. The service will rotate on a weekly basis, and the "list" tow truck service will be used unless the owner or operator requests a different tow truck service or the Officer deems it necessary due to the "list" being unavailable.

- A. If the Officer determines that a tow truck is needed:
  - 1. The Officer should ask the owner or operator of the vehicle that is to be

# DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
<b>February 24, 2004</b>		<b>GO04-4.26</b>
<i>Subject</i>		
<b>Occupant Protection</b>		
<i>Reference</i>		<i>Revised</i>
		<del>November 22, 2016</del> <a href="#">November 27, 2018</a>
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
<b>All Personnel</b>	<del>November 22, 2018</del> <a href="#">November 2020</a>	<b>3</b>

I. **Policy**

To make our streets safer for our citizens and to reduce the number of injury crashes, the Dalton Police Department will actively enforce existing occupant protection and child safety seat laws.

II. **Definition**

*Passenger vehicle:* Every motor vehicle, including, but not limited to, pickup trucks, vans, and sport utility vehicles, designed to carry ten passengers or fewer and used for the transportation of persons. This shall not include motorcycles, motor driven cycles, off-road vehicles, or pickup trucks being used by an owner, driver, or occupant eighteen (18) years of age or older in connection with agricultural pursuits that are usual and normal to the user's farming operations.

III. **Enforcement**

Enforcement of occupant protection laws is an essential strategy in the reduction of injuries relating to motor vehicle crashes.

All steps should be taken to ensure all persons on the roadways of Dalton are restrained correctly in accordance with laws governing the State of Georgia.

- A. All persons over the age of eighteen (18) are required to wear a proper safety belt in the front seat of any passenger vehicle, O.C.G.A. 40-8-76.1. The safety belt must comply with the guidelines set forth by Federal Motor Vehicle Safety Standards (FMVSS) 208. The following exemptions apply:
1. A driver or passenger frequently stopping and leaving the vehicle or delivering property from the vehicle or delivering property from the vehicle, if the speed of the vehicle between stops does not exceed fifteen (15) miles per hour;
  2. A driver operating a passenger vehicle in reverse;

**RESTRICTED LAW ENFORCEMENT DATA**

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Dalton Fire Department

Incident Type Report (Monthly Summary )

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
113 Cooking fire, confined to container	2	0.64%	\$0	0.00%
131 Passenger vehicle fire	3	0.96%	\$6,500	100.00%
151 Outside rubbish, trash or waste fire	1	0.32%	\$0	0.00%
162 Outside equipment fire	1	0.32%	\$0	0.00%
	<b>7</b>	<b>2.25%</b>	<b>\$6,500</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	192	61.73%	\$0	0.00%
322 Motor vehicle accident with injuries	8	2.57%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	8	2.57%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	0.64%	\$0	0.00%
	<b>210</b>	<b>67.52%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
412 Gas leak (natural gas or LPG)	1	0.32%	\$0	0.00%
422 Chemical spill or leak	1	0.32%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.32%	\$0	0.00%
441 Heat from short circuit (wiring),	2	0.64%	\$0	0.00%
444 Power line down	4	1.28%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.32%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.32%	\$0	0.00%
	<b>11</b>	<b>3.53%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
500 Service Call, other	1	0.32%	\$0	0.00%
531 Smoke or odor removal	4	1.28%	\$0	0.00%
553 Public service	3	0.96%	\$0	0.00%
561 Unauthorized burning	1	0.32%	\$0	0.00%
	<b>9</b>	<b>2.89%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	30	9.64%	\$0	0.00%
622 No Incident found on arrival at dispatch	1	0.32%	\$0	0.00%
651 Smoke scare, odor of smoke	7	2.25%	\$0	0.00%
	<b>38</b>	<b>12.21%</b>	<b>\$0</b>	<b>0.00%</b>

Dalton Fire Department

Incident Type Report (Monthly Summary )

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	0.32%	\$0	0.00%
715 Local alarm system, malicious false alarm	1	0.32%	\$0	0.00%
731 Sprinkler activation due to malfunction	1	0.32%	\$0	0.00%
733 Smoke detector activation due to	4	1.28%	\$0	0.00%
734 Heat detector activation due to malfunction	2	0.64%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	0.64%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.32%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.32%	\$0	0.00%
743 Smoke detector activation, no fire -	8	2.57%	\$0	0.00%
744 Detector activation, no fire -	1	0.32%	\$0	0.00%
745 Alarm system activation, no fire -	14	4.50%	\$0	0.00%
	<b>36</b>	<b>11.57%</b>	<b>\$0</b>	<b>0.00%</b>

Total Incident Count: 311

Total Est Loss:

\$6,500

Dalton Fire Department

Incident Type Period Comparisons

Alarm Date Between {10/01/2018} and {10/31/2018}

Incident Type	10/01/2018	10/01/2017	10/01/2016	10/01/2015
	to 10/31/2018	to 10/31/2017	to 10/31/2016	to 10/31/2015
111 Building fire	0	3	2	2
112 Fires in structure other than in a building	0	0	0	1
113 Cooking fire, confined to container	2	2	0	5
131 Passenger vehicle fire	3	1	3	3
132 Road freight or transport vehicle fire	0	0	1	0
141 Forest, woods or wildland fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	0	3	6	3
143 Grass fire	0	1	4	2
151 Outside rubbish, trash or waste fire	1	0	3	3
154 Dumpster or other outside trash receptacle fire	0	0	3	0
162 Outside equipment fire	1	0	0	0
251 Excessive heat, scorch burns with no ignition	0	1	0	2
311 Medical assist, assist EMS crew	192	205	213	141
322 Motor vehicle accident with injuries	8	2	11	18
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	2	0
324 Motor Vehicle Accident with no injuries	8	2	5	16
331 Lock-in (if lock out , use 511 )	0	1	0	0
352 Extrication of victim(s) from vehicle	2	0	0	2
357 Extrication of victim(s) from machinery	0	0	1	0
411 Gasoline or other flammable liquid spill	0	1	0	1
412 Gas leak (natural gas or LPG)	1	3	3	4
413 Oil or other combustible liquid spill	0	1	0	0
422 Chemical spill or leak	1	0	1	0
424 Carbon monoxide incident	0	0	0	1
440 Electrical wiring/equipment problem, Other	1	0	0	0
441 Heat from short circuit (wiring), defective/worn	2	0	0	0
442 Overheated motor	0	1	0	1

Dalton Fire Department

Incident Type Period Comparisons

Alarm Date Between {10/01/2018} and {10/31/2018}

Incident Type	10/01/2018	10/01/2017	10/01/2016	10/01/2015
	to 10/31/2018	to 10/31/2017	to 10/31/2016	to 10/31/2015
444 Power line down	4	0	1	2
445 Arcing, shorted electrical equipment	1	0	1	3
461 Building or structure weakened or collapsed	1	0	2	1
463 Vehicle accident, general cleanup	0	0	1	1
500 Service Call, other	1	0	0	0
522 Water or steam leak	0	3	0	0
531 Smoke or odor removal	4	0	4	1
541 Animal problem	0	0	1	0
551 Assist police or other governmental agency	0	3	1	0
553 Public service	3	2	4	2
561 Unauthorized burning	1	0	3	0
611 Dispatched & cancelled en route	30	24	18	14
622 No Incident found on arrival at dispatch address	1	6	8	4
651 Smoke scare, odor of smoke	7	5	9	3
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	1
653 Smoke from barbecue, tar kettle	0	0	2	0
671 HazMat release investigation w/no HazMat	0	0	0	1
711 Municipal alarm system, malicious false alarm	0	1	0	1
714 Central station, malicious false alarm	1	0	0	1
715 Local alarm system, malicious false alarm	1	0	0	1
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	1	1	1	0
732 Extinguishing system activation due to	0	0	0	1
733 Smoke detector activation due to malfunction	4	9	6	5
734 Heat detector activation due to malfunction	2	0	0	0
735 Alarm system sounded due to malfunction	2	3	6	2
736 CO detector activation due to malfunction	0	1	0	1

Dalton Fire Department

Incident Type Period Comparisons

Alarm Date Between {10/01/2018} and {10/31/2018}

Incident Type	10/01/2018	10/01/2017	10/01/2016	10/01/2015
	to	to	to	to
	10/31/2018	10/31/2017	10/31/2016	10/31/2015
740 Unintentional transmission of alarm, Other	1	1	1	0
741 Sprinkler activation, no fire - unintentional	1	0	3	2
743 Smoke detector activation, no fire -	8	14	3	6
744 Detector activation, no fire - unintentional	1	4	0	1
745 Alarm system activation, no fire - unintentional	14	3	3	7
<b>Totals</b>	<u>311</u>	<u>308</u>	<u>336</u>	<u>267</u>

Dalton Fire Department

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
131 Passenger vehicle fire	3	\$3,000	\$6,500	\$-3,500	216.67%	***. **%
162 Outside equipment fire	1	\$1,000	\$0	\$1,000	0.00%	100.00%
<b>Grand Totals</b>	<b>4</b>	<b>\$4,000</b>	<b>\$6,500</b>	<b>\$-2,500</b>		

Total Percent Lost: 162.50 %

Total Percent Saved: -62.50 %

Dalton Fire Department

Monthly Unit Response Time Analysis

Alarm Date Between {10/01/2018} And {10/31/2018}  
and Response Code = "1 " (Emergency)

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Response		Count	Percentage
Hrs	Mins		
<	01	23	6.3%
	01	39	10.7%
	02	88	24.3%
	03	101	27.9%
	04	48	13.2%
	05	39	10.7%
	06	17	4.6%
	07	5	1.3%
	08	2	0.5%

Overall Average Response Time: 00:03:24

Dalton Fire Department

Monthly Unit Response Time Analysis

Alarm Date Between {10/01/2018} And {10/31/2018}  
and Response Code = "2 " (Non - Emergency)

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Response		Count	Percentage
Hrs	Mins		
<	01	4	8.1%
	01	3	6.1%
	02	4	8.1%
	03	6	12.2%
	04	5	10.2%
	05	13	26.5%
	06	6	12.2%
	07	2	4.0%
	08	4	8.1%
	09	1	2.0%
	11	1	2.0%

Overall Average Response Time: 00:04:53

**Dalton Fire Department  
Medical Incident Study  
EMS On scene/Not on scene Prior to DFD Comparison  
10/1/18 –10/31/18**

**Total incidents in time period – 221**

**EMS on-scene prior to DFD – 49**

**EMS not on-scene prior – 172**

**During the month of October, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 78% of medical responses.**

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0002906	0	10/01/2018	00:53:25	905 Liddell	311 Medical assist, assist EMS crew	
18-0002907	0	10/01/2018	02:59:41	1511 Walnut (West)	611 Dispatched & cancelled en route	
18-0002908	0	10/01/2018	04:22:00	510 Reed	611 Dispatched & cancelled en route	
18-0002909	0	10/01/2018	08:26:31	402 Barbara	611 Dispatched & cancelled en route	
18-0002910	0	10/01/2018	10:57:13	1308 Woodsdale	311 Medical assist, assist EMS crew	
18-0002911	0	10/01/2018	11:40:03	1700 South Dixie	311 Medical assist, assist EMS crew	
18-0002912	0	10/01/2018	12:21:55	7 Brothers	311 Medical assist, assist EMS crew	
18-0002913	0	10/01/2018	15:16:08	115 Grapevine	311 Medical assist, assist EMS crew	
18-0002914	0	10/01/2018	15:21:18	303 Tibbs (South)	311 Medical assist, assist EMS crew	
18-0002915	0	10/01/2018	15:43:06	503 Fox Wood	311 Medical assist, assist EMS crew	
18-0002916	0	10/01/2018	19:21:48	1111 Brookwood	311 Medical assist, assist EMS crew	
18-0002917	0	10/02/2018	03:04:47	I-75 S. Bound	324 Motor Vehicle Accident with no	
18-0002918	0	10/02/2018	09:23:39	310 Brookhollow Ind.	445 Arcing, shorted electrical	
18-0002919	0	10/02/2018	09:27:10	302 Capps	745 Alarm system activation, no fire -	
18-0002920	0	10/02/2018	09:49:15	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
18-0002921	0	10/02/2018	09:58:50	2329 Chattanooga	131 Passenger vehicle fire	\$1,000
18-0002922	0	10/02/2018	12:49:55	817 Hamilton (South)	734 Heat detector activation due to	
18-0002923	0	10/02/2018	13:58:44	100 Hamilton (South)	311 Medical assist, assist EMS crew	
18-0002924	0	10/02/2018	15:29:44	817 Hamilton (South)	734 Heat detector activation due to	
18-0002925	0	10/02/2018	16:00:04	1220 Broadrick	733 Smoke detector activation due to	
18-0002926	0	10/02/2018	16:02:13	1102 Burleyson	745 Alarm system activation, no fire -	
18-0002927	0	10/02/2018	17:05:21	623 Fourth	311 Medical assist, assist EMS crew	
18-0002928	0	10/02/2018	17:15:58	2204 Chattanooga	461 Building or structure weakened or	
18-0002929	0	10/02/2018	17:31:55	Morris (East)	311 Medical assist, assist EMS crew	
18-0002930	0	10/02/2018	17:34:54	2150 Arbordale	611 Dispatched & cancelled en route	
18-0002931	0	10/02/2018	18:04:11	817 Hamilton (South)	744 Detector activation, no fire -	
18-0002932	0	10/02/2018	18:09:38	111 Waterworks (West)	311 Medical assist, assist EMS crew	
18-0002933	0	10/02/2018	20:54:39	1365 Walnut (West)	311 Medical assist, assist EMS crew	
18-0002934	0	10/02/2018	22:01:43	1121 Riverbend	611 Dispatched & cancelled en route	
18-0002935	0	10/03/2018	02:52:39	Cleo	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
18-0002936	0	10/03/2018	05:10:27	818	J & J	735 Alarm system sounded due to	
18-0002937	0	10/03/2018	13:55:38		Walnut (East)	324 Motor Vehicle Accident with no	
18-0002938	0	10/03/2018	15:11:54	205	Boring	311 Medical assist, assist EMS crew	
18-0002939	0	10/03/2018	16:26:13		Walnut (West)	651 Smoke scare, odor of smoke	
18-0002940	0	10/03/2018	22:51:28	600	Walnut (West)	311 Medical assist, assist EMS crew	
18-0002941	0	10/04/2018	00:20:35	620	Fourth	311 Medical assist, assist EMS crew	
18-0002942	0	10/04/2018	04:00:57	311	Smith Industrial	311 Medical assist, assist EMS crew	
18-0002943	0	10/04/2018	08:22:52	711	Hamilton (South)	311 Medical assist, assist EMS crew	
18-0002944	0	10/04/2018	10:51:34		Walnut (West)	322 Motor vehicle accident with	
18-0002945	0	10/04/2018	11:13:07		Broadrick	745 Alarm system activation, no fire -	
18-0002946	0	10/04/2018	12:08:03	809	Red Clay	311 Medical assist, assist EMS crew	
18-0002947	0	10/04/2018	12:28:36	928	Hardwick	311 Medical assist, assist EMS crew	
18-0002948	0	10/04/2018	13:40:48	1805	Beechland	311 Medical assist, assist EMS crew	
18-0002949	0	10/04/2018	13:58:48		Cross Plains	733 Smoke detector activation due to	
18-0002950	0	10/05/2018	07:30:53	1246	Thornton (North)	311 Medical assist, assist EMS crew	
18-0002951	0	10/05/2018	07:51:34	405	School	743 Smoke detector activation, no fire	
18-0002952	0	10/05/2018	08:27:36		North Bypass	311 Medical assist, assist EMS crew	
18-0002954	0	10/05/2018	14:30:00		Tibbs (South)	611 Dispatched & cancelled en route	
18-0002955	0	10/05/2018	15:54:12		Thornton (South)	324 Motor Vehicle Accident with no	
18-0002956	0	10/05/2018	18:51:53	2505	Walnut (East)	311 Medical assist, assist EMS crew	
18-0002957	0	10/05/2018	23:36:10	624	Fourth	311 Medical assist, assist EMS crew	
18-0002958	0	10/06/2018	02:14:59	414	Benton	611 Dispatched & cancelled en route	
18-0002959	0	10/06/2018	08:00:34	2433	Abutment	324 Motor Vehicle Accident with no	
18-0002960	0	10/06/2018	09:33:59		Dug Gap	322 Motor vehicle accident with	
18-0002961	0	10/06/2018	15:20:55	901	Veterans	733 Smoke detector activation due to	
18-0002962	0	10/06/2018	17:23:54		Chattanooga	311 Medical assist, assist EMS crew	
18-0002963	0	10/06/2018	21:43:23		Waugh (West)	311 Medical assist, assist EMS crew	
18-0002964	0	10/06/2018	22:53:04	1910	Heathcliff	311 Medical assist, assist EMS crew	
18-0002965	0	10/06/2018	22:58:59	1405	Vann	311 Medical assist, assist EMS crew	
18-0002966	0	10/07/2018	07:39:40	1116	Willowdale	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0002967	0	10/07/2018	11:12:33	2681 Underwood	131 Passenger vehicle fire	\$5,000
18-0002968	0	10/07/2018	11:57:21	121 Davidson	311 Medical assist, assist EMS crew	
18-0002969	0	10/07/2018	13:51:41	1218 Broadrick	311 Medical assist, assist EMS crew	
18-0002970	0	10/07/2018	14:31:26	1115 Professional	311 Medical assist, assist EMS crew	
18-0002971	0	10/07/2018	14:32:15	1313 Winton	611 Dispatched & cancelled en route	
18-0002972	0	10/07/2018	17:55:12	610 Morningside	311 Medical assist, assist EMS crew	
18-0002973	0	10/07/2018	18:36:21	703 Arbella	311 Medical assist, assist EMS crew	
18-0002974	0	10/07/2018	22:37:14	404 Cuyler (west)	651 Smoke scare, odor of smoke	
18-0002975	0	10/08/2018	07:23:10	1119 Hill	311 Medical assist, assist EMS crew	
18-0002976	0	10/08/2018	08:56:00	1601 Beechland	311 Medical assist, assist EMS crew	
18-0002977	0	10/08/2018	13:00:00	1210 Glenwood (North)	611 Dispatched & cancelled en route	
18-0002978	0	10/08/2018	13:51:39	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0002979	0	10/08/2018	18:18:02	916 Vernon	311 Medical assist, assist EMS crew	
18-0002980	0	10/08/2018	21:37:02	1116 Willowdale	531 Smoke or odor removal	
18-0002981	0	10/09/2018	05:36:28	843 McAfee	311 Medical assist, assist EMS crew	
18-0002982	0	10/09/2018	08:01:06	1200 Memorial	611 Dispatched & cancelled en route	
18-0002983	0	10/09/2018	09:45:08	316 Northgate	311 Medical assist, assist EMS crew	
18-0002984	0	10/09/2018	11:11:31	520 Waugh (West)	311 Medical assist, assist EMS crew	
18-0002985	0	10/09/2018	12:06:14	302 Capps	311 Medical assist, assist EMS crew	
18-0002986	0	10/09/2018	12:13:33	306 Paige	311 Medical assist, assist EMS crew	
18-0002987	0	10/09/2018	15:00:36	2016 Sheffield	651 Smoke scare, odor of smoke	
18-0002988	0	10/09/2018	15:25:32	1423 Kammi	311 Medical assist, assist EMS crew	
18-0002989	0	10/09/2018	19:08:58	1001 Thornton (South)	311 Medical assist, assist EMS crew	
18-0002990	0	10/09/2018	20:46:49	2007 Southview	311 Medical assist, assist EMS crew	
18-0002991	0	10/09/2018	21:13:11	1220 Broadrick	311 Medical assist, assist EMS crew	
18-0002992	0	10/09/2018	23:50:46	1109 Brookwood	311 Medical assist, assist EMS crew	
18-0002993	0	10/10/2018	07:05:50	Shugart	311 Medical assist, assist EMS crew	
18-0002994	0	10/10/2018	09:23:27	204 Wood Park	311 Medical assist, assist EMS crew	
18-0002995	0	10/10/2018	10:13:14	826 Shugart	311 Medical assist, assist EMS crew	
18-0002996	0	10/10/2018	12:26:15	818 J & J	745 Alarm system activation, no fire -	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
18-0002997	0	10/10/2018	14:38:34	400	Glenwood (North)	441 Heat from short circuit (wiring),	
18-0002998	0	10/10/2018	17:49:02	603	Juniper	561 Unauthorized burning	
18-0002999	0	10/10/2018	19:03:53	1034	Factory	311 Medical assist, assist EMS crew	
18-0003000	0	10/10/2018	20:59:26	107	Jernell	311 Medical assist, assist EMS crew	
18-0003001	0	10/10/2018	22:45:57	1300	Waugh (West)	311 Medical assist, assist EMS crew	
18-0003002	0	10/11/2018	00:07:39	1121	Riverbend	311 Medical assist, assist EMS crew	
18-0003003	0	10/11/2018	05:56:18		Bryant	322 Motor vehicle accident with	
18-0003004	0	10/11/2018	06:21:26	1422	Mineral Springs	745 Alarm system activation, no fire -	
18-0003005	0	10/11/2018	07:10:58	422	Bailey	311 Medical assist, assist EMS crew	
18-0003006	0	10/11/2018	07:14:18	421	Underwood	311 Medical assist, assist EMS crew	
18-0003007	0	10/11/2018	07:40:14	216	Keith	611 Dispatched & cancelled en route	
18-0003008	0	10/11/2018	10:44:45		Dug Gap	444 Power line down	
18-0003009	0	10/11/2018	10:54:33	1517	Covie	311 Medical assist, assist EMS crew	
18-0003010	0	10/11/2018	11:24:58	818	J & J	740 Unintentional transmission of	
18-0003011	0	10/11/2018	12:49:44	2303	Chattanooga	745 Alarm system activation, no fire -	
18-0003012	0	10/11/2018	13:04:37	820	College	611 Dispatched & cancelled en route	
18-0003013	0	10/11/2018	13:05:49	2220	Chattanooga	311 Medical assist, assist EMS crew	
18-0003014	0	10/11/2018	14:18:11	125	Ella	531 Smoke or odor removal	
18-0003015	0	10/11/2018	15:28:34		Greenwood	352 Extrication of victim(s) from	
18-0003016	0	10/11/2018	15:42:07	125	Ella	531 Smoke or odor removal	
18-0003017	0	10/11/2018	15:48:30	421	Underwood	311 Medical assist, assist EMS crew	
18-0003018	0	10/11/2018	15:53:30		Cuyler (west)	444 Power line down	
18-0003019	0	10/11/2018	16:08:30	421	Underwood	311 Medical assist, assist EMS crew	
18-0003020	0	10/11/2018	18:45:51	2120	Holly	311 Medical assist, assist EMS crew	
18-0003021	0	10/11/2018	21:06:35	1629	Roosevelt	611 Dispatched & cancelled en route	
18-0003022	0	10/11/2018	21:43:35	1406	Chattanooga	311 Medical assist, assist EMS crew	
18-0003023	0	10/11/2018	22:09:29	1257	Glenwood (North)	311 Medical assist, assist EMS crew	
18-0003024	0	10/12/2018	00:17:00	609	Thornton (South)	651 Smoke scare, odor of smoke	
18-0003025	0	10/12/2018	00:21:11	1320	Winton	743 Smoke detector activation, no fire	
18-0003026	0	10/12/2018	01:16:15	933	Market	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003027	0	10/12/2018	07:52:10	1300 Waugh (West)	441 Heat from short circuit (wiring),	
18-0003028	0	10/12/2018	08:13:45	1511 Walnut (West)	162 Outside equipment fire	
18-0003029	0	10/12/2018	10:11:40	1480 Westover	311 Medical assist, assist EMS crew	
18-0003030	0	10/12/2018	10:14:55	Chattanooga	311 Medical assist, assist EMS crew	
18-0003031	0	10/12/2018	11:35:51	1100 Riverbend	311 Medical assist, assist EMS crew	
18-0003032	0	10/12/2018	11:39:30	1104 Professional	311 Medical assist, assist EMS crew	
18-0003033	0	10/12/2018	13:03:38	607 Foster	311 Medical assist, assist EMS crew	
18-0003034	0	10/12/2018	13:26:32	1116 Willowdale	611 Dispatched & cancelled en route	
18-0003035	0	10/12/2018	20:59:44	901 Prospect	622 No Incident found on arrival at	
18-0003036	0	10/12/2018	22:31:50	506 Parkside	311 Medical assist, assist EMS crew	
18-0003037	0	10/12/2018	23:39:25	727 McGhee	311 Medical assist, assist EMS crew	
18-0003038	0	10/12/2018	23:43:03	1616 Beechland	311 Medical assist, assist EMS crew	
18-0003039	0	10/13/2018	06:09:00	907 Vernon	311 Medical assist, assist EMS crew	
18-0003040	0	10/13/2018	16:27:18	Walnut (West)	322 Motor vehicle accident with	
18-0003041	0	10/13/2018	19:43:15	North Bypass	324 Motor Vehicle Accident with no	
18-0003042	0	10/13/2018	20:52:56	900 Shugart	311 Medical assist, assist EMS crew	
18-0003043	0	10/13/2018	20:56:50	417 Vann	311 Medical assist, assist EMS crew	
18-0003044	0	10/14/2018	02:23:16	1110 Burleyson	311 Medical assist, assist EMS crew	
18-0003045	0	10/14/2018	04:35:32	1134 Boylston	311 Medical assist, assist EMS crew	
18-0003046	0	10/14/2018	05:25:55	2203 Dixie (South)	743 Smoke detector activation, no fire	
18-0003047	0	10/14/2018	06:41:51	2220 Chattanooga	311 Medical assist, assist EMS crew	
18-0003048	0	10/14/2018	09:08:19	1926 Meadowbrook	311 Medical assist, assist EMS crew	
18-0003049	0	10/14/2018	11:50:13	407 Moore	311 Medical assist, assist EMS crew	
18-0003050	0	10/14/2018	15:35:48	1116 St. Charles	311 Medical assist, assist EMS crew	
18-0003051	0	10/14/2018	17:31:23	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003052	0	10/14/2018	21:02:09	1220 Hamilton (South)	311 Medical assist, assist EMS crew	
18-0003053	0	10/15/2018	11:12:56	1115 Professional	743 Smoke detector activation, no fire	
18-0003054	0	10/15/2018	13:38:34	1205 Lakeshore (West)	311 Medical assist, assist EMS crew	
18-0003055	0	10/15/2018	15:44:13	407 Vann	611 Dispatched & cancelled en route	
18-0003056	0	10/15/2018	22:52:16	1232 Thornton (North)	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003057	0	10/15/2018	23:20:38	407 Vann	311 Medical assist, assist EMS crew	
18-0003058	0	10/16/2018	01:52:40	2319 Sir Lancelot	311 Medical assist, assist EMS crew	
18-0003059	0	10/16/2018	09:21:22	1600 MLK Jr.	745 Alarm system activation, no fire -	
18-0003060	0	10/16/2018	09:55:07	431 Green (South)	745 Alarm system activation, no fire -	
18-0003061	0	10/16/2018	12:21:55	North Bypass	651 Smoke scare, odor of smoke	
18-0003062	0	10/16/2018	12:43:00	2220 Chattanooga	311 Medical assist, assist EMS crew	
18-0003063	0	10/16/2018	12:50:22	531 Patton	311 Medical assist, assist EMS crew	
18-0003064	0	10/16/2018	14:21:13	629 Fireside	311 Medical assist, assist EMS crew	
18-0003065	0	10/16/2018	14:36:04	Walnut (West)	444 Power line down	
18-0003066	0	10/16/2018	19:00:22	1303 Swann	611 Dispatched & cancelled en route	
18-0003067	0	10/16/2018	20:23:43	955 Market	311 Medical assist, assist EMS crew	
18-0003068	0	10/16/2018	23:35:38	1102 Cargal	311 Medical assist, assist EMS crew	
18-0003069	0	10/17/2018	00:56:31	604 Boundary (west)	311 Medical assist, assist EMS crew	
18-0003070	0	10/17/2018	07:12:10	1703 Willow Oak	311 Medical assist, assist EMS crew	
18-0003071	0	10/17/2018	07:25:17	1369 Walnut (West)	311 Medical assist, assist EMS crew	
18-0003072	0	10/17/2018	08:58:49	113 Tarver	311 Medical assist, assist EMS crew	
18-0003073	0	10/17/2018	12:29:52	1320 Winton	745 Alarm system activation, no fire -	
18-0003074	0	10/17/2018	14:15:01	Stacy	444 Power line down	
18-0003075	0	10/17/2018	17:26:02	1821 Wood Valley	611 Dispatched & cancelled en route	
18-0003076	0	10/17/2018	18:44:23	936 Glenwood (North)	311 Medical assist, assist EMS crew	
18-0003077	0	10/18/2018	05:55:29	125 Morris (East)	611 Dispatched & cancelled en route	
18-0003078	0	10/18/2018	06:15:22	701 Phoenix	311 Medical assist, assist EMS crew	
18-0003079	0	10/18/2018	06:52:47	1804 Shadow	553 Public service	
18-0003080	0	10/18/2018	09:53:33	500 Conway	311 Medical assist, assist EMS crew	
18-0003081	0	10/18/2018	14:02:22	645 George Rice	311 Medical assist, assist EMS crew	
18-0003082	0	10/18/2018	15:32:35	2405 Botany Woods	311 Medical assist, assist EMS crew	
18-0003083	0	10/18/2018	16:22:46	816 Walnut Square	311 Medical assist, assist EMS crew	
18-0003084	0	10/18/2018	17:16:11	885 Shugart	311 Medical assist, assist EMS crew	
18-0003085	0	10/19/2018	05:14:31	708 Morris (East)	311 Medical assist, assist EMS crew	
18-0003086	0	10/19/2018	08:20:03	815 Shugart	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003087	0	10/19/2018	11:06:20	1105 Brookwood	311 Medical assist, assist EMS crew	
18-0003088	0	10/19/2018	12:20:30	325 Fields	311 Medical assist, assist EMS crew	
18-0003089	0	10/19/2018	13:18:14	1104 Walston	311 Medical assist, assist EMS crew	
18-0003090	0	10/19/2018	14:24:18	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003091	0	10/19/2018	14:26:59	1225 Broadrick	311 Medical assist, assist EMS crew	
18-0003092	0	10/19/2018	14:51:54	1701 Water Oak	311 Medical assist, assist EMS crew	
18-0003093	0	10/19/2018	15:36:45	701 Phoenix	311 Medical assist, assist EMS crew	
18-0003094	0	10/19/2018	16:59:53	1247 Walnut (West)	311 Medical assist, assist EMS crew	
18-0003095	0	10/19/2018	19:19:08	2220 Chattanooga	311 Medical assist, assist EMS crew	
18-0003096	0	10/19/2018	19:41:30	1902 Kimberly Park	422 Chemical spill or leak	
18-0003097	0	10/19/2018	22:34:00	Cross Plains	322 Motor vehicle accident with	
18-0003098	0	10/19/2018	22:51:23	1218 Broadrick	311 Medical assist, assist EMS crew	
18-0003099	0	10/20/2018	00:05:51	1803 Shadow	651 Smoke scare, odor of smoke	
18-0003100	0	10/20/2018	01:09:01	933 Market	745 Alarm system activation, no fire -	
18-0003101	0	10/20/2018	01:42:18	1101 Riverbend	324 Motor Vehicle Accident with no	
18-0003102	0	10/20/2018	17:32:22	Chattanooga	322 Motor vehicle accident with	
18-0003103	0	10/20/2018	19:13:14	225 Westerly	311 Medical assist, assist EMS crew	
18-0003104	0	10/20/2018	21:43:54	1308 Stacy	311 Medical assist, assist EMS crew	
18-0003105	0	10/21/2018	02:17:06	1250 Walnut (West)	611 Dispatched & cancelled en route	
18-0003106	0	10/21/2018	09:50:47	310 Chestnut	743 Smoke detector activation, no fire	
18-0003107	0	10/21/2018	11:36:22	1308 Beverly	611 Dispatched & cancelled en route	
18-0003108	0	10/21/2018	17:26:04	1903 Walnut (East)	745 Alarm system activation, no fire -	
18-0003109	0	10/21/2018	22:22:20	211 Hazel	311 Medical assist, assist EMS crew	
18-0003110	0	10/21/2018	23:25:16	903 Hamilton (South)	311 Medical assist, assist EMS crew	
18-0003111	0	10/22/2018	00:10:54	I-75 S. Bound	322 Motor vehicle accident with	
18-0003112	0	10/22/2018	00:20:12	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003113	0	10/22/2018	00:38:03	707 Gist	311 Medical assist, assist EMS crew	
18-0003114	0	10/22/2018	04:37:15	1518 Walnut (West)	311 Medical assist, assist EMS crew	
18-0003115	0	10/22/2018	06:49:51	623 Campus	311 Medical assist, assist EMS crew	
18-0003116	0	10/22/2018	06:52:02	1320 Winton	113 Cooking fire, confined to	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003117	0	10/22/2018	09:45:54	1200 Glenwood (North)	611 Dispatched & cancelled en route	
18-0003118	0	10/22/2018	10:05:25	1432 Broadrick	611 Dispatched & cancelled en route	
18-0003119	0	10/22/2018	10:14:16	400 Barbara	311 Medical assist, assist EMS crew	
18-0003120	0	10/22/2018	11:09:48	1013 Bonanza	311 Medical assist, assist EMS crew	
18-0003121	0	10/22/2018	11:33:36	1220 Broadrick	733 Smoke detector activation due to	
18-0003122	0	10/22/2018	15:29:01	Glenwood (North)	611 Dispatched & cancelled en route	
18-0003123	0	10/22/2018	18:14:46	1302 Underwood	311 Medical assist, assist EMS crew	
18-0003124	0	10/22/2018	20:45:34	2150 Arbordale	113 Cooking fire, confined to	
18-0003125	0	10/23/2018	01:54:09	505 Woodland (East)	311 Medical assist, assist EMS crew	
18-0003126	0	10/23/2018	03:22:09	1011 Ponderosa	311 Medical assist, assist EMS crew	
18-0003127	0	10/23/2018	09:48:26	1101 Nelson	311 Medical assist, assist EMS crew	
18-0003128	0	10/23/2018	10:09:08	1013 Bonanza	311 Medical assist, assist EMS crew	
18-0003129	0	10/23/2018	13:29:34	405 Roberts	500 Service Call, other	
18-0003130	0	10/23/2018	13:31:34	900 Shugart	714 Central station, malicious false	
18-0003131	0	10/23/2018	17:13:48	900 Shugart	311 Medical assist, assist EMS crew	
18-0003132	0	10/23/2018	17:29:28	1918 Richland	743 Smoke detector activation, no fire	
18-0003133	0	10/23/2018	20:12:26	1010 Ponderosa	311 Medical assist, assist EMS crew	
18-0003134	0	10/23/2018	23:11:18	906 MLK Jr.	311 Medical assist, assist EMS crew	
18-0003135	0	10/24/2018	08:05:11	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
18-0003136	0	10/24/2018	12:54:19	1515 Abutment	322 Motor vehicle accident with	
18-0003137	0	10/24/2018	14:04:02	307 Fredrick (South)	715 Local alarm system, malicious	
18-0003138	0	10/24/2018	15:15:39	1411 Chattanooga	311 Medical assist, assist EMS crew	
18-0003139	0	10/24/2018	19:33:33	613 Oxford	311 Medical assist, assist EMS crew	
18-0003140	0	10/24/2018	19:44:26	500 Legion	311 Medical assist, assist EMS crew	
18-0003141	0	10/24/2018	21:52:05	519 Rainsong	311 Medical assist, assist EMS crew	
18-0003142	0	10/25/2018	10:12:24	404 McGhee	743 Smoke detector activation, no fire	
18-0003143	0	10/25/2018	12:14:25	1704 Abutment	311 Medical assist, assist EMS crew	
18-0003144	0	10/25/2018	12:59:40	1604 Underwood	311 Medical assist, assist EMS crew	
18-0003145	0	10/25/2018	13:07:14	313 Paige	311 Medical assist, assist EMS crew	
18-0003146	0	10/25/2018	14:21:08	374 Alex	611 Dispatched & cancelled en route	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003147	0	10/25/2018	18:52:08	I-75 N. Bound	611 Dispatched & cancelled en route	
18-0003148	0	10/25/2018	22:43:19	2200 Chattanooga	311 Medical assist, assist EMS crew	
18-0003149	0	10/25/2018	23:02:07	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003150	0	10/26/2018	05:03:03	1105 Brookwood	311 Medical assist, assist EMS crew	
18-0003151	0	10/26/2018	05:42:57	818 J & J	741 Sprinkler activation, no fire -	
18-0003152	0	10/26/2018	08:08:24	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003153	0	10/26/2018	09:20:28	609 Thornton (South)	311 Medical assist, assist EMS crew	
18-0003154	0	10/26/2018	12:58:50	1933 Shields	745 Alarm system activation, no fire -	
18-0003155	0	10/26/2018	14:04:15	619 Foster	311 Medical assist, assist EMS crew	
18-0003156	0	10/26/2018	15:10:57	1604 Beechland	311 Medical assist, assist EMS crew	
18-0003157	0	10/26/2018	18:25:37	400 Autumn	311 Medical assist, assist EMS crew	
18-0003158	0	10/26/2018	19:57:37	2220 Chattanooga	311 Medical assist, assist EMS crew	
18-0003159	0	10/26/2018	21:11:35	Underwood	311 Medical assist, assist EMS crew	
18-0003160	0	10/27/2018	02:45:22	1208 Applewood	311 Medical assist, assist EMS crew	
18-0003161	0	10/27/2018	08:09:32	1317 Winton	311 Medical assist, assist EMS crew	
18-0003162	0	10/27/2018	08:33:57	1116 Willowdale	311 Medical assist, assist EMS crew	
18-0003163	0	10/27/2018	11:15:06	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003164	0	10/27/2018	12:51:37	1505 Coronet	745 Alarm system activation, no fire -	
18-0003165	0	10/27/2018	14:05:17	211 Grimes (North)	352 Extrication of victim(s) from	
18-0003166	0	10/27/2018	16:28:13	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003167	0	10/27/2018	17:48:49	613 Oxford	311 Medical assist, assist EMS crew	
18-0003168	0	10/27/2018	20:01:57	623 Fourth	311 Medical assist, assist EMS crew	
18-0003170	0	10/28/2018	01:26:45	Dug Gap	311 Medical assist, assist EMS crew	
18-0003171	0	10/28/2018	09:14:41	1104 Willowdale	611 Dispatched & cancelled en route	
18-0003172	0	10/28/2018	11:29:12	1507 Rio Vista	311 Medical assist, assist EMS crew	
18-0003173	0	10/28/2018	12:53:43	1749 Brighton	311 Medical assist, assist EMS crew	
18-0003174	0	10/28/2018	13:59:16	900 Shugart	311 Medical assist, assist EMS crew	
18-0003175	0	10/28/2018	16:13:42	421 Claude	311 Medical assist, assist EMS crew	
18-0003176	0	10/28/2018	16:32:34	805 Judd	311 Medical assist, assist EMS crew	
18-0003177	0	10/28/2018	19:00:40	1210 Glenwood (North)	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003178	0	10/28/2018	19:14:06	301 Waugh (West)	131 Passenger vehicle fire	\$500
18-0003179	0	10/28/2018	20:58:05	834 Frazier	311 Medical assist, assist EMS crew	
18-0003180	0	10/29/2018	00:32:19	805 Professional	311 Medical assist, assist EMS crew	
18-0003181	0	10/29/2018	00:41:46	1901 Valley	553 Public service	
18-0003182	0	10/29/2018	01:05:00	2000 Chattanooga	311 Medical assist, assist EMS crew	
18-0003184	0	10/29/2018	01:09:54	903 Liddell	611 Dispatched & cancelled en route	
18-0003185	0	10/29/2018	05:09:10	1105 Brookwood	311 Medical assist, assist EMS crew	
18-0003186	0	10/29/2018	05:38:39	414 Benton	151 Outside rubbish, trash or waste	
18-0003187	0	10/29/2018	07:38:16	605 Eunice	311 Medical assist, assist EMS crew	
18-0003188	0	10/29/2018	08:20:04	Shugart	611 Dispatched & cancelled en route	
18-0003189	0	10/29/2018	08:56:46	816 Walnut Square	311 Medical assist, assist EMS crew	
18-0003190	0	10/29/2018	09:19:00	906 MLK Jr.	311 Medical assist, assist EMS crew	
18-0003191	0	10/29/2018	12:07:26	1205 Glenwood (North)	731 Sprinkler activation due to	
18-0003192	0	10/29/2018	12:42:53	1309 Applewood	311 Medical assist, assist EMS crew	
18-0003193	0	10/29/2018	12:58:21	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003194	0	10/29/2018	14:18:37	1300 Georgian	311 Medical assist, assist EMS crew	
18-0003195	0	10/29/2018	14:51:04	1512 Echota	311 Medical assist, assist EMS crew	
18-0003196	0	10/29/2018	15:40:47	136 Nickie	735 Alarm system sounded due to	
18-0003197	0	10/29/2018	16:57:27	1300 Waugh (West)	311 Medical assist, assist EMS crew	
18-0003198	0	10/29/2018	17:13:40	1105 Brookwood	311 Medical assist, assist EMS crew	
18-0003199	0	10/29/2018	17:32:30	1115 Nelson	412 Gas leak (natural gas or LPG)	
18-0003200	0	10/29/2018	18:26:51	816 Walnut Square	745 Alarm system activation, no fire -	
18-0003201	0	10/29/2018	18:37:00	906 MLK Jr.	611 Dispatched & cancelled en route	
18-0003202	0	10/29/2018	19:42:03	939 Avenue F	311 Medical assist, assist EMS crew	
18-0003203	0	10/29/2018	19:57:20	James	311 Medical assist, assist EMS crew	
18-0003204	0	10/30/2018	00:16:51	107 Grade (South)	311 Medical assist, assist EMS crew	
18-0003205	0	10/30/2018	06:21:05	810 Beirut	311 Medical assist, assist EMS crew	
18-0003206	0	10/30/2018	06:46:35	1105 Brookwood	311 Medical assist, assist EMS crew	
18-0003207	0	10/30/2018	08:44:08	1104 Walston	531 Smoke or odor removal	
18-0003208	0	10/30/2018	08:59:39	715 College	311 Medical assist, assist EMS crew	

Dalton Fire Department

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

Alarm Date Between {10/01/2018} And {10/31/2018}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
18-0003209	0	10/30/2018	09:00:34	405 School	743 Smoke detector activation, no fire	
18-0003210	0	10/30/2018	10:15:29	1200 Memorial	611 Dispatched & cancelled en route	
18-0003211	0	10/30/2018	10:38:40	1901 Middle Summit	553 Public service	
18-0003212	0	10/30/2018	11:11:30	1306 Thornton (North)	324 Motor Vehicle Accident with no	
18-0003213	0	10/30/2018	12:52:00	815 Shugart	311 Medical assist, assist EMS crew	
18-0003214	0	10/30/2018	12:56:02	1010 V.D.Parrott	440 Electrical wiring/equipment	
18-0003215	0	10/30/2018	13:39:52	307 Fredrick (South)	651 Smoke scare, odor of smoke	
18-0003216	0	10/30/2018	17:58:04	Walnut (West)	324 Motor Vehicle Accident with no	
18-0003217	0	10/31/2018	11:38:47	1116 Willowdale	311 Medical assist, assist EMS crew	
18-0003218	0	10/31/2018	14:21:19	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
18-0003219	0	10/31/2018	23:35:07	1108 Walston	311 Medical assist, assist EMS crew	
<b>Total Incident Count</b>						<b>311</b>
<b>Total Est Loss</b>						<b>\$6,500</b>

# **Training Division Monthly Report**

## **October 2018**

### **Overview**

The department delivered an overview presentation to the 2018 Citizen's Government Academy in conjunction with Dalton Police Department as a part of public safety week. 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 October totaled 2,443.

### **Outside Schools**

A 16-hour course entitled PropaneIQ was delivered to 26 of the department's hazardous materials technicians by Federal Resources. Topics included chemical and physical properties of propane, response to propane leaks, offensive versus defensive strategies, and use of propane "A" and "B" kits for leak mitigation and control.

Three of the department's members attended the 2018 Firehouse EXPO trade show in Nashville, Tennessee.

Five of the department's GSAR members attended a land navigation course delivered by Randall's Adventure and Training.

A course on rail car incident response for crude oil, ethanol, and other flammable liquids was attended by 2 of the department's hazardous materials technicians.

Five DFD personnel attended a wide area search course hosted by Whitfield County EMA and delivered by Texas A&M Engineering Extension Service.

### **Support Functions**

- 201 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 664 hours in October
- 150 hours were committed to fall hydrant detail
- 3 hours was dedicated to fire investigation and related activities

# Prevention Division Monthly Report October 2018

## Inspections

Annual Inspections	Total:	102
Site Inspections	Total:	20
New Kitchen Hood Inspections	Total:	1
Occupational Tax Certificate Inspections	Total:	11
Alcohol Inspections	Total:	2
80 Percent Inspections	Total:	5
100 Percent Inspections	Total:	2
Pre-Incident Surveys	Total:	107
<b>Total Inspections</b>		<b>250</b>

## Public Relations

Fire Safety Education	
182	Events
182	Staff Members Participated
310	Staff Hours
6,917	Total Number of Adults Reached
8,384	Total Number of Children Reached
15,301	Residents Received Fire Safety Education

## Smoke Detector Installation

1	Event
5	Staff Members Participated
24	Staff Hours
168	Total Number of Adults Reached
126	Total Number of Children Reached
294	Residents Received Fire Safety Education
84	Total Smoke Detectors Installed

\*Northwest Georgia United Way Make a Difference donated the Smoke Detectors. Dalton Fire and Red Cross Volunteers installed the smoke detectors in the Roan Street, Fields Ave, Burchfield Ave, James St, MLK, area.

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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

10/31/2018

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FOR 2018 10

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
141400 FIRE DEPARTMENT									
<u>141400</u>	<u>000010</u>	<u>SALARIES-REGULAR</u>	4,629,100	152,730	4,781,830	3,771,990.97	.00	1,009,839.03	78.9%
<u>141400</u>	<u>000011</u>	<u>SALARIES OVERTIME</u>	411,000	0	411,000	306,074.22	.00	104,925.78	74.5%
<u>141400</u>	<u>000017</u>	<u>RAISE POOL - GROS</u>	152,730	-152,730	0	.00	.00	.00	.0%
<u>141400</u>	<u>000020</u>	<u>FICA</u>	385,610	8,000	393,610	304,369.11	.00	89,240.89	77.3%
<u>141400</u>	<u>000030</u>	<u>PENSION</u>	135,000	0	135,000	106,451.43	.00	28,548.57	78.9%
<u>141400</u>	<u>000032</u>	<u>PENSION - DB PLAN</u>	1,127,290	42,600	1,169,890	1,016,432.74	.00	153,457.26	86.9%
<u>141400</u>	<u>000040</u>	<u>HOSPITALIZATION I</u>	757,000	0	757,000	591,304.56	.00	165,695.44	78.1%
<u>141400</u>	<u>000043</u>	<u>INSURANCE - FIRE</u>	30,000	0	30,000	.00	.00	30,000.00	.0%
<u>141400</u>	<u>000045</u>	<u>EE LIFE &amp; DISABIL</u>	28,500	0	28,500	20,489.25	.00	8,010.75	71.9%
<u>141400</u>	<u>000046</u>	<u>RAISE POOL - BENE</u>	50,600	-50,600	0	.00	.00	.00	.0%
<u>141400</u>	<u>000050</u>	<u>GENERAL INSURANCE</u>	27,620	-545	27,075	27,072.00	.00	3.00	100.0%
<u>141400</u>	<u>000060</u>	<u>WORKER COMPENSATI</u>	120,700	0	120,700	120,660.00	.00	40.00	100.0%
<u>141400</u>	<u>000095</u>	<u>EQUIPMENT LEASE/M</u>	5,900	0	5,900	308.88	.00	5,591.12	5.2%
<u>141400</u>	<u>000095</u>	<u>50000 EQUIP MAINT</u>	5,000	0	5,000	.00	.00	5,000.00	.0%
<u>141400</u>	<u>000100</u>	<u>OFFICE EQUIPMENT</u>	7,000	0	7,000	5,693.66	.00	1,306.34	81.3%
<u>141400</u>	<u>000110</u>	<u>TELEPHONE</u>	31,000	0	31,000	24,708.77	.00	6,291.23	79.7%
<u>141400</u>	<u>000120</u>	<u>TRAINING EXPENSES</u>	55,000	1,000	56,000	26,755.01	1,090.00	28,154.99	49.7%
<u>141400</u>	<u>000121</u>	<u>FIRE SAFETY/EDUCA</u>	3,500	0	3,500	3,498.65	.00	1.35	100.0%
<u>141400</u>	<u>000123</u>	<u>HAZMAT MANAGEMENT</u>	25,000	0	25,000	21,950.61	.00	3,049.39	87.8%
<u>141400</u>	<u>000330</u>	<u>UTILITIES</u>	130,000	0	130,000	108,590.56	.00	21,409.44	83.5%
<u>141400</u>	<u>000350</u>	<u>BUILDING MAINT &amp;</u>	60,000	0	60,000	33,856.16	1,388.55	24,755.29	58.7%
<u>141400</u>	<u>000360</u>	<u>LEGAL FEES</u>	4,800	0	4,800	1,310.00	.00	3,490.00	27.3%
<u>141400</u>	<u>000400</u>	<u>EQUIPMENT MAINT &amp;</u>	124,000	15,410	139,410	129,650.46	2,160.70	7,598.84	94.5%
<u>141400</u>	<u>000410</u>	<u>GAS &amp; OIL</u>	65,000	0	65,000	35,426.07	.00	29,573.93	54.5%
<u>141400</u>	<u>000440</u>	<u>SUPPLIES</u>	40,000	0	40,000	23,505.29	605.93	15,888.78	60.3%
<u>141400</u>	<u>000450</u>	<u>CLEANING ALLOWANC</u>	49,920	0	49,920	8,350.74	.00	41,569.26	16.7%
<u>141400</u>	<u>000460</u>	<u>UNIFORMS</u>	140,000	0	140,000	80,374.11	.00	59,625.89	57.4%
<u>141400</u>	<u>001010</u>	<u>OFFICE SUPPLIES</u>	8,200	0	8,200	2,809.16	89.87	5,300.97	35.4%
<u>141400</u>	<u>001030</u>	<u>COMPUTER-SOFTWARE</u>	21,000	0	21,000	8,048.00	.00	12,952.00	38.3%
<u>141400</u>	<u>001040</u>	<u>COMPUTER MAINTAIN</u>	7,000	0	7,000	211.86	3,678.34	3,109.80	55.6%
<u>141400</u>	<u>001090</u>	<u>WELLNESS PROGRAM</u>	8,000	0	8,000	7,137.15	.00	862.85	89.2%
<u>141400</u>	<u>001300</u>	<u>MEALS</u>	1,600	0	1,600	231.37	.00	1,368.63	14.5%
<u>141400</u>	<u>001410</u>	<u>DUES/FEES/SUBSCRI</u>	6,000	0	6,000	4,302.14	.00	1,697.86	71.7%
<u>141400</u>	<u>001620</u>	<u>VEHICLE IMPACT FE</u>	1,200	0	1,200	949.98	.00	250.02	79.2%
<u>141400</u>	<u>001665</u>	<u>RADIO SUBSCRIBER</u>	9,885	0	9,885	9,882.40	.00	2.60	100.0%
<u>141400</u>	<u>001990</u>	<u>MISCELLANEOUS</u>	16,000	0	16,000	6,590.44	.00	9,409.56	41.2%
<u>141400</u>	<u>039980</u>	<u>CAPITAL OUTLAY &lt;</u>	37,000	0	37,000	21,965.64	.00	15,034.36	59.4%
<u>141400</u>	<u>084725</u>	<u>BUIDING/GROUNDS M</u>	9,000	0	9,000	3,659.88	.00	5,340.12	40.7%
TOTAL FIRE DEPARTMENT		8,726,155	15,865	8,742,020	6,834,611.27	9,013.39	1,898,395.34	78.3%	

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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT  
10/31/2018

P 2  
glytddbud

FOR 2018 10

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL GENERAL FUND - OPERATING	8,726,155	15,865	8,742,020	6,834,611.27	9,013.39	1,898,395.34	78.3%
	TOTAL EXPENSES	8,726,155	15,865	8,742,020	6,834,611.27	9,013.39	1,898,395.34	

11/01/2018 11:01  
628mcoke

The City of Dalton  
YEAR-TO-DATE BUDGET REPORT  
10/31/2018

P 3  
glytddbud

FOR 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	8,726,155	15,865	8,742,020	6,834,611.27	9,013.39	1,898,395.34	78.3%

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

# **CITY OF DALTON GEORGIA**

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Fire Department

**REPORTS TO:** Office Manager

**FLSA STATUS:** Hourly

**SUPERVISES:** N/A

**SAFETY SENSITIVE:** No

**DATE REVISED/REVIEWED:** 10/2018

## **Purpose of Job**

This position is responsible for administrative duties associated with the Dalton Fire Department. Responsibilities includes assisting the office manager in office operations, processing purchase orders and all other financial obligations of the department as assigned. This position also acts as the receptionist during normal business hours.

## **Job Related Requirements**

**Typical Work Schedule:** 40-hour work week

Regular and predictable attendance is required

Must work cooperatively with others

## **Minimum Requirements to Perform Essential Job Functions**

High school diploma or GED

Good writing, analytical, and problem solving skills

Proficient with Microsoft Office Suite

Proficient with Munis financial software

Ability to operate telephone system proficiently

Ability to follow oral and written instructions

Professional verbal and written communication skills and the ability to accurately type 50 words per minute

## **Essential Duties, Responsibilities**

**The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists Office Manager with accounts payables as assigned

Performs general clerical duties to include but not limited to: photocopying, faxing, typing, filing, and issuing incident reports

Create and modify documents using Microsoft Office Suite

Formats and type letter, memos, reports, and other items as assigned by the Office Manager

Operates in accordance with all applicable laws, city policies, departmental SOP's, and SOG's

Utilizes departmental chain of command to assure continuity

Issues and keep track of all purchase order numbers assigned for purchases

Performs other duties as assigned

## **Knowledge, Skills, and Abilities**

Knowledge of:

- Documentation procedures and records management systems
- City and department rules, regulations, policies, and procedures

Skill in:

- Oral and written communication
- Operating and maintaining all assigned equipment required to perform essential job functions

Ability to:

- Communicate effectively with supervisors and other staff members
- Use independent judgment in routine and non-routine situations

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** The work requires the use of computer/technology equipment requiring a high degree of dexterity and some lifting of light objects. Work is performed in a normal office environment.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.

**LANGUAGE ABILITY:** Requires ability to read a variety of maps, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages including mechanical/plumbing terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including hand tools, gas-powered saws, mechanic tools, power tools, etc.

**MOTOR COORDINATION:** Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment. Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as automated machinery and equipment, hand tools, mechanic tools, power tools, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**Approved by:**

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**Department Head Name**

**Date Approved:** \_\_\_\_\_

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** **FO-13**  
**Effective:** **09-30-2013**  
**Revised:** **12-19-2017**  
**Reviewed:** **11-27-2018**

\_\_\_\_\_  
**Fire Chief Signature**

\_\_\_\_\_  
**DATE**

**Title:** Rapid Intervention Teams/Crews (RIT/RIC)

**Reference:** NFPA 1407, Standard for Training Fire Service Rapid Intervention Crews, 2015 ed.

NFPA 1500, Standard on Fire Department Occupational Safety, Health, & Wellness Program, 2018 ed.

NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 ed.

OSHA 29 CFR 1910.134(g)(4), Personal Protective Equipment; Respiratory Protection

**Scope:** All personnel

**Purpose:** Operations at hazardous incidents require a backup team to be in place at the incident site. This team's responsibility is to be available to rescue any responders in need of aid at the incident should that need arise.

### **Procedure:**

The Rapid Intervention Team (RIT) shall be assigned as soon as possible on any incident where personnel are operating in a hazardous area. If the incident covers a large geographic area, more than one RIT may be required.

The initial stages of an incident shall encompass the tasks undertaken by the first arriving companies with only one entry team assigned or operating in the hazardous area.

During these initial stages, the rapid intervention crew(s) shall be either:

- (a) On-scene members designated and dedicated as rapid intervention crew(s).
- (b) On-scene personnel performing command or safety functions but ready to re-deploy to perform rapid intervention crew functions.

The initial RIT shall consist of a minimum of two fully equipped members with the necessary rescue tools. These tools may include forcible entry tools, search ropes, thermal imaging camera, cribbing, spare air packs, saws, etc. and should be tailored to occupancy and construction type. The RIT will report directly to the Incident Commander.

When a second entry team is assigned or operating in the hazardous area, the incident shall no longer be considered in the initial stages and at least one company of a minimum of three personnel shall be assigned as RIT.

The RIT Leader shall perform an additional 360-degree size-up of the structure to identify the structural layout, operating areas, potential hazards, and possible means of access and egress. Ongoing 360s shall be conducted throughout the incident to monitor for changing conditions.

The RIT shall monitor tactical radio channels to maintain contact with command and have an accurate understanding of operations and changing conditions. The RIT may perform exterior support functions (e.g., secure utilities, throw ladders for egress, etc.) but must remain prepared to deploy and perform RIT duties.

The IC shall evaluate the situation and the risks to operating crews and shall provide one or more RITs based on the needs of the situation (e.g., large commercial occupancy, health care facility, etc.). Nothing in this guideline is meant to preclude firefighters from performing rescue activities before an entire team has been assembled if there are fewer than three team members available and an individual inside the burning structure must be rescued immediately.

Whenever personnel are operating in positions or performing functions (including special operations) that would subject them to immediate danger, at least one rapid intervention crew shall be standing by with equipment to provide assistance or rescue.

Termination of RIT shall be at the discretion of the Incident Commander.

## **Dalton Fire Department Employee & Citizen Recognition**

It is the policy of the City of Dalton Fire Department to appropriately recognize members of the department and members of the community who perform acts of distinct heroism, provide outstanding service to the department, or contribute to the overall safety and wellbeing of the community.

### **Awards Committee**

This committee will be composed of a cross-section of fire department members as appointed by the Fire Chief. The committee will review all award recommendations and the actions of each individual nominated. Subsequently, the committee will select those persons who are to receive an award and determine which award will be conferred.

### **Nominations for Awards**

Any employee of the department may recommend a person for an award. The recommendation must include a statement which outlines the actions for which an individual is being nominated along with any pertinent details surrounding the action. The award recommendation should be forwarded in writing to the Deputy Chief. There is no limit placed on the number of awards that may be conferred upon any one individual during any one year.

### **Presentation of Awards**

Awards will be presented by the Fire Chief or his/her representative during an annual awards ceremony. In some cases, Unit Citations, Individual Commendations, or Citizen Lifesaving Awards may be presented during the course of the year.

### **Order of Precedence**

#### **Medal of Valor**

The Medal of Valor may be awarded for a conspicuous act of valor and heroism by a fire department member under hazardous conditions in which the person is placed in a life-threatening position to save the life of another during incident operations.

#### **Medal of Distinction**

The Medal of Distinction may be awarded to a fire department member who has performed outstanding service to the department or contributed to the overall safety and wellbeing of the community during incident operations.

### Individual Commendation

The Individual Commendation may be awarded to a fire department member who has performed in an outstanding manner worthy of recognition during incident operations.

### Unit Citation

The Unit Citation may be awarded to any group of two or more fire department members who constitute a fire company, section, team, or employee work group which has performed in an outstanding manner worthy of recognition during incident operations.

### Award of Merit

The Award of Merit may be awarded to a fire department member based on performance of assigned duties that have been carried out in an outstanding or superior manner. This award is not necessarily conferred for actions conducted during incident operations.

### Community Service Award

The Community Service Award may be conferred upon a member of the fire department who has donated considerable time and/or effort toward the betterment of the community, not necessarily in a job related manner.

### Firefighter of the Year

The Firefighter of the Year award may be made to a fire department member for having performed an act of valor and heroism, for outstanding service to the department, or for contributions to the overall safety and wellbeing of the community.

### **Citizen Awards**

#### Citizen Heroism Award

The Citizen Heroism Award may be made for a conspicuous act of valor or heroism by a citizen under hazardous conditions in which the person is placed in a life-threatening position to save the life of another.

#### Citizen Lifesaving Award

The Citizen Lifesaving Award may be conferred upon a member of the public who has been involved in a lifesaving effort at an emergency scene before the arrival of the fire department or who has provided extraordinary assistance to fire department members in a lifesaving effort. This nomination is normally made by fire department personnel assigned to the incident.

## **Certificates of Recognition or Appreciation**

Certificates of Recognition or Appreciation may be issued throughout the year by the Fire Chief to departmental members and/or citizens for recognition of commendable actions or performance.

## **Recognition by Outside Organizations**

Selection of members to receive annual recognition by a non-departmental organization will be made by the Fire Chief, his/her representative, or by the Battalion Chief/Division Coordinator when appropriate. The Firefighter of the Year will be the recipient of these awards for the year following his/her award.

## **Decorations**

Persons selected to receive awards as outlined in this procedure will receive the appropriate decorations as follows:

### **Medal of Valor**

Medal of Valor certificate and red/white/blue ribbon for Class A uniform

### **Medal of Distinction**

Medal of Distinction certificate and blue/white/blue ribbon for Class A uniform

### **Individual Commendation**

Certificate of Commendation and solid red ribbon for Class A uniform

### **Unit Citation**

Unit Citation certificate and solid blue ribbon for Class A uniform

### **Award of Merit**

Award of Merit certificate and blue/gold/blue ribbon for Class A uniform

### **Community Service Award**

Community Service Award certificate and blue/gray ribbon for Class A uniform

### **Firefighter of the Year**

Firefighter of the Year certificate and red/white/black ribbon for Class A uniform

Subsequent awards within each category will be signified with a bronze star (for each additional occurrence) applied to the existing ribbon on the Class A uniform.

## **Dalton Fire Department Employee Corrective Action Manual**

### **Purpose**

Dalton Fire Department members are required to conduct themselves in a highly self-disciplined manner, obeying the City of Dalton Personnel Rules and Policies, and Departmental Standard Operating Procedures. In situations where members do not adhere to these expectations, supervisors will take the necessary action to correct the problem.

This manual will guide Dalton Fire Department supervisors in dealing with disciplinary problems they may encounter. If supervisors have any questions concerning employee discipline, they should consult with their next level supervisor.

This manual serves as a guide to assist with questions concerning the disciplinary process inside Dalton Fire Department and acts to compliment the City of Dalton Employee Handbook, not replace it. City policy will supersede any conflicting information found inside this manual.

### **General Information**

It is the policy of the fire department that supervisors administer discipline in a corrective, progressive, and lawful manner.

Corrective in the sense that the supervisor and member come to an understanding about the causes and/or reasons for a member's deficiencies, correct those deficiencies, and restore the member to a productive and positive employment status.

Progressive in that discipline will normally begin with a coaching form or verbal reprimand and, when circumstances of separate or related incidents warrant, proceed to written reprimand(s), suspension with or without pay, demotion, and finally to dismissal. An incident of misconduct may require any of these forms of disciplinary action whether or not a lesser form has preceded the action. This would depend upon the severity of the offense.

Lawful in that discipline and the procedure by which it is administered does not violate city, state or federal rules, administrative regulations, departmental rules of conduct, or the member's constitutional rights.

The principal objective of disciplinary action is to improve or correct performance, efficiency, and morale of the member receiving discipline as well as that of the department. Disciplinary proceedings and the results thereof are confidential. The supervisor is responsible for maintaining this confidentiality. All media inquiries and open records requests pertaining to disciplinary actions shall be directed to the Fire Chief.

Supervisors should keep in mind that all disciplinary actions imposed are subject to review by their superiors. It is advised that supervisors seek support from their superiors prior to taking disciplinary action, and feel comfortable that they can support their actions in a formal review or appeal process. Support from supervisors is extremely important when disciplinary action beyond a verbal reprimand is being considered.

The department's performance tracking records are not only to be used for disciplinary action but shall be used to recognize good performance above and beyond expectations. The forms for recognition of good performance as well as recommendation for commendation are available to supervisors.

### **Employee Assistance Program**

Occasionally, supervisors will be approached by a member who discloses personal problems and requests assistance. Many times just listening and helping the members reason through the problem will be all that is needed. Other times, particularly with serious alcohol, drug, stress, marital, or financial problems, the member may require professional assistance. This help is available through the Employee Assistance Program. Supervisors must be aware that when a member's personal problems involve violations of city or departmental rules or policies, disciplinary action may be necessary in addition to entering the Employee Assistance Program.

### **Programs for Improving Job Performance**

In most cases minor job performance problems can be resolved by the supervisor bringing the problem to the attention of the employee, and the employee making the proper modification in his/her performance. When a serious job performance problem is identified, the supervisor must decide whether to solve it through:

- Training
- Employee Assistance Program
- Non-disciplinary counseling or
- Disciplinary action

Each situation will be considered separately, and it will be the supervisor's responsibility to make a determination as to the best course of action to take to resolve the situation. It is the supervisor's responsibility to promptly notify the employee of all job performance problems and act on them accordingly.

If the situation is determined to be a training problem, a program for improvement will be developed for the member. This may best be accomplished through the use of coaching form or a Performance Improvement Plan.

When utilizing the Performance Improvement Plan to prepare a program for improvement, it must clearly identify the member's problem area(s). It must include measurable objectives for improvement. It must also indicate a reasonable time frame within which the objectives are to be met. At the completion of the evaluation period, if the member's performance has not been corrected, additional disciplinary action should be taken.

## **Investigative Process**

Any accusation of misconduct or complaint involving fire department members shall be thoroughly investigated before formal action is taken. All accusations of misconduct or complaints involving fire department members shall include notification of the next level supervisor. This ensures the situation is assessed and assigned to the appropriate level of supervision necessary for the investigation. The investigation is a fact-finding process and supervisors must be cautioned not to make judgments until a thorough investigation is concluded. For accusations and complaints of serious on-duty misconduct, an investigative report must be completed. The Fire Chief, with approval of the City Administrator, has the discretion to suspend the employee (with pay), or reassign an employee pending the outcome of the investigation.

Preparation of an investigative report must include the following information before it will be considered complete:

- Summary of the incident - should answer the questions: who, what, where, why, when, and how.
- Interviews conducted - this must include the interviewee, rank and assignment, date, time, location, those present, and the information discussed. A signed statement by the interviewee should also be obtained.
- Conclusions - from the information available, the supervisor must make a determination of responsibility.
- Extenuating circumstances may be discussed in this section.
- Attachments - relevant documents that the supervisor feels should be a part of the investigative report.
- Recommendations - state the recommended disciplinary action or alternate course of action, if any.

Failure to cooperate serves as a separate basis for disciplinary action, including dismissal.

The completed report shall be immediately forwarded to the Fire Chief or Deputy Chief.

Questions concerning legal issues pertaining to administrative investigations should be directed to the Human Resource Department.

The following are legal issues that all supervisors should keep in mind when conducting administrative investigations:

- A member may be compelled by supervisors to answer questions that are related to his/her duties or fitness for duty. Failure to answer such questions completely and

truthfully may form the basis for disciplinary action, including dismissal. A member under investigation should be so advised prior to an administrative interview.

- There is no expectation of privacy with regard to lockers, desks, etc. furnished by the department for the use of members. These spaces are subject to inspection and, if reasonable grounds for suspicion exist, may be searched by supervisors without a subpoena. Items found may be used in a disciplinary proceeding.

Accusations or complaints of criminal behavior or misconduct shall be immediately reported to the Fire Chief. Criminal investigations will be referred to law enforcement for investigation.

### **Suspected On-Duty Substance Abuse**

The City of Dalton has a Drug Free Workplace Policy which shall be referenced and will supersede any discrepancy between this document and city policy. Reporting for work under the influence of alcohol or drugs, or any substance, which impairs any employee's mental or physical capacity, will not be tolerated. The city maintains a zero tolerance policy toward unauthorized use or possession of alcohol or controlled substances which could affect the workplace. Failure to comply shall be grounds for discipline up to and including dismissal. When there exists reasonable grounds to believe that the employee is under the influence of alcohol or drugs, the supervisor may direct the employee to submit to a drug screening and/or blood alcohol test. Refusal to submit to such test will subject the employee to disciplinary action up to and including dismissal. Any employee using medication or prescribed drugs that may impair job performance shall report this fact to his/her supervisor.

Supervisory Responsibilities - If a supervisor has reasonable grounds to believe that an employee is under the influence of alcohol or drugs when reporting for work or during the work shift, the supervisor has the obligation to verify the employee's condition and relieve the employee of his/her duties. The second level supervisor must be notified of the situation immediately. The possibility of liability to the city and to the supervisor exists if an employee who is under the influence of alcohol or drugs is allowed to remain working, to operate or drive vehicles or equipment on the job, or to drive a private vehicle from the work site. An employee who is believed to be under the influence of alcohol or drugs must not be allowed to operate or drive a vehicle, including a private vehicle, until the condition of the employee has been determined.

Observation - If a supervisor observes an employee who seems to be under the influence of alcohol or drugs, he/she should, if practical, seek the opinion of at least one additional supervisor. Reasonable grounds should exist before requesting the employee to take a drug screening and/or blood alcohol test. Reasonable grounds would include a combination of various factors such as slurred speech, red eyes, dilated pupils, incoherence, unsteadiness on feet, smell of alcohol or marijuana emanating from the employee's body, inability to carry on a rational conversation, increasing carelessness, erratic behavior, inability to perform the job, other unexplained behavioral changes, etc. The supervisors shall document these observations in writing. A copy of this document will be provided to the employee upon request.

Referral for Testing - If the supervisor determines that reasonable suspicion of impairment exists, the supervisor must contact their Battalion Chief or Division Coordinator. The Battalion Chief/Division Coordinator must then notify the Deputy Chief. The employee must be accompanied by a chief officer to the designated facility for a drug screening or blood alcohol test to determine fitness for duty. All required releases and/or forms will be filled out and signed by the employee before a sample is obtained. The employee should be informed that tests will be conducted on city time, paid for by the city, and are part of his/her job responsibilities. The employee should be informed that refusal to take a drug screening and/or blood alcohol test may result in disciplinary action up to and including dismissal. A drug screening or blood alcohol test found to be positive shall be verified by an additional test. Upon request, a separate sample will be provided to the employee for independent testing at his/her expense.

Test Results - Employees who test positive or refuse the test shall be considered unfit for work and will be relieved from duty for the assigned work day/period. The employee should not be allowed to drive to the hospital or home. If the employee submits to the test and signs the release of information, he/she will be placed on paid leave until the status of the tests and the circumstances surrounding the impairment are determined.

### **Determining the Proper Disciplinary Action**

After an incident or complaint has been thoroughly investigated and the need for disciplinary action determined, a decision concerning the action that would be most effective must be made.

Factors to be considered in making this decision are:

- Seriousness of the offense
- Member's past history with the department
- Past practice of the Dalton Fire Department in dealing with similar offenses

Consistency is critical to any disciplinary system. Although disciplinary action for the same offenses should be similar, the final decision to determine the exact action will be made after considering the factors previously listed, and applying them to the particular situation.

### **Coaching for Success**

This is the most often used and least severe of the formal group of corrective actions. When properly administered, it serves to notify employees that certain behavior or performance deficiency need changing/improving or that discipline will take place. The employee must be given a copy (stamped or written copy). The supervisor shall maintain notes of the counseling session for future reference and guidance. This form of discipline may be performed by any supervisor.

### **Verbal Reprimand**

Supervisors may elect to use formal verbal reprimands to document a repeat offense of a minor infraction, or a more serious single infraction for which a written reprimand is not appropriate. When the supervisor decides to issue a formal verbal reprimand he/she will prepare a Verbal Reprimand Form. The employee must be given a copy (stamped or written copy). The original shall be maintained by the Battalion Chief or Division Coordinator. This form of discipline may be performed by the rank of Lieutenant and above.

### **Written Reprimand**

Supervisors may elect to use formal written reprimands to document a repeat offense of a minor infraction, or a more serious single infraction for which suspension; demotion or dismissal is not appropriate. The employee must be given a copy (stamped or written copy) and the original shall be placed in member's personnel file located in the office of the Fire Chief. This form of discipline may be performed by the rank of Battalion Chief, Division Coordinator, or above.

### **Performance Improvement Plan**

When utilizing the Performance Improvement Plan to prepare a program for improvement, it must clearly identify the member's problem area(s). It must include measurable objectives for improvement. It must also indicate a reasonable time frame within which the objectives are to be met. At the completion of the evaluation period, if the member's performance has not been corrected, additional disciplinary action should be taken. Each Performance Improvement Plan must be approved by the Battalion Chief or Division Coordinator.

### **Suspension, Demotion, or Dismissal**

Suspensions without pay, demotions, and dismissals are utilized as punitive, yet corrective measures taken for numerous repeated incidents of rule infractions or a single major infraction by a member. It is the responsibility of the supervisor to stabilize a situation in which immediate action is necessary. This may require relieving the member from duty (with pay) until a decision is made concerning the official action to be taken. Supervisors should not commit themselves to a particular form of disciplinary action prematurely. The Deputy Chief shall be notified when a Battalion Chief or Division Coordinator considers this action.

The Fire Chief will make a final recommendation to the Public Safety Commission concerning suspensions, demotions, or dismissal. This will ensure consistency in the administration of discipline throughout the department. The Deputy Chief shall be notified when an employee receives two written reprimands within a twelve month period or one that involves insubordination or dereliction of duty that affects the safety of the public or public safety personnel.

### **Formal Grievance Procedure**

See the City of Dalton Employee Handbook for grievance procedures, eligibility, and instructions.