



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, MARCH 28, 2023
8:30 AM
DALTON CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

1. Fire Department - Personnel Matters
 1. Promotion-Danny Arthur Engineer
 2. Firefighter of the Year-Lieutenant Gary Stanley

Approval of Minutes

2. February 28, 2023

Police Department

3. Crime/Crash Statistics February 2023
4. Financial Statistics February 2023
5. Written Directives Review

Fire Department

6. Statistical Report for February, 2023
7. Financial Report for February, 2023
8. New SOG and SOP
 1. GP-4 Notification of Retirement
 2. GP-5 Prior Service Recruitment and Hiring
9. Reviewed SOG and SOP
 1. AO-1 Moving and Driving Fire Apparatus
 2. FO-18 Chief on Call
 3. SCBA-04 Daily PPE Inspection

Adjournment



Certificate of Promotion

ENGINEER

March 28, 2023

Greetings,

I am making a recommendation for the promotion of Firefighter Danny Arthur to the rank of Engineer. This promotion will fill the vacancy left by the retirement of Engineer Mark Richardson. Firefighter Arthur has met the required prerequisites set forth for the rank of Engineer.

Firefighter Arthur was employed with Dalton Fire Department in January 2013. Firefighter Arthur graduated from Murray County High School in 1999. Firefighter Arthur has been in the fire service in since joining Murray County Fire in 1998. He is an EMT-I and also holds several NPQ Certifications and Special Operations Certifications. According to his current Battalion Chief, Firefighter Arthur exhibits professionalism, knowledge, and a great attitude in anything he does. He also states Firefighter Arthur has not only completed the requirements for the position of Engineer, but also serves as one of the fill-in officers on his shift.

I would appreciate your support in recognizing Firefighter Danny Arthur with a promotion to the rank of Engineer.

Thank you all for your consideration.

Todd Pangle

Chief



Certificate of Recognition

2023 Firefighter of the Year

Gary Stanley

The Firefighter of the Year award, which recognizes one firefighter that exemplifies the true meaning of commitment and pride within an organization, has been decided through a vote by department members and awarded to Lieutenant Gary Stanley for 2023. Lieutenant Stanley began his career with the City of Dalton Fire Department in April of 1999. Over the last 24 years, he has tirelessly positioned himself to become an officer at Dalton Fire Department through training and professional development. Lieutenant Stanley is a veteran of the United States Army and has always had the heart of a servant. Lieutenant Stanley was recently awarded a Certificate of Commendation for his life-saving efforts when he assisted a victim of a motor vehicle accident, which without his intervention, could have possibly perished as he was not breathing when Lieutenant Stanley reached him. Lieutenant Stanley serves as the Honor Guard Commander and represents our department at various functions in differing associated roles. It is for his commitment to the community, enthusiasm for the profession, and selfless acts that Gary has been chosen as the City of Dalton Fire Department's 2023 Firefighter of the Year.

3/28/2023

Date

Todd Pangle, Fire Chief

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
FEBRUARY 28, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Terry Mathis, Commissioners Bill Weaver, Alex Brown, Anthony Walker, Truman Whitfield, Fire Chief Todd Pangle, Police Chief Cliff Cason, Assistant Police Chief Chris Crossen, City Administrator Andrew Parker, HR Director Greg Batts, Special Counsel Jonathan Bledsoe, Council member Annalee Sams, and Attorney Jason Connell from the City Attorney's Office.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – Life Saving Award Presentation

Assistant Police Chief Chris Crossen presented the Life Saving Award to Lt. Michael Houck, Officer Steven Johnson, and Officer Keith Black for their outstanding work and leadership on December 12, 2022 where their efforts helped in the preservation of a life.

ELECTION OF OFFICERS

Chairman

On the motion of Commissioner Walker, second Commissioner Brown, Commissioner Truman Whitfield was nominated to be the Chairman of the Public Safety Commission of the City of Dalton for 2023. The vote was unanimous in favor.

Secretary

On the motion of Commissioner Mathis, second Commissioner Brown, Commissioner Anthony Walker was nominated to be Secretary of the Public Safety Commission of the City of Dalton for 2023. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for January 24, 2023. On the motion of Commissioner Brown, second Commissioner Mathis, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for January 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of January 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 2.3% lower and Part II crimes are approximately 11.9% lower when compared to the past 5-year average. Chief Cason further reported there were 131 non-private property crashes reported for the month and non-injury crashes decreased over the previous month.

On the motion of Commissioner Brown, second Commissioner Walker, 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 January 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of January 2023. Chief Cason reported the department has expended 9.6% of their budget, and are on track for the remainder of the FY 2023.

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

POLICE DEPARTMENT

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Written Directive Review

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

- 4.6 Search of Motor Vehicles
- 7.1 Crime Scenes
- 7.9 Overt Electronic Recording and Monitoring
- 7.13 Polygraph Examination Procedures

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

Police Department Property Transfer

On the motion of Commissioner Mathis, second Commissioner Brown, the Commission approved the following Police Department Property transfers:

- 2002 Enclosed Trailer transfer to the Dalton Parks and Recreation Department
- Two (2) 2015 Ford Interceptor Sedans transfer to the Northwest Georgia College and Career Academy Law Enforcement Program

The transfer documents are a part of these minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

Monthly Statistical Report – January 2023

Fire Chief Todd Pangle presented the January 2023 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 299 Total Responses, an Injuries and Property Report, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – January 2023

Fire Chief Todd Pangle presented the Financial Report for the month of January 2023 to the Commission. Chief Pangle stated the department has expended 6% their budget, and are on track for the remainder of the FY 2023.

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

New Standard Operating Procedures (SOP)

On the motion of Commissioner Brown, second Commissioner Weaver, the Commission approved the following SOPs.

- SOP T-4 – Compensable Hours (Training)
- Training Class Approval Request

A copy of the new SOPs is a part of these minutes. The vote was unanimous in favor.

City Charter Updates – Q&A

Special Counsel Jonathan Bledsoe outlined the proposed City Charter with regards to the Public Safety Commission. City Administrator Andrew Parker and Council member Annalee Sams explained the proposed review changes will help streamline the procedures and responsibilities of City boards to be in line with Georgia Municipal Association (GMA) standards.

After a lengthy discussion, the Public Safety Commission expressed their ability to hire the Police and Fire Chief provides a buffer of safety for the citizens and keeps politics out of the process. Furthermore, the Commissioners have always solicited the assistance of the City's Human Resources Director. Council member Sams hopes to find a middle ground with regards to the proposed changes. No motion was made.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:03 a.m.

Truman Whitfield, Chairman

ATTEST:

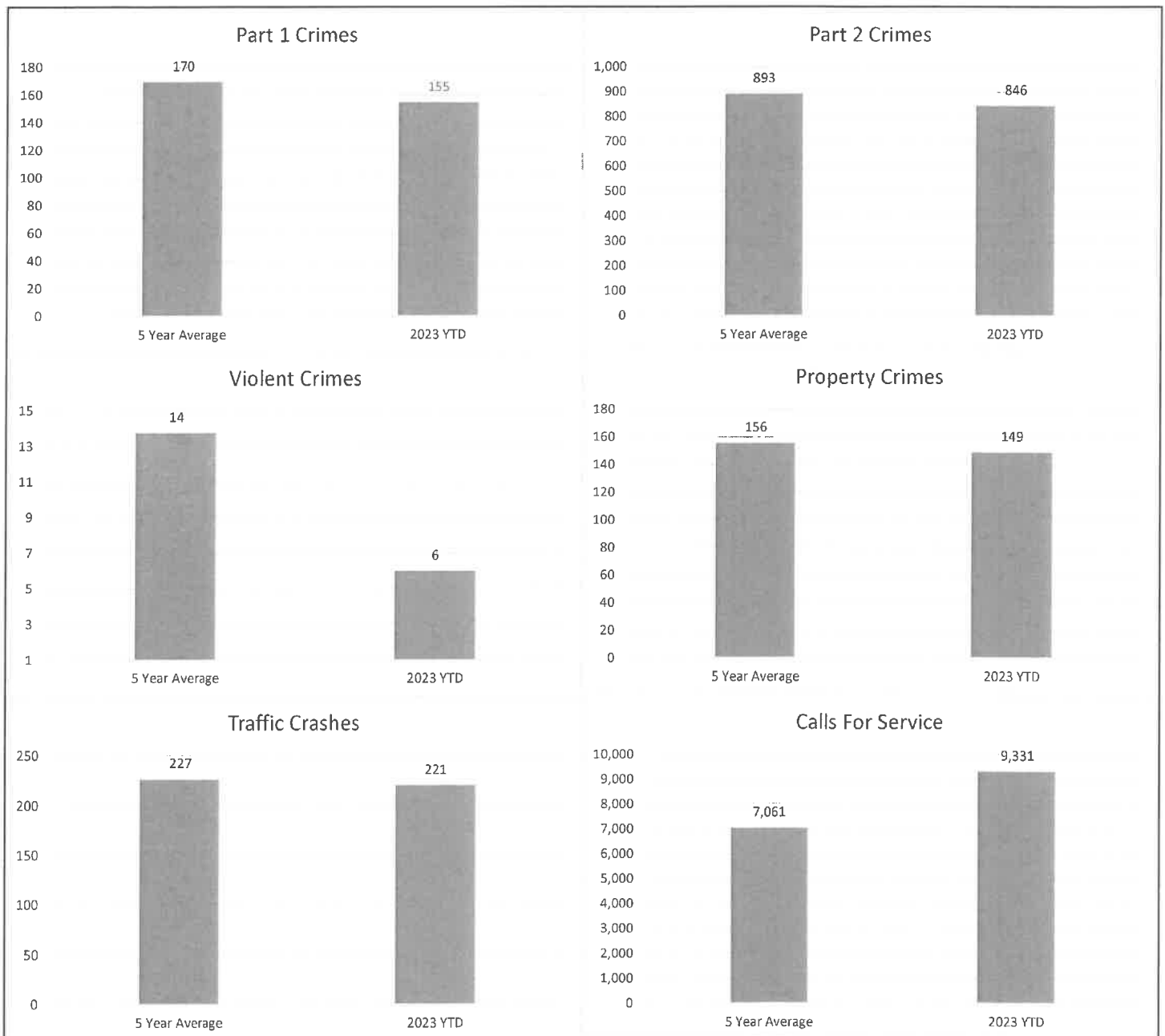
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 28, 2023**

Summary of Data and Crime Statistics for February 2023

General


















The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 8.7% lower than the five-year average. Part 2 crimes have decreased by approximately 5.3% during the same time. Property crimes show a decrease of approximately 4.5% from the five-year average. Violent crimes show a decrease of approximately 56.5% when compared to the five-year average. Traffic crashes are approximately 2.6% lower than the five-year average. Calls for service show an increase of approximately 32.2% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 28, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023

February 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	173	154	166	118	155	
Homicides	0	0	0	0	0	
Rape	3	3	4	0	2	
Robbery	1	3	1	3	0	
Aggravated Assault	4	12	14	8	4	
Violent Crime Totals	8	18	19	11	6	
Burglary	20	13	13	11	9	
Larceny-Theft	136	115	111	88	133	
Motor Vehicle Theft	9	8	23	8	7	
Arson	0	0	0	0	0	
Property Crime Totals	165	136	147	107	149	
Violent Crime Clearance	150%	83%	53%	155%	67%	
Property Crime Clearance	46%	40%	51%	47%	52%	
Part I Arrests	73	62	62	46	51	
Citations	2,960	2,529	1,744	2,020	3,360	
Calls for Service	7,747	8,137	6,277	6,294	9,331	
Traffic Crashes	227	236	214	214	221	

Analysis

In the year to date 2023 there have been 155 Part 1 crimes reported, compared to 118 in 2022. Traffic crashes have increased approximately 3.3% from 2022. Calls for service have increased by approximately 48.25% from 2022.

There have been 6 violent crimes reported 2023 YTD compared to 11 reported violent crimes 2022 YTD. There have been 4 aggravated assaults reported in 2023 compared to 8 in 2022. Year to date property crimes have shown an increase of approximately 39.3% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers slightly higher than the average of 132. Violent crime numbers are lower than the five-year average of 12.2.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 28, 2023**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	2/23	2/22	YTD	YTD	2/23	2/22	YTD	YTD	2/23	2/22	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	2	0	1	0	1	0	0	0	0	0
Robbery	0	0	0	3	0	0	0	14	0	0	0	14
Aggravated Assault	3	2	4	8	1	1	3	3	0	1	2	2
Burglary	4	4	9	11	3	0	5	2	1	0	2	1
Larceny - Theft	63	48	133	88	38	19	70	46	26	12	45	29
Motor Vehicle Theft	1	6	7	8	1	1	2	2	0	0	1	0
Arson	0	0	0	0	0	0	1	0	0	0	1	0
PART I SUBTOTAL	72	60	155	118	44	21	82	67	27	13	51	46
Part II Offenses												
Other Assaults - not agg.	25	24	52	58	24	19	47	47	15	13	28	32
Forgery/Counterfeiting	13	4	18	15	4	2	8	6	2	1	6	5
Fraud	26	20	37	36	6	1	8	5	6	1	7	4
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	0	1	1	3	0	0	0	2	0	0	0	2
Vandalism	21	27	42	42	5	10	10	15	4	7	8	10
Weapons Violations	1	11	7	14	0	8	9	10	0	8	9	10
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	2	6	6	7	0	0	2	5	0	0	1	0
Drug Sales	2	5	9	6	1	4	8	5	1	4	8	4
Drug Possession	21	24	49	41	21	16	45	35	16	13	33	28
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	4	1	7	4	3	0	6	2	2	0	5	2
Liquor Violations	5	13	11	18	4	15	9	18	4	15	9	18
Drunkenness	11	13	17	25	12	12	18	23	12	12	18	23
Other Disorderly Conduct	13	11	28	22	15	11	31	24	10	8	23	18
Curfew Violations	3	2	4	2	4	0	5	0	4	0	4	0
All Other Offenses	263	219	521	443	305	256	650	511	287	223	607	456
DUI	17	21	37	33	17	20	37	32	17	20	37	32
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	427	402	846	769	421	374	893	740	380	325	803	644
PART I AND II TOTAL	499	462	1001	887	465	395	975	807	407	338	854	690
Crashes	2023 2022				Enforcement				2023 2022			
	2/23	2/22	YTD	YTD					2/23	2/22	YTD	YTD
Public Roadway	90	126	221	214					627	529	1,339	1,171
									903	329	2,021	849
911 Calls	4,373	2,965	9,331	6,294					1,530	858	3,360	2,020

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 28, 2023**

January 2023 Crash Statistics

In February 2023 there were 90 non-private property crashes reported. Non-injury and injury crashes decreased compared to the previous month. Angle and rear end crashes were the most prevalent during February 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury and injury crashes in February 2023.

February 2023 Crash Statistics						
Total Crashes	February 2023	January 2023	Change	YTD 2023	YTD 2022	Change
	131	131	0.0%	131	88	48.9%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	22	15	7	0	0	5
Total Injuries	28					
DUI Crashes	Speed Crashes	Distracted Crashes	Following Too Closely Crashes			
4	6	10	15			
Day of the Week	Total		Time of Day	Total		
Monday	7		0000 - 0559	1		
Tuesday	19		0600 - 0859	10		
Wednesday	12		0900 - 1059	6		
Thursday	21		1100 - 1359	22		
Friday	6		1400 - 1559	14		
Saturday	14		1600 - 1859	23		
Sunday	11		1900 - 2159	7		
			2200 - 2359	7		
Collision Type	Total		Contributing Factors	Total		
Angle	32		Following Too Closely	15		
Rear End	25		Changed Lanes Improperly	15		
Sideswipe - Same Direction	18		Failure to Yield	12		
Collision with an Object	12		Distracted	10		
Sideswipe - Opposite Direction	2		Improper Turn	8		
Head On	1					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	12	9.2%	4	14.3%		
Tibbs Rd	10	7.6%	3	10.7%		
Glenwood Ave	9	6.9%	2	7.1%		
Thornton Ave	6	4.6%	0	0.0%		
Chattanooga Rd	5	3.8%	0	0.0%		
Selective Enforcement Details	Locations	Total Details	Violations			
February 2022	Glenwood Ave, Walnut Ave, MLK Jr	24	205			

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 28, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR FEBRUARY 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 16% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2023 goals and meet the needs of the department.

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
321000 PD ADMINISTRATION								
321000	511100	WAGES - REGULAR	477,000	0	477,000	81,897.45	395,102.55	17.2%
321000	511300	WAGES - OVERTIME	1,700	0	1,700	27.82	1,672.18	1.6%
321000	512100	GROUP INSURANCE	38,780	0	38,780	5,836.02	32,943.98	15.0%
321000	512200	FICA & MEDICARE	37,000	0	37,000	6,834.90	30,165.10	18.5%
321000	512401	RETIREMENT DCP	14,940	0	14,940	2,719.41	12,220.59	18.2%
321000	512402	RETIREMENT DBP	40,250	0	40,250	7,680.93	32,569.07	19.1%
321000	512403	RETIREMENT STATE	1,200	0	1,200	300.00	900.00	25.0%
321000	512700	WORKERS COMPENSAT	10,100	0	10,100	842.83	9,257.17	8.3%
321000	512900	OTHER EMPLOYEE BE	3,750	0	3,750	700.13	3,049.87	18.7%
321000	512915	CLEANING ALLOWANC	1,800	0	1,800	90.25	1,657.50	7.9%
321000	512916	CLOTHING ALLOWANC	1,800	0	1,800	0.00	1,800.00	0.0%
321000	521210	PROFESSIONAL - LE	20,000	0	20,000	677.50	19,322.50	3.4%
321000	521300	TECHNICAL CONTRAC	4,000	0	4,000	0.00	4,000.00	0.0%
321000	522220	EQUIPMENT MAINT &	5,000	0	5,000	0.00	5,000.00	0.0%
321000	522230	VEHICLE REPAIRS &	4,000	0	4,000	776.00	3,224.00	19.4%
321000	522320	RENTAL - EQUIPMEN	9,000	0	9,000	916.67	8,083.33	10.2%
321000	523100	INSURANCE COMMERC	118,000	0	118,000	0.00	118,000.00	0.0%
321000	523200	COMMUNICATIONS	50,000	0	50,000	8,197.87	41,802.13	16.4%
321000	523210	POSTAGE	3,500	0	3,500	139.75	3,276.88	6.4%
321000	523400	PRINTING & BINDIN	9,000	0	9,000	1,237.00	1,658.60	44.7%
321000	523500	TRAVEL	4,000	0	4,000	1,503.65	7,496.35	16.7%
321000	523600	DUES & FEES	4,000	0	4,000	820.00	3,180.00	20.5%
321000	523630	RADIO SUBSCRIBER F	27,000	0	27,000	23,155.20	3,844.80	85.8%
321000	523700	TRAINING & EDUCAT	7,500	0	7,500	765.00	6,735.00	10.2%
321000	523850	CONTRACT LABOR	5,400	0	5,400	8,907.57	13,492.43	39.8%
321000	523920	SOFTWARE LICENSES	177,900	0	177,900	94,920.69	82,768.73	53.5%
321000	531100	SUPPLIES - OFFICE	800	0	800	72.17	727.83	9.0%
321000	531250	OTL	2,000	0	2,000	25.99	1,974.01	1.3%
321000	531270	GASOLINE	1,000	0	1,000	0.00	1,000.00	0.0%
321000	531300	MEALS - FOOD	6,000	0	6,000	1,089.44	4,910.56	18.2%
321000	531600	SMALL EQUIPMENT <	1,400	0	1,400	0.00	2,000.00	0.0%
321000	531700	OTHER SUPPLIES	2,000	0	2,000	172.53	1,827.47	8.6%
TOTAL PD ADMINISTRATION		1,090,820	17,000	1,107,820	251,706.77	450.60	855,662.63	22.8%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMTS	BUDGET	EXPENDED		BUDGET	USED
322100 PD CRIMINAL INVESTIGATION DIV								
322100	511100	WAGES - REGULAR	1,092,350	0	1,092,350	171,066.59	921,283.41	15.7%
322100	511300	WAGES - OVERTIME	48,700	0	48,700	936.64	47,763.36	1.9%
322100	512100	GROUP INSURANCE	212,400	0	212,400	38,499.37	173,900.63	18.1%
322100	512200	FICA & MEDICARE	87,300	0	87,300	13,803.29	73,494.71	15.8%
322100	512401	RETIREMENT DCP	78,500	0	78,500	10,590.10	67,909.90	13.5%
322100	512402	RETIREMENT DBP	44,500	0	44,500	10,667.37	33,832.63	24.0%
322100	512403	RETIREMENT STATE	4,500	0	4,500	1,000.00	3,500.00	22.2%
322100	512700	WORKERS COMPENSAT	28,680	0	28,680	2,243.17	26,436.83	7.8%
322100	512900	OTHER EMPLOYEE BE	6,800	0	6,800	1,492.04	5,307.96	21.9%
322100	512915	CLEANING ALLOWANC	4,000	0	4,000	316.25	3,683.75	17.2%
322100	512916	CLOTHING ALLOWANC	9,000	0	9,000	186.21	8,813.79	5.3%
322100	522220	EQUIPMENT MAINT &	3,500	0	3,500	3,079.83	3,920.17	44.0%
322100	522230	VEHICLE REPAIRS &	7,000	0	7,000	3,758.48	10,641.52	26.1%
322100	523500	TRAVEL	14,400	0	14,400	3,758.48	10,641.52	26.1%
322100	523600	DUES & FEES	5,500	0	5,500	0.00	5,500.00	0.0%
322100	523700	TRAINING & EDUCAT	14,400	0	14,400	4,649.00	9,751.00	36.5%
322100	523900	PEPI OTHER PURCHAS	25,000	0	25,000	568.93	2,931.07	16.3%
322100	531100	SUPPLIES - GENERA	3,500	0	3,500	1,260.43	2,239.57	31.5%
322100	531110	SUPPLIES - OFFICE	4,000	0	4,000	0.00	4,000.00	0.0%
322100	531250	OTL	3,400	0	3,400	2,559.45	15,894.48	14.1%
322100	531270	GASOLINE	18,500	0	18,500	0.00	18,500.00	0.0%
322100	531300	MEALS - FOOD	5,000	0	5,000	233.26	4,766.74	7.6%
322100	531700	OTHER SUPPLIES	14,400	0	14,400	7,900.00	6,500.00	54.9%
322100	542400	COMPUTERS & COMPU	14,400	0	14,400	0.00	14,400.00	0.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,736,030	0	1,736,030	274,812.41	1,164.97	1,460,052.62	15.9%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING ORIGINAL APPROP TRANFRS/ ADJSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

322300 PD PATROL

322300	511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	611,860.71	.00	3,351,839.29	15.4%
322300	511300	WAGES - OVERTIME	67,800	0	67,800	13,911.31	.00	53,888.69	20.5%
322300	512100	GROUP INSURANCE	611,670	0	611,670	119,521.33	.00	492,148.67	19.5%
322300	512200	FICA & MEDICARE	309,750	0	309,750	51,058.33	.00	258,691.67	16.5%
322300	512401	RETIREMENT DCP	352,600	0	352,600	57,819.63	.00	294,780.37	16.4%
322300	512402	RETIREMENT DBP	60,800	0	60,800	7,928.21	.00	52,873.79	13.0%
322300	512700	RETIREMENT STATE	21,500	0	21,500	4,250.00	.00	17,250.00	19.8%
322300	512900	WORKERS COMPENSAT	121,380	0	121,380	9,788.92	.00	111,591.08	8.1%
322300	512915	OTHER EMPLOYEE BE	25,400	0	25,400	5,457.21	.00	19,942.79	21.5%
322300	522220	CLEANING ALLOWANC	10,000	0	10,000	1,122.26	.00	8,560.25	14.4%
322300	522230	EQUIPMENT MAINT &	11,500	0	11,500	6,869.02	.00	10,377.74	9.8%
322300	522230	VEHICLE REPAIRS &	48,000	0	48,000	8,936.74	2,585.20	38,545.78	19.7%
322300	522230	SHOP VEHICLE EXP -	128,000	0	128,000	17,306.74	.00	110,693.26	13.5%
322300	523500	TRAVEL	64,500	0	64,500	8,390.10	1,524.04	53,983.86	16.3%
322300	523600	DUES & FEES	3,800	0	3,800	390.00	40.00	3,370.00	11.3%
322300	523700	TRAINING & EDUCAT	44,000	0	44,000	9,694.74	.00	33,705.26	23.4%
322300	531100	SUPPLIES - GENERA	5,500	0	5,500	1,424.01	.00	4,075.99	25.9%
322300	531110	SUPPLIES - OFFICE	3,000	0	3,000	437.78	.00	2,562.22	14.6%
322300	531120	UNITFORMS	64,000	0	64,000	4,680.88	206.00	59,113.12	7.6%
322300	531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300	531270	GASOLINE	175,000	0	175,000	26,174.40	129.34	148,696.26	15.0%
322300	531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300	531600	SMALL EQUIPMENT	35,295	0	35,295	12,613.74	.00	22,681.26	35.7%
322300	531700	OTHER SUPPLIES	5,000	0	5,000	.00	75.00	4,925.00	1.5%
TOTAL PD PATROL			6,154,195	-17,000	6,137,195	972,046.82	5,851.83	5,159,296.35	15.9%

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2023 99

ACCOUNTS FOR:		ORIGINAL		TRANSFRS/		REVISED		YTD EXPENDED		ENCUMBRANCES		AVAILABLE		PCT	
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTM	BUDGET	BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	BUDGET	USED					
322400 PD SUPPORT SERVICES															
322400	511100	WAGES - REGULAR	687,750	0	687,750	126,564.63	.00	561,185.37	18.4%						
322400	511200	WAGES - PART TIME	12,000	0	12,000	211.00	.00	12,000.00	.0%						
322400	511300	WAGES - OVERTIME	11,375	0	11,375	27,371.29	.00	11,163.59	1.9%						
322400	512100	GROUP INSURANCE	162,720	0	162,720	10,097.20	.00	133,348.71	16.8%						
322400	512200	FICA & MEDICARE	54,400	0	54,400	6,330.71	.00	44,302.80	18.6%						
322400	512401	RETIREMENT DCP	40,300	0	40,300	8,657.82	.00	33,969.29	15.7%						
322400	512402	RETIREMENT DBP	37,000	0	37,000	325.00	.00	28,342.18	23.4%						
322400	512403	RETIREMENT STATE	1,200	0	1,200	819.25	.00	873.00	27.1%						
322400	512700	WORKERS COMPENSAT	21,840	0	21,840	953.05	.00	20,020.75	8.3%						
322400	512900	OTHER EMPLOYEE BE	4,200	0	4,200	76.00	.00	3,246.95	22.7%						
322400	512915	CLEANING ALLOWANC	2,400	0	2,400	.00	.00	2,324.00	3.2%						
322400	512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%						
322400	521300	TECHNICAL CONTRAC	18,500	0	18,500	787.25	.00	17,712.75	4.3%						
322400	522140	LAWN CARE CONTRAC	13,500	0	13,500	1,475.25	.00	11,337.75	16.0%						
322400	522210	BUILDING REPAIRS	40,000	0	40,000	7,853.22	662.30	31,484.48	21.3%						
322400	522230	VEHICLE REPAIRS &	3,000	0	3,000	.00	125.00	2,875.00	4.2%						
322400	523500	TRAVEL	21,000	0	21,000	159.00	81.00	20,760.00	1.1%						
322400	523600	DUES & FEES	2,700	0	2,700	9.95	.00	2,105.00	22.0%						
322400	523620	CREDIT CARD & BAN	450	0	450	9.95	.00	440.05	2.2%						
322400	523700	TRAINING & EDUCAT	21,000	0	21,000	1,541.15	.00	19,458.85	7.3%						
322400	531100	SUPPLIES - GENERA	3,500	0	3,500	212.15	.00	3,350.33	4.3%						
322400	531110	SUPPLIES - OFFICE	4,000	0	4,000	180.00	.00	3,820.00	6.6%						
322400	531120	UNIFORMS	2,500	0	2,500	.00	.00	2,500.00	4.5%						
322400	531150	SUPPLIES - GROUND	28,000	0	28,000	1,299.79	29.58	26,670.63	4.7%						
322400	531155	UTILITIES	62,500	0	62,500	9,285.38	.00	53,214.62	14.9%						
322400	531200	OIL	8,000	0	8,000	.00	.00	300.00	.0%						
322400	531250	GASOLINE	500	0	500	1,026.29	.00	6,973.71	12.8%						
322400	531270	MEALS - FOOD	14,000	0	14,000	299.63	.00	14,000.00	59.9%						
322400	531300	OTHER SUPPLIES				.00	.00		.0%						
TOTAL PD SUPPORT SERVICES			1,282,435	0	1,282,435	207,280.09	1,584.88	1,073,570.03	16.3%						

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
322600 CUSTODY OF PRISONERS								
322600	523900 OTHER PURCHASED S	105,000	0	105,000	7,706.70	.00	97,293.30	7.3%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	7,706.70	.00	97,293.30	7.3%
	TOTAL GENERAL FUND - OPERATING	10,368,480	0	10,368,480	1,713,552.79	9,052.28	8,645,874.93	16.6%
	TOTAL EXPENSES	10,368,480	0	10,368,480	1,713,552.79	9,052.28	8,645,874.93	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99							
	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	0	10,368,480	1,713,552.79	9,052.28	8,645,874.93	16.6%
** END OF REPORT - Generated by Martha Lopez **							

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99									
ACCOUNTS FOR:									
0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
210001 REVENUES									
210001	351320 STATE CASH CONFISC	-50,000	0	-50,000	-2,741.00	.00	-47,259.00	5.5%	
210001	361400 STATE INTEREST INC	-250	0	-250	-321.93	.00	71.93	128.8%	
210001	361400 TREAS INTEREST TRE	-50	0	-50	-52.69	.00	2.69	105.4%	
210001	392100 STATE SALE OF ASSE	-6,000	0	-6,000	.00	.00	-6,000.00	.0%	
TOTAL REVENUES		-56,300	0	-56,300	-3,115.62	.00	-53,184.38	5.5%	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0210	CONFISCATED ASSETS	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL
210415 EXPENDITURES								
210415	521100 STATE OFFICIAL/ADM	4,500	0	4,500	438.10	.00	4,061.90	9.7%
210415	523200 STATE COMMUNICATIO	23,000	0	23,000	3,251.33	.00	19,748.67	14.1%
210415	523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415	523700 STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415	531600 STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415	531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415	531700 STATE OTHER SUPPLI	500	0	500	286.00	.00	214.00	57.2%
TOTAL EXPENDITURES		65,600	0	65,600	3,975.43	.00	61,624.57	6.1%
TOTAL CONFISCATED ASSETS		9,300	0	9,300	859.81	.00	8,440.19	9.2%
TOTAL REVENUES		-56,300	0	-56,300	-3,115.62	.00	-53,184.38	
TOTAL EXPENSES		65,600	0	65,600	3,975.43	.00	61,624.57	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	859.81	.00	8,440.19	9.2%

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

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99									
ACCOUNTS FOR:									
0370	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
370001 REVENUES									
370001	INTEREST INCOME	0	0	0	-8,928.24	.00	8,928.24	100.0%	
TOTAL REVENUES		0	0	0	-8,928.24	.00	8,928.24	100.0%	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL
370002 OTHER FINANCING SOURCES								
370002	SALE OF ASSETS (G	0	0	0	-9,515.10	.00	9,515.10	100.0%
	TOTAL OTHER FINANCING SOURCES	0	0	0	-9,515.10	.00	9,515.10	100.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL
370005 EXPENDITURES								
370005	522210 350 FACILITY REPAIR	0	239,860	239,860	8,325.66	210,766.80	20,767.54	91.3%
370005	522210 610 FACILITY REPAIR	0	10,990	10,990	.00	.00	10,990.00	.0%
370005	522240 610 SITE REPAIRS &	0	132,000	132,000	.00	.00	132,000.00	.0%
370005	523600 DUES & FEES	0	0	0	1,217.85	.00	-1,217.85	100.0%
370005	531600 610 SMALL EQUIPMEN	0	18,550	18,550	.00	.00	18,550.00	.0%
370005	541200 610 SITE IMPROVEME	0	1,616,000	1,616,000	.00	1,248,426.00	367,574.00	77.3%
370005	541300 610 BUILDINGS & BU	0	225,000	225,000	.00	349,359.73	-124,359.73	155.3%
370005	541400 132 INFRASTRUCTURE	0	149,725	149,725	81,100.00	.00	68,625.00	54.2%
370005	542200 132 VEHICLES	0	6,810	6,810	.00	.00	6,810.00	.0%
370005	542200 350 VEHICLES FD	0	65,000	65,000	.00	58,305.00	6,695.00	89.7%
370005	542200 610 VEHICLES	0	375	375	.00	.00	375.00	.0%
370005	542400 153 COMPUTERS & CO	0	151,200	151,200	22.63	.00	151,177.37	.0%
370005	542500 132 OTHER EQUIPMEN	0	3,890	3,890	5,894.83	.00	-2,004.83	151.5%
370005	542500 154 OTHER EQUIPMEN	0	100,000	100,000	.00	69,408.77	30,591.23	69.4%
TOTAL EXPENDITURES		0	2,719,400	2,719,400	96,560.97	1,936,266.30	686,572.73	74.8%
TOTAL CAPITAL ACQUISITION FUND		0	2,719,400	2,719,400	78,117.63	1,936,266.30	705,016.07	74.1%
TOTAL REVENUES		0	0	0	-18,443.34	18,443.34		
TOTAL EXPENSES		0	2,719,400	2,719,400	96,560.97	1,936,266.30	686,572.73	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	2,719,400	2,719,400	78,117.63	1,936,266.30	705,016.07	74.1%

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

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

DATE	392100 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 388900 (POLICY):					I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports				PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME				
CUM	0.00	510.00	550.00	1150.00	0.00	275.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	2490.00
FEBRUARY																
2/1/2023	180.00	120.00		825.00		75.00										1200.00
2/2/2023	108.00	15.00														123.00
2/3/2023	407.61	45.00														452.61
2/6/2023	112.50															112.50
2/7/2023	70.12	30.00		150.00		50.00										300.12
2/8/2023				150.00		25.00										175.00
2/9/2023		45.00														45.00
2/10/2023	56.25	115.00														171.25
2/13/2023	124.87	15.00		100.00												239.87
2/14/2023		75.00														75.00
2/15/2023						25.00										25.00
2/16/2023		165.00				25.00										190.00
2/20/2023		80.00														80.00
2/21/2023		75.00				50.00										125.00
2/22/2023		60.00	560.00	825.00												1445.00
2/23/2023		30.00														30.00
2/24/2023		45.00														45.00
2/27/2023		60.00		100.00												160.00
FEBRUARY	1059.35	955.00	560.00	2150.00	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4974.35
CUM	1059.35	1465.00	1110.00	3300.00	0.00	525.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	7464.35
JUSTICE - Federal Forfeiture Funds:																
			0.00													
TREASURY - Federal Forfeiture Funds:																
			27,627.27													
State Drug Seizure Funds:																
			167,321.17													
GOV DEALS / SALE OF ASSETS / PHONES/OTHER																
2/1/2023	\$180.00			Ninja Blender & Cookware Set												
2/2/2023	\$108.00			Misc. Men's Clothing & Electric Toothbrushes												
2/3/2023	\$259.87			Kitchen Aid Mixer												
2/3/2023	\$75.37			2 Ozark Trail Coolers												
2/3/2023	\$72.37			2 Ozark Trail Coolers												
2/6/2023	\$112.50			Preacher Curl Bench												
2/7/2023	\$70.12			Folding Wagon, Metal Trash Can & Outdoor Speaker												
2/10/2023	\$56.25			Twin Size Air Mattress & Full/Queen Size Comforter Set												
2/13/2023	\$124.87			Leg Curl / Leg Extension Bench												

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	167,927.96
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,280.33
1/31/2023		Interest Credit	388.79		166,050.33
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,439.12
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,231.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,149.62
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,083.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.02
2/27/2023		Cadwell Seizure	666.00		166,001.11
2/27/2023		Faulkenberry Seizure	2,075.00		166,667.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,742.11
2/27/2023	PO 21230007	AT&T Dec 29 - Jan 28 Cell Phones		1,645.22	168,686.11
2/28/2023		Interest Credit	280.28		167,040.89
					167,321.17

[illegible]

**Federal Forfeitures Fund
Treasury Funds**

[illegible]

To: Public Safety Commission
From: Chief Cliff Cason
Date: March 20, 2023
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
4.11		<u>Transport and Restraint of Prisoners</u>
	1	Updated Revision and Re-evaluation dates
	4	Section II – Rewording
4.12		<u>Report Writting</u>
	1	Updated Revision and Re-evaluation dates
4.13		<u>Traffic Enforcement and Direction</u>
	1	Updated Revision and Re-evaluation dates
	2	Section III – Rewording
	5	Section VI – New Item (D)(3)(c)
	6	Section VII – New Item (C)
7.5		<u>Missing Persons</u>
	1	Updated Revision and Re-evaluation dates
	5	Section IV – New Language (B)(7)
	11	Section VI – New Item (B)(5)

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO91-4.11
Subject Transport and Restraint of Prisoners			
Reference CALEA Standards - 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5, 70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.3.3, 70.5.1, 71.1.1		Revised April 27, 2024 March 28, 2023	
Distribution All Personnel	Re-evaluation Date April 2023 March 2025		No. Pages 13

I. Policy

The policy of the Dalton Police Department is to transport and restrain all prisoners in a manner that shall adequately provide for the safety and security of prisoners, the transporting Officer(s), and the general public.

II. Transport Operations

A. Search of Prisoners

1. All adults and juveniles shall be searched prior to being transported and each time they come into the transporting Officer's custody.
2. Whenever practical, adults and juveniles shall be searched by an Officer of the same gender.

B. Transportation Vehicles

1. Marked patrol vehicles, which have had the rear passenger door compartments modified to transport prisoners, shall be the preferred mode of transportation for all arrested persons.
 - a. These vehicles have a safety cage to separate the driver and prisoner.
 - b. Rear door windows and rear door handles (inside) have been rendered inoperative for security reasons.
2. Non-caged vehicles shall not be used for prisoner transportation unless authorized by a Supervisor. When so authorized, extra caution shall be exercised by the transporting Officers to ensure the security and safety of both the prisoner and the Officers.

C. Search / Inspections of Transportation Vehicles

RESTRICTED LAW ENFORCEMENT DATA

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

1. Any vehicle that may be used to transport a prisoner shall be examined at the beginning of each watch, prior to use, to assure the vehicle is safe and good operating condition, including fuel and oil levels, and properly equipped with operable emergency equipment. The passenger compartment shall be thoroughly searched for contraband, weapons, and / or other items.
 2. Prior to transporting a prisoner, the Officer(s) shall ensure the vehicle has been properly searched. In addition, the vehicle shall be searched after a prisoner has been transported. These searches shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and / or other items into the passenger compartment.
 3. Investigators shall be responsible for inspection and examination of any unmarked unit, prior to use, to ensure the vehicle is in safe operating condition and has appropriate and operable emergency equipment.
- D. Officer safety and prisoner security shall be ensured by adhering to the following guidelines for seating arrangements in transport vehicles (See Appendix A).
1. No more than two (2) prisoners shall be transported in the back seat of any police vehicle with a prisoner shield or cage.
 2. No more than one (1) prisoner, by no fewer than two (2) Officers, shall be transported when using a police vehicle without a prisoner shield or cage.
 3. Specific seating arrangements of Officers in relation to prisoners are diagrammed in Appendix A of this order to ensure the continuous observation of prisoners.
- E. Observation of Prisoners by Transporting Officers
1. All prisoners shall be kept under observation while being transported. This will help to reduce the opportunity of attack or escape.
 2. Exceptions – Officers shall position themselves to prevent a prisoner's escape:
 - a. At medical facilities when medical practice prohibits an Officer's presence.
 - b. When toilet facilities are used by a prisoner of the opposite gender.
- F. Meals shall be provided to prisoners who are being transported for a long distance that would require several hours (e.g., six (6) hours or more). A restaurant shall be selected at random by the transporting Officer(s).
- G. Transporting Officers with a prisoner(s) in their custody shall not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and the risk to the prisoner(s) is minimal.

RESTRICTED LAW ENFORCEMENT DATA

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

1. Transporting Officers en route with a prisoner(s) shall only detour from their en route status to render aid and assistance in life-threatening situations or at the direction of a Supervisor.
 2. In no instance shall transporting Officers grant any request from the prisoner to stop at any location for any reason.
 3. The primary responsibility for transporting Officers shall always be the protective custody and safety of their prisoners.
- H. In the event a prisoner escapes while being transported, the following notifications, reports, and actions shall be initiated by the transporting Officer:
1. Notifications to be made of a prisoner escape while transporting:
 - a. Notify the Whitfield County 911 Center and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that will be undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the jurisdiction where the escape occurred.
 - c. Notify the Watch Commander.
 - d. The Watch Commander shall have the responsibility for the notification of the:
 - (1) Appropriate Division Commander
 - (2) Chief of Police
 2. A detailed incident report shall be prepared following the escape, and the appropriate Division Commander shall be made aware of the case number.
 3. Further actions to be taken:
 - a. Request the Whitfield County 911 Center send a BOLO message, if apprehension has not been made.

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- b. An administrative review shall be initiated by the appropriate Division Commander.
 - c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- I. Transporting Officers shall not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Upon arrival at the destination, an opportunity for the prisoner(s) to communicate with family, friends, and attorneys may be afforded.
- J. Arrival at Destination
 - 1. Whitfield County Jail (WCJ)
 - a. Transporting Officers who transport a prisoner via police vehicle shall utilize the prisoner sally port for access to the WCJ.
 - b. Transporting Officers shall secure their firearm(s) in ~~the~~ a weapons ~~lockers~~ locker, the trunk of their vehicle, or the rack mounted inside of their vehicle prior to entering the booking area.
 - c. Prisoners shall be taken to the booking area to be processed by WCJ booking staff.
 - d. Transporting Officers shall deliver all pertinent documents to the WCJ booking staff.
 - e. Transporting Officers shall notify the receiving facility of any potential medical or security risks posed by the prisoner.
 - f. WCJ booking staff shall remove the restraints when necessary for prisoner processing and prior to placing the prisoner in a cell.
 - g. Transporting Officers shall document the transfer of custody in the Department's Records Management System.
 - 2. Officers engaged in a prisoner transport at other agencies shall:
 - a. Comply with standard operating procedures pertaining to the policies of the Dalton Police Department.
 - b. Comply with the policies, procedures, rules, and regulations of the other jurisdiction while at their facility.
 - c. Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.
 - d. Deliver all pertinent documents, including those that accompany the prisoner, to the receiving Officer.

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- e. Notify the receiving facility of any potential medical or security risks posed by the prisoner.
- f. Ensure that the prisoner's property is properly transferred.
- g. Document the transfer of custody in the Department's Records Management System.

K. Prisoners Taken to a Medical Facility

1. Transportation

- a. A prisoner requiring medical attention shall be transported to the hospital.
- b. In emergency situations, in which the prisoner is injured and in the Officer's judgment that it would be better to transport the prisoner via ambulance, an ambulance shall be requested.
- c. The Officer may also transport a prisoner via a police vehicle in emergency situations.

2. Security when Transporting Prisoners via Ambulance

- a. The prisoner shall be placed in restraining devices (handcuffs, stretcher restraints, straitjacket, etc.). Exception: Medical staff or paramedics may need freedom of movement for examinations or treatment or other unforeseen circumstances.
- b. An Officer may ride in the ambulance with the prisoner. The Supervisor may determine whether the Officer who rides in the ambulance will remain armed.
- c. An Officer(s) may be assigned by a Supervisor to follow the ambulance in a police vehicle. The Officer(s) assigned to follow the ambulance should be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

3. Arrival at facility

- a. Upon arrival, the Officer shall notify the medical staff of any potential medical or security risks posed.
- b. Officers shall turn over any applicable paperwork, if needed.
- c. Officers shall properly maintain custody of their authorized weapons and prevent the prisoner from having access to weapons.

4. Treatment, Examination, or Admission

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When a prisoner is transported to a medical facility to be treated, the Officer shall notify his / her Supervisor. The following are only guidelines, and the Supervisor may take other actions as he / she feels necessary based on the circumstances present.

- a. The Officer may release the prisoner by issuance of a citation with a notice to appear in court.
- b. The Officer may remain at the hospital with the prisoner while he / she receives medical treatment. If the Officer remains at the hospital, the prisoner shall be under police guard at all times. Depending on the nature of the injury, it shall be at the discretion of the Officer as to whether a prisoner will be restrained and by what means.
- c. If a prisoner is admitted for treatment, the transporting Officer may advise the hospital's admitting office and security to place a "HOLD" on the prisoner and to contact the Whitfield County 911 Center when they are ready to release the prisoner so that pickup can be arranged. This procedure may be followed for minor offenses.
- d. If a prisoner is admitted to the hospital and a "HOLD" is placed on the prisoner, a report shall be made. The report shall contain the subject's name and charges to be made on the subject so that the arresting Officer will not have to be contacted later to determine what charges should be made.
- e. If the prisoner is admitted to the hospital and twenty-four (24) hour coverage is needed, the Watch Commander shall ensure that the Officer assigned to guard the prisoner is checked on periodically and is relieved as necessary.
- f. Upon release of the prisoner from the medical facility, all instructions for future treatment and medication shall be obtained in writing and given to WCJ booking staff during the booking process.

III. **Special Transport Situations**

A. Adult Prisoners

1. Male and female prisoners shall not be transported in the same vehicle unless they are codefendants in the same case and the transport will not jeopardize the investigation.
2. Female prisoners shall be transported with a female Officer when travel distance exceeds fifty (50) miles. If a female Officer is not available, two (2) male Officers shall transport.
3. Male Officers transporting female prisoners shall call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

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4. Female Officers transporting male prisoners shall call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

B. Juvenile Prisoners

1. Juvenile prisoners shall be transported in the same manner as adults.
2. Adult and juvenile prisoners shall not be transported together.

C. Handicapped / Mentally Ill Prisoners

1. When it is not likely to preclude the safe, efficient, and secure transport of the prisoner, a patrol vehicle shall be used.
2. When reasonable evaluation dictates that police vehicle transport is inappropriate, EMS shall be requested to transport by ambulance. An Officer(s) shall accompany the ambulance as outlined in II, K, 2, of this order.
3. An ambulance should be utilized in all cases where a mentally ill subject has the potential for violence.
 - a. Stretcher restraints should be utilized on any potentially dangerous mentally ill subject where the prisoner's actions suggest he may likely injure himself / herself or others.
 - b. If stretcher restraints are used, it shall be so documented in the incident report.

D. Sick or Injured Persons

1. The Supervisor shall be notified and respond as needed.
2. EMS shall be notified to provide treatment at the scene of the arrest or at the Police Services Center, as circumstances dictate.
3. If the prisoner requires hospital treatment, he / she shall be transported as outlined in II, K, 1 and 2 of this order.
4. If the prisoner refuses treatment, and the attending paramedics and Officer(s) determine that immediate treatment is not necessary, the prisoner shall be allowed to sign a release for the waiver of treatment.
5. If the prisoner is not treated and transported to the Whitfield County Jail, the transporting Officer shall inform the jail staff of the prisoner's sickness / injury.
6. Officers are reminded that protective custody and care of the prisoner are priority responsibilities.

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7. All information shall be documented in the incident report, whether the prisoner is transported or not.

E. Transporting Prisoners in Special Situations

The Department shall not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc. Exception: The Department will only transport under an order from the court. This transport shall be accomplished by a special court order outlining any special procedures for each individual case.

F. Transport of Dangerous / Security Risk Prisoners

When a prisoner to be transported is considered an unusual security risk, the receiving agency shall be notified before the transport takes place so that handling of the prisoner can be planned to minimize any chance of escape, injury to the prisoner, injury to Officers assigned to control the prisoner, or injury to the public.

G. Transporting Prisoners from One Facility to Another

1. Each prisoner shall be positively identified prior to being transported. The transporting Officer shall verify the identification with booking personnel to ensure that the prisoner is the proper person to be transported. This may be accomplished through the Officer's personal knowledge of the prisoner, booking records, photographs, or by other appropriate means that may be available.
2. It shall be the responsibility of the transporting Officer to ensure that all appropriate prisoner documentation, if any, is in his / her possession when transporting a prisoner from another detention facility to the Whitfield County Jail. This documentation may include:
 - a. Arrest warrants
 - b. Prisoner's personal property
 - c. Any other pertinent documents deemed necessary.
3. If not first informed by detention facility personnel, The Officer transporting a prisoner shall inquire as to any escape or suicide attempts / threats, unusual illnesses, or any tendencies toward violent behavior prior to the transport. Any information gathered shall be recorded and included in the documentation that accompanies the prisoner during transport.

IV. **Restraining Devices**

A. Definitions

1. Handcuffs – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.

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2. Disposable flex cuffs – Commercially produced flexible handcuffs with a one-way locking system.
3. Leg chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish.
4. Belly chains – Commercially produced chain link / hinged type cuff capable of being double locked in a blue, black, nickel, or stainless-steel finish with an extendable chain, capable of being locked, that reaches around the mid-section of the body.
5. Spit hood / shield – Commercially produced cloth / mesh hood or plastic shield that is placed onto a prisoner's head to prevent him / her from spitting on Officers or others but still allows for breathability.
6. Hobble restraint – Commercially produced nylon strap that is placed around a prisoner's legs / ankles to help prevent him / her from kicking Officers or the inside of the patrol vehicle.

B. Purpose

1. Protection of Officer from attack by arrestee.
2. Restrict arrestee's mobility.

C. Application of Restraining Devices

1. Restraining devices shall be used on all arrestees while in transit. Exceptions include:
 - a. Juvenile offenders, unless the Officer believes that not restraining the juvenile would pose a threat to the Officer or the safety of others.
 - b. Situations as approved by a Supervisor.
2. Single Arrestee Application
 - a. Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee.
 - b. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in the following circumstances:
 - (1) Elderly arrestee
 - (2) Arrestee physically incapable of placing hands behind the back
 - (3) Handicapped arrestee
 - (4) Sick / injured arrestee

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- c. Leg chains may be applied to the ankles of an arrestee when a threat of flight may exist. A hobble restraint may be applied to the legs / ankles of an arrestee to help prevent assaults on Officers and damage to the interior of the patrol vehicle.
- d. Belly chains may be applied around the mid-section of an arrestee when he / she is transported in a vehicle for an extended period of time.
- e. Spit hoods / shields may be applied to the head of an arrestee when he / she demonstrates assaultive behavior by spitting on or at Officers or others.

3. Multiple Arrestees Application

Each arrestee shall be restrained as indicated in IV, C, 2 above, if possible.

D. Handicapped and Mentally Disturbed Arrestees

- 1. Prisoners in wheelchairs or who require walking aids should not normally require the use of restraining devices. The Supervisor shall be summoned whenever the Officer is in doubt about the use of restraining devices in these situations.
- 2. Restraining devices, when applied, shall be double locked.
- 3. Mentally disturbed prisoners may normally be restrained as outlined in IV, C, 2 above. In special situations, as outlined in III, C, 3 above, stretcher restraints may be used to minimize injury to the prisoner and others.

E. Procedures

- 1. Handcuffs shall be double locked to prevent injury.
- 2. An arrestee can be restrained to another arrestee of the same gender.
- 3. A juvenile arrestee shall not be restrained to an adult.
- 4. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
- 5. The arrestee's legs / ankles may be restrained with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
- 6. The arrestee's head / face may be covered with Department-approved devices and shall be used in accordance with the manufacturer's instructions.
- 7. Officers shall not restrain an arrestee in any manner that may increase the likelihood for positional restraint asphyxia. Officers should keep in mind

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that the chances for positional restraint asphyxia increase when the restrained person's normal breathing is affected, such as when:

- a. The arrestee is restrained face-up or face-down with pressure on the back or chest.
- b. The arrestee violently struggles against the Officer's restraint attempts.
- c. The arrestee is intoxicated.
- d. The arrestee is subjected to chemical agents.

F. Response to Resistance

Any use of force in response to the arrestee's resistance to being properly restrained or assaultive behavior shall be made in conformance with policy GO88-5.1, Use of Force.

V. **In-Custody Processing**

A. Juvenile Procedures

After being taken into custody for a felony offense, the designated area to process juvenile offenders in accordance with policy GO11-4.28, Juvenile Procedures, shall be either of the two (2) interview rooms located at the Police Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee shall maintain constant control of all weapons. The arrestee shall not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing juvenile offenders shall receive initial training and annual training on the proper procedures and policies pertaining to the processing of juveniles at the Police Services Center.

B. Procedure for Intoxilyzer Testing at the Police Services Center

After an individual is taken into custody for DUI and a breath test is to be conducted at the Police Services Center, the designated area to process offenders shall be either of the two (2) interview rooms located at the Police Services Center. Both

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interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee shall maintain constant control of all weapons. The arrestee shall not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing DUI offenders at the Police Services Center shall receive initial training and annual training on the proper procedures and policies pertaining to processing offenders.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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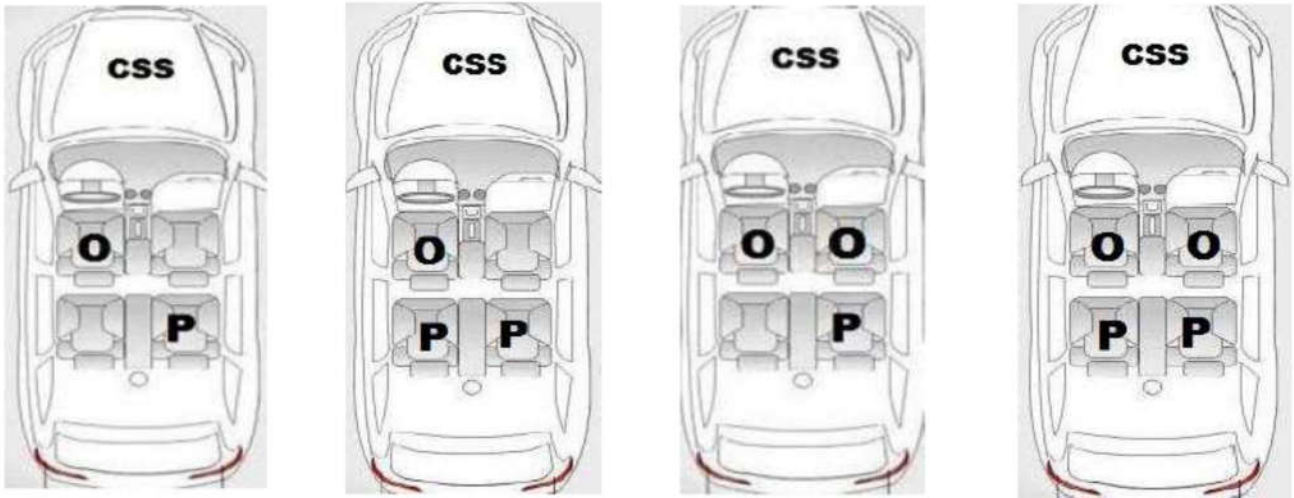
Appendix A

O - OFFICER

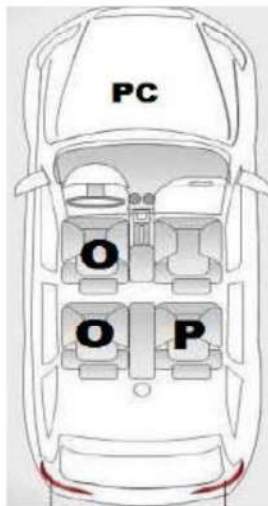
CSS - CAGED/SHIELD VEHICLE

P - DETAINEE/PRISONER

PC - NON-CAGED/SHIELD VEHICLE



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS
WITH SAFETY SHIELD



ABOVE DIAGRAM DEPICTS SEATING ARRANGEMENTS
WITHOUT SAFETY SHIELD

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-4.12
Subject Report Writing			
Reference CALEA Standards - 41.3.7, 82.2.1, 82.2.2, 82.2.5		Revised April 27, 2024 March 28, 2023	
Distribution All Personnel	Re-evaluation Date April 2023 March 2025		No. Pages 11

I. Policy

The policy of the Dalton Police Department is to prepare written and computerized reports in order to better manage the Department, document events, and support the criminal justice process through effective communications.

II. Procedures

A. Reports

1. Reports shall be initiated, maintained, and safeguarded in appropriate form for the following situations:
 - a. Citizen complaints
 - b. Citizen reports of crime
 - c. Follow-up investigations
 - d. Incidents involving arrests, citations, or summons
 - e. Criminal and non-criminal cases initiated by Officers
 - f. Motor vehicle crash investigations
 - g. Incidents resulting in an employee being dispatched or assigned
2. In some instances, the Department uses standard forms for the purpose of aiding all employees in preparing written communications. However, the failure to have a proper form does not relieve the employee of the responsibility of producing the report. When in doubt, and no standardized form or report is available, a blank sheet of paper or a computer-based format of documentation shall be used.

B. Report Preparation

Reports prepared by all employees shall:

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1. Contain correct information based on accurate notes.
2. Be brief and explicit, including relevant information regarding the elements of the crime.
3. Clearly communicate ideas.
4. When applicable, answer the following questions:

a. **Who** was involved?

All persons involved are identified by their role as suspects, victims, witnesses, etc. Obtain first, middle, last names, possible aliases, home and work address, telephone numbers, dates of birth, and race.

b. **What** happened?

Exactly what type of offense was committed and what means of transportation, tools, or equipment was apparently used? What was the actor's modus operandi? For example, did the actor use direct attack, or were his / her tactics more indirect or crafty?

c. **When** did it occur?

Record the crime discovery time and the time the crime is likely to have occurred. Also, indicate the time witnesses and victims are contacted and arrests made.

d. **Where** did it happen?

Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Look for evidence that the crime could have started somewhere else and ended up at the reported location.

e. **Why** did this incident occur?

Was the apparent motive or purpose of the crime revenge, monetary or personal gain, thrill, drug-related, accidental, etc.?

f. **How** did it happen?

Based on reasonable observations at the scene and information provided by witnesses, explain how entry was made, how property was obtained, or how the suspect chose and approached the victim.

5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness, or victim.

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6. Avoid using radio codes, numerical designations, or other terms particular to law enforcement in report narratives.
7. Be printed or written legibly.
8. Be objective and unbiased, recording information whether positive or negative.
9. Contain correct grammar and spelling.
10. Place events in chronological order.
11. Utilize the Department data entry standards (see Appendix A).

C. Report Style

Good reports, even technical reports, contain a lot of facts, but should be easy to read and understand. Remember, reports written today will be seen by a jury tomorrow, and the employee that wrote the report will be judged on how it is written, what is said, and how it is stated.

1. Write in a normal conversational style. Add details in a way that reflects how people speak. Avoid writing "Unit 16 approached the door and spoke to Suspect #2." Instead use, "I walked to the door and spoke with Mr. Doe."
2. Write in the first person singular. Use I or me, not Officer Johnson.
3. Write in the past tense if it happened in the past, not "Approaching the car I see the gun in the back seat." Instead, "I walked along the driver's side of the car and saw the gun in the back seat."
4. Reference a dictionary and / or a thesaurus as needed. Using the right word to describe the meaning is important.
5. Use everyday words, and avoid unfamiliar wording.
6. Avoid using police jargon.
7. Be very careful about using the word 'suspect.' Are they really suspects or simply individuals? If a suspect's name is available, use it in the report.
8. Lastly, read over and proofread the report when finished. Ask, "Would a regular citizen clearly understand this report?" If the answer is no, a jury will not understand it either.

D. Incident Reports

1. Incident reports are documented electronically through the Department's Records Management System (RMS) and are designed to:

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- a. Provide a means whereby Officers can conduct and record a preliminary investigation of a criminal offense.
 - b. Provide complete and accurate information for follow-up investigation and prosecution.
 - c. Provide Officers and Investigators with certain decision-making points that enable them to identify follow-up investigative needs.
 - d. Improve control of the report flow process within the Department, thereby improving report access and statistical recording.
 - e. Aid other Officers in the collection of crime data, patterns, suspect information, and the determination of the modus operandi, etc.
2. Incident reports shall be completed for all criminal acts and suspected acts occurring within the jurisdiction of the Department. These reports clearly and concisely report elements of the crime by answering critical who, what, when, where, how, and why questions.
 3. Incident reports may be completed by phone when victims are outside the jurisdiction of the Dalton Police Department, the distance is too great for them to respond to the City of Dalton, or there is no physical evidence to collect.
 4. Incident reports shall also be completed for incidents when property is found but the owner cannot be determined; when the Officer spends a substantial amount of time on a call for service; where the Officer feels an incident report needs to be completed; or when a citizen requests a report be initiated.

E. Accident Reports

1. Roadway Collisions

- a. Roadway refers to that portion of the highway improved, designed, or ordinarily used for vehicular traffic, exclusive of the berm or shoulder.
- b. All collisions occurring on the roadway, when the damage exceeds \$500 or a driver requests a report, shall be reported on the Georgia Uniform Motor Vehicle Accident Report (DMVS 523). Officers shall use the Georgia Electronic Accident Reporting System (GEARS) for reporting roadway collisions.
- c. All roadway collisions shall be reported according to the Georgia Uniform Vehicle Accident Report Instruction Guide.

2. Private Property Collisions

- a. Private Property refers to any property that is not owned or leased

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by any government that the public may or may not have access to. Examples include driveways, privately owned streets, shopping center parking lots, and other private parking areas.

- b. Officers shall report private property collisions in the GEARS system for hit and run collisions, collisions when an offense(s) has occurred in which charges can be made, damage to public or private property, public vehicles, collisions involving extensive damage, or in unusual and complicated collisions.
- c. In other collisions occurring on private property, the Officer should distribute and explain the Personal Report of an Accident form.

F. Report Submission

Reports shall be completed in a timely manner, either during or shortly after the shift on which the incident / accident was reported. Officers shall submit the reports electronically through the Department's RMS or to their Supervisor for evaluation, approval, and further action by the Department. Officers shall receive Supervisory approval if a report cannot be completed and more time is needed.

G. Non-Custody Booking

The non-custody booking shall be completed every time an Officer takes physical custody of a suspect or fugitive and shall be submitted electronically through the Department's RMS. The non-custody booking includes gender, race, date of birth, age, home address, specific charges, and case number.

H. Supplementary Reports

Supplementary reports are used when additional information is discovered through an investigation. The Officer who discovers this new data is responsible for the supplementary report. The updated portion is attached to the original report with the corresponding case number electronically through the Department's RMS. These supplemental reports shall contain the same level of detail as contained in the original report, but as observed by the Officer completing each supplemental report. The Officer completing the supplemental report shall include his / her name in the narrative to indicate who is writing the supplemental.

I. Field Interview Reports (FIRs)

Field Interview Reports are used to document suspicious persons or vehicles Officers come into contact with, to possibly be used at a later time for investigative purposes. FIRs shall be submitted electronically through the Department's RMS by the originating Officer / Investigator during his / her tour of duty.

J. File Maintenance

The Department maintains a comprehensive electronic report filing system. Reports are filed and indexed electronically in the RMS as data is received and approved by Supervisors.

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K. Confidentiality of Records

1. Law enforcement records contain critical and potentially life-threatening information. Such mundane information as complainant's address, location and phone number; trial and appearance dates; potential witness lists; and status of a case, if released into the wrong hands, can cost an Officer or resident his / her life. All report information released by the Department shall be done in accordance with the rules pertaining to the Georgia Open Records Act.
2. Police reports and files are reported, collected, and disseminated on a need-to-know basis. Just because a person is an employee of the Department does not mean that he or she needs or should know vital information about an open case or a case pending for trial. As a result:
 - a. Case information shall not be discussed or released outside of those Officers and employees having a strict need to know.
 - b. An Officer or employee shall not release to non-law enforcement personnel case information until after verification of a need-to-know is established.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

Dalton Police Department Data Entry Standards

All Dalton Police Department personnel shall use the standards and procedures set forth in this document for data entry to enhance accuracy and minimize the duplication of records and data in the system.

All entries made into the system shall be made in Upper Case format.

Name Entry Standard

All names shall be entered with as much information as possible (e.g. Last, First, Middle, and Name Suffix). Full Legal Name, if known, shall be used at all times. Abbreviated versions or nicknames shall be listed as an alias to the real name. If parts of the name or other fields are unknown, leave the field blank. Do not enter UNK or NMN in any name field. Middle Initials are permitted, but do not use punctuation. No punctuation is to be used in the name fields except for hyphens and only under special circumstances.

<i>Example:</i>	<i>Last</i>	<i>First</i>	<i>Middle</i>
Correct	SMITH	RONALD	THOMAS
Correct	SMITH	RONALD	T
Incorrect	SMITH	RON	
Incorrect	SMITH	RONALD	T.

Name suffixes

Name suffixes shall not be entered in the last name field. This information will be entered in the suffix name field which is located directly after the middle name field.

Titles

Titles, such as Doctor, Professor, Officer, Deputy, etc., shall not be entered in a name field. The suffix field may be used for titles. Abbreviations for titles are acceptable without the use of punctuation. Examples: MD, PHD, OFF, DEP

If the individual has both a professional title and suffix, the suffix shall be placed in the suffix field and the professional title in the comments field.

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Multiple Surnames

If the legal name is hyphenated, enter the hyphenated name into the data field. The hyphen shall be placed between the two last names. Variations of the name can be added as aliases.

Example:

Correct Entry:

Real Name Screen	RODRIGUEZ-VASQUEZ	JOSE	ANGEL
1 ST Alias	RODRIGUEZ	JOSE	ANGEL
2 ND Alias	VASQUEZ	JOSE	ANGEL

Incorrect Entry	RODRIGUEZVASQUEZ	JOSE	ANGEL
Incorrect Entry	RODRIGUEZ GONZALES	JOSE	ANGEL

Correct Entry:

Real Name Screen	SIMPSON-FIELDS	SHARON	A
1 ST Alias	SIMPSON	SHARON	A
2 ND Alias	FIELDS	SHARON	A

Incorrect Entry	SIMPSONFIELDS	SHARON	A
Incorrect Entry	SIMPSON FIELDS	SHARON	A

Names with Apostrophes

Names with apostrophes shall be entered with no apostrophe and no space between the letters. The name shall be entered as a single word.
(OBRIEN and ONEIL should be used instead of O'BRIEN and O'NEIL.)

Compound Names

Compound names shall be entered without spaces. For example, DE LA ROSA shall be entered as DELAROSA, ST. MARIE shall be entered as STMARIE, and VAN HOOSER as VANHOOSER. No punctuation is permitted with compound names.

Alias Entry Standard

A separate alias name record shall be created for any name other than the person's legal name. The alias entry shall only contain data in the name field, DOB field, and the SSN field.

An alias should only be entered when the entry person can absolutely state that the name in question refers to the same individual.

Business Name Entry Standard

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Enter the name of a business in the last name field only. The word “The” shall be eliminated at the start of the business name for entry into the system. Omit corporate designations, such as INC, CO, and punctuation. Hyphens and ampersands (&) shall be used if they are part of the official name of the business.

Example:

Correct Entry:

Last: HOUSE OF PAIN First: Mid:

Incorrect Entry:

Last: THE HOUSE OF PAIN First: Mid:

Incorrect Entry:

Last: HOUSE OF First: PAIN Mid:

The ampersand (&) shall not be used to replace the “and” in business names, but may be used if the ampersand is a valid part of a business name. If used, the ampersand (&) shall have a space on either side of the ampersand character.

Example:

Correct Entry:

Last: BB & T First: Mid:

Incorrect Entry:

Last: BB&T First: Mid:

Business names that are numbers shall be entered as numbers. For example, HIGHWAY 5 CONSTRUCTION, 7-11, ABC 123, are all acceptable methods of entry.

Doctors, Dentists, and Attorneys (the business, not the individual) shall be entered completely in the last name field. These names should not have any character inserted into the data field.

MARK H LEOPOLD DDS
GARY R DONATH MD

Address Entry Standard

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Whenever possible, obtain a street address for all names that are entered into the system. A mailing address is the next best option. If both addresses are to be entered, the street address shall be entered into the address field and mailing address shall be added to the comments field. If the mailing address is a post office box, the designated abbreviation is PO BOX 123.

Standards for address entry into the system are based on the U.S. Postal Services Standardized Addressing Guidelines.

Address Parts

Addresses shall be in this order: House Number, direction, street name, and street type.

Examples: 1505 W WALNUT AVE
2759 N CEDAR ST

APT, ROOM, SUITE, BUILDING shall not be entered into the address. Simply replace the designation with a semicolon (;) and include the numerical value.

A semi-colon (;) shall be added after the street type for additional identifiers to the address, such as building number, apartment number, etc.

Examples: 1505 W WALNUT AVE; 123
2759 N CEDAR ST; B

Street Names

All street names shall be listed with complete names. No abbreviations shall be used. WAL is not an acceptable for WALNUT AVE.

All numbered streets shall use the numeric symbol. FIRST ST is not acceptable for 1ST ST. FIFTH AVE is not acceptable for 5TH AVE.

Fractional Addresses

Enter all fractional addresses as a fraction. (1/2, 2/3)

Intersections

Use an ampersand (&) to indicate an intersection such as HWY 52 & AIRPORT RD

City Names

No abbreviations should be used for city names. DAL is not acceptable for DALTON.

Street Extensions

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The following abbreviations are to be used:

Alley	ALY	Avenue	AVE
Boulevard	BLVD	Circle	CIR
Cliff	CLF	Court	CT
Crossing	XING	Drive	DR
Extension	EXT	Grove	GRV
Heights*	HTS	Highway	HWY
Lane	LN	Loop*	LOOP
Mountain**	MTN	Park	PARK
Parkway	PKWY	Place	PL
Point	PT	Post Office Box	PO BOX
Ridge**	RDG	Road	RD
State Route*	SR	Street	ST
Terrace	TER	Trail	TRL
Way	WAY		

* This extension is not currently used for roads within the city of Dalton.

**These extensions are not used in the city of Dalton; however, they may be found spelled out as part of a street name.

The geobase roads table adheres to USPS standards for street extensions. Please consult https://pe.usps.com/text/pub28/28apc_002.htm for help with finding the proper extension when entering an out of town or new address.

North	N	Northeast	NE
East	E	Northwest	NW
South	S	Southeast	SE
West	W	Southwest	SW

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DALTON POLICE DEPARTMENT

	Effective Date October 1, 1998	Number GO98-4.13
Subject Traffic Enforcement and Direction		
Reference CALEA Standards - 61.1.1, 61.1.2, 61.1.3, 61.1.5, 61.1.6, 61.1.8, 61.1.9, 61.1.11, 61.1.12, 61.3.1, 61.3.2, 61.4.1, 61.4.2		Revised April 27, 2021 March 28, 2023
Distribution All Personnel	Re-evaluation Date April 2023 March 2025	No. Pages 17

I. Policy

It is the policy of the Dalton Police Department to practice traffic enforcement and direction techniques to help make our streets safer for our citizens and reduce collisions. A traffic safety check point is an effective tool to educate the public, to bring awareness to traffic concerns, and for the detection of impaired drivers and shall be conducted for legitimate law enforcement purposes as outlined by applicable case law.

II. Definitions

- A. *Shift Supervisor* – an Officer who holds the rank of Sergeant or above and is tasked with supervisory tasks at the shift level.
- B. *Special Operations Supervisor* – an Officer who holds the rank of Sergeant and is tasked with the supervision of certain specialized units.
- C. *Watch Commander* – the District Commander or Sergeant, designated by the District Commander, who is responsible for the overall operations of his / her watch or unit in accordance with the rules and regulations of the Department.

III. Procedures

- A. Traffic enforcement is of limited effectiveness without cooperation and compliance by the motoring public. It is incumbent on all Officers to perform this duty in a professional and courteous manner and to try to alter favorably the violator's future driving habits.
- B. Even though random enforcement is permissible, Officers should target violations that cause motor vehicle collisions in areas where their efforts will reduce personal injuries and property damage. Officers shall conduct speed enforcement and other special operations targeting areas known for heavy traffic and a high incidence of collisions and / or possibilities for pedestrian injuries.
- C. Strategies and tactics for selective traffic enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic.

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1. The Department shall base selective traffic enforcement efforts on the following information:
 - a. ~~District plans, including~~ Current traffic problems.
 - b. Traffic crash ~~analysis and~~ statistics compiled by the Intelligence Analyst.
 - c. Citizen complaints of traffic violations.
2. Traffic enforcement personnel may be deployed to school zones, residential areas, and other areas where analysis and / or complaints have shown the greatest hazards.
3. Officers that are involved in selective traffic enforcement shall complete a Selective Traffic Enforcement form at the end of the detail and shall forward the form to the Special Operations Supervisor.
4. ~~The Special Operations Supervisor~~ Intelligence Analyst shall be responsible for the compilation, review, and comparison of traffic collision data and traffic enforcement activities data.
5. The Special Operations Supervisor shall conduct a documented annual review of selective traffic enforcement activities. The evaluation shall be forwarded to the Chief of Police.

IV. **Speed Detection Devices**

A. Radar

1. All operators shall attend proper training and be certified by the state prior to operating a radar unit.
2. Unless the Officer has a radar unit assigned to his / her vehicle, the Officer shall sign the log for that unit when checking it in and out.
3. All units shall be tested by the operator at the beginning and end of his / her tour of duty. This shall be in addition to any internal calibration placed within the unit by the manufacturer. The time and date of the testing shall be documented by the operator on a log.
4. All radar units shall be inspected and certified annually by a licensed radar technician.
5. Officers are responsible for ensuring that each radar unit is properly maintained and remains in a constant state of readiness.
6. Any problem with a radar unit shall be immediately reported to the Special Operations Supervisor by the operator, and the unit shall be taken out of service until it has been serviced, calibrated, and recertified by a licensed radar technician.

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7. If radar was used to initiate the stop, the Officer shall advise the driver that he / she has the right to have the radar unit tested for accuracy before being issued a citation.
8. Speed detection devices using radar shall be from a list of approved devices from the Department of Public Safety.

B. Laser

1. All operators shall attend proper training and be certified by the state prior to operating a laser unit.
2. Unless the Officer has a laser unit assigned to him / her, the Officer shall sign the log for that unit when checking it in and out.
3. The laser unit shall be tested by the operator at the beginning and end of his / her tour of duty.
4. Officers are responsible for ensuring that each laser unit is properly maintained and remains in a constant state of readiness.
5. Any problem with the laser unit shall be immediately reported to the Special Operations Supervisor by the operator, and the unit shall be taken out of service until it has been serviced, calibrated, and recertified by a licensed laser technician.
6. All laser units shall be inspected and certified annually by a licensed laser technician.
7. Speed detection devices using laser shall be from a list of approved devices from the Department of Public Safety.

V. Traffic Law Enforcement Techniques

Traffic enforcement requires visible traffic patrols by Officers who observe and address traffic violations during the performance of their normal duties.

A. Area Patrol

This involves traffic enforcement in the Officer's assigned district.

B. Line Patrol

This involves traffic enforcement on a particular section of roadway.

C. Directed Patrol

Supervisors may specify enforcement efforts in an area. Depending on the nature of the hazard or violation being enforced, this may be done by a line patrol or at a specific location and at a specific time.

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D. Stationary Observation

Either covert or overt, stationary observation may be used as a technique to make observations about the flow of traffic at a particular location. When completing reports or doing other activities, which will keep them out of service for a short time, Officers are encouraged to park their patrol vehicles in a conspicuous location, serving to remind motorists of the need to comply with traffic laws.

E. Unmarked and Unconventional Vehicles

Officers may utilize countermeasures, which would be effective for specific enforcement activities, upon authorization of the Supervisor. Unmarked vehicles may be used for traffic enforcement activities to locate violations, if approved by the Patrol Division Commander or his / her designee.

VI. **Contact with Traffic Violators**

A. There are two (2) primary objectives of a traffic stop:

1. Execution of traffic enforcement actions.
2. Promotion of voluntary compliance with traffic laws in the future.

B. Officers shall greet violators in a courteous manner, request the driver's license and insurance information, if needed, and explain the reason for the stop.

C. Officers shall maintain a calm, professional demeanor at all times.

D. Enforcement actions are at the discretion of the Officer but shall be conducted firmly, fairly, impartially, and courteously, using the most appropriate of the following three (3) methods:

1. Verbal / Written Warning

Officers may issue warnings to a violator whenever a minor traffic violation is committed in areas where traffic accidents are minimal. In their discretion, Officers must recognize that a properly administered warning can be more effective than any other type of enforcement.

2. Traffic Citation

a. A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.

b. If a citation is issued, the Officer is responsible for advising the violator of the following:

- (1) Information relative to the specific charge.

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- (2) The date, time, and location of the motorist's scheduled court appearance.
- (3) Payment options.
- (4) Municipal Court's telephone number.
- c. The Officer shall answer any of the violator's questions about the citation as thoroughly as possible. When a motorist has any questions the Officer cannot answer, such as mandatory nature of their court appearance, the Officer shall instruct the violator to direct all such questions to the Municipal Court staff by telephone.

3. Custodial Arrest

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

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VII. Uniform Enforcement Practices

Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in the City of Dalton. Good judgment by Officers in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain public confidence in traffic enforcement. The following are meant as guidelines and do not supersede sound judgment used by Officers.

A. DUI Procedures

Impaired driving is a serious offense and Officers should arrest any driver found to be in violation of DUI laws. Arrests may be determined by the driver's observed operations on the roadway or involvement in a collision. All interactions with drivers believed to be under the influence of alcohol and / or drugs should be in accordance with GO04-4.24, Detection and Arrests of Impaired Drivers.

B. Driving While License Suspended / Revoked

When a driver's privileges to drive are confirmed to be suspended / revoked through Georgia, the Officer making the stop shall determine if the type of suspension requires the driver to be served with a notice of their suspension before any enforcement action can be taken against them. When the driver's suspension is confirmed, the Officer should cite and make a custodial arrest of the driver with a suspended / revoked license from Georgia or any other state.

C. Distracted Driving

Distracted driving is one of the leading contributing factors to motor vehicle collisions. Being that the state of Georgia is a "hands-free" state, Officers should be observant for drivers that are holding cell phones or other electronic devices. In addition, Officers should be aware that drivers may also become distracted by passengers, animals, or their own actions, such as eating, drinking, applying makeup, reading, etc. Efforts should be made by Officers to identify and take enforcement actions against those drivers that are distracted and causing a threat to other motorists and pedestrians.

~~C~~.D. Moving Violations

The enforcement of moving violations is considered to be a high priority, especially in those areas known to be high-crash / high-injury areas. Speeding, ~~distracted driving~~, traffic signal violations, aggressive driving, reckless driving, and following too close are all major moving violations that contribute to crashes and should be the focus of traffic enforcement activities. Minor moving violations may be resolved by warnings, unless the violations are repetitive, flagrant, or the circumstances warrant the issuance of a citation.

~~D~~.E. Non-moving Violations

The Officer shall consider the continued safe operation of the vehicle and its general condition, including any type of equipment defect.

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E.F. Public Carrier / Commercial Vehicles

Violations shall be handled in the same manner as private passenger vehicles, with the exception of enforcing those laws that apply only to these specialized vehicles.

F.G. Multiple Violations

When multiple violations are observed, which can be classified separately as having distinctly different elements, they shall be dealt with independently. In situations where two violations are similar, to the extent that the elements of one law are included in the other law, only the most serious should be charged.

G.H. Newly Enacted Laws and / or Regulations

A grace period of thirty (30) days may be given, during which time warnings shall be given to educate drivers about the new law. After any initial grace period, Officers shall enforce new laws according to the same standards set forth for similar offenses.

H.I. Violations Resulting in Traffic Collisions

If a violation results in personal injury or significant property damage, the violator may be cited for the offense.

I.J. Pedestrian and Bicycle Violations

The enforcement of traffic laws pertaining to pedestrians and bicycles necessitates broad discretion by Officers. Officers shall concentrate efforts where accidents have been frequent and severe. Officers may consider the age of the violator and the potential for physical danger to the violator due to the unsafe act.

J.K. Re-examination Requests

1. Officers may sometimes come in contact with drivers who, due to apparent physical or mental incapacity, are incapable of safely operating a motor vehicle. This is not a judgment that is to be made lightly by Officers, and it should be documented and clearly indicated as a safety hazard before recommendations for the driver to be re-examined are made.
2. Any Officer who becomes aware of an apparent mental or physical incapacity of a licensed driver should secure the name, driver's license number, and current home address of the driver. The Officer should then complete a Georgia Department of Driver Services Request for Driver Review (DDS-270). The form should then be forwarded to the Georgia Department of Drivers Services.

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VIII. **Violators Requiring Special Consideration**

A. Juvenile Offenders

1. Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.
2. If the juvenile is issued a citation, the Officer shall advise the juvenile and / or parent / guardian of the charge and the contact information for Juvenile Court so they can be advised of a date / time to appear.

B. Military Personnel

Members of the military service shall in all cases, except treason, fleeing, or breach of peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, elections of Officers, and going to, during, and returning from the performance of any active duty. An arrest may be affected if the offense meets the above criteria, and the Officer shall notify the violator's commanding Officer or the District Attorney's office.

C. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or Congress or Committee Meetings thereof and in going thereto or returning there from, except for treason, felony, or breach of peace. If a member of Congress or the General Assembly is stopped for a traffic violation, he / she shall be identified and immediately released. Officers can maintain a summons for a member of Congress or the Georgia Assembly and serve a copy of this summons to the violator at a time when he / she is not in transit to or from an aforementioned session.

D. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business and who are entitled to some degree of diplomatic or consular immunity. A brief statement of the bearer's criminal immunity is printed on the back of the identification card.

a. Diplomatic (blue border for diplomats)

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- b. Official (green border for embassy employees)
 - c. Consular (red boarder for consular personnel)
 - 4. To verify entitlement to diplomatic or consular immunity, an Officer can contact US State Department personnel:
 - a. During regular business hours: (202) 895-3521
 - b. After regular business hours: (571) 345-3146 or (866) 217-2089
 - 5. Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible. Accordingly, an Officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation, even if immunity bars any further action at the scene.
 - 6. Individuals entitled to immunity may be detained if they are a serious danger to themselves or others. They shall not be restrained unless an act of violence is committed.
 - 7. Officers shall inform the individual of our responsibility for preserving safety for them and others.
 - 8. A copy of any citations issued and any other documentation regarding the incident involving persons claiming immunity shall be documented in an incident report and forwarded through the chain of command to the US State Department at OFMDMVEenforcement@state.gov or (202) 895-3646 (fax).
- E. Non-residents
- Officers shall use the same procedures for non-residents of the Department's service area as residents.

IX. **Parking Enforcement**

- A. The objective of enforcing parking violations is to maintain a free-flow of traffic and to enhance the safety of motorists and pedestrians.
- B. All Officers shall be responsible for enforcing parking regulations. When an Officer finds a vehicle that is improperly parked, he / she may issue a citation and place the violator's copy of the citation on the windshield. If a vehicle presents a significant hazard to the safe movement of traffic, and the owner of the vehicle cannot be located, the Officer may tow the vehicle.
- C. Where signs are properly erected, Officers may also enforce parking violations on private property. Offenses that may be enforced include:
 - 1. Parking in a fire lane (City Ordinance, 114-398)

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2. Parking in a handicap zone (O.C.G.A. 40-6-226)

X. **Traffic Safety Check Points**

A. Purpose

The primary purpose of a traffic safety check point shall be to ensure roadway safety rather than as a constitutionally impermissible pretext aimed at discovering general evidence of ordinary crime. Traffic safety check points shall only be conducted for the following purposes:

1. Driver's license / insurance / registration verification.
2. Safety belt and child safety seat compliance.
3. Driver impairment.
4. Vehicle fitness / vehicle safety compliance.

B. Planning

1. The Watch Commander or Special Operations Supervisor is authorized to plan and conduct traffic safety check points based on resources and the purposes outlined in this policy.
2. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall document the purpose, approximate time, and location needed to conduct the traffic safety check point on the Traffic Safety Check Point Report.
3. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall send an email to the Patrol Division Commander or his / her designee outlining the planned traffic safety check point.
4. During roll call, the Watch Commander shall announce the planned traffic safety check point and explain the procedures to be followed.

C. Procedures

1. A traffic safety check point shall be set up in a location where visibility is clear and where it is possible to maintain an orderly flow of traffic without causing undue congestion.
2. The Watch Commander, designated Shift Supervisor, or Special Operations Supervisor is required to be present at the traffic safety check point.

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3. The traffic safety check point shall be clearly identifiable as a police check point with signs, traffic cones, and vehicles utilizing their emergency blue lights.
4. If one of the purposes of the traffic safety check point is for driver impairment checks, all screening Officers shall be sufficiently trained to make an initial determination that a motorist should be given field sobriety tests for intoxication.
5. All employees participating in the traffic safety check point shall wear a Department-approved reflective vest.
6. After the traffic safety check point has commenced, all vehicles traveling through the location shall be checked, keeping the delay of each driver to a minimum.
7. If traffic becomes congested or safety becomes a concern, the Supervisor-in-charge may stop the traffic safety check point. If conditions improve within a reasonable amount of time, the Supervisor-in-charge may restart the traffic safety check point.

D. Documentation

After completion of the traffic safety check point, the Supervisor responsible for conducting the check point shall complete the remainder of the Traffic Safety Check Point Report and forward it to the Special Operations Supervisor.

XI. **Traffic Direction**

Traffic control functions are performed by sworn employees and auxiliary personnel. All personnel should assess the scene of any location where traffic direction is necessary and request assistance if additional personnel are needed for safety purposes.

A. Use of Reflective Clothing

All personnel shall wear reflective clothing / vests for safety when directing or controlling traffic in the roadway. Other equipment may include:

1. Approved headgear.
2. Flashlight and attachable traffic safety wand.
3. When practical, the police vehicle shall be positioned in a safe place with blue lights activated to warn motorists of an adverse or potential hazard ahead.

B. Manual Traffic Direction and Control

The following methods of hand and arm signals shall be used for manual traffic control:

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1. Stopping Traffic

To stop traffic, the Officer should:

- a. Look directly at the person to be stopped until eye contact is made; and
- b. Raise his / her hand at the wrist so that the palm is toward the person to be stopped.

2. Starting Traffic

To start traffic, the Officer should:

- a. Look directly at the person to be started until eye contact is made; and
- b. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

3. Signaling Aids

- a. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:
 - (1) One long blast with a “stop” arm signal.
 - (2) Two short blasts with the “go” arm signal.
 - (3) Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.
- b. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The traffic safety wand shall be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicle’s headlights providing illumination.

C. Traffic Direction at Collision Scenes

1. Minor traffic collisions requiring a report usually do not present a major problem relative to traffic direction. In these cases, the Officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring traffic flow, and then complete the investigation.
2. In serious collisions requiring a thorough investigation, the scene may need protection for an extended period. In these cases, the Officer should:

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- a. Summon sufficient manpower to handle traffic direction responsibilities.
- b. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.).
- c. Detour traffic as necessary.
- d. Contact a Traffic Enforcement Unit Investigator, if needed.
- e. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.
- f. Restore the scene to a safe condition (request the replacement of signs, signals, utility poles, etc.).
- g. Continue traffic direction duties until traffic flow is normal.

D. Traffic Direction and Control at Fire Scenes and other Critical Incidents

1. Officers directing traffic at fire scenes and other critical incidents shall ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Officers should follow these procedures when directing traffic at a fire scene:
 - a. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
 - b. Utilize sufficient equipment to protect the scene (barricades, cones, etc.).
 - c. Detour traffic as necessary.
 - d. Restore traffic flow.
 - e. Continue traffic direction duties until the scene is cleared.
3. No vehicle shall be allowed to cross fire hoses without the approval of the fire Incident Commander. (O.C.G.A. 40-6-248)

E. Traffic Control during Adverse Road and Weather Conditions

1. Officers may be required to perform traffic direction and control duties when adverse or hazardous road or weather conditions exist. Examples of such conditions include:
 - a. Bad weather occurrences, such as fog, snow or ice on the roadway, flooding, etc.

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- b. Accidental hazards, such as downed trees, debris in the roadway, etc.
 - c. Engineering hazards, such as road construction, traffic light repair, downed power lines, etc.
2. When adverse conditions exist, the Officer shall:
- a. Notify the Whitfield County 911 Center of the situation and ensure that appropriate agencies are notified (GDOT, Public Works, Utilities).
 - b. Determine what traffic control measures should be taken, to include manual control or the use of temporary traffic control devices, and implement those measures.

F. Traffic Control Devices

On occasion, Officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control signal devices in the following situations:

- 1. When a traffic light malfunctions.
- 2. To facilitate movement at traffic accidents or other emergencies.
- 3. To provide a thoroughfare for a motorcade, funeral procession, etc.
- 4. To alleviate congestion during planned special events.

G. Use of Traffic Control Devices

- 1. Temporary traffic control devices, such as cones, signs, emergency flashers, barricades, etc., may be obtained from Public Works or Dalton Police Department cone and barricade storage areas. These devices shall be utilized when necessary at a special event or an emergency scene. The Watch Commander or other Supervisor shall have the authority to request these devices and determine the location for using them.
- 2. Temporary devices shall be removed by Department personnel when the event or emergency situation is over and shall be returned to the proper storage location.

XII. **Hazardous Roadway Conditions**

- A. When a roadway hazard is identified that requires immediate correction, Officers shall notify the Whitfield County 911 Center of the hazard. Officers may be able to remove some hazards, such as tree limbs or other small debris. Other hazards may require Officers to remain on scene until other corrective actions may be taken.

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- B. When a roadway hazard is identified that is not an immediate threat, such as pot holes or obscured traffic signs, Officers shall notify the Whitfield County 911 Center so that the appropriate agency can be notified.

XIII. **Traffic Engineering**

- A. Collision investigations, citizen complaints / suggestions, and Officers' observations may reveal engineering deficiencies, which contribute to hazardous traffic conditions.
- B. Officers receiving such information shall notify the Traffic Enforcement Unit.
- C. The Traffic Enforcement Unit, in coordination with the Special Operations Supervisor, shall act as liaisons with Dalton Public Works and Georgia Department of Transportation to assist in identifying traffic engineering deficiencies and providing collision and enforcement data, as needed.

XIV. **Assisting Motorists**

- A. Officers shall, at all times, assist and protect citizens and motorists that are in need upon any street or highway. When an Officer observes a stranded motorist, he / she shall stop and ascertain what assistance, if any, is required. The Officer shall take whatever action is appropriate to include, but not limited to:
 - 1. If the vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the Officer shall help the person move the vehicle.
 - 2. If the vehicle has a mechanical failure and cannot be moved from the roadway, the Officer shall arrange to have the vehicle towed, either by the owner's requested wrecker service or the "list" wrecker service.
 - 3. Transport the motorist to the Police Services Center or any other nearby place of safety.
 - 4. Relay the motorist's request to the Whitfield County 911 Center if he / she needs a phone call made to obtain assistance.
 - 5. Upon the discovery of an emergency, the Officer shall immediately notify the Whitfield County 911 Center and request the proper assistance (i.e. EMS, Fire Department, Public Works Department, etc.). Officers shall provide the dispatcher with the nature of the emergency, the apparent condition of any victim(s), and any other pertinent information. After notifying the dispatcher, the Officer shall render whatever aid is practical.
- B. In the event a disabled motorist is observed by an Officer on or en route to a call for service, the Whitfield County 911 Center shall be notified of the motorist's location so another Officer can be dispatched to the location.

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A
Dalton PD
TRAFFIC SAFETY CHECK POINT REPORT

<u>PLANNING</u>	
Date: _____	
_____ approves a Traffic Safety Check Point to be conducted between _____ hours and _____ hours at _____ (Location) for the primary purpose(s) of :	
_____	Driver's License/Insurance/Registration Verification
_____	Seatbelt Compliance
_____	Driver Impairment
_____	Vehicle Fitness / Vehicle Safety Compliance
Other agencies to participate (list): _____	
Traffic Safety Check Point Supervisor: _____	
Briefing to be held at _____ on _____ at _____	Time Date Location
Notification e-mail sent to Operations Supervisor and Division Commander? ____ Yes ____ No	
Traffic Safety Check Point planned _____ on _____ at _____	Time Date Location
_____ Signature	

<u>FINAL REPORT</u>	
Supervisor of the Traffic Safety Check Point: _____	Print Name Signature
Screening Officers: _____	
Exact Location: _____	
Time Started: _____ Time Ended: _____	
Number of Personnel: DPD _____ Other _____	
How was Traffic Safety Check Point Identified: Marked Patrol Cars ____ Blue Lights ____ Signs ____ Uniformed Officers w/Traffic Vests ____ Cones ____ Other _____	
Minimal delay for motorists? Yes ____ No ____ (If no, explain) _____	
All vehicles stopped? Yes ____ No ____ (If no, explain) _____	
Was Traffic Safety Check Point stopped and restarted? Yes ____ No ____ (if yes, explain by whom, why, and what times) _____	

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REPORT OF ENFORCEMENT ACTION

<p>Child Restraint: _____</p> <p>Driving Suspended: _____</p> <p>DUI Alcohol: _____</p> <p>DUI Drugs: _____</p> <p>Drug Arrest: _____</p> <p>Equipment Violation: _____</p> <p>No License: _____</p> <p>No Insurance: _____</p> <p>Open Container: _____</p> <p>Registration Violation: _____</p> <p>Seatbelt Violation: _____</p> <p>Warrant Served: _____</p> <p>Other: (specify violations and quantity to the right): _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Other Violations</th> <th style="text-align: left; padding: 5px;">Quantity</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Other Violations	Quantity	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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COMMENTS:

Constitutionality of Police Traffic Safety Check Point

1. The roadblock was implemented pursuant to a Check Point program that has, when viewed at the programmatic level, an appropriate primary purpose other than general crime control;
2. The decision to implement the specific roadblock in question was made by a supervisor in advance, and not by an officer in the field;
3. All vehicles that passed through the roadblock were stopped, rather than random vehicle stops;
4. The delay to motorists was minimal;
5. The roadblock was well-identified as a police Check Point;
6. The screening officers staffing the roadblock possessed sufficient training and experience to qualify them to make an initial determination as to which motorists should be subjected to field sobriety testing; and
7. Under the totality of the circumstances, the stop of the defendant was reasonable under the Fourth Amendment.

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO91-7.5
Subject Missing Persons			
Reference CALEA Standards – 41.2.5, 41.2.6		Revised April 27, 2021 March 28, 2023	
Distribution All Personnel	Re-evaluation Date April 2023 March 2025		No. Pages 15

I. Policy

It is the policy of the Dalton Police Department to thoroughly investigate all reports of missing persons, giving particular attention to cases involving missing children, persons who may be mentally and / or physically impaired, persons who are incapable of caring for themselves, and children or adults who are either unidentified or unidentifiable to determine if they are classified as missing.

II. Definitions

- A. *CodeRED* – A trademark of Emergency Communications Network and a general concept that refers to using a telephone database, combined with a digital map, to notify community members of emergencies, missing persons, or other information. In this policy, the automated emergency notification system is referred to by its product name, “CodeRED”.
- B. *Critical Missing Adult* – A person eighteen (18) years or older who suffers from diminished mental capacity or medical conditions that are potentially life-threatening if left unattended or untreated. Any adult missing under circumstances which would lead a reasonable person to conclude that there is danger if the person is not located immediately is also considered a critical missing adult.
- C. *Critical Missing Child* – Any child twelve (12) years of age or younger that is missing, a missing child that is in poor physical or questionable mental health, or any missing child where there is an indication of foul play. Any child missing under circumstances which would lead a reasonable person to conclude that there is danger if the child is not located immediately (e.g. a child missing outdoors in extremely harsh weather conditions or who requires medication) is also considered a critical missing child.
- D. *Levi's Call (Georgia's Amber Alert)* – An alert / lookout initiated by law enforcement through a request to the Georgia Bureau of Investigation when a child has been abducted and is believed to be in danger of being harmed by his / her abductor.

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- E. *Mattie's Call* – An alert / lookout initiated by law enforcement for missing disabled adults who are developmentally impaired or who suffer from dementia or some other cognitive impairment.
- F. *Missing Child* – Anyone under the age of eighteen (18) that is being reported as missing from his / her home, school, job, place of recreation, or other usual location.
- G. *Missing Person* – Any person who is absent from or fails to reach his or her home, school, job, place of recreation, or some other location within a reasonable length of time, without a known or apparent reason; or any patient of a hospital, clinic, nursing home, or similar facility that leaves without the permission or knowledge of those in charge.
- H. *Runaway* – Any child who, without just cause and without the consent of his or her parent, guardian, or legal custodian, is absent from his or her home or place of abode for at least 24 hours (O.C.G.A. 15-11-381).
- I. *Unidentified Person* – An adult or child recovered by law enforcement that, due to age, mental capacity, or unwillingness, is unable to provide his / her identity or address.

III. **Reporting and Classification**

- A. Missing person reports involve individuals who voluntarily leave home for personal reasons, disappear for unexplained reasons, or who may be considered at risk. The role of the responding Officer is critical in identifying the circumstances surrounding the missing person and in identifying those cases when an individual may be in jeopardy.
- B. There shall be no waiting period required by the Department for reporting a missing person.
- C. An individual may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the person's behavior patterns, plans, or routines.
- D. Officers should be aware that they may encounter several types of missing child cases, each with their own unique response requirements, including:
 - 1. A non-family abduction in which a child is taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization
 - 2. A family abduction in which a non-custodial family member flees with a child, usually in direct violation of a court-ordered custody arrangement
 - 3. A runaway child, most often a teenager, who leaves home voluntarily for a variety of reasons

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4. A lost or otherwise missing child, who becomes separated from parents or caretakers under circumstances not indicating the likelihood of an abduction or voluntary absence
 5. A child whose caretaker makes no effort to recover the child who has run away or who has been abandoned or deserted
- E. The Watch Commander shall be notified of missing persons that satisfy one or more of the following criteria:
1. Information that the missing person may be the victim of foul play
 2. Because of age (juvenile or elderly), the person may be unable to properly safeguard or care for himself / herself
 3. The person suffers from diminished mental capacity or medical conditions that are potentially life-threatening if left unattended or untreated
 4. The person is a patient of a hospital, clinic, nursing home, or similar facility and is considered potentially dangerous to himself / herself and / or others
 5. The person has demonstrated the potential for suicide
- F. The Whitfield County 911 Center call-taker shall attempt to obtain as much information as possible regarding the missing person, with special attention to the criteria listed above. The call-taker should obtain a complete physical description, including the clothing the missing person was last seen wearing, and transmit a lookout to all Officers and surrounding agencies.
- G. The missing person incident report shall detail the information learned and actions taken by the responding Officer(s). The responding Officer(s) shall attempt to determine the following information to be included in the incident report:
1. The name, age, gender, race, and physical description of the missing person and the relationship of the reporting party to the missing person
 2. The time, date, and place of last known location and the identity of anyone accompanying the missing person prior to his / her disappearance
 3. Any indications of missing personal belongings, particularly money and other valuables
 4. The extent of any previously conducted searches or attempts to locate the missing person by the reporting party
 5. Whether the missing person has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits, or plans
 6. Whether the missing person has been involved recently in domestic incidents, suffered emotional trauma or a life crisis, demonstrated unusual,

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uncharacteristic, or bizarre behavior, is dependent on drugs or alcohol, or has a history of mental illness

7. The current physical condition of the missing person and whether the person is currently on prescription medications
8. Any suggestions of foul play or accident

IV. **Non-critical Missing Child**

A. Responding Officer's Responsibilities

1. Initiate an immediate investigation in an attempt to locate the missing child and relay such information to the Watch Commander.
2. Obtain and document any leads as to the possible location of the missing child (e.g., child's destination, mode of travel, routes, etc.).
3. Obtain the identity and location where the missing child was last seen and the identity of the person who last saw the missing child.
4. Obtain names and telephone numbers of relatives and friends and any other information which may assist in locating the missing child.
5. Provide a lookout with a description of the missing child and any known circumstances to all other Officers and the Whitfield County 911 Center. Request the Whitfield County 911 Center disseminate the lookout to surrounding agencies and to the law enforcement agencies in the jurisdiction of any known or suspected destinations of the missing child.
6. Conduct a check of probable locations of the missing child as indicated by the complainant.
7. Interview the reporting person, parents, siblings, friends, or any other persons who may have knowledge of the whereabouts of the missing child. These interviews may be made by telephone or in person, but all interviews and attempts to interview shall be documented in the report. The Officer should also inquire about and document any recent disciplinary or behavioral issues at home or at school.
8. Obtain a photograph, if possible, of the missing child and attach it to the report in the Report Management System for future use by the assigned Investigator.
9. Have the reporting person complete and sign a Missing Persons Declaration form.
10. Initiate an incident report with a narrative summary of the preliminary investigation and any related actions known to have been taken by others, including an initial physical description of the missing child and clothing description.

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11. The missing child shall be entered into GCIC within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.

B. Investigator's Responsibilities

1. Ensure the missing child has been entered into GCIC.
2. Contact the complainant and follow-up on the information obtained by the responding Officer.
3. Utilize the missing child's photograph to coordinate press releases and / or social media posts to request assistance from the public in locating the missing child, if needed.
4. Contact the Department of Family and Children Services (DFACS) to request access to any relevant information on the missing child, including whether or not there is an active case, the name of the case worker, previous missing incidents, previous reported abuse cases, and other information which could lead to the whereabouts of the missing child.
5. Contact the missing child's school and inquire about his / her attendance record and any disciplinary issues.
6. Contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-THE-LOST and provide all available information for posting on their website if the child remains unlocated for seven (7) days or more.
7. ~~Request the missing child's medical and / or dental records, when necessary, to ensure the information is entered into GCIC within sixty (60) days.~~ Verify and update the GCIC record for a missing person who is under the age of twenty-one, no later than thirty (30) calendar days after the original entry, with any additional information, including, where available, medical and dental records and a photograph taken during the previous 180 calendar days
8. Periodically contact the reporting party to provide updates on the case and ensure needs are being met.
9. Investigate the case thoroughly to facilitate it being brought to a speedy closure, and complete supplemental reports detailing all actions taken during the investigation.

V. Critical Missing Child

A. Responding Officer's Responsibilities

1. Upon receiving a report of a critical missing child, the Whitfield County 911 Center shall notify the Watch Commander and request a Supervisor respond with the dispatched Officer(s).

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2. CID shall be notified of all critical missing child cases, and an Investigator shall respond with Officers to the scene if the initial search does not result in the child being located.
3. In addition to the steps listed for non-critical missing child cases, the following steps shall be performed by Officers responding to critical missing child cases:
 - a. When approaching the scene, activate the patrol vehicle's in-car camera system to record vehicles, people, and anything else of note for later investigative review.
 - b. Confirm the child is in fact missing:
 - (1) When a small child is involved, there should always be a physical search, especially of the home and immediate area where the child lives or was last seen.
 - (2) The search should start at the last known location and expand outward. This search should be made even if the parent or guardian has already conducted a search.
 - (3) Officers and Investigators should understand that small children might hide and refuse to answer when their names are called.
 - c. An Officer should go to the child's home or other place of disappearance and remain in that area with relatives to protect it as a potential crime scene until properly relieved. If assistance with this task is needed, request an additional Officer(s).
 - d. Verify the child's custody status.
 - e. Identify the child's zone of safety for his or her age and developmental stage.
 - f. Identify the circumstances of the disappearance, and, based on the available information, make an initial determination of the type of incident, whether non-family abduction, family abduction, runaway, lost, injured, or otherwise missing.
 - g. Obtain detailed descriptions, photographs, and / or videos of the missing child, abductor, and any vehicles used, if applicable.
 - h. Provide the Whitfield County 911 Center with detailed description information for a lookout to be given to all Officers and surrounding agencies. Continue to provide the dispatcher with developing information, if any, to update the lookout.
 - i. Officers and Investigators shall interview all parties located at the scene, and ensure the identifying information of each person is

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properly recorded. To aid in the process, if possible, take pictures or record video images of everyone present.

- (1) Note the name, address, home and cellular numbers of each person, and determine each person's relationship to the child.
 - (2) Document information each person may have about the child's disappearance, and determine when and where each person last saw the child.
 - (3) Ask each person what he / she thinks happened to the child.
 - (4) Obtain the names, addresses, and telephone numbers of the child's friends, associates, and other relatives and friends of the family.
- j. Conduct an immediate, thorough search of the missing child's home, even if the child was reported missing from a different location. Obtain valid consent prior to conducting searches.
- k. An Officer or Investigator shall remain at the scene to protect the scene and area of the child's home (including the child's personal articles such as hairbrush, diary, photographs, and items with the child's fingerprints, footprints, and/or teeth impressions) so evidence is not destroyed during or after the initial search and to help ensure items which could help in the search for and or to identify the child are preserved. Determine if any of the child's personal items are missing. If possible, photograph or video record the area.
- l. Evaluate the contents and appearance of the child's room and / or residence. Inquire if the child has access to the internet and evaluate its role in the disappearance. Ascertain if the child has a cellular telephone or other electronic communications device.
- m. Extend the search to surrounding areas, including looking inside and around vehicles and other places of concealment.
- n. Treat areas of interest as potential crime scenes and secure for crime scene processing.
- o. Determine if surveillance or security cameras in the vicinity may have captured information about the child's disappearance.
- p. Interview other family members, friends, associates of the child, and friends of the family to determine when each last saw the child and what they think happened to the child.
- q. Have the complainant sign a completed Missing Person Declaration form, and ensure information regarding the missing child is entered

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into GCIC Missing Person Files within one (1) hour of the initial reported incident.

- r. Complete and submit all required paperwork prior to the Officer ending his / her tour of duty.

B. Investigator's Responsibilities

In addition to the steps listed for non-critical missing child cases, the following steps shall be performed by the Investigator responding to critical missing child cases:

1. Obtain a briefing from the first responding Officer and other on-scene personnel. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
2. Initiate and / or assist with a neighborhood canvass using all available resources.
3. Obtain a brief, recent history of family dynamics.
4. Evaluate conflicting information offered by witnesses and other individuals, if any, for additional follow-up.
5. Collect articles of the child's clothing for scent tracking purposes.
6. Review and evaluate all available information collected and evidence identified. Coordinate the processing of crime scenes with other Investigators.

(Steps 1-6 should be initiated within the first hour of the Investigator's arrival)

7. Secure the child's latest medical and dental records.
8. Contact Dalton Public Works and private garbage collection companies to request they segregate garbage and dumping containers from key investigative areas in cases where it is suspected there may be imminent danger to the missing child.
9. Determine what additional resources and specialized services are required.
10. Conduct a criminal history check on all principal suspects and participants in the investigation.
11. Ensure details of the case have been reported to National Center for Missing and Exploited Children (NCMEC).
12. Prepare and update lookouts for local law enforcement agencies, the Georgia Bureau of Investigation (GBI), and other appropriate agencies.

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13. Coordinate the receipt of tips and leads from the public.
14. Implement the Leads Management System to prioritize leads and ensure each one is reviewed and followed up.

C. Supervisor's Responsibilities

1. Obtain a briefing from the first responding Officer and other personnel at the scene.
2. Initiate the Incident Command System (ICS), and establish a command post away from the child's residence or other place of disappearance.
3. Remain on the scene of all critical missing child incidents until the child is either located, ICS is deactivated, or until relieved.
4. Coordinate with the Whitfield County 911 Center to activate the CodeRED system in accordance with policy GO06-6.7, Automated Emergency Notification System.
5. Decide if circumstances of the child's disappearance meet the protocol in place for activation of Levi's Call. Before Levi's Call can be activated, the following alert criteria must be met:
 - a. Law enforcement officials have a reasonable belief that an abduction has occurred.
 - b. Law enforcement officials believe that the child is in imminent danger of serious bodily injury or death.
 - c. Enough descriptive information exists about the victim and the abductor for law enforcement to issue a Levi's Call.
 - d. The victim of the abduction is a child age 17 years or younger.
 - e. The child's name and other critical data elements - including the child abduction (CA) and AMBER Alert (AA) flags - have been entered into the National Crime Information Center (NCIC) system.
6. Determine the need for additional Officers, Investigators, or members of other area public safety agencies, such as Dalton Fire Department, Whitfield County Sheriff's Office, etc. Whitfield County Emergency Management Agency can assist in coordinating additional personnel and resources.
7. Determine if additional assistance is necessary from:
 - a. The GBI / CART Team (Child Abduction Response Team)
 - b. Federal Bureau of Investigation (FBI)

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- c. Specialized units (e.g., tracking dogs)
 - d. Department Chaplains, Victim Advocate, etc.
 - e. NCMEC's Project ALERT / Team Adam
- 8. Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested, and expedite their availability.
 - 9. Brief all additional responding units with the status of the investigation, and ensure coordination and cooperation among all public safety personnel involved in the investigation and search efforts.
 - 10. Verify that all required notifications of Command Staff are made.
 - 11. Assist with coordinating press releases and social media posts, if necessary.

VI. **Non-critical Missing Adult**

A. Responding Officer's Responsibilities

- 1. Interview the reporting party to gather information on the missing adult, to include age, race, gender, height, weight, hair, clothing description, vehicle description, mental and medical conditions, and any other specific information that relates to foul play.
- 2. Initiate a preliminary investigation in an attempt to locate the missing adult.
- 3. Obtain and document any leads as to the possible location of the missing adult (e.g., destination, mode of travel, routes, etc.).
- 4. Determine when, where, and by whom the missing adult was last seen, identify the circumstances of the disappearance, and interview the individuals who last had contact with the person.
- 5. Obtain names and telephone numbers of relatives and friends and any other information which may assist in locating the missing adult.
- 6. Provide a lookout with a description of the missing adult and any known circumstances to all other Officers and the Whitfield County 911 Center. Request the Whitfield County 911 Center disseminate the lookout to surrounding agencies and to the law enforcement agencies in the jurisdiction of any known or suspected destinations of the missing adult.
- 7. Check with the Whitfield County Sheriff's Office, Hamilton Medical Center, and homeless shelters to determine if the person is located there.
- 8. Interview family members, friends, or any other persons who may have knowledge of the whereabouts of the missing adult. These interviews may

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be made by telephone or in person, but all interviews and attempts to interview shall be documented in the report.

9. Obtain a photograph, if possible, of the missing adult and attach it to the report in the Report Management System for future use by the assigned Investigator.
10. Have the reporting person sign a completed Missing Persons Declaration form.
11. Complete an incident report detailing the preliminary investigation and any related actions known to have been taken by others, including a physical description of the missing adult and clothing description.
12. The missing adult shall be entered into GCIC within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.

B. Investigator's Responsibilities

1. Ensure the missing adult has been entered into GCIC.
2. Contact the complainant and follow-up on the information obtained by the responding Officer.
3. Utilize the missing adult's photograph to coordinate press releases and social media posts to request assistance from the public in locating the missing adult, if needed.
4. Contact the missing adult's place of employment and / or school, if applicable, and inquire about his / her attendance record and any disciplinary issues.
5. Verify and update the GCIC record for a missing person who is under the age of twenty-one, no later than thirty (30) calendar days after the original entry, with any additional information, including, where available, medical and dental records and a photograph taken during the previous 180 calendar days
- ~~5-6.~~ Check credit card, debit card, and / or bank activity, if possible.
- ~~6-7.~~ Obtain cell phone records, if circumstances dictate.
- ~~7-8.~~ Periodically contact the reporting party to provide updates on the case and ensure needs are being met.
- ~~8-9.~~ Investigate the case thoroughly to facilitate it being brought to a speedy closure, and complete supplemental reports detailing all actions taken during the investigation.

VII. Critical Missing Adult

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A. Responding Officer's Responsibilities

1. Upon receiving a report of a critical missing adult, the Whitfield County 911 Center shall notify the Watch Commander and request a Supervisor also respond with the dispatched Officer.
2. CID shall be notified of all critical missing adult cases, and an Investigator shall respond with Officers to the scene if the initial search does not result in the adult being located.
3. In addition to the steps listed for non-critical missing adult cases, the following steps shall be performed by Officers responding to critical missing adult cases:
 - a. Provide the Whitfield County 911 Center with detailed description information for a lookout to be given to all Officers and surrounding agencies. Continue to provide the dispatcher with developing information, if any, to update the lookout.
 - b. Treat areas of interest as potential crime scenes and secure for crime scene processing.
 - c. Determine if surveillance or security cameras in the vicinity may have captured information about the person's disappearance;
 - d. The missing adult shall be entered into GCIC Missing Person Files within one (1) hour of the initial reported incident. If during regular business hours, the Officer may request the entry be made by the Records Section. The signed Missing Person Declaration shall be attached to the GCIC paperwork.
 - e. Complete and submit all required paperwork prior to the Officer ending his / her tour of duty.

B. Investigator's Responsibilities

In addition to the steps listed for non-critical missing adult cases, the following steps shall be performed by the Investigator responding to critical missing adult cases:

1. Obtain a briefing from the first responding Officer and other on-scene personnel. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
2. Initiate and / or assist with a neighborhood canvass using all available resources.
3. Obtain a brief, recent history of family dynamics.

RESTRICTED LAW ENFORCEMENT DATA

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4. Evaluate conflicting information offered by witnesses and other individuals, if any, for additional follow-up.
5. Collect articles of the adult's clothing for scent tracking purposes.
6. Review and evaluate all available information collected and evidence identified. Coordinate the processing of crime scenes with other Investigators.
7. Determine what additional resources and specialized services are required.
8. Prepare and update lookouts for local law enforcement agencies, the Georgia Bureau of Investigation (GBI), and other appropriate agencies.
9. Coordinate the receipt of tips and leads from the public.
10. Implement the Leads Management System to prioritize leads and ensure each one is reviewed and followed up on.

C. Supervisor's Responsibilities

1. Obtain a briefing from the first responding Officer and other personnel at the scene.
2. Initiate the Incident Command System (ICS), and establish a command post.
3. Remain on the scene of all critical missing adult incidents until the person is either located, ICS is deactivated, or until relieved.
4. Coordinate with the Whitfield County 911 Center to activate the CodeRED system in accordance with policy GO06-6.7, Automated Emergency Notification System.
5. Decide if circumstances of the adult's disappearance meet the protocol in place for activation of Mattie's Call. Before Mattie's Call can be activated, the following alert criteria must be met:
 - a. Law enforcement officials believe a disabled person is missing and is in immediate danger of serious bodily injury or death.
 - b. Through its own investigation, the law enforcement agency verifies the disappearance and eliminates alternative explanations for the disabled person's disappearance.
 - c. Sufficient information is available to disseminate to the public that could assist in locating the disabled person.
 - d. The missing disabled person is entered into NCIC / GCIC.

RESTRICTED LAW ENFORCEMENT DATA

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- e. The law enforcement agency must issue a statewide broadcast to law enforcement / 911 centers and contact local media regarding the missing person.
6. Determine the need for additional Officers, Investigators, or members of other area public safety agencies, such as Dalton Fire Department, Whitfield County Sheriff's Office, etc. Whitfield County Emergency Management Agency can assist in coordinating additional personnel and resources.
7. Confirm all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested, and expedite their availability.
8. Brief all additional responding units with the status of the investigation, and ensure coordination and cooperation among all public safety personnel involved in the investigation and search efforts.
9. Verify that all required notifications of Command Staff are made.
10. Assist with coordinating press releases and social media posts, if needed.

VII. **Unidentified Persons**

- A. Upon receiving a report of an unidentified person, the responding Officer shall initiate an immediate investigation in an attempt to identify the person and notify the Watch Commander.
- B. The investigation shall include the following steps:
 1. Provide a detailed description of the person to the Whitfield County 911 Center for a lookout to be given to all Officers and surrounding agencies.
 2. Identify the reporting party that located the unidentified person, and determine the place where the person was located.
 3. Conduct a neighborhood canvas to try to identify the person or where the person lives.
 4. Take a photograph of the person to be used for press releases or social media posts.
 5. Obtain medical treatment for any observed injuries or medical conditions.
 6. If an unidentified child's caretaker cannot be located, notify DFACS. For an adult, notify Adult Protective Services (APS).
 7. Enter the unidentified person into GCIC within one (1) hour of the initial incident being reported.

RESTRICTED LAW ENFORCEMENT DATA

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8. Complete an incident report detailing the information gathered and investigative steps taken. Submit a copy of the incident report to DFACS / APS.

IX. **Post-case Closure**

- A. When a missing person is located during the preliminary investigation, the responding Officer shall be responsible for ensuring the immediate removal of the person from GCIC. If the missing person is located during a follow-up investigation, the Officer or Investigator conducting the follow-up shall be responsible for ensuring the immediate removal of the person from GCIC.
- B. If Levi's Call or Mattie's Call was activated and the person is located, the assigned Investigator shall be responsible for ensuring the notification of the local media and the GBI and updating any social media posts.
- C. The assigned Investigator shall attempt to interview a missing child within 48 hours of when he / she is located. A forensic interview by a child advocacy center may be appropriate for missing children that were victims of sexual abuse.
- D. If ICS was initiated for a critical missing person case, the Incident Commander shall complete an after action review report. Any identified training needs or weaknesses shall be addressed.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 02/01/23 - 02/28/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
		1	0.40%	0	0	0	0	0	0.00	0	0.32		5.42
118	Trash or rubbish fire, contained	3	1.20%	0	8.67	0	0.33	2.67	0.00	0.33	2.10	4.816665	3.86
131	Passenger vehicle fire	3	1.20%	0	3	0	0	1	0.00	0	1.05	3.150000	6.09
140	Natural vegetation fire, other	1	0.40%	0	3	0	0	1	0.00	0	0.60	.600000	4.10
151	Outside rubbish, trash or waste fire	2	0.80%	0	9	0	1.5	3	0.00	1.5	5.51	4.266666	1.58
251	Excessive heat, scorch burns with no ignition	2	0.80%	0	10.5	0	1	3	0.00	1	8.82	9.649999	4.94
311	Medical assist, assist EMS crew	147	58.80%	0	0	3.24	0.01	0	1.03	0.01	0.96	141.366658	4.68
322	Motor vehicle accident with injuries	13	5.20%	0	0	6.31	0.15	0	2.00	0.15	3.12	33.166664	4.27
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.40%	0	0	3	0	0	1.00	0	0.65	.650000	4.40
324	Motor vehicle accident with no injuries.	9	3.60%	0	0	5.67	0.22	0	1.78	0.22	1.93	12.549998	3.77
411	Gasoline or other flammable liquid spill	1	0.40%	0	6	0	0	2	0.00	0	5.50	5.500000	2.55
412	Gas leak (natural gas or LPG)	3	1.20%	0	5.33	0	0.67	1.67	0.00	0.67	3.20	10.799999	2.33
413	Oil or other combustible liquid spill	1	0.40%	0	6	0	1	2	0.00	1	8.05	8.050000	0.00

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
422	Chemical spill or leak	1	0.40%	0	14	0	1	5	0.00	1	11.50	11.499999	3.53
424	Carbon monoxide incident	1	0.40%	0	7	0	1	2	0.00	1	5.20	5.166666	5.20
444	Power line down	1	0.40%	0	5	0	0	1	0.00	0	0.75	.750000	6.70
445	Arcing, shorted electrical equipment	1	0.40%	0	15	0	1	5	0.00	1	7.73	6.883333	7.68
531	Smoke or odor removal	1	0.40%	0	15	0	1	5	0.00	1	6.67	4.466666	4.30
550	Public service assistance, other	1	0.40%	0	3	0	0	1	0.00	0	0.40	.400000	0.38
551	Assist police or other governmental agency	1	0.40%	0	0	3	0	0	1.00	0	3.45	3.450000	3.08
553	Public service	2	0.80%	0	3.5	0	0	1.5	0.00	0	2.30	1.616666	2.16
561	Unauthorized burning	1	0.40%	0	3	0	0	1	0.00	0	1.20	1.200000	7.87
600	Good intent call, other	1	0.40%	0	18	0	1	5	0.00	1	2.85	.716664	2.65
611	Dispatched & canceled en route	23	9.20%	0	1.91	2.74	0.17	0.61	0.87	0.17	0.23	4.899995	0.00
622	No incident found on arrival at dispatch address	5	2.00%	0	4.4	2.6	0.4	1.4	0.80	0.4	1.28	7.283332	4.25
651	Smoke scare, odor of smoke	4	1.60%	0	9.25	0	0.5	3	0.00	0.5	5.12	14.033333	5.77
671	HazMat release investigation w/no HazMat	2	0.80%	0	6	0	0.5	2	0.00	0.5	4.77	5.433333	2.43
710	Malicious, mischievous false call, other	1	0.40%	0	13	0	1	4	0.00	1	3.97	2.799999	4.15
731	Sprinkler activation due to malfunction	1	0.40%	0	13	0	1	4	0.00	1	7.00	5.850000	3.80
733	Smoke detector activation due to malfunction	3	1.20%	0	12.67	0	1.33	4	0.00	1	4.74	10.933331	4.37
735	Alarm system sounded due to malfunction	3	1.20%	0	8.33	1.33	0.67	2.67	0.33	0.67	3.67	9.533332	3.94
743	Smoke detector activation, no fire - unintentional	3	1.20%	0	13.33	0	1	4.33	0.00	1	3.82	7.933331	3.73

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
744	Detector activation, no fire - unintentional	1	0.40%	0	13	0	1	4	0.00	1	2.80	1.983333	4.48
745	Alarm system activation, no fire - unintentional	6	2.40%	0	10.33	0	0.83	3.33	0.00	0.67	4.37	17.133331	5.69
Totals		250	100%	0	2.04	2.78	0.18	0.65	0.88	0.17	1.70	358.53	4.09
Mutual Aid Given Incidents		9											



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Response Summary by Station

Report Period: 02/01/23 - 02/28/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	106	3.77	70.75	25.47	3.93
Station 2	43	2.33	67.44	30.23	1.59
Station 3	62	6.45	67.74	25.81	2.3
Station 4	29	3.45	48.28	48.28	1.07
Station 5	22	0	68.18	31.82	0.81

Total 262

03/01/23 09:27:13



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Breakdown by Incident Type

Report Period: 02/01/23 - 02/28/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	148	0
611 Dispatched & canceled en route	26	0
322 Motor vehicle accident with injuries	16	0
324 Motor vehicle accident with no injuries.	10	0
745 Alarm system activation, no fire - unintentional	6	0
622 No incident found on arrival at dispatch address	5	0
651 Smoke scare, odor of smoke	4	0
733 Smoke detector activation due to malfunction	3	0
735 Alarm system sounded due to malfunction	3	0
743 Smoke detector activation, no fire - unintentional	3	0
118 Trash or rubbish fire, contained	3	0
131 Passenger vehicle fire	3	0
412 Gas leak (natural gas or LPG)	3	0
151 Outside rubbish, trash or waste fire	2	0
251 Excessive heat, scorch burns with no ignition	2	0
671 HazMat release investigation w/no HazMat	2	0
411 Gasoline or other flammable liquid spill	2	0
553 Public service	2	0
561 Unauthorized burning	1	0
600 Good intent call, other	1	0
710 Malicious, mischievous false call, other	1	0
731 Sprinkler activation due to malfunction	1	0
744 Detector activation, no fire - unintentional	1	0
741 Sprinkler activation, no fire - unintentional	1	0

03/01/23 09:30:34

Incident Type	Incidents	Exposures
000 None	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
132 Road freight or transport vehicle fire	1	0
140 Natural vegetation fire, other	1	0
413 Oil or other combustible liquid spill	1	0
422 Chemical spill or leak	1	0
424 Carbon monoxide incident	1	0
442 Overheated motor	1	0
444 Power line down	1	0
445 Arcing, shorted electrical equipment	1	0
531 Smoke or odor removal	1	0
550 Public service assistance, other	1	0
551 Assist police or other governmental agency	1	0

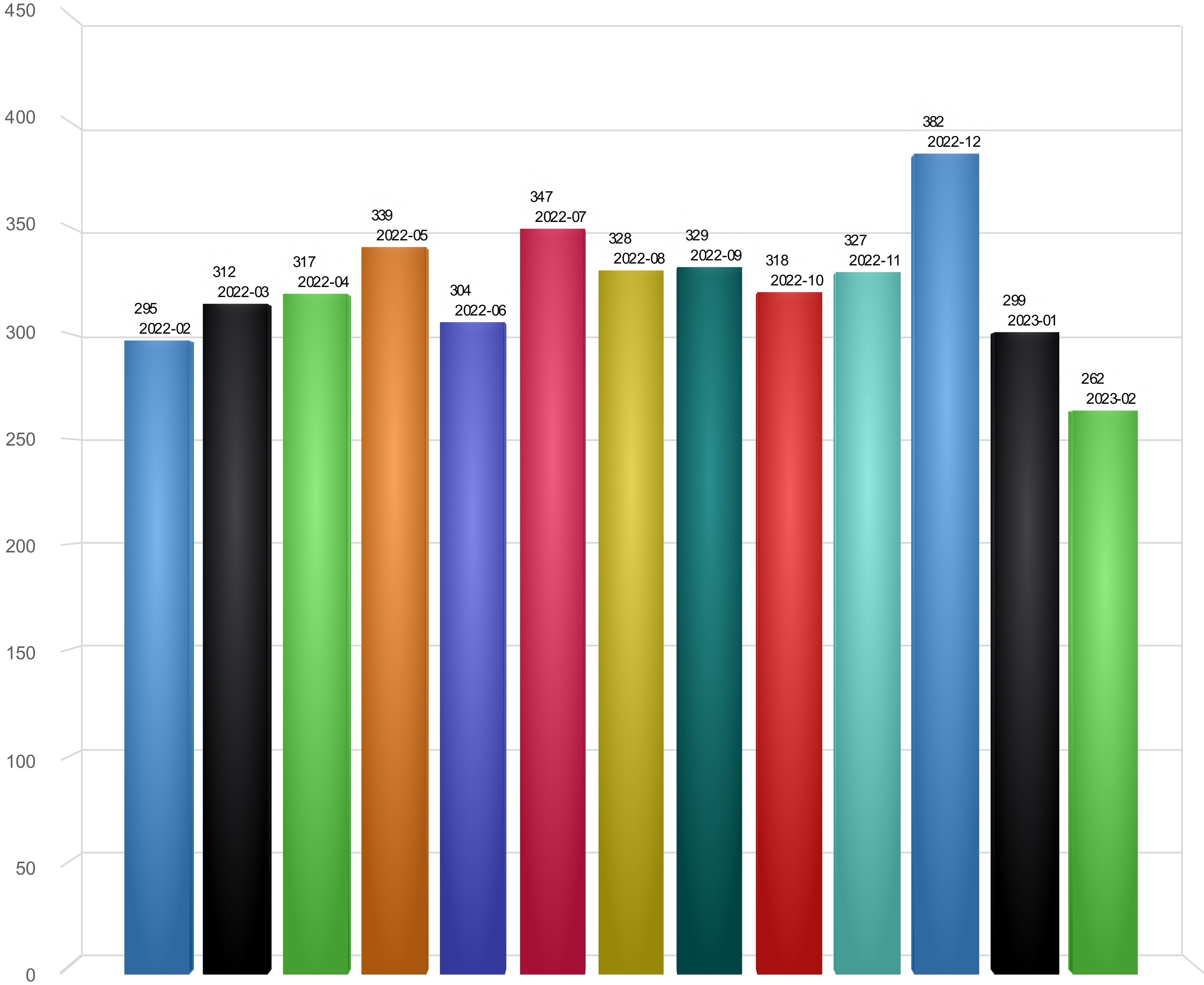
	Incidents	Exposures
Total	262	0

03/01/23 09:30:35

Incidents by Months

02/01/2022-02/28/2023

- 2022-02
- 2022-03
- 2022-04
- 2022-05
- 2022-06
- 2022-07
- 2022-08
- 2022-09
- 2022-10
- 2022-11
- 2022-12
- 2023-01
- 2023-02



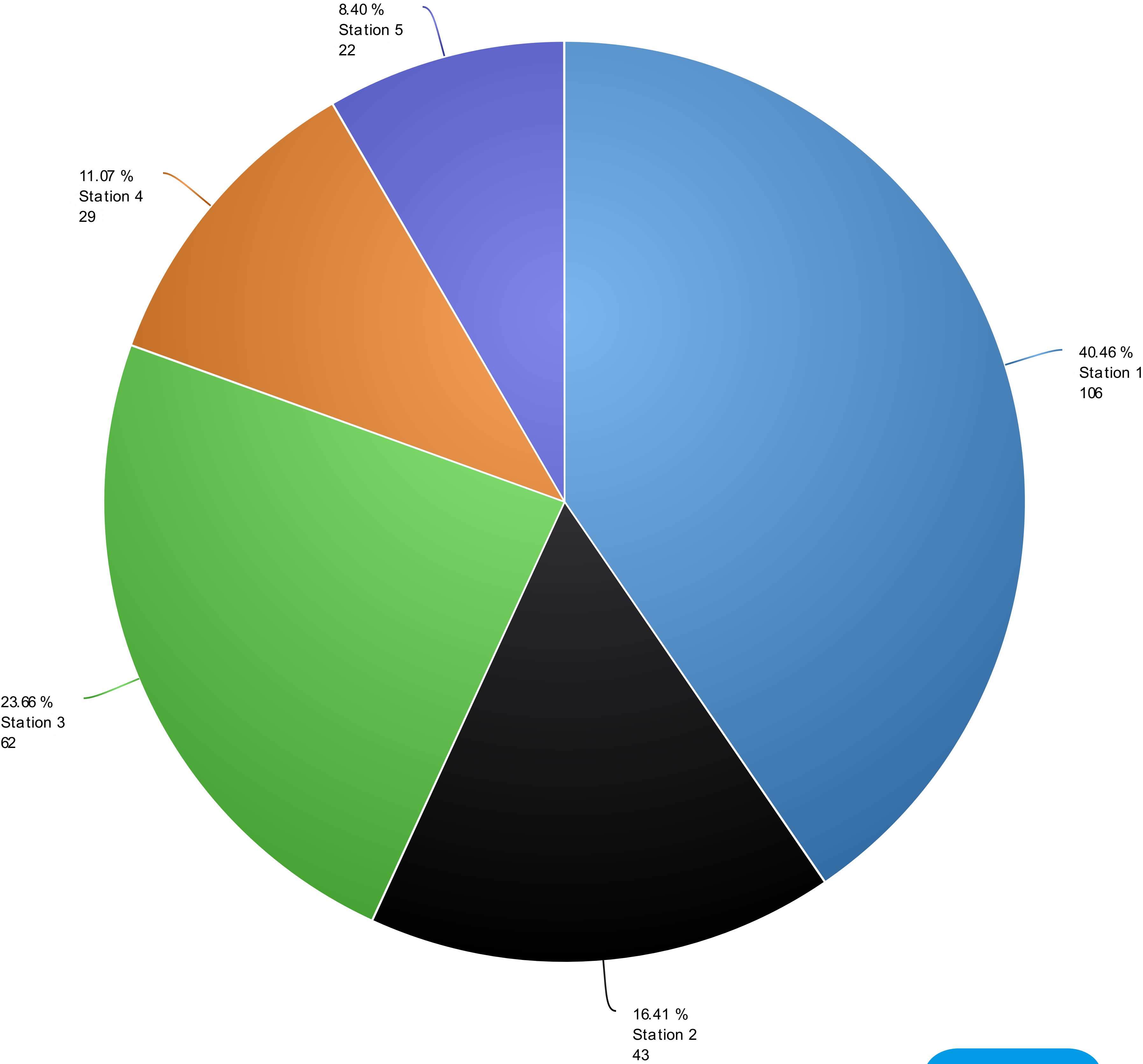
Incident Count

Total of Month: 4,159

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

Incidents by Stations

02/01/2023-02/28/2023



Total of Station: 262

Station 1

Station 2

Station 3

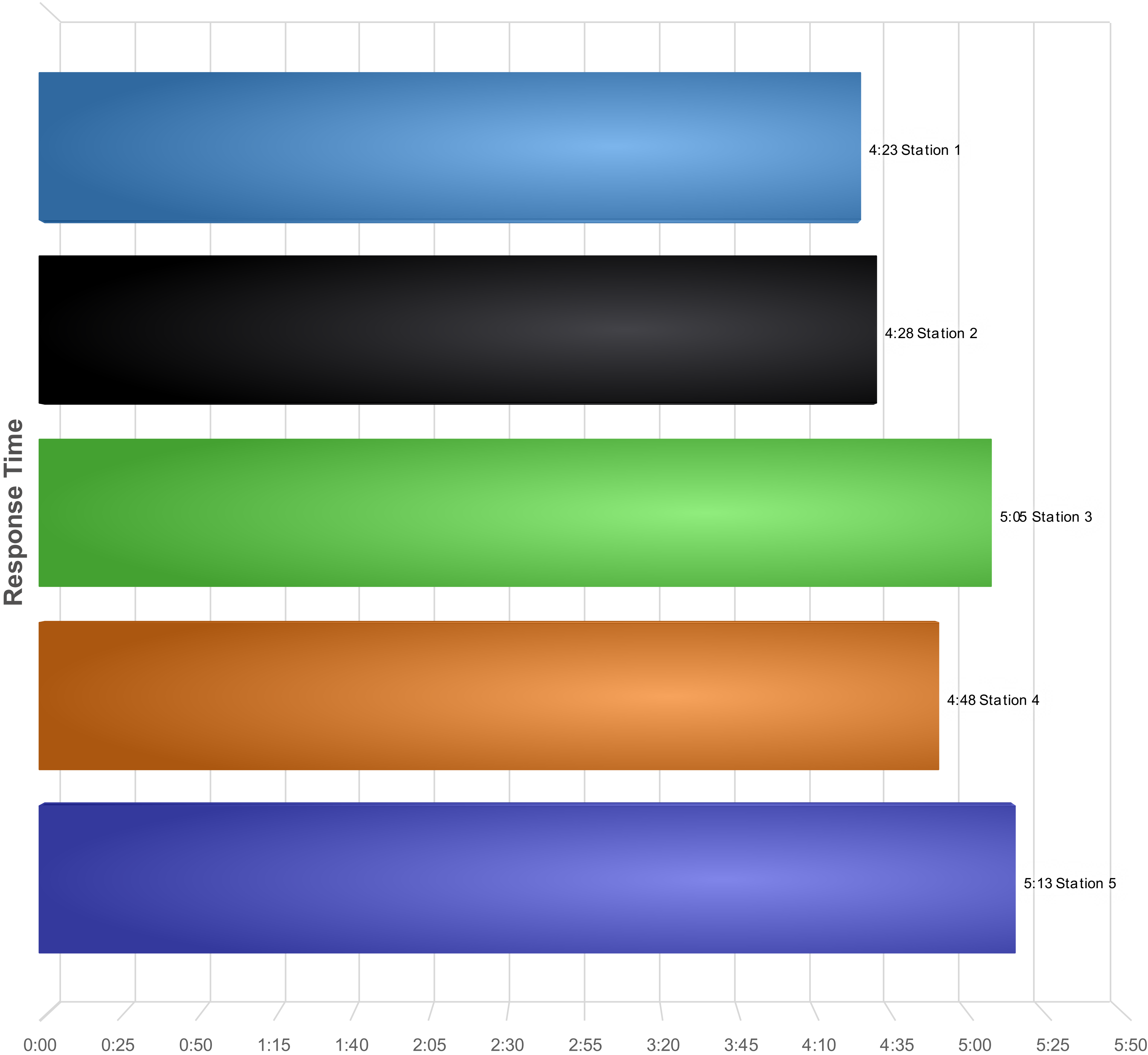
Station 4

Station 5

Total of Station: 4:40

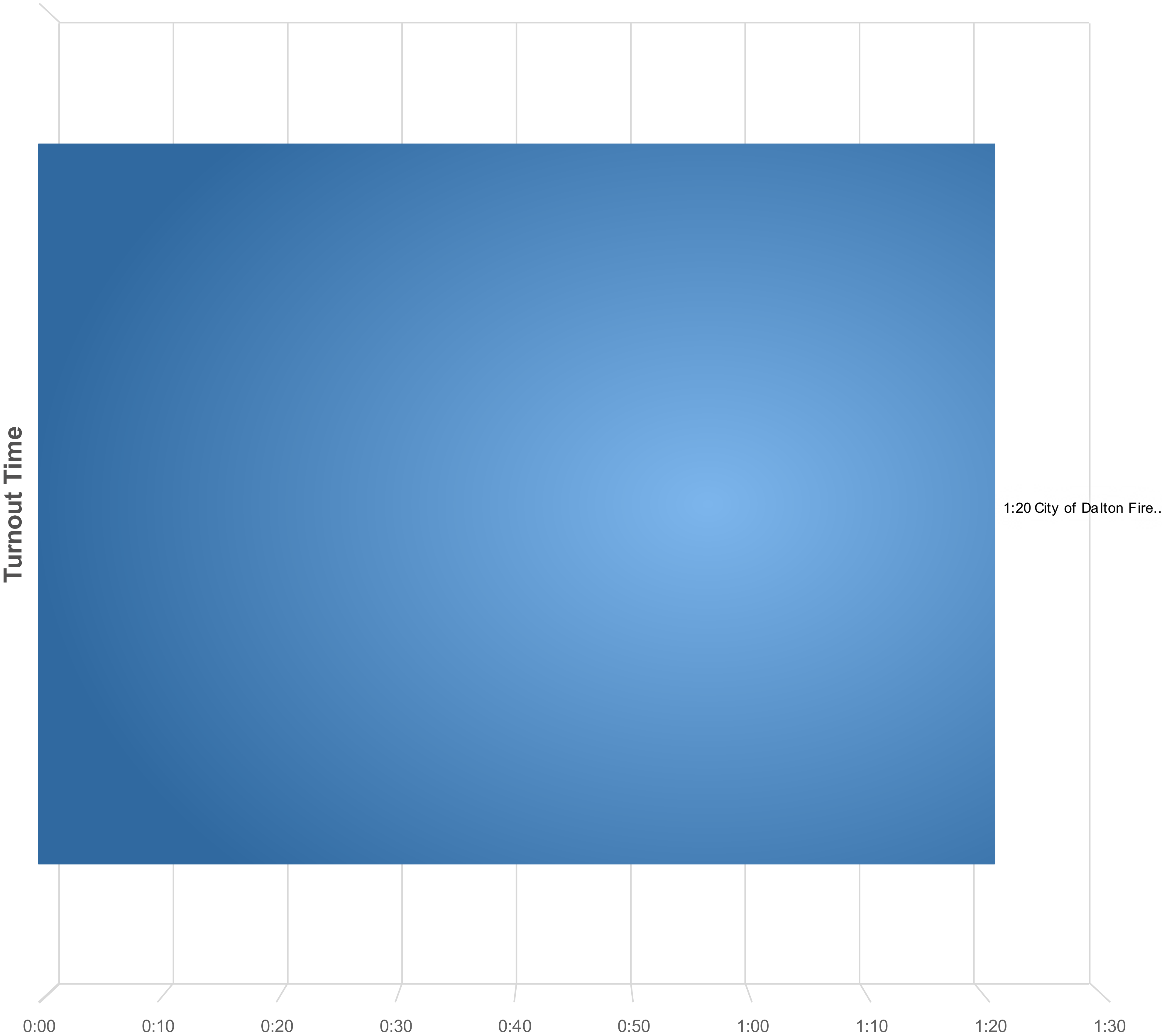
Average Response Time by Station

02/01/23-02/28/23



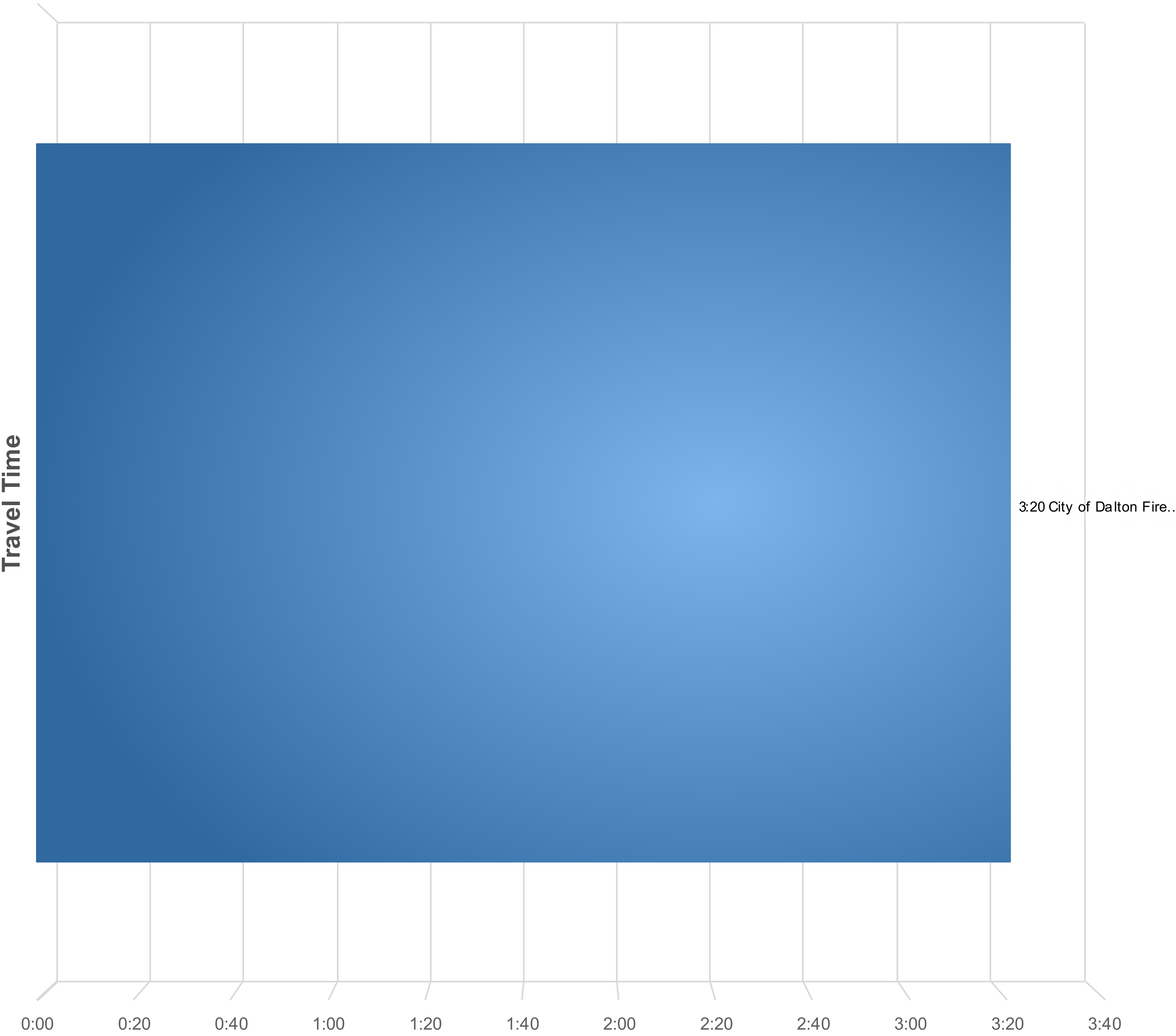
Department Average Turnout Time (Alarm-> First En Route)

02/01/23-02/28/23



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

02/01/2023-02/28/2023





Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Staff Hours by Incident Type

Report Period: 02/01/23 - 02/28/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	142.22
322 Motor vehicle accident with injuries	37.56
745 Alarm system activation, no fire - unintentional	17.13
651 Smoke scare, odor of smoke	14.03
324 Motor vehicle accident with no injuries.	13.80
422 Chemical spill or leak	11.50
733 Smoke detector activation due to malfunction	10.93
412 Gas leak (natural gas or LPG)	10.80
411 Gasoline or other flammable liquid spill	10.30
251 Excessive heat, scorch burns with no ignition	9.65
735 Alarm system sounded due to malfunction	9.53
413 Oil or other combustible liquid spill	8.05
743 Smoke detector activation, no fire - unintentional	7.93
622 No incident found on arrival at dispatch address	7.29
445 Arcing, shorted electrical equipment	6.88
731 Sprinkler activation due to malfunction	5.85
611 Dispatched & canceled en route	5.60
671 HazMat release investigation w/no HazMat	5.43
424 Carbon monoxide incident	5.17
118 Trash or rubbish fire, contained	4.82
531 Smoke or odor removal	4.47
151 Outside rubbish, trash or waste fire	4.27
551 Assist police or other governmental agency	3.45
131 Passenger vehicle fire	3.15

Incident Type	Hours
710 Malicious, mischievous false call, other	2.80
000 None	2.25
132 Road freight or transport vehicle fire	2.05
741 Sprinkler activation, no fire - unintentional	2.00
744 Detector activation, no fire - unintentional	1.98
553 Public service	1.62
561 Unauthorized burning	1.20
444 Power line down	0.75
600 Good intent call, other	0.72
323 Motor vehicle/pedestrian accident (MV Ped)	0.65
140 Natural vegetation fire, other	0.60
442 Overheated motor	0.45
550 Public service assistance, other	0.40

Total	377.28
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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Injuries and Property Los

(Dates: 02/01/23 - 02/28/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
118	Trash or rubbish fire, contained	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	6,200	92.54%	500	100.00 %	6,700	93.06%
132	Road freight or transport vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
140	Natural vegetation fire, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	500	7.46%	0	0.00%	500	6.94%
251	Excessive heat, scorch burns with no ignition	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
311	Medical assist, assist EMS crew	147	59.04%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	13	5.22%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
324	Motor vehicle accident with no injuries.	9	3.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
411	Gasoline or other flammable liquid spill	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
413	Oil or other combustible liquid spill	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
422	Chemical spill or leak	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
424	Carbon monoxide incident	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
442	Overheated motor	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
531	Smoke or odor removal	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
550	Public service assistance, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
553	Public service	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
561	Unauthorized burning	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	23	9.24%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	5	2.01%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	4	1.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
671	HazMat release investigation w/no HazMat	2	0.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
710	Malicious, mischievous false call, other	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
731	Sprinkler activation due to malfunction	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
743	Smoke detector activation, no fire - unintentional	3	1.20%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	1	0.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	6	2.41%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals		249	100%	0	0	100%	0	100%	0	100%	0	100%	6,700	100%	500	100%	7,200	100%
Mutual Aid Given Incidents		12																

Training Division Monthly Report

February 2023

Overview

Recruit Class 2023-01 continued throughout the month with 6 candidates enrolled. The department hosted Georgia Smoke Diver class #62 at the training center. Biennial recertification training for licensed EMTs and Paramedics continued in February with a session on obstetrics and pediatrics. 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 February totaled 2,802.

Outside Schools

2 firefighters completed Georgia Smoke Diver class #62.

4 students attended Pressurized Container Fire Control hosted at the Calhoun Fire Department training center.

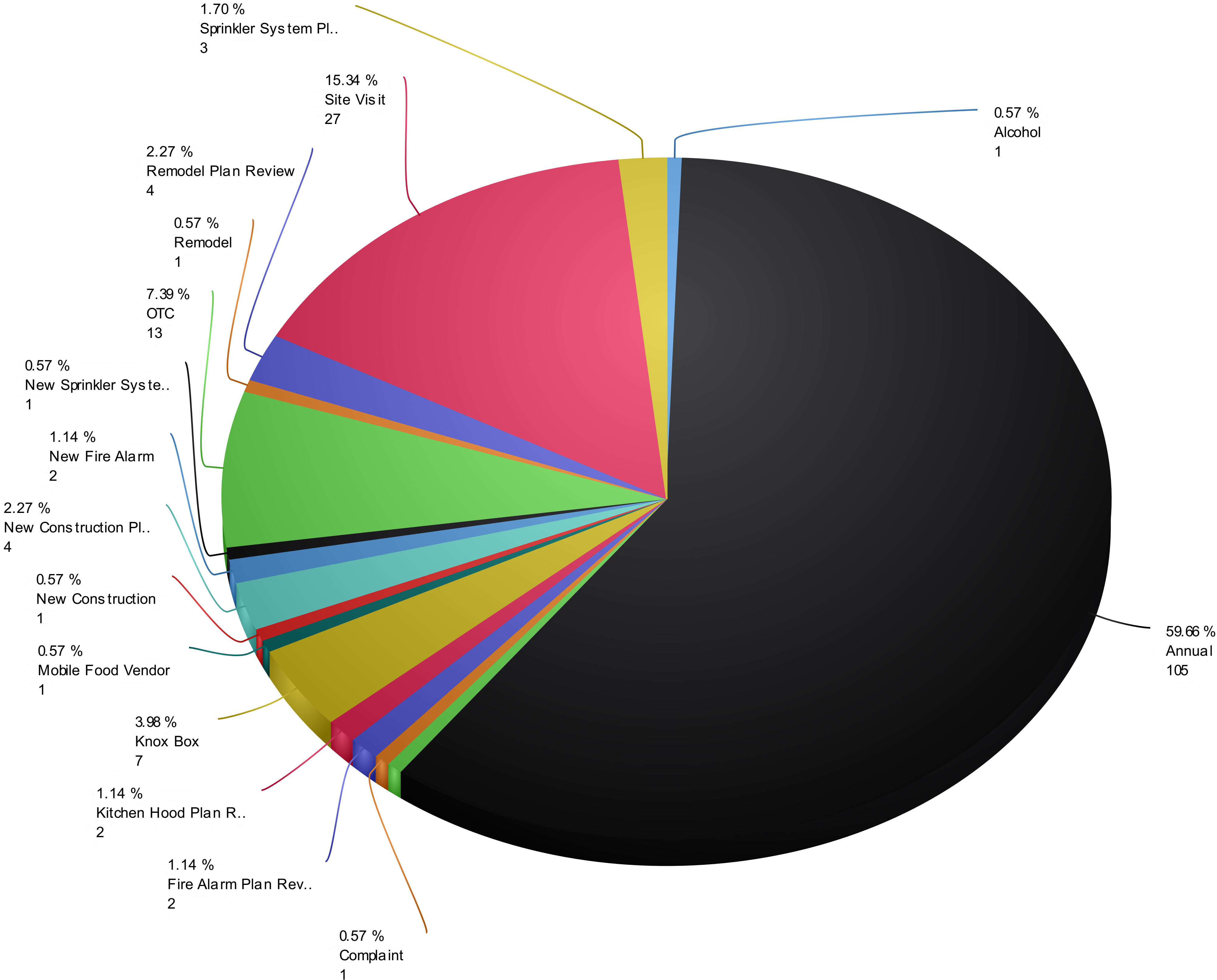
5 students attended Risk-based Response to Battery Emergencies at Gordon County Fire Rescue.

1 Chief Officer attended New Executive Chief Officer at the National Fire Academy in Emmitsburg, Maryland.

Inspection Visit History by Inspection Type

02/01/2023-02/28/2023

- Alcohol
- Annual
- Annual Apartment
- Complaint
- Fire Alarm Plan Review
- Kitchen Hood Plan Review
- Knox Box
- Mobile Food Vendor
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Remodel
- Remodel Plan Review
- Site Visit
- Sprinkler System Plan Review



Total of Inspection Type: 176

YEAR-TO-DATE BUDGET REPORT

02/28/2023

FOR 2023 02									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000 511100	WAGES REG	6,026,000	0	6,026,000	845,589.87	.00	5,180,410.13	14.0%	
350000 511300	WAGES - OT	519,000	0	519,000	68,186.80	.00	450,813.20	13.1%	
350000 512100	GROUP INS	1,079,235	0	1,079,235	156,876.47	.00	922,358.53	14.5%	
350000 512200	FICA & MED	500,800	0	500,800	76,010.85	.00	424,789.15	15.2%	
350000 512401	RETDGP	396,000	0	396,000	58,895.20	.00	337,104.80	14.9%	
350000 512402	RET DBP	323,000	0	323,000	49,136.24	.00	273,863.76	15.2%	
350000 512403	RET STATE	28,800	0	28,800	4,525.00	.00	24,275.00	15.7%	
350000 512700	WORKERS CO	107,000	0	107,000	.00	.00	107,000.00	.0%	
350000 512900	OTHER EMPL	36,750	0	36,750	2,736.34	.00	34,013.66	7.4%	
350000 512915	CLEANING A	49,900	0	49,900	.00	.00	49,900.00	.0%	
350000 512950	FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%	
350000 521210	LEGAL FEES	4,800	0	4,800	82.50	.00	4,717.50	1.7%	
350000 522140	LAWN CARE	4,000	0	4,000	926.90	.00	3,073.10	23.2%	
350000 522210	BUILD R&M	60,000	0	60,000	4,910.35	2,733.72	52,355.93	12.7%	
350000 522220	EQ REPAIRS	24,000	-23,690	310	2,711.91	.00	-2,401.91	874.8%	
350000 522220	APPA MTN APP	100,000	23,690	123,690	755.04	.00	122,934.96	.6%	
350000 522320	RENT EQUIP	4,500	0	4,500	635.33	.00	3,864.67	14.1%	
350000 523100	INSURANCE	32,980	0	32,980	370.11	.00	32,609.89	1.1%	
350000 523200	COMMUNICAT	33,750	0	33,750	4,769.50	.00	28,980.50	14.1%	
350000 523500	TRAVEL	20,000	0	20,000	1,071.64	.00	18,928.36	5.4%	
350000 523600	DUES	6,000	0	6,000	765.53	.00	5,234.47	12.8%	
350000 523630	RADIO SUBC	11,500	0	11,500	.00	.00	11,500.00	.0%	
350000 523640	VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%	
350000 523700	TRAINING	28,000	0	28,000	1,228.25	.00	26,771.75	4.4%	
350000 523900	OTHER PUR	0	200	200	103.90	.00	96.10	52.0%	
350000 523920	SOFT LIC	16,000	0	16,000	.00	.00	16,000.00	.0%	
350000 531100	SUP GENERA	25,000	0	25,000	2,267.85	.00	22,732.15	9.1%	
350000 531110	SUP OFFICE	4,000	0	4,000	505.09	.00	3,494.91	12.6%	
350000 531120	UNIFORMS	140,000	0	140,000	3,424.01	.00	136,575.99	2.4%	
350000 531150	SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%	
350000 531200	UTILITIES	163,000	0	163,000	27,588.75	.00	135,411.25	16.9%	
350000 531250	OIL	5,000	0	5,000	1,439.86	.00	3,560.14	28.8%	
350000 531270	GASOLINE	16,500	0	16,500	1,560.92	.00	14,939.08	9.5%	
350000 531275	DIESEL	62,000	0	62,000	7,359.25	.00	54,640.75	11.9%	
350000 531300	MEALS FOOD	2,000	0	2,000	107.17	.00	1,892.83	5.4%	
350000 531600	SMALL EQUI	30,000	0	30,000	539.96	.00	29,460.04	1.8%	
350000 531700	OTHER SUPP	15,000	-200	14,800	265.98	.00	14,534.02	1.8%	
350000 531700	HAZM OTHER SUPP	12,000	0	12,000	.00	.00	12,000.00	.0%	
350000 531700	SAFET OTHER SUPP	5,000	0	5,000	2,442.50	.00	2,557.50	48.9%	
350000 542500	OTHER EQUI	4,000	0	4,000	1,151.19	.00	2,848.81	28.8%	
TOTAL GENERAL FUND - OPERATING		9,918,365	0	9,918,365	1,345,775.26	2,733.72	8,569,856.02	13.6%	
TOTAL EXPENSES		9,918,365	0	9,918,365	1,345,775.26	2,733.72	8,569,856.02		

YEAR-TO-DATE BUDGET REPORT 02/28/2023

FOR 2023 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,918,365	0	9,918,365	1,345,775.26	2,733.72	8,569,856.02	13.6%

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

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: GP- 4
Effective: 03-28-2023
Revised:
Reviewed:

Fire Chief Signature

DATE

Policy: Notification of Retirement

Purpose: To ensure all required forms and supporting documents are submitted according to timeline included within and provide a guide through the retirement application process.

Scope: All Personnel

PROCEDURE:

This process will ensure everything required for initiating retirement benefits will be completed, providing timely initial payments as well providing the department with vital information in the budgetary process is completed in a timely and accurate manner. All required and optional paperwork should be completed by the applicant prior to bringing to administration for signatures and the notarization. Administration will provide the required separation notice listed below. Should the applicant have questions or need direction with the Georgia Firefighter Pension (GFPF) elections, the applicant should contact GFPF to have questions answered in order to make informed decisions.

CITY PENSION

1. Submit completed Notice of Retirement form to Fire Chief's Office at least 65 days prior to the projected retirement date.
 - a. Form will be sent to Human Resources, who will contact applicant and set-up an appointment to complete city pension paperwork

GEORGIA FIREFIGHTERS PENSION

2. Access "Application for Retirement" package on Georgia Firefighter Pension Fund (GFPF) website (<https://gfpf.org/reports/fund-forms>)
3. Follow instruction included in package

Required Forms

- Application for Retirement
- Beneficiary Designation & Election of Optional Benefits page 1 of 2
- Beneficiary Designation & Election of Optional Benefits page 2 of 2
- Retiree Direct Deposit

Optional Forms

- Tax Withholding Request

After Paperwork Submitted

1. Separation Notice will be completed by Chief's Office and provided in now completed package
2. Completed package returned to retiree applicant for required mailing

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-5
Effective: 03/28/2023
Revised:
Reviewed:

Fire Chief Signature

DATE

Policy: Prior Service Recruitment and Hiring

Scope: All Personnel

Procedure:

The intent of this policy is to provide a pathway for attracting highly qualified applicants with prior service in firefighting, without sacrificing integrity within our recruit program:

- Candidate must have current Firefighter certification through Georgia Firefighter Standards and Training Council
- Candidate must possess National Professional Qualifications (NPQ) Hazardous Materials Awareness and Hazardous Materials Operations certifications
- Candidate must possess NPQ Firefighter 1 certification with NPQ Firefighter 2 preferred
- Candidate must be trained as an Emergency Medical Responder with EMT or Paramedic license preferred
- After verification of minimum requirements, the candidate must pass a physical exam and drug screening
- Candidate must pass the City of Dalton Fire Department candidate physical agility test
- Candidate must complete an abridged version of recruit training and testing administered by the Training Division to ensure proficiency and familiarity with current practices
- Upon completion of the above requirements, the candidate will be assigned to the Suppression Division as a probationary firefighter and must complete the Firefighter 1 Promotional Guidebook within 1 year of assignment

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: AO-1
Effective: 2/26/2019
Revised:
Reviewed: 03/28/2023

Fire Chief Signature

DATE

Title: Moving and Driving Fire Apparatus

Reference: Official Code of Georgia Annotated 40-6-6 (2010) Authorized Emergency Vehicles

Scope: All Personnel

Guidelines:

1. While driving emergency in a fire apparatus (in accordance with O.C.G.A. 40-6-6)
 - a. May exceed the maximum speed limits so long as he/she does not endanger life or property
 - b. While passing, utilize a left side pass whenever possible, however the driver may choose the path of least resistance as long as he/she does not endanger life or property
 - c. The fire apparatus shall keep a minimum 4 second distance between the fire apparatus and the vehicle in front of it
 - d. While responding, all warning devices should be utilized including: warning lights, federal siren, electronic sirens, and air horn
2. Intersections during emergency response (in accordance with O.C.G.A. 40-6-6)
 - a. May proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation. The driver and officer should communicate that the intersection is clear.
 - b. If a traffic light is green or changing, the driver of the fire apparatus should slightly reduce speed below the posted speed limit while proceeding through the intersection. The driver and officer should communicate that the intersection is clear.

- c. During a right or left turn at an intersection, the driver and officer must use due regard while making a clear and safe turn. The driver and officer should communicate that the intersection is clear.

3. Backing Guidelines:

- a. While backing a fire apparatus, there should be a ground guide on the left side of the apparatus motioning the driver backwards. The ground guide should remain in the view of the left side mirror until backing is complete.
- b. The driver should monitor the left side mirror to watch the ground guide and the left side of the apparatus
- c. The officer should use due regard and either stay in the OIC seat and constantly monitor the right side mirror for any obstructions or get out and become a front ground guide
- d. The rear ground guide and the front ground guide officer may use the radio system to initiate a stop by having the radio lapel mic in hand while the apparatus is backing. A message of “STOP, STOP, STOP” should be announced over the radio in the case of a potential immediate collision.

4. Departing the fire station

- a. Make sure all apparatus doors are closed before moving.
- b. Clear all sides of the apparatus of any items/personnel and ensure a minimum 3 foot clearance before moving the apparatus.
- c. The driver and officer should visually check that the overhead door is completely stowed and it has not started to come down while slowly leaving the apparatus bay.

Official Code of Georgia Annotated (40-6-6)

O.C.G.A. 40-6-6 (2010)

40-6-6. Authorized emergency vehicles

(a) The driver of an authorized emergency vehicle or law enforcement vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this Code section.

(b) The driver of an authorized emergency vehicle or law enforcement vehicle may:

(1) Park or stand, irrespective of the provisions of this chapter;

(2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

(3) Exceed the maximum speed limits so long as he or she does not endanger life or property; and

(4) Disregard regulations governing direction of movement or turning in specified directions.

(c) The exceptions granted by this Code section to an authorized emergency vehicle shall apply only when such vehicle is making use of an audible signal and use of a flashing or revolving red light visible under normal atmospheric conditions from a distance of 500 feet to the front of such vehicle, except that a vehicle belonging to a federal, state, or local law enforcement agency and operated as such shall be making use of an audible signal and a flashing or revolving blue light with the same visibility to the front of the vehicle.

(d)(1) The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: FO-18

Effective: 3/26/2019

Revised: 3/27/2021

Reviewed: 3/28/2023

Fire Chief Signature

DATE

Title: Chief on call notification

Scope: Suppression Division

Purpose: To assist the shift commander with procedures for notifying the on call chief of predetermined situations.

PROCEDURE:

The following situations shall prompt the shift commander to notify the chief on call. These situations are not to be considered all inclusive. It shall be the shift commander's discretion to notify the chief on call for any other noteworthy occurrences.

1. Any incident requiring deployment of a supply line, whether the line is charged or not.
2. Any incident which requires the use of two or more tanks of water from the apparatus.
3. Any injury to personnel that requires medical attention beyond care rendered by Dalton Fire Department personnel.
4. A fire related civilian injury or fatality.
5. Any accident involving Dalton Fire Department property. This would include motor vehicle accidents, or damage to physical property.
6. Any arrest or detainment of Dalton Fire Department personnel by law enforcement.
7. Any incident that will require enough personnel for an extended period of time to prevent proper response coverage.

All fires meeting the criteria above or noteworthy incidents shall be followed up by a media report at the earliest convenience of the shift commander.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: SCBA-04

Effective: 2/26/2019

Revised:

Reviewed: 03/28/2023

Fire Chief Signature

DATE

Title: Daily PPE Inspection

Reference: NFPA 1852: Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA), 2019 Edition

Scope: Suppression Division

Procedure:

- A. All personnel assigned a riding position with an SCBA shall perform a daily inspection in accordance with NFPA 1852.
 1. This applies to seats without a dedicated SCBA. An SCBA from a compartment shall be inspected for immediate use.
- B. All personnel shall ready assigned Personal Protective Equipment for immediate use.
 1. PPE shall be arranged so it can be donned immediately upon receiving a call.
 2. Individual emergency escape system and other personal tools shall be inspected for operation.
- C. All personnel shall inspect for location and readiness of any tools that would be required immediately for his/her riding assignment.
- D. These inspections shall be done immediately after clocking in for duty. Pass-ons and other business should be done after these inspections and readiness to respond have been completed.